

DRAFT v3 MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 4 NOVEMBER 2024
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2411.01 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. E. Harris
Cllr. J. Grimble Cllr. J. Head Cllr. J. Hooper
Cllr. D. Robbins Cllr. A. Keohane Cllr. W. Vooght (9/10)
District Cllr. A. MacGregor, County Cllr. R. Peart. PCSO
Clerk: Mrs. K. Ford, & 4 members of the public.
- Apologies:** Cllr. R. Gateshill (1/10). PCSO. S. Bunce.

- .02 **Declaration of Interests:** Cllr. Robbins for item 2411.04.03 as a member of Bishopsteignton Players, non-pecuniary therefore Cllr Robbins may take part in the discussion but shall not vote.
- .03 **Order of Business:** It was considered appropriate to defer item 2411.06: Asset Management to a closed council session to exclude members of the press and public as the information to be discussed is of a confidential nature. Unanimously agreed.
- .04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held at Bishopsteignton Community Centre on 02.09.24, were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the Chair.

2411.02 OFFICIAL REPORTS

- .01 **Police Report:** A report had been provided, for crimes September & October 2024.
- .02 **District Councillors Report:** Cllr. MacGregor provided the following report.
1. The motion regarding the Lawns and Scout Hut saga was presented to the Full Council. It will now go to Executive. The MO has informed the leader Cllr Keeling that he consulted external legal advice, however that claim has been used before and I lack confidence that the advice was expert. I have asked for a meeting with the leader, MO and the parish to find a way forward. According to Cllr Keeling, Cllr Palethorpe has been in 'regular' contact with the parish.
 2. The budget saw some relief for local authorities, but looking at the numbers, any additional funding is at best small. The increased costs of NI and wage increases are likely to be covered and the council tax increase model of 2.99% remains in place for the District.
 3. You'll no doubt have been informed that progress is being made on the business case and seeking funding for the Teign Estuary Trail. I do not have clarity on which section this applies to at this stage.
 4. At the Full Council, there were a number of proposals regarding consulting on assets and services going out to public consultation. These services and assets include selling the Grade 1 listed Old Forde House, assessing whether to continue providing public toilets, disposing of or transferring the Lido. While most or all of these are outside BP area, these are District assets, and we should encourage residents to participate in the public consultation.
 5. Approximately 1300 pensioner households are to receive support through a hardship fund. The cost is expected to be £303k and is to be covered by a share of a £5m+ hardship fund provided to DCC. The balance of TDC total allocation will be made available to other households encountering hardship through the winter. I have asked that they engage with all stakeholders including Parish and Town Councils and community groups in each.

Draft V3 MINUTES - continued
FULL COUNCIL MEETING - held 04.11.24.

Cllr. MacGregor added that the South Devon Alliance is disbanded, therefore he and all former members are now acting as an independent councillor at Teignbridge District Council. Praise was given to the ongoing development work at Broadmeadow Centre, an asset of TDC.

.03 **County Councillors Report:** Cllr. Peart had nothing to report.

2411.03 COUNCILLOR CO-OPTION

An application for co-option had been received before the deadline. The clerk confirmed the eligibility of Mrs. Diane Dixon. Unfortunately, Mrs. Dixon was not able to attend due to a prior engagement.

Members considered the applicant. It was proposed by Cllr. Merritt, seconded by Cllr. Head, to co-opt Mrs. Dixon as a Bishopsteignton Parish Councillor. Agreed unanimously therefore RESOLVED.

Clerk to engage with Cllr. Dixon for signature of the Acceptance of Office and Declaration of Interests, to provide the Councillors Code of Conduct, BPC Standing Orders, meeting schedule, email and tablet.

2411.04 FINANCE

.01 **Payments:** It was proposed by Cllr. Keohane and seconded by Cllr. Hooper, agreed unanimously, and therefore RESOLVED that these payments be transacted by the clerk across the period 02.09.24 to 31.10.24, be approved retrospectively.

.02 **Financial Statement:**

- a. A financial statement for the period ending 30.09.24 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- b. A financial statement for the period ending 31.10.24 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- c. A 2024-25 Precept Statement showing balances after payments and receipts in the second quarter was NOTED by members.

.03 **BPC Grant:** An application from Bishopsteignton Players for £500 towards new staging was discussed and considered against the remaining grant balance of £143.69.

It was proposed by Cllr. Harris, seconded by Cllr. Grimble to grant an award of £200 for this project, the balance to be taken from unearmarked reserves. Agreed unanimously therefore RESOLVED. Clerk to arrange grant payment.

.04 **Considerations for 2025-26 BPC Budget:**

- a. **BPC Grant:** Members considered the clerks report and suggested increase. It was proposed by Cllr. Gill, seconded by Cllr. Hooper that the BPC grant for financial year 2025-26 be £2,000, available at set times in each quarter, at £500 per quarter, with leftover funds carried forward to the next quarter. This was unanimously agreed and therefore RESOLVED. Clerk to amend the BPC grant awarding policy in accordingly.
- b. **Traveller eviction reassurance reserve:** Members discussed the clerks report but considered the suggested amount was too large to add to the budget at once. Particularly as it was felt the likelihood of travellers using spaces in Bishopsteignton was low.

Draft V3 MINUTES - continued
FULL COUNCIL MEETING - held 04.11.24.

It was proposed by Cllr. Merritt, seconded by Cllr. Vooght, that a budget of £1,000 be created from unused unearmarked reserves from financial year 2024-25, if possible, and that this be topped up by £500 in the 25-26 budget if totals are considered acceptable at the time.

- .05 **Investments:** Members considered the clerks report and recommendations. The risks of investments with public money were discussed as well as the environmental impact and ethics of any investment opportunity. Members felt more information was needed; both from the CCLA and about other opportunities. Matter deferred until a future meeting. Clerk to investigate further.
- .06 **Clerical Budget Revision:** the NJC approved pay scale increase was presented along with how this impacts the current financial years budget. This was NOTED by members.

2411.05 COUNCIL STRATEGY & GOVERNANCE:

- .01 **Policies:** The following policy has been updated in accordance with any legislative changes for council review. It was proposed, seconded and unanimously agreed to adopt:
- a. Playground Management & Maintenance Policy (P004)
 - b. Reserves Policy (P008)
 - c. Responsible Purchasing & Procurement Policy (P.010)

It was agreed that the following policy should be reviewed again to include 'any investment should have no impact on the environment and should be ethical in all aspects. Therefore, deferred to a future meeting.

- d. Investments Policy (P009, reviewed annually)

2411.06 ASSET MANAGEMENT: See minute ref: 2411.01.03 Order of Business.

2411.07 LAWNS COVENANT & SCOUT HUT

Members considered the clerk's report provided as well as a response from Teignbridge District Councillor Palethorpe which arrived since.

Cllr. MacGregor advised that TDC do not hold any other covenants on other land which has been previously transferred. Furthermore, he reminded BPC that TDC have committed to be a community-led council.

It was concluded that the wording of Cllr. Palethorpe's letter meant the end for this project, however it was considered appropriate to request a face-to-face meeting to look for positive resolutions for the future. It was proposed by Cllr. Merritt, seconded by Cllr. Head, that a round table meeting with Cllr. Palethorpe, Managing Director Phil Shears and TDC solicitor Mr. Paul Woodhead be requested. Furthermore, that BPC seek advice from a solicitor to give clarity on TDC reasons for not amending the covenant. Agreed unanimously therefore RESOLVED.

2411.08 MEMBERS REPORTS

.01 **Teign Estuary Trail - Cllr. Merritt**

A verbal report about latest progress including the successful approval of the business plan. He advised that the next stakeholders meeting will take place on 22.11.24 and requested at least one other BPC member considers joining this and future meetings.

There were no further members reports.

Draft V3 MINUTES - continued
FULL COUNCIL MEETING - held 04.11.24.

2411.09 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk and members:

- .01 **Village Diary:** Soon to feature on the BPC website rather than Bishopsteignton.org. To encourage community groups to add details of their own events in advance to ensure minimal clashing and maximum publicity.
- .02 **BERT:** Mr. Jon Watson has been newly appointed as chair of BERT; Mrs. Elaine Cawthraw becoming vice-chair. The plan is being updated and the risks reassessed due to increased risk of flooding due to climate change. The list of volunteers is being reviewed. More zone-coordinators are needed.
- .03 **Revised Meeting Date:** From 6 January 25 to 13 January 25, to allow the correct period of time for publication of the agenda, following a bank holiday.

2411.10 PUBLIC PARTICIPATION:

A resident, as a member of Sustainable Bishop, was pleased and thanked members for questioning the ethics of investments and asked to be kept in the loop; which the clerk will do. She raised concerns over the Parish Councils lack of visible action regarding climate change and challenged the declaration of climate & ecological emergency which was made by the council in May 2019.

She was disappointed to read in the September 2024 BPC meeting minutes that the proposal for a provision of EV charging in the village had been dismissed stressing the importance of such action and particularly noting the enthusiasm of previous councillor, Jon Watson, on this subject. She felt EV charging at the Lawns would not exacerbate village parking problems but could be a win-win option for the community.

She advised both higher authorities, TDC and DCC, provide climate action hubs as a source of information and support for their communities and she feel BPC could provide something similar. Both also have published goals and aims to reach net zero, but the parish council do not seem to have thought about it let alone published how it intends to reach these targets.

Cllr. Robbins gave a brief explanation of the EV meetings he had attended and the reasons for the council's original reluctance.

The Chair gave thanks for this feedback and advised a response will be given in due course.

THE CHAIR CLOSED PART I OF THE MEETING AT 21.06

DRAFT v2 MINUTES

PART II OF THE FULL COUNCIL MEETING

HELD MONDAY 4 NOVEMBER 2024

AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2411.PTII MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. E. Harris
Cllr. J. Grimble Cllr. J. Head Cllr. J. Hooper
Cllr. D. Robbins Cllr. A. Keohane Cllr. W. Vooght (9/11)
Clerk: Mrs. K. Ford.
- Apologies:** Cllr. R. Gateshill & Cllr. D. Dixon (2/11).

2411.06 ASSET MANAGEMENT:

- .01 **The Lawns Playground:** Members present considered the required surfacing work to eliminate trip hazards as explained in the clerk's report, three quotes tendered for the work, and the recommendation from the Asset Management Committee (AMC) made at its recent site meeting. Following discussion, it was proposed, seconded and agreed to disregard the recommendation from AMC.

It was further proposed by Cllr. Harris that contractor B (Outdoor Play UK) be appointed to carry out the work as detailed in their quote and that this work shall be funded using S106 monies currently held by Teignbridge District Council for this purpose. This was seconded by Cllr. Gill. FOR: 6, AGAINST: 2, ABSTAIN: 1.

Clerk to appoint contractor B and secure dates for the works, decline with thanks contractors A & C, and apply for S106 funds.

