



TOWN COUNCIL

21 April 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that an Extraordinary Meeting of the Full Town Council at which your attendance is summoned, will be held at the **Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Wednesday, 26th April, 2023** at **6.00 pm** to transact the business specified in the following Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: The Mayor and Members of Teignmouth Town Council as follows:

Councillors I Palmer (Chair), J Atkins (Vice-Chair), R Ash, B Cox, D Cox, A Henderson, J Orme, R Phipps, S Russell and C Williams



For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interests at agenda item 3 in respect of the items to be considered and are also advised that the timescale to alter their stated interests with the District Council's Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting. Any items not listed on the agenda and decisions made may be open to legal challenge.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to 'silent' during the meeting to avoid disruption.
- 6** ***Recording*** this meeting will be recorded.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. The comments of members of the public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.



A G E N D A

PART I

(Open to the Public)

TO THE CHAIRMAN AND MEMBERS OF TEIGNMOUTH TOWN COUNCIL

You are hereby summoned to a meeting of the Town Council to be held on 26th April 2023 at 6.00pm in the Council Chambers, Bitton House to transact the business as specified in the agenda below.

Please note:

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The public are welcomed at Teignmouth Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

**I Wedlake
Clerk**

Council in Formal Session - Part 1

1. Use of Mobile Phones

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Councillors must switch their mobile phones to silent during the meeting to avoid disruption.

2. Apologies for Absence

To receive, note and where requested, approve the reasons for apologies for absence.

3. Declarations of Interest

To declare any disclosable interests relating to the forthcoming items of business (if any).



4. **Dispensations**

To receive and consider requests for dispensation (if any).

5. **Minutes** (Pages 5 - 8)

To approve, sign and adopt the minutes of the Council meeting held on 14th March 2023.

6. **Extraordinary Finance meeting 24th April 2023** (Pages 9 - 14)

To receive and approve the minutes and actions from the extraordinary finance meeting of the 24th of April 2023.

Minutes to follow directly to councillors.

7. **Exclusion of the press and public**

Council in formal session part - 2 Members are recommended to move and approve the following resolution: "To move that in view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3 g."

8. **Toilet replacement**

Clerk to provide a verbal update on the discussions with TDC regarding the enabling works for the Den toilets and the consequences for CCTV replacement.

9. **CCTV replacement contract phase 1**

To resolve to accept one of the three tender responses for phase one of CCTV replacement. And to include a 20% contingency sum for unforeseen items and a further 5% contingency for inflation.

Part 2 papers sent to councillors directly.

Teignmouth Town Council

Minutes of a Meeting of
Teignmouth Town Council
Held at Bitton House, Teignmouth on
Tuesday, 14th March, 2023 at 6.55 pm

Present:

Councillors I Palmer (Chair), J Atkins (Vice-Chair), R Ash, D Cox, J Orme, R Phipps and C Williams

Absent:

Councillors B Cox, A Henderson and S Russell

In attendance:

Public Participation:

There was no public participation

The following minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.

Part I

101 USE OF MOBILE PHONES

Taken as read

102 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Henderson and Cllrs Russell.

None from Cllr B Cox.

102.1 Urgent Matter raised by the chair

Councilor Palmer raised the need to send a letter to DCC regarding Teignmouth Hospital.

It was resolved to, Send a letter to Cllr Johnson at Devon County Council regarding Teignmouth Hospital and a copy to the Secretary of State

Proposed by Cllr Cox
Seconded by Cllr Ash
Six in favour and one against
Motion carried

Cllr Ormer left at 6:56 pm

103 DECLARATIONS OF INTEREST

There were none.

104 DISPENSATIONS

None

105 MINUTES

Members considered the minutes of the Council meeting held on 14th February 2023.

Three members of the public spoke:

Vanda – regarding parking passes

Clive – the land at the bottom of Bitton Park Road

Sonja – regarding parking passes

The amendment

Proposed: Cllr Williams

Seconded: Cllr Phipps

Carried unanimously.

Approved minutes with amendments as a true record

Proposed: Cllr Atkins

Seconded: Cllr Phipps

Carried unanimously

106 CLERKS REPORT (IF ANY)

Not required

107 TO RECEIVE AND APPROVE THE MINUTES AND ACTIONS FROM THE ASSETS AND FACILITIES MEETING OF 06/02/2023 (DEFERRED FROM 14/02/2023)

Approve the minutes from 6th February 2023

Proposed Cllr Atkins

Seconded Cllr Palmer

Carried unanimously

108 LIST OF PAYMENTS JANUARY 2023

Cllr Williams left the room (she didn't vote)

Proposed Cllr Phipps

Teignmouth Town Council

Seconded Cllr Cox
Carried unanimously

109 LIST OF PAYMENTS FEBRUARY 2023

Proposed Cllr Cox
Seconded Cllr Phipps
Carried unanimously

110 TRANSFER OF COMMUNITY LAND AT THE BOTTOM OF BITTON PARK

Cllr Williams returned to the Chamber

Proposed Cllr Phipps
Seconded Cllr Atkins
5 in favour 1 against – motion carried
The signing of the documents will be done after the Full Council Meeting

111 TO REVIEW AND APPROVE ASSET LIST FOR TEIGNMOUTH TOWN COUNCIL

Proposed Cllr Ash
Seconded Cllr Atkins
Carried unanimously

112 TO RECEIVE AND ADOPT ASSETS POLICY FOR TEIGNMOUTH TOWN COUNCIL

Proposed Cllr Phipps
Seconded Cllr Williams
Carried unanimously

113 APPENDIX OF COUNCILLORS WRITTEN REPORTS RECEIVED (FOR INFORMAL SESSION PRIOR TO PART 1)

All of the Cllrs are reminded that they should be handing in written reports to the Town Clerk before the agenda goes out as per written in the Standing Orders.

