



TOWN COUNCIL

9 October 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that a 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 **Tuesday, 17th October, 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 J Atkins (Chair), C Williams (Vice-Chair), L Chasteau, D Cox, M Jackman, J Jackson, P Lloyd, C Myers, R Phipps, V Rudge and S Walsh



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. Discussions before the start of the meeting will not form part of the Minutes of the meeting.



Council not in Formal Session

Moment of reflection

For Councillors and Members of the Public

Prior to the commencement of the Full Council meeting, for those who wish to do so, there will be a short period of reflection or prayer given by the appointed Mayoral Chaplain to which all are invited

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 agenda 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.

Members of the public wishing to speak are to notify the Town Clerk before the meeting commences.

Questions and Statements Public Time

In accordance with Standing Order No. 3j, the Mayor will invite members of the public registered to ask questions. or make statements.

Police Report

To receive a report from our local Policing team

County Councillor Reports (if any)

To receive reports from Devon County Councillors representing Teignmouth

District Councillor Reports (if any)

To receive reports from Teignbridge District Councillors representing Teignmouth public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.



Town Councillor Reports (if any)

To receive reports from Town Councillors

Reports from Outside Bodies (if any)

To hear reports from any outside bodies including those of which the member is the Town Council nominated representative.



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 9th October 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 agenda. 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.

Members of the public wishing to speak are to inform the Town Clerk before commencement 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. **Correspondance from Dawlish Town Council** (Pages 13 - 14)

To consider the attached correspondence from DTC.

6. **Minutes** (Pages 15 - 18)

To approve, sign and adopt the minutes of the meeting held on 12th September 2023.

7. **Conclusion of AGAR** (Pages 19 - 24)

To receive and approve the 2023 conclusion of External Audit.

8. **List of payments** (Pages 25 - 26)

To receive and approve the list of payments for August.

9. **Finance Meeting of 18th July 2023** (Pages 27 - 28)

To receive the minutes of the Finance Meeting of 18th July 2023 and approve the actions therein.

10. **Assets & Facilities meeting held on 11th September 2023** (Pages 29 - 32)

To receive the minutes of the Assets & Facilities Meeting of 11th September 2023 and approve the actions therein.

11. **Communications working group**

Council resolves to; Extend the remit of the strategy and objectives working group. To include a communications strategy.

The group together with officers involved in communications, will then receive 2 sets of training from "Breakthrough Training" the SLCC partner in this sector specific field.

- *Communicating with your community Part 1: Creating a communications strategy 2 hours*
- *Communicating with your community Part 2: Engaging with your community 2 hours*

With the aim of reporting back to full council with a proposed "communication strategy" within 6 months.



Devon & Cornwall
POLICE



Teignmouth & Dawlish Town Report September 2023

Neighbourhood Team Leader
7016 Rob Harvey



The Team



James Johnson
Inspector



Rob Harvey
Sergeant



Devon & Cornwall
POLICE

Teignmouth



Robbie Mangham
Police Constable



Liz Francis
PCSO



Adrian Ovreiu
PCSO

Dawlish



Mark Hogan
Police Constable



Gary Cairns
PCSO



Michelle Buckley
PCSO

Teignmouth & Dawlish Rural



Saul Bunce
PCSO



Devon & Cornwall
POLICE

Local Update

September 2023

August and September have now passed, and it was a real positive to see how our major events locally including the Teignmouth Carnival, Dawlish Carnival and more recently the Teignmouth Pride event both passed without significant ASB or major incident.

Work continues around this subject with coordinated engagement by the Teignmouth & Dawlish Neighbourhood team, youth intervention as well as our partners including Teignbridge Council who we collaboratively work with on local issues.



Devon & Cornwall
POLICE

Local Update

September 2023

Team changes

There's a few to catch up on here!

Beginning with Sector Inspector - Steve Philp has now left the team to take up a role with the wider neighbourhood policing remit across the force at our headquarters, we wish him well in the new position! Mr Philp has been succeeded by Inspector 6075 James Johnson who joins us from the control room where he was a Force Incident Manager. Inspector Johnson has lots of experience in South Devon and we welcome him to the team

Secondly, there has been a balancing of PCSOs across Teignmouth & Dawlish with PCSO Adrian Ovreiu moving across to join the Teignmouth team with a focus on the outer town area, supporting PCSO Liz Francis and Beat Manager Robbie Mangham.

Finally, Beat Manager Clarke Orchard who covered the vast rural patch including Shaldon, Bishopsteignton & Dawlish Warren has left the team to take up a position in the force's Rural Affairs team. Clarke has a dedicated passion in this 'field' of work and will be a great addition for the wider promoting of the impact of rural crime. Applications are being received for his successor and this will be announced once this process has been completed.