For the next item Cllr. Vooght declared an interest as a friend of one of the tendering contractors.

- .02 **Interim Tree Inspection:** Members considered the clerks report which indicated the inspection work required and the quotes sought and tendered. Following discussion it was proposed by Cllr. Keohane and seconded by Cllr. Head, that Devon Tree Services be appointed to carry out the work in accordance with their quotation but that an alternate contractor be used for the next inspection and contractors be alternated for every inspection thereafter. FOR: 8. Therefore RESOLVED.

Clerk to advise all contractors accordingly and liaise for a schedule of works.

THE CHAIR CLOSED PART II OF THE MEETING AT 21.47



☎ 101 Non Emergency SignLive Non Emergency (BSL video relay)
☎ 999 Emergency BSL Non Emergency Text 67101 (Deaf only)
🌐 dc.police.uk BSL 999 BSL Emergency (BSL video relay)
🌐 dc.police.uk/webchat BSL Text 999 (Deaf only - must pre-register at
www.emergencysms.org.uk)

Neighbourhood Police Report

Bishopsteignton Parish Council Meeting

1st January 2025.

The Parish of Bishopsteignton is served by the Neighbourhood Police team working out of Teignmouth Police station.

This area is part of the Coastal and Rural sector and has the beat code. JG3J

The team is led by Inspector Sean Roper who is the sector inspector, Sergeant Abigail Bratcher is the Neighbourhood Team Leader.

PC Ben Chadwick is the Neighbourhood Beat Manager and PCSO Saul Bunce are your local neighbourhood police team.

In the period, **1st December 2024 to the 31st of December 2024**, there were 1 recorded offences in the Bishopsteignton area, made to the Police.

- Theft 1

Bishopsteignton Parish Council

PAYMENTS LIST - 01.11.2024 to 31.12.2024

VN	Code	Date	Description	Supplier	Net	VAT	Total
164	Fore St Toilets - Cleaning & Maint.	01/11/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
164	Lawns: Toilets & MUGA - Cleaning & Maint.	01/11/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
165	IT General Use	01/11/2024	Email hosting	Very Good Email Co	13.00	2.60	15.60
166	IT General Use	01/11/2024	Website hosting	Dot Combo Ltd	50.00		50.00
167	Grant Awards 24-25	07/11/2024	Grant	Bishopsteignton Players	143.69		143.69
167	Unrestricted Reserves & Contingency	07/11/2024	Grant	Bishopsteignton Players	56.31		56.31
168	Defibrillators	11/11/2024	Defibrillator costs	First Rescue Training	15.90	3.18	19.08
169	Admin Costs	12/11/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
170	Remembrance	12/11/2024	Remembrance Wreath Donation	Mrs. H. CORLETT	50.00		50.00
171	Remembrance	12/11/2024	Remembrance	Joanna Head	39.77		39.77
172	Burial Ground	15/11/2024	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
172	P3	15/11/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
172	St John's Churchyard	15/11/2024	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
172	Green Spaces Contract	15/11/2024	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
173	BCC Rent & service charge	15/11/2024	Office Rent	Bishop CC	237.20		237.20
174	Unrestricted Reserves & Contingency	20/11/2024	Donation	Friends of Bishopsteignton School	20.00		20.00
175	Tidy Village (Weeding)	20/11/2024	General Maintenance - See description	BFG		120.00	120.00
176	IT Reserve	20/11/2024	Admin/IT	Amazon	95.82	19.17	114.99
176	IT Reserve	20/11/2024	Admin/IT	Amazon	10.45	2.09	12.54
176	Remembrance	20/11/2024	Admin/IT	Amazon	19.96	3.99	23.95
177	Fore St Toilets - Utilities	27/11/2024	Utilities	British Gas	20.77		20.77
178	Burial Ground	27/11/2024	Emergency Tree Work	BFG	190.00		190.00
179	Employee Tax	29/11/2024	Tax & NICs	HMRC	337.00		337.00
179	Employee NIC	29/11/2024	Tax & NICs	HMRC	134.82		134.82
179	Employer NIC	29/11/2024	Tax & NICs	HMRC	272.58		272.58
180	Defibrillators	20/11/2024	Defibrillator costs	Russell Edwards	467.66		467.66
181	Defibrillators	20/11/2024	Defibrillator costs	Russell Edwards	614.02		614.02
182	Net Salary	29/11/2024	Clerks Salary	Mrs. K Ford	2,083.75		2,083.75
183	Employee Pension	29/11/2024	Pension Contributions	DCC Pension Fund	177.65		177.65
183	Employer Pension	29/11/2024	Pension Contributions	DCC Pension Fund	598.52		598.52
184	Fore St Toilets - Cleaning & Maint.	02/12/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
184	Lawns: Toilets & MUGA - Cleaning & Maint.	02/12/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
185	IT General Use	02/12/2024	Email hosting	Very Good Email Co	12.00	2.40	14.40
186	IT General Use	02/12/2024	Website hosting	Dot Combo Ltd	50.00		50.00
187	Lawns Toilets & MUGA - Utilities	09/12/2024	Utilities	South West Water Ltd	10.72		10.72
188	Bishopsteignton Lunch Club	09/12/2024	Lunch Club Expenses	Bishopsteignton Lunch Club	304.33		304.33
189	Subscriptions	10/12/2024	Subscription	SLCC	240.00		240.00
190	Training - Members	10/12/2024	Member Training	DALC	40.00	8.00	48.00
191	Admin Costs	12/12/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
192	Burial Ground	16/12/2024	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
192	P3	16/12/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
192	St John's Churchyard	16/12/2024	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
192	Green Spaces Contract	16/12/2024	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
193	BCC Rent & service charge	16/12/2024	Office Rent	Bishop CC	237.20		237.20
194	Admin Costs	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	60.00		60.00
194	Defibrillators	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	30.67	6.14	36.81
194	IT General Use	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	49.99	10.00	59.99
194	IT General Use	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	99.99		99.99
194	MUGA Income & Resurfacing Reserve	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	19.16	3.83	22.99
195	Net Salary	27/12/2024	Clerks Salary	Mrs. K Ford	1,750.82		1,750.82
196	Employer Pension	27/12/2024	Pension Contributions	DCC Pension Fund	487.22		487.22
196	Employee Pension	27/12/2024	Pension Contributions	DCC Pension Fund	144.61		144.61
197	Employee Tax	27/12/2024	Tax & NICs	HMRC	300.00		300.00
197	Employee NIC	27/12/2024	Tax & NICs	HMRC	100.00		100.00
197	Employer NIC	27/12/2024	Tax & NICs	HMRC	131.75		131.75
198	Lawns Toilets & MUGA - Utilities	27/12/2024	Utilities	British Gas	19.47		19.47
					14,021.14	866.60	14,887.74

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds, that these transactions were carried out by the Clerk & RFO of Bishopsteignton Parish Council, in accordance with previous resolutions and obligations of the Parish Council.

SIGNED: _____

DATED: 13.01.25



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.11.24

1. BALANCES

Bank Balance at 30.11.24	197343.78	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	184381.86	93.4% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	12961.92	6.6% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	102223.15	Bishopsteignton Cemetery use only
Staff costs	10328.18	Staff salary, Employer NI & Pension contributions
Administration costs	13322.85	Includes all office & admin cost
Asset Management	25873.29	Includes budgets & reserves for management of all assets
Agency Grants	169.10	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1092.34	
Grant Awarding Funds	0.00	Under GPC of Localism Act 2011
Monies held in Trust	463.65	Bishopsteignton Luncheon Club
Community Infrastructure Levy	28949.44	Spend must meet criteria, deadlines for spend
Section 106 Balance	-128.18	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3204.41	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1236.07	Balance of VAT payments & receipts
TOTAL	184381.86	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 13.01.25

Bishopsteignton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/11/2024			
	Cash in Hand 01/04/2024			154,767.42
	ADD			
	Receipts 01/04/2024 - 30/11/2024			118,324.30
				273,091.72
	SUBTRACT			
	Payments 01/04/2024 - 30/11/2024			75,747.94
A	Cash in Hand 30/11/2024 (per Cash Book)			197,343.78
	Cash in hand per Bank Statements			
	Petty Cash	30/11/2024	0.00	
	Current Lloyds TSB Treasury	30/11/2024	146,318.82	
	Lloyds Premier	30/11/2024	51,024.96	
				197,343.78
	Less unrepresented payments			
				197,343.78
	Plus unrepresented receipts			
B	Adjusted Bank Balance			197,343.78
	A = B Checks out OK			

Bishopsteignton Parish Council
PAYMENTS LIST 01.11.24 to 30.11.24 inclusive

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176	IT Reserve	20/11/2024	Admin/IT	Amazon	10.45	2.09	12.54
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179	Employee Tax	29/11/2024	Tax & NICs	HMRC	337.00		337.00
179	Employee NIC	29/11/2024	Tax & NICs	HMRC	134.82		134.82
179	Employer NIC	29/11/2024	Tax & NICs	HMRC	272.58		272.58
180	Defibrillators	20/11/2024	Defibrillator costs	Russell Edwards	467.66		467.66
181	Defibrillators	20/11/2024	Defibrillator costs	Russell Edwards	614.02		614.02
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183	Employee Pension	29/11/2024	Pension Contributions	DCC Pension Fund	177.65		177.65
183	Employer Pension	29/11/2024	Pension Contributions	DCC Pension Fund	598.52		598.52

7,911.04 373.63 8,284.67

Bishopsteignton Parish Council
RECEIPTS LIST for 01.11.24 to 30.11.24 inclusive

VN	Code	Date	Description	Supplier	Net	VAT	Total
63	Unrestricted Reserves & Contingency	11/11/2024	Bank Interest	Lloyds	46.09		46.09
53	Burial Ground	12/11/2024	Cemetery Fees	Peter Phipps	150.00		150.00
54	Burial Ground	19/11/2024	Cemetery Fees	Frederick Dennis WARD	500.00		500.00
55	Burial Ground	19/11/2024	Cemetery Fees	G. C. HOWARTH	300.00		300.00
56	MUGA Income & Resurfacing Reserve	21/11/2024	MUGA Hire - Netball	Chudleigh Canons	98.00	19.60	117.60
56	MUGA Income & Resurfacing Reserve	21/11/2024	MUGA Hire - Netball	Chudleigh Canons	63.00		63.00
57	Burial Ground	21/11/2024	Cemetery Fees	Mr. Nigel WOLLEN	560.00		560.00
58	Burial Ground	25/11/2024	Cemetery Fees	A. R. Thorne Memorials Ltd	150.00		150.00
59	Bishops Ave Car Parks: Reserve	27/11/2024	Insurance Excess refund	DAC Beechcroft	250.00		250.00
60	MUGA Income & Resurfacing Reserve	27/11/2024	MUGA Hire	Westcountry Wasps RFC	5.00	1.00	6.00
60	MUGA Income & Resurfacing Reserve	27/11/2024	MUGA Hire	Westcountry Wasps RFC	9.00		9.00
61	Defibrillators	28/11/2024	Defibrillator costs	Bishopsteignton HLG	500.00		500.00
62	MUGA Income & Resurfacing Reserve	28/11/2024	MUGA Hire	Joel Jackman (Rugby)	60.00		60.00