Cllr Atkins gave her written report to the Town Clerk and she highlighted any changes that have been made since giving the report.

Cllr Williams. Cllr Ash, Cllr Phipps, Cllr Cox and Cllr Orme gave their apologies for not giving a written reports.

114 RISK REGISTER

Proposed Cllr Phipps
Seconded Cllr Ash
Carried unanimously

Teignmouth Town Council

Location of bank investments to be reviewed by Clerk/RFO

The meeting was closed by the Mayor at Time Not Specified

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Cllr Iain Palmer
MAYOR OF TEIGNMOUTH

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the

Finance Committee

held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on
Monday, 24th April, 2023 at 3.30 pm

Present:

Councillors J Atkins (Chair), R Ash, I Palmer, C Williams and R Phipps

Absent:

J Orme

Officers In attendance:

49 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Orme

Resolved that the apology be noted.

50 DECLARATIONS OF INTEREST

Councillor Palmer declared an interest in relation to the Folk Festival grant application. The Councillor was advised they would address the meeting before the item was discussed, and not take part in the vote.

51 DISPENSATIONS

There were no dispensations.

A dispensation was considered for Councillor Palmer in relation to being able to answer any questions regarding the Folk Festival grant.

52 MINUTES

Members considered the minutes of the Finance meeting held on 19th January 2023.

Resolved that the minutes of the Finance meetings held on 19th January 2023 be approved and signed as a correct and accurate record of the meeting.

Proposed Cllr Palmer

Seconded Cllr Williams

Carried 4:1 as 1 Cllr not present at the meeting

53 INTERNAL AUDIT REPORTS AND ACTIONS THEREIN

It was resolved that both reports be received and accepted and that the Clerk & RFO would take the actions required.

Proposed Cllr Atkins
Seconded Cllr Ash
Unanimous

54 2022/2023 BUDGET OUT TURN REPORT

The clerk drew the committee's attention to the highlights of the report including the increase in weddings and room bookings.

It was resolved to accept the report.

Proposed Cllr Atkins
Seconded Cllr Palmer
Unanimous

55 ADMINISTRATIVE WRITE-OFFS

The committee resolved to accept in full the RFO's proposed write offs.

Proposed Cllr Atkins
Seconded Cllr Williams
Unanimous

56 TO APPROVE THE EARMARKED RESERVES AS AT 31 MARCH 2023 (AS SHOWN IN THE CLOSING BALANCE COLUMN OF THE ATTACHMENT). NOTING THAT THE FOLLOWING TRANSFERS HAVE TAKEN PLACE IN ORDER TO ARRIVE AT THE END OF YEAR BALANCES

The committee resolved to accept the proposed "Ear Marked Reserves" as set out.

Proposed Cllr Atkins
Seconded Cllr Palmer
Unanimous

They further resolved to dispose of the Swimming Pool EMR which we only hold in safe keeping should be dispersed to the local swimming club on the proviso that they use it for equipment and accessibility equipment. The Clerk to write to the "Tooley" family to that effect.

57 NEW BANK ACCOUNT MANDATE

The committee resolved to accept the new bank mandate in full as set out.

Proposed Cllr Atkins
Seconded Cllr Ash
Unanimous

58 ANNUAL GOVERNANCE & ACCOUNTING RETURN (AGAR)

It was resolved to accept the AGAR subject to a satisfactory final internal audit.

Proposed Cllr Atkins
Seconded Cllr Palmer
Unanimous

59 GRANT APPLICATIONS (2022/3)

Teignmouth Scouts £2,000 (In Kind) agreed.

Proposed Cllr Atkins
Seconded Cllr Williams
Unanimous

Teign Aid £450 element agreed £950 element ineligible declined.

Proposed Cllr Atkins
Seconded Cllr Palmer
Unanimous

Combe valley allotments £490 element agreed £1,244 element ineligible declined.

Proposed Cllr Ash
Seconded Cllr Phipps
Unanimous

Bitton Park Bowling Club £300 agreed.

Proposed Cllr Ash
Seconded Cllr Palmer
Unanimous

Teignmouth Folk Festival £500 grant £400 in kind agreed.

Proposed Cllr Atkins
Seconded Cllr Williams
4 in favour
1 abstention due to declared interest.

60 FUNDING FROM RESERVES FOR FTC POST (FROM HR)

Noted

61 CAB GRANT

It was resolved to pay a grant of £2,000. The committee expressed its desire to see a physical CAB presence back in the town.

Proposed Cllr Ash
Seconded Cllr Phipps
Unanimous

62 ETCTA RECURRING GRANT

It was resolved to pay the 3rd of 3 instalments of £1,500, and that the ETCTA could apply on an annual basis in the future.

Proposed Cllr Williams
Seconded Cllr Ash
Unanimous

63 JOINT VENTURE WITH TEIGNMOUTH CHAMBER OF COMMERCE

It was resolved to agree the proposal as set out.

Proposed Cllr Palmer
Seconded Cllr ash
Unanimous

64 SUMMER ENTERTAINMENT

This item was discussed at length.

The chair asked members to suspend standing orders so as to ask the original contractor who was present some questions. This was agreed.

It was resolved to amend the original recommendation and spend £5,000 on the original contractor. Whilst vireing £1,000 from the grants budget to instigate 5 sessions of Punch & Judy in the town as opposed to on the seafront.

Proposed Cllr Ash
Seconded Cllr Phipps

Unanimous

The meeting was closed by the Chairman at 5.35 pm

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Cllr Joan Atkins, Chair

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