Local Update

September 2023

Looking ahead



Devon & Cornwall
POLICE

October has now arrived with Halloween at the end of the month. Be aware that not everyone celebrates Halloween or want people coming to their door. Some people, particularly the elderly and vulnerable, may get worried or even frightened if strangers are continually calling at their door during the evening.

Devon & Cornwall Police have created a range of Halloween posters for you to download and put in your window

- [Welcome halloween callers with children in costume](#)
- [Welcome trick-or-treaters colouring poster](#)
- [“Sorry – no trick or treat” poster](#)

Retailers a poster for you to display if you wish – [“Eggs and flour will be sold at our discretion”](#).

**REMEMBER – BE POLITE
ON HALLOWEEN NIGHT**



Devon & Cornwall Police

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Iain Wedlake
Town Clerk
Teignmouth Town Council
Bitton House
Bitton Park Road
Teignmouth, TQ14 9DF

20 September 2023

Dear Iain

DAWLISH COMMUNITY HOSPITAL – MINOR INJURIES UNIT

At a meeting of the Dawlish Town Council held on 13 September 2023, Members present and voting resolved unanimously to write to the Chief Executive of the Torbay and South Devon NHS Foundation Trust, and the Chairman of the Integrated Care Board, in addition to our local Member of Parliament to push for the reopening of the Minor Injuries Unit at Dawlish Community Hospital.

It will no doubt be well known that this facility will have directly benefited residents of Teignmouth in the past, and that currently residents from both parishes have to travel to Newton Abbot, Torbay, or Exeter hospitals to receive minor injury care, causing increased burden and distress on the patient, increased pressures on already stretched Accident & Emergency departments, and causing unnecessary travel against a backdrop of climate emergencies declared by both Town Councils.

Dawlish Town Council would therefore request that Teignmouth Town Council add its voice in supporting Dawlish Town Council's request that the MIU be reopened without delay, and that vital services for our communities be reestablished.

I would be grateful if you could advise the meeting at which this matter will be considered by Teignmouth Town Council.

Yours sincerely

Andrew McKenzie
Town Clerk



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Teignmouth Town Council

Minutes of a Meeting of
Teignmouth Town Council
Held at Bitton House, Teignmouth on
Tuesday, 12th September, 2023 at 6.00 pm

Present:

Councillors J Atkins (Chair), M Jackman, P Lloyd, C Myers, V Rudge, S Walsh, J Jackson, D Cox, R Phipps and C Williams

Absent:

Councillors L Chasteau

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

54 ATTACHED POLICE & COUNCILLORS REPORTS

Cllr Jackson had an update on her report. Teign Housing have agreed to look at the bath and get it fixed along with installing handrails, but they did not give a timeframe for when this is going to be completed.

Cllr Atkins had an update on her report. There is a new examiner starting soon for the Neighbourhood plan and the next consultation will be in October.

Cllr Llyod had an update on her report. Composts have been ordered for the Gorilla Gardening Group. There is a new committee for Teignmouth in Bloom which will be under Assets and Facilities.

55 USE OF MOBILE PHONES

Taken as read

56 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Chasteau.

Resolved that the apology be noted.

57 DECLARATIONS OF INTEREST

Teignmouth Town Council

None were received.

58 **DISPENSATIONS**

There were no dispensations.

59 **MINUTES**

Members considered the minutes of the Council meeting held on 11th July 2023.

Resolved that the minutes of the Council meetings held on 11th July 2023 be approved and signed as a correct and accurate record of the meeting.

Proposed by Cllr Cox
Seconded by Cllr Lloyd
1 Abstention (As not present)

60 **MAYORS REPORT**

Report accepted

61 **CLERKS REPORT**

The Clerk gave an update on his report. Lemon Booking went live yesterday and already had a few bookings through it already. We have also moved away from Stripe and onto Govpay.

Memorial benches are due to come to an end as Teignbridge Council are stating that there is no space on the Sea front to put them.

Cllr Walsh asked what information we are taking from the customer when making the booking. The Clerk responded stating that we are only taking their contact details.

62 **LIST OF PAYMENTS**

Cllr Atkins proposed that the list of payments should be approved as “one” item.
Seconded by Cllr Walsh
Carried unanimously

63 **ASSETS & FACILITIES MEETING OF 31/07/2023**

Teignmouth Town Council

Meetings to be taken as read and approve the actions therein.