2,691.09	20.60	2,711.69
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Bishopsteignton Parish Council
 The Community Centre
 Shute Hill
 Bishopsteignton
 United Kingdom
 TQ14 9QL

Your Account

Sort Code 30-96-06
Account Number 02377021

TREASURERS ACCOUNT

01 November 2024 to 30 November 2024

Money In	£2,915.60	Balance on 01 November 2024	£151,508.72
Money Out	£8,534.67	Balance on 30 November 2024	£146,318.82

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Nov 24	P. WALTON	SO		429.17	151,508.72
01 Nov 24	VERY GOOD EMAIL CO	SO		15.60	151,493.12
01 Nov 24	JAMES C HOOPER	SO		50.00	151,443.12
07 Nov 24	BISHOPSTEIGNTON PL 500000001453450427 BPC	FPO		250.00	151,193.12
07 Nov 24	BISHOPSTEIGNTON PL 500000001453450427 BPC	COR	250.00		151,443.12
11 Nov 24	FIRST RESCUE TRAIN 100000001446452713 ORDER	FPO		19.08	151,424.04
11 Nov 24	THE BISHOPSTEIGNTON 500000001455689329 BPC	FPO		200.00	151,224.04
12 Nov 24	EE LIMITED Q05317662568521522	DD		20.40	151,203.64
12 Nov 24	PETER PHIPPS MR JOHN JENNER	FPI	150.00		151,353.64
12 Nov 24	HILARY CORLETT 400000001460773612 BPC RBL	FPO		50.00	151,303.64
12 Nov 24	JOANNA HEAD 500000001456004342 BPC	FPO		39.77	151,263.87
15 Nov 24	BGS	SO		2,035.20	149,228.67
15 Nov 24	BISHOP COMM CENTRE	SO		237.20	148,991.47
19 Nov 24	MOBILE CHEQUE GRC23	DEP	500.00		149,491.47
19 Nov 24	MOBILE CHEQUE NS528	DEP	300.00		149,791.47
20 Nov 24	FRIENDS OF BISHOPS 200000001456145519 BPC	FPO		20.00	149,771.47

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-96-06
Account Number 02377021

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
20 Nov 24	MR. J.H. HINGSTON 500000001460238292 INVOICE	FPO		120.00	149,651.47
20 Nov 24	AMAZON BUSINESS 600000001459917310	FPO		151.48	149,499.99
20 Nov 24	R.D.EDWARDS LTD 300000001463613900 INV 24113	FPO		614.02	148,885.97
20 Nov 24	R.D.EDWARDS LTD 500000001460240973 INV 24113	FPO		467.66	148,418.31
21 Nov 24	WOLLEN NJ&BA WOLLEN 15163309166164000N 557002	FPI	500.00		148,918.31
21 Nov 24	WOLLEN NJ&BA WOLLEN 08174023742880000N 557002	FPI	60.00		148,978.31
21 Nov 24	CANNONS NETBALL TE CHUDLEIGH CANNONS	FPI	180.60		149,158.91
25 Nov 24	A R THORNE MEMORIA KELLY 600000001462602365 309606	FPI	150.00		149,308.91
26 Nov 24	DAC BEACHCROFT CLA POLICY EXCESS	BGC	250.00		149,558.91
27 Nov 24	BRITISH GAS BGL0509730- 0493289	DD		20.77	149,538.14
27 Nov 24	MR. J.H. HINGSTON 400000001468880568 INVOICE	FPO		190.00	149,348.14
27 Nov 24	JOSEPH MILBURN WESTCOUNTRY WASPS	FPI	15.00		149,363.14
28 Nov 24	BISHOPSTEIGNTON HE 85 - BISHOP HLG	FPI	500.00		149,863.14
28 Nov 24	A OLDING P5AQPUR9AUUE0QOY4M2	FPI	60.00		149,923.14
29 Nov 24	KIM FORD	BP		2,083.75	147,839.39
29 Nov 24	DCC PENSION FUND	BP		776.17	147,063.22
29 Nov 24	HMRC - ACCOUNTS OF	BP		744.40	146,318.82

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Transaction Date	Sort Code	Account Number	Transaction Description	Credit Amount	Balance at 30.11.24
09/11/2024	30-96-06	7735872	INTEREST (GROSS)	46.09	51024.96
09/10/2024	30-96-06	7735872	INTEREST (GROSS)	41.87	50978.87
09/09/2024	30-96-06	7735872	INTEREST (GROSS)	43.22	50937.00
09/08/2024	30-96-06	7735872	INTEREST (GROSS)	50.29	50893.78
09/07/2024	30-96-06	7735872	INTEREST (GROSS)	52.46	50843.49
10/06/2024	30-96-06	7735872	INTEREST (GROSS)	57.82	50791.03
09/05/2024	30-96-06	7735872	INTEREST (GROSS)	54.15	50733.21
09/04/2024	30-96-06	7735872	INTEREST (GROSS)	52.29	50679.06
11/03/2024	30-96-06	7735872	INTEREST (GROSS)	55.84	50626.77
09/02/2024	30-96-06	7735872	INTEREST (GROSS)	55.77	50570.93
09/01/2024	30-96-06	7735872	INTEREST (GROSS)	52.12	50515.16
09/12/2023	30-96-06	7735872	INTEREST (GROSS)	57.45	50463.04
09/11/2023	30-96-06	7735872	INTEREST (GROSS)	55.59	50405.59
09/10/2023	30-96-06	7735872	INTEREST (GROSS)	46.31	50350.00
11/09/2023	30-96-06	7735872	INTEREST (GROSS)	46.95	50303.69
09/08/2023	30-96-06	7735872	INTEREST (GROSS)	37.15	50256.74
10/07/2023	30-96-06	7735872	INTEREST (GROSS)	34.10	50219.59
09/06/2023	30-96-06	7735872	INTEREST (GROSS)	31.95	50185.49
09/05/2023	30-96-06	7735872	INTEREST (GROSS)	28.50	50153.54
11/04/2023	30-96-06	7735872	INTEREST (GROSS)	31.70	50125.04
BALANCE B/F at 01.04.23					50093.34



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.12.24

1. BALANCES

Bank Balance at 31.12.24	190779.85	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	177778.79	93.2% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	13001.06	6.8% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	101695.15	Bishopsteignton Cemetery use only
Staff costs	7413.78	Staff salary, Employer NI & Pension contributions
Administration costs	12516.67	Includes all office & admin cost
Asset Management	24246.10	Includes budgets & reserves for management of all assets
Agency Grants	119.10	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1092.34	
Grant Awarding Funds	0.00	Under GPC of Localism Act 2011
Monies held in Trust	159.32	Bishopsteignton Luncheon Club
Community Infrastructure Levy	28949.44	Spend must meet criteria, deadlines for spend
Section 106 Balance	-128.18	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	3204.41	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1609.04	Balance of VAT payments & receipts
TOTAL	177778.79	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 13.01.25



Bishopsteignton Parish Council
 The Community Centre
 Shute Hill
 Bishopsteignton
 United Kingdom
 TQ14 9QL

Your Account

Sort Code 30-96-06
Account Number 02377021

TREASURERS ACCOUNT

01 December 2024 to 31 December 2024

Money In	£0.00	Balance on 01 December 2024	£146,318.82
Money Out	£6,603.07	Balance on 31 December 2024	£139,715.75

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Dec 24	P. WALTON	SO		429.17	145,889.65
02 Dec 24	VERY GOOD EMAIL CO	SO		14.40	145,875.25
02 Dec 24	JAMES C HOOPER	SO		50.00	145,825.25
09 Dec 24	SOUTH WEST WATER 2508290001	DD		10.72	145,814.53
09 Dec 24	S C M LANE 500000001471805505 LUNCH	FPO		304.33	145,510.20
10 Dec 24	SLCC 100000001463363921 MEM251629-1 608301 10	FPO		240.00	145,270.20
10 Dec 24	DALC 600000001472247861 INV. 6183 308467 10	FPO		48.00	145,222.20
12 Dec 24	EE LIMITED Q05317662576780117	DD		20.40	145,201.80
16 Dec 24	BGS	SO		2,035.20	143,166.60
16 Dec 24	BISHOP COMM CENTRE	SO		237.20	142,929.40
17 Dec 24	KIM FORD 200000001472269677	FPO		279.78	142,649.62
27 Dec 24	KIM FORD	BP		1,750.82	140,898.80
27 Dec 24	DCC PENSION FUND	BP		631.83	140,266.97
27 Dec 24	HMRC - ACCOUNTS OF	BP		531.75	139,735.22
27 Dec 24	BRITISH GAS BGL0509730- 0493289	DD		19.47	139,715.75

(Continued on next page)

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Transaction Date	Sort Code	Account Number	Transaction Description	Credit Amount	Balance at 31.12.24
09/12/2024	30-96-06	7735872	INTEREST (GROSS)	39.14	51064.10
09/11/2024	30-96-06	7735872	INTEREST (GROSS)	46.09	51024.96
09/10/2024	30-96-06	7735872	INTEREST (GROSS)	41.87	50978.87
09/09/2024	30-96-06	7735872	INTEREST (GROSS)	43.22	50937.00
09/08/2024	30-96-06	7735872	INTEREST (GROSS)	50.29	50893.78
09/07/2024	30-96-06	7735872	INTEREST (GROSS)	52.46	50843.49
10/06/2024	30-96-06	7735872	INTEREST (GROSS)	57.82	50791.03
09/05/2024	30-96-06	7735872	INTEREST (GROSS)	54.15	50733.21
09/04/2024	30-96-06	7735872	INTEREST (GROSS)	52.29	50679.06
11/03/2024	30-96-06	7735872	INTEREST (GROSS)	55.84	50626.77
09/02/2024	30-96-06	7735872	INTEREST (GROSS)	55.77	50570.93
09/01/2024	30-96-06	7735872	INTEREST (GROSS)	52.12	50515.16
09/12/2023	30-96-06	7735872	INTEREST (GROSS)	57.45	50463.04
09/11/2023	30-96-06	7735872	INTEREST (GROSS)	55.59	50405.59
09/10/2023	30-96-06	7735872	INTEREST (GROSS)	46.31	50350.00
11/09/2023	30-96-06	7735872	INTEREST (GROSS)	46.95	50303.69
09/08/2023	30-96-06	7735872	INTEREST (GROSS)	37.15	50256.74
10/07/2023	30-96-06	7735872	INTEREST (GROSS)	34.10	50219.59
09/06/2023	30-96-06	7735872	INTEREST (GROSS)	31.95	50185.49
09/05/2023	30-96-06	7735872	INTEREST (GROSS)	28.50	50153.54
11/04/2023	30-96-06	7735872	INTEREST (GROSS)	31.70	50125.04
BALANCE B/F at 01.04.23					50093.34

Bishopsteignton Parish Council

PAYMENTS LIST 01.12.24 to 31.12.24

VN	Code	Date	Description	Supplier	Net	VAT	Total
184	Fore St Toilets - Cleaning & Maint.	02/12/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
184	Lawns: Toilets & MUGA - Cleaning & Maint.	02/12/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
185	IT General Use	02/12/2024	Email hosting	Very Good Email Co	12.00	2.40	14.40
186	IT General Use	02/12/2024	Website hosting	Dot Combo Ltd	50.00		50.00
187	Lawns Toilets & MUGA - Utilities	09/12/2024	Utilities	South West Water Ltd	10.72		10.72
188	Bishopsteignton Lunch Club	09/12/2024	Lunch Club Expenses	Bishopsteignton Lunch Club	304.33		304.33
189	Subscriptions	10/12/2024	Subscription	SLCC	240.00		240.00
190	Training - Members	10/12/2024	Member Training	DALC	40.00	8.00	48.00
191	Admin Costs	12/12/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
192	Burial Ground	16/12/2024	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
193	BCC Rent & service charge	16/12/2024	Office Rent	Bishop CC	237.20		237.20
192	P3	16/12/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
192	St John's Churchyard	16/12/2024	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
192	Green Spaces Contract	16/12/2024	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
194	Admin Costs	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	60.00		60.00
194	Defibrillators	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	30.67	6.14	36.81
194	IT General Use	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	49.99	10.00	59.99
194	IT General Use	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	99.99		99.99
194	MUGA Income & Resurfacing Reserve	17/12/2024	Clerks Expenses - See description	Mrs. K Ford	19.16	3.83	22.99
195	Net Salary	27/12/2024	Clerks Salary	Mrs. K Ford	1,750.82		1,750.82
197	Employee Tax	27/12/2024	Tax & NICs	HMRC	300.00		300.00
196	Employer Pension	27/12/2024	Pension Contributions	DCC Pension Fund	487.22		487.22
196	Employee Pension	27/12/2024	Pension Contributions	DCC Pension Fund	144.61		144.61
197	Employee NIC	27/12/2024	Tax & NICs	HMRC	100.00		100.00
197	Employer NIC	27/12/2024	Tax & NICs	HMRC	131.75		131.75
198	Lawns Toilets & MUGA - Utilities	27/12/2024	Utilities	British Gas	19.47		19.47
TOTAL					6,230.10	372.97	6,603.07

Bishopsteignton Parish Council

RECEIPTS LIST 01.12.24 to 31.12.24

VN	Code	Date	Description	Supplier		Net	VAT	Total
64	Unrestricted Reserves & Contingency	11/12/2024	Bank Interest	Lloyds		39.14	0	39.14
					Total	39.14		39.14

APPROVED BPC BUDGET & PRECEPT FOR FY 2024/25 - Spend & receipts in Q3 (01.10.24 to 31.12.24)

		APPROVED BUDGET 23/24	APPROVED BUDGET 24/25	Balance remaining at 30.06.24 (Q1)	Balance remaining at 30.09.24 (Q2)	Q3 Payments	Q3 Receipts	Balance Remaining at 31.12.24 (Q3)	
PERSONNEL (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRBUTIONS)	Clerical Salary, includes Employee Tax, NIC, Pension contribution	24531	25831	17221	10763	7181	0	3582	
	NALC payrise contingency	1200	1350	1350	1350	0	0	1350	
	Employers N.I.	3000	3000	2208	1631	597	0	1034	
	Clerical contingency	472	497	338	338	0	0	338	
	Pension: Employers contirbution includes Employers contribution on increase	5622	5967	4081	2667	1557	0	1110	
SUBTOTAL		34825	36645	25198	16749	9335	0	7414	
ADMINISTRATION (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1580	1680	1491	1220	444	0	776	
	OFFICE EXPENSES incl. rent	4281	4805	3886	2991	1634	0	1357	
	Subscriptions	1075	1050	337	337	240	0	97	
	Elections	250	0	0	0	0	0	0	
	Audit Fee	700	800	590	170	0	0	170	
	Insurance	2100	2906	454	454	0	0	454	
	Training	1100	900	900	870	140	0	730	
SUBTOTAL		11086	12141	7658	6042	2459	0	3584	
ASSET MANAGEMENT (MUGA, OPEN SPACES, PLAYGROUNDS, WAR MEM, NOTICEBOARDS, BENCHES, CAR PARKS, ST JOHNS CLOSED CHURCHYARD, FORE ST TOILETS)	MUGA & Lawns facilities, Green Spaces Management & general Asset Maintenance incl. cap parks	14020	22220	20932	14728	4265	646	11109	
	Public Toilets Fore St	4290	5790	4792	2867	1000	0	1866	
	St Johns Closed Church Yard	4840	5500	1256	9	1239	0	-1230	
	Defibs	500	500	250	328	1128	500	-300	
	Night Landing Site	50	50	550	550	0	0	550	
SUBTOTAL		23700	34060	27780	18481	7633	1146	11994	
BPC Grant Giving	BPC Grants (or S137 if BPC loses GPC)	1000	1000	294	144	144	0	0	
BERT	BERT & Gritting	200	400	400	400	0	0	400	
OTHER PROJECTS	Other projects	3150	1150	1104	1104	129	0	974	
CONTINGENCY	Contingency (General Reserve)	1000	1000	1164	1310	76	147	1381	
TOTAL BUDGET		£74,961	£86,396	£63,598	£44,230	19776	1293	£25,747	BPC BUDGET remaining
less Burial Account charge		£4,952	£4,409	£4,409	£4,409			£4,409	
BPC BUDGET & PRECEPT TOTAL		£70,009	£81,986	£59,189	£39,821			£21,338	Balance: Precept remaining after Q3

Table 1. CLERICAL COST BREAKDOWN

Updated for review and adoption by Full Council on 13.01.25

2024/25 SALARY BUDGET using 2023/24 pay scale rates

NALC pay scale	£ per hour	Hours per week	£ per annum	Pension Contribution ***	
				BPC @ 21.9%	Clerk @ 6.5%
			TAKEN FROM PRECEPT	TAKEN FROM SALARY	
LC2 SCP 30 *	19.87	25.0	25831	5657	1679.02
Agreed contingency for pay scale increase			1350	310	n/a from salary
			27181	5967	
Actual spend to 30.10.24 (includes tax, employees pension & NI Contributions)			17221	3771	

Estimated clerical contingency spend 24-25

2025/26 BUDGET using 2024/25 pay scale rates.

New rate will be published in Autumn 2025 and shall be applicable to hours worked since 01.04.2025, therefore a pay increase contingency is required.

A contingency is also set for possible overtime or clerical cover in the case of sickness, if required.

NALC pay scale	£ per hour	Hours per week	£ per annum	Pension Contribution ***	
				BPC @ 21.9%	Clerk @ 6.5%
SALARY: LC2 SCP 30 *	20.48	25.0	26697	5847	1735
Contingency: Pay increase		@ 4%	1068	250	N/A
TOTAL 2025/26 BUDGET			27765	6097	as from salary

Contingency: Overtime/Locum clerk	20.48	25.0	512	No pension contributions required on OT.	
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* Rate taken from 24/25 NALC pay scale as published 23 October 2024.

*** Rates set by Local Government Pension Scheme actuaries.

	= Per Annum, precept budget 2025/26
	= Not from additional budget. From salary, already part of budget

Table 2. ADMINISTRATION COST BREAKDOWN

Updated for review and adoption by Full Council on 13.01.25

	DETAIL	BUDGET 24/25	predicted end of FY spend	Proposed 25/26	NOTES
IT	.gov.uk website domain	40	40	40	2 year contract (£80)
	Website Support contract	600	600	690	15% increase advised by provider, first increase in 5 years. Invaluable service.
	Website hosting	60	60	60	
	Email Hosting of various BPC emails	180	180	180	We have 12 separate email addresses at £1 per month however there may be a stages when more emails are needed to cover the handover period to new council members.
	Multi Device Management	0	0	0	Now fixed a new contract, free as its for less than 20 devices owned.
	Device & Laptop contingency	800	106	1000	Reserves at end of FY 2024/25 will be £1445.82 (mobile phone replaced this year). Budget is based on ... Current replacement value of 12 Tablets @ approx. £180 each, 1 Laptop @ approx. £800 = £2,960 spread over 4 years (expected life, although may be longer). A further £60 has been added for inflation.
	TOTAL	1680	986	1970	
Clerical Expenses	Rent	2600	2400	2600	Awaiting confirmation on rent from January 2025, advised it is unlikely there will be any increase. (last years budget = £2,400 plus contingency for potential increase in Jan 25). Suggest we do the same this year.
	CC Service charge agreement	450	446	450	Awaiting confirmation of this amount. Subject to minor adjustments.
	Stationery	600	500	600	Includes manuals & books, toner, paper & stationery, postage, storage.
	BPC mobile contract	204	204	204	Fixed. Could do with a review as out of contract.
	Accounting package	562	562	620	Scribe. No increase indicated by provider, allow 10% contingency in case.
	Mapping subscription	133	128	133	Parish Online subscription. No increase indicated by provider, allow 10% contingency in case.
	Payroll services	156	156	156	
	TOTAL	4705	4396	4763	
Subs	DALC (includes NALC)	750	713	750	Both worked out on the Council's precept, in bands or a percentage. for other possible subscriptions
	SLCC	300	240	300	
	Contingency	0	0	0	
	TOTAL	1050	953	1050	
Elections	Payable to the principal authority for all services relating to a local council election.	0	0	0	There will balance of £6707.44 at the end of this FY. A full election for this parish will be IRO £3.5k. Similar if a mid-term by-election is called. Reserve is healthy, unnecessary to build until next election/by-election occurs.
Audit Fee	Internal Audit & Report	300	210	300	Contingency allows for possible increase as rate of increase not yet provided.
	External Audit	500	420	500	
	TOTAL	800	630	800	
Insurance & Assurance	Original Premium	2306	2306	2306	Fixed fee, some minor changes to asset register anticipated, see below for this and contingency required.
	Contingency for premium increase	500	146	500	As above, due to acquired assets throughout the FY. Reviewed annually, increases with additional assets.
	Asset Valuation & Report	100	0	500	Re-evaluation not due until at least 2025/26. Current reserve is £100 as the previous balance was used for the insurance premium last year.
	Travellers eviction	0	0	500	If required. £1k Reserve from unearmarked reserves at end of 2024-25, resolved 04.11.24 minute ref. 2411.04.04.b
	TOTAL	2906	2452	3806	
Training	Clerk CPD	400	80	300	To undertake CPD throughout the FY. I'd like to attend SLCC Annual Conference or maybe Practioners Conference, both involve overnight accommodation therefore are more expensive than usual daytime courses. I went in 2023 and would benefit to keep it up, at least every other year.
	New Councillor training	200	80	100	New Council Training expense are hard to estimate, depends if new members are required, and found!
	Councillor CPD	300	50	100	DALC fees have increased, and they are constantly changing their training programme, it's hard to know what will be available, its relevance and cost.
	TOTAL	900	210	500	We are clearly not spending this budget to take training to support the work of the council. I would suggest the remaining 24/25 budget is rolled forward, topped up slightly and used well.
Events	Annual Parish (Electors) Meeting	100	0	120	Refreshments.
	Annual recognition Awards	n/a	n/a	150	£50 per category?
	Remembrance & RBL branch support	250	150	270	Poppy Appeal donation, refreshments, stationery, PPE. Should include RBL membership for the clerk as an RBL point of contact for the parish.
	VE Day 80th Anniversary	n/a	0	250	Co-ordination of programmes, printing, promotional material, possible event support or sponsorship.
		350	150	790	