Proposed by Cllr Atkins
Seconded by Cllr Lloyd
Carried unanimously

64 **TOWN WISHING WELL**

Proposed by Cllr Lloyd
Seconded by Cllr Phips
7 for, 3 against

65 **TRANSFER OF BEACH WHEEL CHAIRS TO SHOP MOBILITY**

Proposed by Cllr Phips
Seconded by Cllr Lloyd
Carried unanimously

66 **GIFTING OF SURPLUS CHRISTMAS LIGHTS TO COC FOR USE IN TOWN AT CHRISTMAS.**

Proposed by Cllr Cox
Seconded by Cllr Jackman
Carried unanimously

67 **CENTRAL WARD BY ELECTION**

8 Councillors voted against having polling cards. 1 councillor voted for having polling cards. 1 councillor abstained.

Carried

68 **EXCLUSION OF PRESS AND PUBLIC**

Cllr Atkins proposed to suspend standing orders to allow Cllr Wrigley to speak on behalf of Teignbridge to give background for part 2.
Seconded by Cllr Phips
Carried unanimously

Following this, It was resolved to exclude members of the press and public

Proposed Cllr Williams Seconded Cllr Phipps
Carried unanimously

69 **CONTINUED IMPASSE WITH TEIGNBRIDGE DISTRICT COUNCIL OVER THE TOWNS REPLACEMENT TOILET PROVISION**

Teignmouth Town Council

The Clerk gave the councillors 3 options

- 1) Wait to see what happens at the meeting on the 3rd October over at Teignbridge Council
- 2) Hand back the toilets to Teignbridge
- 3) Carry on with what we are doing with the toilets

It was agreed that the Clerk would email Cllr Wrigley stating:
What we need on behalf of Teignmouth Town Council in order to make a reasoned decision.

As soon as the TDC Executive had met and a response received, then the clerk should call an Extraordinary meeting to discuss the outcome.

Proposed by Cllr Atkins
Seconded by Cllr Phips
Carried unanimously.

The meeting was closed by the Chairman at 20.55

.....
Cllr J Atkins (Chair)

Teignmouth Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act

2014 Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Teignmouth Town Council** for the year ended 31 March 2023 has been completed and the accounts have been published
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Teignmouth Town Council on application to:

Louise Steele, Responsible Financial Officer
Teignmouth Town Council
Bitton House
Bitton Park Road
Teignmouth TQ14 9DF
finance@teignmouth-devon.gov.uk

Monday to Friday 09:00 to 12:30

3. Copies will be provided to any person on payment of £1 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Louise Steele, Responsible Financial Officer

Date of announcement: 29 September 2023

Annual Internal Audit Report 2022/23

Teignmouth Town Council

www.teignmouth-devon.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓/Applicable
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

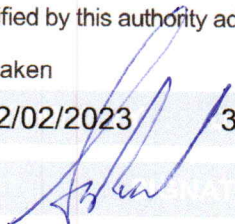
Date(s) internal audit undertaken

25/10/2022 22/02/2023 30/04/2023

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

30/04/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Teignmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13 June 2023

and recorded as minute reference:

34

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2022/23 for

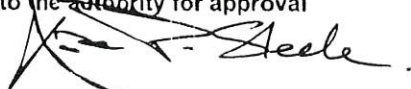
Teignmouth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	825,260	1,216,504	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	750,369	791,639	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	172,192	175,080	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	187,397	220,250	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	343,920	416,165	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,216,504	1,546,808	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,175,857	1,545,848	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,655,921	1,661,094	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/04/2023

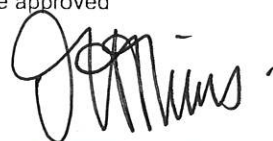
I confirm that these Accounting Statements were approved by this authority on this date:

13 June 2023

as recorded in minute reference:

34

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Teignmouth Town Council – DV0355