ADMINISTRATION TOTAL

13679

Table 3. ASSET MANAGEMENT COST BREAKDOWN

Updated for review and adoption by the Full Council on 13.01.25

ASSET	DETAIL	BPC Budget 24/25	predicted end of FY spend	Proposed budget 25/26	NOTES
OPEN RECREATION SPACES, PLAY AREAS & MUGA	Green Spaces Contract for general maintenance	8350	8350	8350	Contract Awarded to BGS.
	Budget for general weeding	2350	2000	2600	based on 3hrs per week at the average contractor rate, with small contingency. Will possibly use more in the future, as DCC are doing less.
	Playgrounds: Inspections. Replacement parts, maintenance and additional needs	900	1000	1200	Still various pieces of equipment and surfacing needing regular attention and occasional maintenance.
	Tree works: Assessment & recommended works plus emergency works if required	1800	1525	1800	Additional tree works at open spaces, after care for the new tree planting and rewilded areas, etc. including an external contractor to water new trees using a bowser, if required. Includes building a reserve for future inspection and recommended works. Includes care for the Orchards at The Lawns.
	Small Gardens Contract	1200	1000	1500	Contract Awarded to Miss Moffat Gardening. Now includes Cockhaven junction which didn't have a separate budget heading this year.
	Lawns Toilets Caretaker	2060	2060	2060	Contract with P. Walton to continue.
	Utilities for Lawns Toilets & MUGA floodlights	800	300	500	fixed utilities rates but unpredictable usage and maintenance. Rates increased recently, awaiting smart meter as their estimates are terrible! Income on lights is directed to MUGA reserve.
	Other expenses for MUGA & Toilets	400	250	400	To cover any additional care-taker duties required, on hourly rate & materials. Weed clearance, etc.
	Waste Bin emptying contract with TDC	3410	746	1500	3 bins at £14.00 per empty. 24-25 budget breakdown = 21x twice a week & 31x once a week = £3,066. Then a contingency of 20 empties and £64 admin charge was added. However, TDC messed up the collection schedule and wont be charging any additional this year. I would suggest the balance should be carried forward and this would be enough with a small contingency so as not to loose this essential budget heading.
	STREET FURNITURE: Benches, NBs, Bins, Signage.	0	213	500	Build a reserve for unpredictable repairs. Purchase of & installation of new benches is covered by the donor. Budget not previously set but required.
	Reserve: Contingency for MUGA improvements including eventual resurfacing	500	0	500	Reserve at 31.03.25 will be approximately £1900 = £1k from previous precepts and income of approximately £900 across 24-25. However, as an asset this is aging rapidly so will need closely monitoring and more attention in the future. Have not been able to resolve the gate issue.
Bishops Avenue Car Parks	450	403	450	For business rates. We have unspent grants for any ad hoc maintenance or improvements.	
TOTAL		22220	17847	21360	
St. Johns Churchyard	Maintenance Contract (part of Green Spaces)	5000	4972	5000	As per contract awarded to BGS.
	Reserve for Memorial safety inspections	0	1627	500	Every 5 years, this reserve will allow for inspection fee and recommended works.
	Additional cost	500	1370	1000	Used in 24-25 for the garden wall.
	TOTAL	5500	7969	6500	
Fore Street Toilets	Caretaker	3090	3090	3090	Contract with P. Walton extended.
	Utilities	1200	850	1200	Unlikely to see a significant difference either way. Prefer to keep a healthy contingency on this budget heading as utilities are unpredictable.
	2023/4 internal redecoration	1200	1066	500	Work completed during 24-25 however consider setting a budget to carry forward as a reserve for future maintenance
	Repairs & additional expenses	300	25	300	Necessary? There always seems to be something crop up!
TOTAL		5790	5031	5090	
	Bishopsteignton War Memorial	500	80	500	Used 24-25 for weeding/tidying. Recommend this reserve continues to accumulate for future care and maintenance of this important listed asset..

DRAFT PROPOSED BPC BUDGET & PRECEPT FOR FY 2025-26 - For Full Council review at the meeting to be held 13.01.25.

		APPROVED BUDGET 2024-25	PRELIMINARY BUDGET PROPOSAL 2025-26	NOTES FOR INFORMATION
PERSONNEL (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRIBUTIONS)	Clerical Salary	25831	26697	Breakdown shown in Table 1 - Clerical Costs
	NALC pay rise contingency	1350	1068	Contingency for rise to the pay scale rates, which will be negotiated during the same financial year. Based on changes made during this current FY.
	Employers N.I.	3000	3300	At the new rate of 15%. Using new £5k secondary threshold.
	Clerical contingency	497	354	Contingency for admin support/overtime e.g. additional/exception time-limited tasks, locum sick leave cover, if required. If unused at the end of the FY this can be carried over for the same purpose or redirected into general reserve. £158 spent to 30.10.24, unlikely to need more as TOIL is allocated for overtime. Balance can be carried forward and topped up to ensure £512 available if required.
	Pension: Employers contribution includes Employers pension contribution on increase	5967	6097	Breakdown shown in Table 1 also.
SUBTOTAL		36645	37516	
ADMINISTRATION (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1680	1970	Breakdown shown in Table 2 - Administration costs
	OFFICE EXPENSES	4805	4763	
	Subscriptions	1050	1050	
	Elections	0	0	
	Audit Fee	800	800	
	Insurance	2906	3806	
	Training	900	500	
	Other Admin/Events	350	790	
SUBTOTAL		12491	13679	
ASSET MANAGEMENT (MUGA, OPEN SPACES, PLAYGROUNDS, WAR MEM, NOTICEBOARDS, BENCHES, CAR PARKS, ST JOHNS CLOSED CHURCHYARD, FORE ST TOILETS)	MUGA & Lawns facilities, green spaces & general asset maintenance	22220	21360	Breakdown shown in Table 3 - Asset Management costs
	Public Toilets Fore St	5790	5090	
	St Johns Closed Church Yard	5500	6500	for general maintenance when required. Increased as we have more units, some now aging (battery packs, cabinets, but not to replace the units themselves; this will need fundraising). building reserve for inspections and maintenance when required
	Defibs	500	1000	
	Night Landing Site	50	100	
SUBTOTAL		34060	34050	
BPC Grant Giving	BPC Grants (or \$137 if BPC loses GPC)	1000	2000	Full amount of 24-25 budget used. Increased in accordance with BPC resolution in minute ref. 2411.04.04.a. dated 04.11.24.
BERT	BERT & Gritting	400	500	Predicted spend at year end approximately £200 for replenished stock/PPE. Limited grant funding available, stocks may need replenishing/updating.
OTHER PROJECTS	Other projects	800	0	Separate line not required. Previous projects reallocated to other heading or disbanded.
CONTINGENCY	Contingency (General Reserve)	1000	1800	To ensure any unpredictable demands can be met.
	TOTAL 2024-25 BUDGET	£86,396	£89,545	DRAFT 2025-26 BPC BUDGET
	less Burial Account charge	£4,409	£3,645	Admin charge (to the Burial Account) to be deducted from Precept claim
	2024-25 BPC BUDGET & PRECEPT TOTAL	£81,987	£85,900	DRAFT 2025-26 BPC PRECEPT
			£3,913	increase to BPC precept (2024-25 to 2025-26)
			4.8%	

PROPOSED 2025/2026 BUDGET & PRECEPT Shown for property bands

for information at the Full Council meeting to be held

for information at the Finance Committee meeting to be held

Property Banding	A	B	C	D	E	F	G	H	Provides precept	% change to previous precept	£ change to previous precept
	6/9	7/9	8/9	9/9 (1)	11/9	13/9	15/9	18/9			
Actual 2022/23	£33.29	£38.84	£44.39	£49.94	£61.04	£72.14	£83.23	99.88	£64,959		
Actual 2023/24	£36.69	£42.80	£48.92	£55.03	£67.26	£79.49	£91.72	110.06	£70,009		
Actual 2024/25	£42.80	£49.94	£57.07	£64.20	£78.47	£92.74	£107.00	128.40	£81,978		
Proposed BPC budget & precept for 2025/26 less burial charge	£44.83	£52.30	£59.77	£67.24	£82.18	£97.13	£112.07	£134.48	£85,900	4.8%	£3,922
Annual Increase £	£2.03	£2.36	£2.70	£3.04	£3.71	£4.39	£5.07	£6.08			
increase PCM	£0.17	£0.20	£0.22	£0.25	£0.31	£0.37	£0.42	£0.51			

Charge to Burial Account

2024/25 Clerical costs	£37,516
per week	721.46
per hour	£28.86

2024/25 Admin Costs	£12,889
per week	247.87
per hour	£9.91

Burial charge hourly rate	£38.77
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average hours per week	2.0
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Charge per week	£77.55
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47 working weeks per year	£3,645 to be deducted from budget for precept total
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For Info only: BURIAL ACCOUNT RESERVE (Not from Precept)

RESERVE BALANCE at 01.04.19		52846.44
2019/20	Income	15227.00
	Expenditure	4682.57
RESERVE BALANCE at 01.04.20		63390.87
2020/21	Income	13094.00
	Expenditure	5158.41
RESERVE BALANCE at 01.04.21		71326.46
less admin charge to burial account		2722.00
2021/22	Expenditure	8524.86
	Income	26315.00
RESERVE BALANCE at 01.04.22		86394.60
less 22/23 admin charge to burial account		2841.00
2022/23	Expenditure	9637.12
	Income	17590.00
RESERVE BALANCE at 01.04.23		91506.48
less 23/24 admin charge to burial account		4952.00
2023/24	Expenditure	12225.96
	Income	25640.00
RESERVE BALANCE at 01.04.24		99968.52
less 24/25 admin charge to burial account		4409.00
2024/25 to 30.10.24	Expenditure	6088.37
	Income	11810
RESERVE BALANCE at 30.10.24		101281.15

Predicted expenditure for 2025/26

BGS Annual Contract	6400	
Scribe Cemetery package	652	
Clerical assistance with burial record keeping (estimate as rate to be agreed)	1000	
Maintenance of flower beds/rose garden (estimate based on previous)	800	
Tree inspection & recommended work (estimate based on previous)	800	9652
Admin charge (at an average of 2.0 hrs per week)	3645	
Total		£13,297



BISHOPSTEIGNTON PARISH COUNCIL

Appendix H for 13.01.25

Clerks Report – Saving & Investment opportunities

Further to previous discussions and considering the report provided by Cllr. Gateshill following his attendance on an online presentation regarding saving opportunities with Hinkley & Rugby Building Society. I would make the following observations and recommendations:

- There is too large a sum held in the Lloyds account; therefore, this will not be protected. The overall amount should be split to ensure Financial Services Compensation Scheme (FSCS) protection.
- Most of our reserves is the burial account, currently at just over £100,000. Approximate spend per annum from this account is £10,000, however annual income is usually double this. Therefore, instant access will not be required.
- The saving opportunities with Hinkley & Rugby are low risk and meet the parish council's policy terms of being ethical; the provider and the product is both socially & environmentally responsible. Read more here; <https://www.hrbs.co.uk/the-society/community/environmental/>
- The 90 day deposit account mentioned in Robert's report is now available to view on the website; <https://www.hrbs.co.uk/savings-products/local-council-90-day-notice-deposit/> This provides a 3.6% gross AER.
- I have researched products from alternative providers, and these are either not in line with the council's policy or are not specifically created for the Local Council sector.

Recommended resolution:

That BPC resolve to open a Hinkley & Rugby Building Society 90-day deposit account as soon as possible; that this resolution be recorded in the format requested by H&R B.S, and that BPC signatories are the same members as currently listed for the BPC Lloyds account; Cllrs. Merritt, Gateshill, Grimble and Mrs. K. Ford (as Proper Officer & RFO).

Kim Ford
Clerk to the Council

Hinkley and Rugby Building Society

I attended a webinar “unlock savings success for your local council with Hinkley and Rugby Building society “on the 11th of December 2024 organised by the Devon Association of Local Councils.

This was basically a sales push by Hinkley and Rugby B.S. but interesting none the less.

The Hinkley and Rugby B.S. was established in 1865 and remains an independent financial organisation not being part of another group.

There is the normal £85,000 compensation limit for any investment or monies on deposit.

These savings accounts are suitable for Parish and Town Councils with a precept (Annual budget) of less than £425,000.

Types of Savings Accounts:

Easy Access: 2.4% A.E.R. for deposits between £500 - £ 420,000.

45-day Notice Account: 2.85% A.E.R. for deposits between £1,000 - £420,000.

These are low risk with no loss of capital subject to the guaranteed limit of £85,000 (Although the website does state that the £420,000 upper limit is eligible for protection under the Financial Services Compensation Scheme, so this needs to be checked out.)

Interest is paid annually, gross without tax deducted, on the 1st of December.

There may be a 90-day notice account available paying 3.6% interest, but this is not shown on the web site.

Opening an Account, Transactions and Signatory requirements.

Application form and a copy of resolution to authorise named signatures (template is available from the society), of which a hardcopy required to set up account.

At least one signatory must be the Proper Officer or Responsible Financial Officer, with a maximum of four signatories to the account.

There are no account fees.

After initial set up then move to digital use and online with all withdrawals paid to the Council's nominated account.

The presentation was made by Mel. Aspden - m.aspden@hrbs.co.uk

Cllr. R.Gateshill, 16th December 2024.

Account details

Initial Deposit £ _____ to open account type: Easy Access / 45 Day Notice (Delete as appropriate)

Details of organisation

Name of council: _____

Registered address: _____

Telephone number: _____ Email _____

Correspondence address (if different from registered address – will be used for all correspondence): _____

Local Authority Association: _____

Annual budget: _____

Details of signatories

One of the authorised signatories must be either the Proper Officer or Responsible Financial Officer

Signatory one

Full name (including title and any middle names):

Mr/Mrs/Miss/Ms/Mx _____

Date of Birth: _____ Nationality: _____

Occupation: _____

Position in council _____

Full permanent residential address: _____

Post Code: _____

Telephone number: _____

Email address: _____

Signatory two

Full name (including title and any middle names):

Mr/Mrs/Miss/Ms/Mx _____

Date of Birth: _____ Nationality: _____

Occupation: _____

Position in council _____

Full permanent residential address: _____

Post Code: _____

Telephone number: _____

Email address: _____

Signatory three

Full name (including title and any middle names):

Mr/Mrs/Miss/Ms/Mx _____

Date of Birth: _____ Nationality: _____

Occupation: _____

Position in council _____

Full permanent residential address: _____

Post Code: _____

Telephone number: _____

Email address: _____

Signatory four

Full name (including title and any middle names):

Mr/Mrs/Miss/Ms/Mx _____

Date of Birth: _____ Nationality: _____

Occupation: _____

Position in council _____

Full permanent residential address: _____

Post Code: _____

Telephone number: _____

Email address: _____

Tax Residency Status

Are all signatories on the account citizens and tax residents of the UK only?

- YES
 NO

If 'No', please contact us for a separate self-certification form.

Your preferences

If you would like to receive information about other Hinckley & Rugby Building Society products and services, please tick all that apply:

Signatory one

- Post Email Telephone Text message

Signatory two

- Post Email Telephone Text message

Signatory three

- Post Email Telephone Text message

Signatory four

- Post Email Telephone Text message

The Society will only market to you in accordance with the Society's Customer Privacy Notice. You can unsubscribe from the Society marketing to you at any time by contacting us at dataprotectionofficer@hrbs.co.uk or by telephone on 01455 894090.

Electronic Communications

Society communications and notices may be sent to you electronically if you have provided us with your email address or mobile telephone number for SMS text messaging.

- If you wish to opt out of electronic communications**, please tick here and we will continue to send these by letter to your registered address

Interest details

Please select either:

1. Add interest to this account
 2. Pay interest to council's nominated Bank/Building Society account:

Bank/Building Society name:

Sort code: - -

Account name:

Account number:

Reference number:

Nominated bank account

Withdrawals can only be sent to the nominated bank account of the council. Instructions to transfer funds will be accepted from any one of the nominated signatories Please complete details below if not completed for the interest details section above:

Bank/Building Society name:

Sort code: - -

Account name:

Account number:

Reference number:

Expected monthly transactions

How do you expect to pay funds into the account following the initial deposit: cheque bank transfer

(cash receipts are not allowed into our Local Council accounts)

Please indicate the expected monthly transaction below:

Number and value of transactions in: _____

Number and value of transactions out: _____

Additional comments: _____

Declarations and consents

You will qualify as a depositor in the Society and bound by its rules as they apply to deposit account holders. A copy of the Society's rules is available free of charge on request.

We confirm that:

- (a) we have read and understood the Savings Account Terms and Conditions which contain details of the cooling off period. We have also received a copy of the Interest Rates for Savers leaflet which contains details of the interest rate on this account and any charges payable. For your own benefit and protection you should carefully read the Savings Terms and Conditions booklet or view the Savings Terms and Conditions at hrbs.co.uk, as the Society intends to rely upon these terms and conditions. If you do not understand any point please ask for further information.
- (b) the sum shown on the application form is being invested in Hinckley & Rugby Building Society by us as trustees for the council. All withdrawals will be undertaken as trustees for the council.
- (c) the total amount invested by me in the Society, whether individually or jointly (including the amount being invested) does not exceed £500,000 and that we will not make any additional investments in the Society that would raise the total amount above this amount
- (d) we understand that the society reserves the right and may request additional information and supporting documentation which we are to provide promptly and accurately to help verify the source of funds and the underlying source of wealth, or other relevant details in relation to the account.

We acknowledge that the personal information provided in this application form will be used by the Society in accordance with the Society's Customer Privacy Notice, a summary of which we have been provided with, the full text of which is set out on the Society's website and hard copies of which can be provided upon request.

We acknowledge that this may include our personal data being used:

- to make identification checks and to request a credit reference from one or more of the credit referencing agencies including the use of information on the electoral register for the purpose of verifying our identities and the prevention of money laundering and fraud; and
- to share information about the account to the Financial Conduct Authority and the Society's Auditors for regulatory and audit purposes, and the payee bank on any automated electronic transactions.

We understand that we must inform the Society of any changes to the account, such as mandated signatories, name, address, bank account or any other changes related to the council. Requests to amend account details must be made in writing and signed by all account signatories. The Society cannot be held responsible for delays which are outside of its control.

We confirm that we have read and understood all of the following documents:

- an account brochure, containing information specific to the account we are opening
- the Society's Savings Terms and Conditions booklet
- Interest Rates for Savers leaflet
- Deposit Guarantee Scheme information leaflet
- Summary Customer Privacy Notice

USUAL SIGNATURE FOR ALL SIGNATORIES:

Signatory One	Date
Signatory two	Date
Signatory three	Date
Signatory four	Date

Refer to the account brochure to ensure you are sending everything required with your application.

FOR OFFICE USE ONLY

Account number: _____ Product Code: _____ Date opened: _____ In branch checklist /by post*

Opened by: _____ Checked by: _____ / _____ Customer Smart Money consent? Yes/No Sent : email / txt message

Nominated bank verified: Yes / N/A

Organisation address confirmed Yes / N/A

	Cust Number	Existing Cust?	Sig check?	ID&V completed & logged?	*delete below as appropriate
Org		Yes/No	N/A	Resolution obtained with signatories listed (headed paper if possible) <input type="checkbox"/>	
1		Yes/No		Electronic Pass	List 1 / List 2
2		Yes/No		Electronic Pass	List 1 / List 2
3		Yes/No		Electronic Pass	List 1 / List 2
4		Yes/No		Electronic Pass	List 1 / List 2
Council website search <input type="checkbox"/>					

© Hinckley & Rugby Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. The Society's registration number is 206043 8/06 – 10/24 (2)

Resolution

This is to certify that at a meeting of the Council
on (date) the committee agreed to open a Local Council Easy Access / 45 Day
Notice (delete as appropriate) deposit account with Hinckley & Rugby Building Society.

The following committee members, one of whom is the Proper Officer / Responsible Financial Officer, shall be named signatories on the account, and any one signatory can instruct a transfer of funds from this account to the council's nominated bank account.

Name of Signatory one	
Name of Signatory two	
Name of Signatory three (if applicable)	
Name of Signatory four (if applicable)	

I confirm that all details are correct and accurate.