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

23/09/2023

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List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	DVLA	DLVA	25.37		DVLA
01/08/2023	Teignbridge District Council -	DD157.00	157.00		NNDR BH Car Park & Premises
01/08/2023	Voiceflex Limited	DD0108	38.41		Voiceflex
02/08/2023	RAM Tracking Ltd	DD0208	8.34		paid by DD
02/08/2023	Dawlish Tyre and Auto Centre	0208	260.00		paid by card
02/08/2023	ZORO UK Limited	0208 2	51.98		Toilet Rolls
02/08/2023	Flagmakers	0208 3	77.44		Ukraine Flag
03/08/2023	Bitton Park Bowling Club	GRANT	300.00		Grant
03/08/2023	teignmouth folk festival	GRANT 2	500.00		grant
03/08/2023	teignmouth airshow	GRANT 3	1,182.52		grant
03/08/2023	EAST TEIGNBRISDGE	GRANT 4	1,500.00		GRANT
03/08/2023	TEIGNAID	GRANT 5	450.00		GRANT
03/08/2023	COOMBE VALLEY ALLOTMENTS	GRANT 6	490.00		GRANT
04/08/2023	Barclays Bank	0408	8.50		Bank Charges
07/08/2023	Amazon.co.uk	0708 CR	-47.96		Credit note
07/08/2023	Society of Local Council Clerk	0708	-354.00		P/Ledger Electronic Payment
08/08/2023	British Gas	DD0808	411.84		Period 24.06.23-23.07.23
09/08/2023	Greenbarnes Ltd	0908	1,687.93		Credit note
09/08/2023	AUKSupplies LTD	0908 2	65.11		paid by card
10/08/2023	TLC (Southern) Limited	1008	102.35		paid by card
11/08/2023	eBay (UK) Limited	1108	4.74		Missing amount
11/08/2023	Rock Awnings	1108 2	134.99		replacement awing sides
11/08/2023	Toolstation Ltd	1108 3	6.24		Flush pipe conector
11/08/2023	TLC (Southern) Limited	credit1108	-23.21		credit note
14/08/2023	Toolstation Ltd	1408	5.84		chainsaw oil
14/08/2023	Toolstation Ltd	1408 2	13.00		Graffiti Remover
14/08/2023	Adobe Systems Software	1408 3	19.97		Adobe subscription
14/08/2023	Crown Gas & Power	DD1408	7.50		BH - Gas - 30.06.23-31.07.23
14/08/2023	Crown Gas & Power	DD1408 2	36.13		BH - Gas - 30.06.23-31.07.23
15/08/2023	Society of Local Council Clerk	1508	144.00		ILCA Training - Town Clerk
15/08/2023	MediSupplies Ltd	1508	117.22		Credit Note
15/08/2023	Teignbridge District Council -	DD1508`	694.00		NNDR - Bitton House
16/08/2023	Advanced Media Engineering Lim	343	400.50		IT Support Contract
16/08/2023	Arc Right Electrical Ltd	344	288.00		electrical jobs
16/08/2023	Aubergine 262 Ltd	345	120.00		Annual domain
16/08/2023	Cirrus Building Solutions Ltd	346	682.56		Point CCTV Power Cabinet
16/08/2023	Civica UK Limited	347	13,729.50		Software Hosting & Maintenance
16/08/2023	Complete Weed Control	348	840.00		Weed Treatments in the Town
16/08/2023	Devon Contract Waste	349	124.46		Re P935081
16/08/2023	Embroidery Loft LLP	350	129.96		Uniform
16/08/2023	Gallagher Insurance	351	17,933.49		Council Insurance 2023-2024
16/08/2023	Inter-Line (Formerly Morris &	352	67.72		to paid by EP
16/08/2023	Rexel	353	69.73		Park Road Store Trunking
16/08/2023	Stuart Todd Associates	354	1,292.14		Consultant Fees - NHP
16/08/2023	Teignbridge District Council	355	13,260.43		Election
16/08/2023	Teign Trees & Landscapes South	356	993.60		Air-Spade of Lucombe Oak
16/08/2023	British Gas	DD1608	52.97		Orangery Electric

Current and Business Savings

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/08/2023	eBay (UK) Limited	1608	3.98		USB dongle
16/08/2023	eBay (UK) Limited	1608 2	4.99		USB cable
17/08/2023	Dawlish Tyre and Auto Centre	1708	1,140.00		bench ends
18/08/2023	National Grid	1808	894.48		Paid by card
21/08/2023	CPC	2108	181.90		P/Ledger Electronic Payment
23/08/2023	Amazon.co.uk	2308	11.99		paid by card
24/08/2023	Amazon.co.uk	2408 CR	-11.99		credit note
24/08/2023	eBay (UK) Limited	2408	11.72		Tap cream
30/08/2023	Emma (Yoga)	EMMA YOGA	9.50		reverse
Total Payments			<u>60,306.88</u>		

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Finance Committee
held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth,**
TQ149DF on
Tuesday, 18th July, 2023 at 5.00 pm

Present:

Councillors , J Atkins, L Chasteau, J Jackson and C Williams

Absent:

M Jackman and V Rudge

Officers In attendance:

Town Clerk

80 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Jackman

Resolved that the apology be noted.

81 DECLARATIONS OF INTEREST

None were received.

82 DISPENSATIONS

There were no dispensations.

83 MINUTES

Members considered the minutes of the Finance meeting held on 29th June 2023.

Resolved that the minutes of the Finance meetings held on 29th June 2023 be approved and signed as a correct and accurate record of the meeting.
Proposed Cllr Williams Seconded Cllr Chasteau Unanimous.

84 Grant applications

85 STANDING LONGER TERM GRANTS

Museum

It was resolved to pay the museum a grant of £2,000 together with a copy of our new grants policy and that they will need to apply annually going forward.
Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

Heartbeat

It was resolved to pay Heartbeat a grant of £600 together with a copy of our new grants policy and that they will need to apply annually going forward.

Proposed Cllr Jackson Seconded Cllr Atkins Unanimous

86 New Grant applications

86.1 TAAG

It was resolved to pay a grant of £1,500.

Proposed Cllr Williams Seconded Cllr Jackson Unanimous

86.2 Teignmouth Carnival

It was resolved that the application was ineligible as it does not meet the council's current policy/criteria

Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

It was suggested that sources such as district councillors funds may be an option.

87 TIB FUNDING

It was resolved to; Vire any unspent monies from the TIB gardening workshop budget and the proportion of the decorative features town budget allocated to flower planting and unspent. Into the TIB budget line.

Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

88 REVIEW OF BUDGET OUT TURN FOR Q1 2023-4

The Q1 budget was reviewed and a number of minor anomalies will be investigated by officers.

The meeting was closed by the Chairman at Time Not Specified

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Cllr

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Assets and Facilities Sub-Committee
held at **Mayor's Parlour - Town Hall** on
Monday, 11th September, 2023 at 3.30 pm

Present:

Councillors J Atkins (Chair), R Phipps (Deputy Chair), M Jackman, P Lloyd and V Rudge

Absent:

C Williams

Officers In attendance:

Town Clerk

Projects & Facilities Manager

78 APOLOGIES FOR ABSENCE

None received.

79 DECLARATIONS OF INTEREST

None were received.

80 MINUTES

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 31st July 2023.

Cllr Rudge stated that she had given apologies for this meeting and it was agreed that the previous Meeting be updated to correct this.

Resolved that the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 31st July 2023 be approved and signed as a correct and accurate record of the meeting.

Proposer Cllr Atkins
Seconder Cllr Jackman

Carried 4-0 Cllr Rudge was not able to vote as she was not present

81 ACTION POINT UPDATE

Update on outstanding action points:

- Cllr Atkins to approach the OPCC in pursuit of a grant

Update: Cllr Atkins reported that she is still pursuing funding. No further update at this time – Ongoing

82 REPLACEMENT CCTV

The P&FM and the Town Clerk gave a verbal update on the progress of the replacement CCTV system for the town and within Bitton Park.

83 DISPOSAL OF XMAS LIGHTS

The Town Clerk requested approval to gift the old Xmas lights that used to hang on the Catenary wires, which have subsequently been removed, to the town traders.

This was noted by committee members and agreed to go to Full Council for approval.

84 FORMATION OF A "TEIGNMOUTH IN BLOOM" (TO BE RENAMED) WORKING GROUP TO REPLACE THE EXISTING OUTSIDE BODY

The committee were asked to approve the formation of a 'Teignmouth in Bloom' Working Group, and to agree a name.

The resolution was proposed by Cllr V Rudge, seconded by Cllr P Lloyd and carried 5 - 0

85 TEIGNMOUTH IN BLOOM LOCATIONS

The Town Clerk advised that new composters had been ordered and once they arrive will be delivered by the Facilities team to the agreed locations at the end of Alexander Terrace.

Cllr P Lloyd updated the committee on the agreed locations and that there is now a core of volunteers who would carry out the work in the town. The Town Clerk advised that permissions had been sought from DCC and had also been agreed.

The Town Clerk also suggested that there are gardening waste schemes to help with the removal of the old foliage etc. and these would need to be investigated.

Cllr P Lloyd further agreed to approach the Sea Scouts, Air Cadets and Scouts to see if they could offer help with the digging.

86 TRIANGLE ELECTRICS

The Town Clerk gave an update on the works and permissions for the provision of electrical outlets for the Xmas tree and other events in the Triangle.

Cllr Phipps asked if it was possible to affix electric features along the new lamp columns of the seafront. The Town Clerk advised that he had some examples of leaping fish and anchor decorations and would share them with the committee.

87 RECAP ON ANY NEW ACTION POINTS

- P&FM to facilitate a meeting with Teign Trees for Cllr Lloyd
- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers
- Town Clerk to share examples of lamp column features

88 Date of Next Meeting

The meeting was closed by the Chairman at 4.40 pm

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Cllr J Atkins (Chair)

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