Proper Officer / Responsible Financial Officer signature	
Date	



BISHOPSTEIGNTON PARISH COUNCIL

INVESTMENT STRATEGY POLICY (P.009)

INTRODUCTION

Bishopsteignton Parish Council acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community.

The Parish Council is required under Section 15(1) of the Local Government Act 2003 to have regard to such Guidance as is issued by the Secretary of State. The current statutory community and Local Government (CLG) Investments Guidance Note came into force on 1 April 2018.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/67886/6/Guidance_on_local_government_investments.pdf

The Guidance Note makes a distinction between investments that are:

- Specified Investments – High security and high liquidity.
- Non-specified investments – Those with potentially greater risks and lower liquidity

This strategy is prepared regarding the above guidance and in accordance with the Parish Council's Financial Regulations (8. Loans and Investments and 14. Risk Assessment)

INVESTMENT OBJECTIVES

The Council's objective when investing money is to strike an appropriate balance between risk and return, avoiding the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. The Council will, therefore, aim to achieve an optimum return on its investments commensurate with appropriate levels of security and liquidity.

The Council's investment priorities are:

- The **security** of its reserves
- The **ethics** of the investment; ensuring the provider and the product is both socially & environmentally responsible.
- The adequate **liquidity** of its investments
- The **return** (yield) on investments.

All investments will be made in sterling and any payments or repayments in respect of investment are in sterling.

The Department for Communities and Local Government maintains that borrowing monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, as resolved at a Full Council meeting, they will be contractually required to comply with the Strategy. The Council does not currently employ in-house or external financial advisers.

SPECIFIED INVESTMENTS

Specified Investment are, in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government, or a local authority or town/parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities, or other public authorities
- The debt management agency of HM Government

BPC INVESTMENTS STRATEGY POLICY

Current investment is with Lloyds Bank which is highly secure.

The Parish Council will ensure FSCS protection where possible for future investments as a means of minimising risk.

NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stock, and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council should seek expert advice and be prudent.

It is recognised that the Parish Council could consider placing funds on deposits protected by FSCS, including placing funds with institutions which do not have a high credit rating. This would mean that these are technically Non-Specified Investments. The Parish Council would only consider doing so where FSCS protection applies to eliminate the associated investment risk.

LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer (RFO) in consultation with the Finance Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid to the counterparty.

LONG TERM INVESTMENTS

Long term investments are defined in the Guidance Notes as greater than 12 months and the Note requires that should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing, and mitigating the risk of loss of invested sums.

Bishopsteignton Parish Council does not currently hold any long-term investments.

END OF YEAR INVESTMENT REPORT

The Responsible Finance Officer will provide investment reports to the Finance Committee on a regular basis. Reports will provide details of all current investments monthly, highlight investments which are approaching maturity, and where investments are approaching maturity and require re-investment, give details of options. The scope for information regarding options must be specified by the Finance Committee.

REVIEW AND AMENDMENT OF REGULATIONS

This Investment Strategy Policy will be reviewed annually by the Finance Committee and approved by Full Council before the commencement of a new financial year.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.bishopsteignton-pc.gov.uk



BISHOPSTEIGNTON PARISH COUNCIL

DISCIPLINARY POLICY

- 1 This policy is based on and complies with the latest version of the ACAS Codes of Practice; the set the minimum standard of fairness that workplaces should follow. <https://www.acas.org.uk/codes-of-practice>

It also takes account of the ACAS guide on discipline and grievances at work. <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

The policy is designed to help Bishopsteignton Parish Council (the Council) employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010 (Amendment) Regulations 2023 and the Worker Protection (Amendment of Equality Act 2010) Act <https://www.legislation.gov.uk/ukpga/2010/15/contents>

- 2 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS 'Conduct and capability procedures when managing performance' <https://www.acas.org.uk/capability-procedures>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

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Date for next review: unless NALC/SLCC recommend amendments sooner	January 2027
To be reviewed by:	Full Council



BISHOPSTEIGNTON PARISH COUNCIL

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the ACAS Codes of Practice; these set the minimum standard of fairness that workplaces should follow. <https://www.acas.org.uk/codes-of-practice>

It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

2. It aims to encourage and maintain good relationships between Bishopsteignton Parish Council (the Council) and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010 (Amendment) Regulations 2023 and the Worker Protection (Amendment of Equality Act 2010) Act <https://www.legislation.gov.uk/ukpga/2010/15/contents>
3. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
4. This policy confirms:
 - Employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
 - Any changes to specified time limits must be agreed by the employee and the Council.
 - An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
 - Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
 - If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Teignbridge District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy) and in accordance with the code of conduct regime.

Informal grievance procedure

5. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chair of the Finance & Personnel committee or, if appropriate, another member of the Finance & Personnel committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

6. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Finance & Personnel committee.
7. The Finance & Personnel committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee. If it is not possible for this sub-committee to be established due to members involvement in the grievance other councillors may be appointed to the subcommittee.

Investigation

8. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
9. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

10. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
- the names of its Chair and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

11. At the grievance meeting:
- the Chair will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chair will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
12. The Chair will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

13. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Finance & Personnel committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
14. Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
15. The appeal will be heard by a panel of three members of the Finance & personnel committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Finance & Personnel committee. The appeal panel will appoint a Chair from one of its members.

16. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
17. At the appeal meeting, the Chair will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
18. The employee (or companion) will be asked to explain the grounds of appeal.
19. The Chair will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
20. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
21. The decision of the appeal panel is final.

END

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BISHOPSTEIGNTON PARISH COUNCIL

MENOPAUSE POLICY

INTRODUCTION

Menopause is the time during a woman's life when menstruation periods permanently stop. The purpose of this policy is to assist with creating an open and honest workplace where councillors and employees can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to employees when needed.

EFFECTS OF MENOPAUSE

Physical symptoms of the menopause can include, but is not limited to, the following:

- Hot flushes
- Insomnia
- Poor concentration
- Headaches
- Joint aches
- Urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Mood swings
- Irritability
- Loss of confidence

It is also commonly acknowledged that Hormone Replacement Therapy (HRT), medication which is often prescribed for menopause, can have side effects which cause problems at work. These include:

- Nausea
- Headaches; and
- Leg cramps.

Bishopsteignton Parish Council pledge to adhere to the following actions:

COMMUNICATION

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role as a result of symptoms associated with the menopause and/or HRT, you should report any concerns you may have to a councillor, who will treat the matter with complete confidence. In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

Alternatively, an appointed councillor may instigate a discussion with you if they notice a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with a councillor. If this is the case you are encouraged to discuss your situation with another senior member of staff, if applicable.

During any discussions, the councillor will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

Councillors will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

MAKING ADJUSTMENTS TO YOUR ROLE

To assist you in your daily duties, the council will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues but the council acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- Changing your working location so you are closer to toilet facilities, away from hot and cold spots
- Assessing how work is allocated and whether you are affected at particular points of the day
- Allowing additional rest breaks.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

The Council is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with these obligations in this regard.

BEHAVIOUR OF OTHERS

There is an expectation on all councillors and employees to conduct themselves in a helpful and open-minded manner towards colleagues. We shall maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints in accordance with the relevant code of conduct or policy. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known in accordance with the complaints procedure and/or grievance policy.

FURTHER UNDERSTANDING & ASSISTANCE

Both councillors and employees can access further guidance from the following websites:

- <https://www.acas.org.uk/menopause-at-work>
- <https://www.equalityhumanrights.com/guidance/menopause-workplace-guidance-employers>
- https://menopausefriendly.co.uk/menopause-at-work/?gad_source=1&gclid=Cj0KCQiAst67BhCEARIsAKKdW0IEP2FlqvE-6vejRFoPtDN0CAzWiHuW-avwLUWN1nDsa4T08HKT0ucaAj4gEALw_wcB#demographic-case

COUNCILLOR SKILLS AND KNOWLEDGE AUDIT



Guidance notes

This audit has been designed to help you realise and value what you already have experience of, identify what you may need to know in your role as a councillor and encourage you to think about areas for personal development.

By reading through the audit, you may also gain ideas about the direction you wish to take. For example, you may like to be a member of a committee or chairperson in the future.

The audit can be completed on your own as a self-audit or with support from your clerk or an experienced councillor.

You will bring a wealth of experience and transferable skills with you to the role of councillor from other areas of your life, some of which may not always be obvious. This audit helps you to explore your existing knowledge and skills and how best to apply or enhance them.

In the following self-audit there are three columns against areas of a councillor's work. These are:

a) Experience

Place a tick against areas in which you have had experience and an asterisk (*) against areas where you would like to gain more experience.

This experience may have been gained:

- as a councillor;
- from an area of voluntary or community work;
- as part of your personal life/work.

(These are the areas in which you may wish to act as a mentor to less experienced councillors or to newly elected councillors as part of their introduction process).

b) Development need

Place an * against the areas that you feel are important for your development now and in the future. This may be because you:

- are new to the role;
- want to develop the skills and knowledge to prepare for a new role or responsibility;
- think that you may need to do this in the future;
- you feel that your experiences have lacked depth to enable you to feel confident in that area at the moment;
- want to update your skills and knowledge.

c) Use the 'comments' column to note any ways in which you could meet that need. For example, by attending further training courses, through mentoring and/or self-directed reading.

When you have completed the audit, you can then decide how best to achieve your learning and development needs and create a personal development plan. You might discuss with your clerk how you can do this within council resources.

COUNCILLOR SKILLS AND KNOWLEDGE AUDIT



Identifying your development needs

Knowledge	Experience	Development need	Comments
Roles and responsibilities of the council, councillors, and the clerk.			
Code of Conduct and ethical standards			
Council powers and duties			
Understanding your Council			
Main policies and objectives			
Council assets and services			
Employee structure			
Decision-making inc delegations/committees			
Meeting procedures and standing orders			
Council's partnerships and stakeholders			
Data protection inc GDPR, and FOI			
Local Council Finance			
Financial regulations			
Budgeting and setting the precept			
Budget monitoring			
Accounts and Audit			
Internal controls			
Procurement			
VAT			
Capital projects			
Employment			
The Council as an employer			
Managing employees inc appraisals			
Recruitment			
Disciplinary and Grievances			
Planning System			
The planning system inc NPPF and Local Plans			
Responding to planning applications			
Neighbourhood Planning			
Developer contributions i.e. s106 and CIL			
Understanding your community			
Local groups, organisations, and businesses			
Demographics			
Local issues and needs			

Skills	Experience	Development need	Comments
Personal/Communication skills			
Public speaking and presentations			
PR and Media skills inc social media			
Influencing and negotiation			
Questioning			
Active listening			
Handling conflict			
Problem analysis/solving			
Strategic thinking			
Team working			
Project management			
Coaching and mentoring			
IT skills			
Leadership			
Community skills			
Networking			
Advocacy			
Working with others			
Facilitating groups			
Chairing meetings			
Record keeping			
Handling case work			
Fundraising			
Equality, Diversity, and Inclusion			
Managing yourself			
Time management			
Stress management			
Speed reading			
Managing change			
Managing information			

PERSONAL DEVELOPMENT PLAN

Name: _____

What do I want/need to learn?	How will this be achieved?	What resources of support will I need?	How will I know if I've been successful?	Target dates for review, action, or completion

Signature of Councillor: _____

Date: _____

Signature of Clerk: _____

Date: _____



DALC
Devon Association
of Local Councils



A COUNCILLOR DEVELOPMENT FRAMEWORK

For parish and town
councils in Devon



INTRODUCTION

Councillors play an important role in local communities.

Parish and town councils are responsible for delivering a wide range of services and projects that directly impact the lives of residents, and we believe that every councillor wants to perform their duties well.

We recognise the responsibilities associated with this role can be daunting. There are rules, procedures and legislation to understand, as well as managing community expectations and your own aspirations.

But where do you start? What support, guidance and training is available to help you to be a good councillor?

We've created our Councillor Development Framework to help meet this need. With four developmental levels, our framework can support councillors from newly elected, to effective community leaders.



“We believe training is essential for all parish and town councillors to carry out their roles and responsibilities effectively. Training ensures councillors are equipped with the necessary knowledge, skills and experience to make informed decisions, manage resources efficiently, and engage effectively with local communities.”

*Cara Stobart, County Officer
Devon Association of Local Councils*

Our development framework offers a variety of learning opportunities including: suggested reading, e-learning, webinars and in-person courses, to suit every council size and budget, and individual learning style.

We continue to build on the topics available, with further courses being developed and available soon.

Much of the content we deliver ourselves, through our highly knowledgeable and skilled team. Some courses we deliver through partnerships with subject experts, ensuring you get the best possible service.

All of our courses are available to book on our website devonalc.org.uk (log in required), with all suggested reading free to download.

THE COUNCILLOR DEVELOPMENT FRAMEWORK

4

LEADER

3

ADVANCED

2

CORE

1

FOUNDATION

Read on for more information about each level.

FOUNDATION

There are some things that councillors ‘need to know’ to help them work effectively.

You don’t need to know everything, but having key knowledge and a broad understanding is an essential foundation for every councillor - and knowing where to go for more information is also important.

At the foundation level we focus upon:

- Understanding key roles and responsibilities
- Knowledge of councils and how they operate
- Exploring what councils can do for their communities
- Understanding the area you represent

We recognise that councillors bring a wide range of skills, knowledge and experience to their roles. It’s important for councillors to undertake a skills audit to better understand their own strengths and weaknesses, identify where they can add value to their council (such as membership on committees), and identify training needs to boost their confidence and effectiveness.

FIRST STEP:

Complete our **councillor skills audit** and create your own personal development plan.

Essential Reading:

The Good Councillor’s Guide

An introduction to the work of councils and the part you play as a councillor.



TRAINING AVAILABLE

Being a Good Councillor

A foundation level course providing an introduction to local councils and being a councillor.

Available as:

- ✓ Webinar series
- ✓ Face-to-face
- ✓ In-house

Code of Conduct

An overview of the rules and expectations that govern councillors, including declaring interests, dispensations and complaints.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

E-learning available:

- **An introduction to local councils**
- **Standards in public life**

Self-study online modules, perfect for those with limited time but wanting to grasp the basics.



Getting to know your council is just as important as training when getting started. Be sure to engage in any induction process, read your councils policies and procedures, and ask for help from your clerk and/or experienced members when needed.

Also check out our [induction sessions](#) to learn more about DALC.

CORE

Once foundation knowledge has been attained, councillors can develop their understanding on key aspects of council business.

This next stage aims to develop subject knowledge as well as system knowledge, building a greater understanding of how the council operates and understanding the councillor's role in those areas.

At the core level we focus upon:

- The council's responsibilities as an employer
- Local council finances
- Engaging in the planning system
- Complying with data protection and information laws

Some councillors may have knowledge and skills from previous roles they have held. Whilst this is helpful, it is important to recognise the differences between local government and other sectors, and further training may still be required.

Essential Reading:

[Being a Good Employer](#)

[The Good Councillor's Guide to finance and transparency](#)

[How to respond to planning applications](#)



TRAINING AVAILABLE

Being a good employer

An introductory course to support councillor's understanding of the council's role as an employer, and employee rights.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

Finance for councillors

Gain a greater understanding of local council finance including responsibilities, budgeting, precepts, audit and VAT.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Responding to planning applications

Understand the council's role in the planning system and how best to represent your community's views.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Councillors: data protection training

Understand how data protection legislation sits within your role as an elected member, and how to get things right.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

YOU MAY ALSO BE INTERESTED IN:

E-learning modules*

- Equality, diversity and inclusion
- Freedom of information
- GDPR
- Health and Safety

**These modules are not specific to councils.*



ADVANCED

Our advance stage is for those councillors keen to develop specialist knowledge in certain areas of council business.

We have identified a range of specialist areas which are common for local councils. The courses would be particularly useful for members on council committees where more in-depth knowledge would be beneficial for the councils operations.

At the advanced level we focus upon:

- Advanced employment
- Advanced finance
- Advanced planning

Any councillor wishing to develop their knowledge and experience further is able to attend advanced courses.

Previous attendance at core courses is not a requirement, but is highly recommended.

Suggested Reading:

The Good Councillor's Guide to Neighbourhood Planning

A guide through the process of creating a neighbourhood plan for your community.



TRAINING AVAILABLE

Managing employees through effective supervision and appraisals

Discover the importance of effective performance management and better understand the appraisal framework.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

When things go wrong

Learn how disciplinary and grievance matters arise and how to manage them effectively

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

Finance courses

- Accounts and audit
- Budgeting for councillors
- Internal controls
- Procurement
- Transparency Code for smaller councils
- VAT

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Planning courses (coming soon)

- Developer contributions
- Neighbourhood Planning

Suggested Reading:

The Good Councillor's Guide to Transport Planning

For councillors interested in transport planning and curious to know more.



LEADER

Our final stage is leader, designed for those councillors either in leadership positions, or looking to develop their leadership skills.

We recognise all councillors as community leaders, and understand the specific knowledge and skills required for those elected as chairman/mayor.

Our leader courses are open to any councillor wishing to develop their skills. Previous attendance at other courses is not required.

At the leader level we focus upon:

- Chairmanship skills
- Team leadership in the council
- Leading in the community
- Leading in challenging situations



TRAINING AVAILABLE

Chairing local council meetings

An introductory course for newly appointed or aspiring chairman, to discover how to conduct an effective meeting.

Available as:

- ✓ Webinar
- × Face-to-face
- × In-house

The experienced chair (coming soon)

A collaborative session to hone your skills through case studies to develop new strategies and share best practice.

Dealing with difficult people and conversations

Learn how to manage relationships with difficult people with practical techniques and ideas for difficult conversations.

Available as:

- ✓ Webinar
- × Face-to-face
- × In-house

Leadership in the community (coming soon)

Explore the skills needed to be an effective community leader including strategic planning, communication and partnerships.

YOU MAY ALSO BE INTERESTED IN:

Communications and engagement training

- Communicating with your community
- How to engage with young people
- Crisis communications
- Councillors: Social media skills
- Dealing with local and regional media

Also available:

Team leadership essentials (e-learning)



Devon Association of Local Councils Ltd

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Appendix L for 13.01.25

Clerks Report – Bishopsteignton Ecological & Climate Action

Whilst constantly looking for ways to improve the output of the council, its standing in the community, and its working practices in line with the expectation of the parishioners/public, and with standards in the Local Council sector, I have considered how the council are currently approaching this subject and ways to further enhance this.

Some good things we already do/have done:

- **Policies** – The following BPC policies attempt to convey thought towards the environment and sustainability.
 - Declaration of Climate & Ecological Emergency – this was made by BPC in May 2019, however, this should be considered more thoroughly and regularly.
 - Responsible Purchasing & Procurement – although needs to be considered with each purchase or procurement.
 - Investments – recently adopted to ensure any investment or savings product is ethical and sustainable.
 - Memorial Assets Policy – Allowing only benches made from recycled plastic composite materials.
 - Biodiversity Action Plan – Currently working towards this.
- **Teign Estuary Trail** – The council, along with the community, have always offered strong support for this project including leading regular meetings with associated stakeholders to ensure progress where possible.
- **Small Gardens Contract** – It is written into the contract for this work that:
 - Create beautiful yet tidy spaces which use native plants which encourage and benefit wildlife.
 - Possible introduction of wildlife encouragement & management methods such as bug hotels, to assist in educating and encouraging parishioners of all ages.
 - Occasional presentation of the wildlife friendly benefits, to help educate & engage parishioners of all ages. Full support will be provided. To be discussed.
- **Green Spaces Management Contract** – It is written into the contract for open spaces management, including the parish cemetery and St Johns Churchyard, that:
 - As Bishopsteignton Parish Council have declared a climate emergency all product used must be environmentally friendly and where possible locally sourced.
 - That all weed clearance is by 'eco-friendly product/method'
 - Introduction and maintenance of 'wild' areas of long grass or wildflowers to support biodiversity.
- **Management of other assets** -
 - Where possible BPC will always repair before replacing any asset, in accordance with the Responsible Purchasing & Procurement policy.
 - Where possible, new tree planting is often encouraged.
- **EV Charging** – despite the council resolution to withdraw from the opportunity for EV charging stations in the village, mainly due to the lack of park in and around Bishops Avenue Car parks, it has been agreed to stay in the loop with the organisers at DCC. Potential sites given are The Lawns, & the layby at the bottom of Grange Park (DCC verge).

Matters we should consider addressing:

- **Net Zero** - We need to establish the current outgoings and carbon footprint to set targets for improvements and to become a net zero community. I have no idea how to do this, or where to start by surely the improvements we make must be measurable?
- **Community Energy** - refers to energy related projects that 'put people at the heart of the energy system'. It's people and communities taking democratic control over their energy future, by understanding, generating, using, owning and saving energy in their communities.
- **Community transportation** - Community transportation is run by local community transport organisations for a social purpose, not for profit. It's designed to help people live independently, participate in their communities, and access education, employment, and other health services. Such as Community Car Share Scheme, Ring and Ride bus service, etc.
- **Library of Things / Share-shed** - <https://www.libraryofthings.co.uk/>
- **Grants for domestic retrofitting** - Retrofitting can help reduce the amount of energy used to heat, cool, or power a home to become more energy efficient and reduce emissions.

Further small ideas to increase our action, as well as continuing all the above:

- **New Committee** – Form a committee or working group (more flexible but only for temporary status projects, so not ideal) to act as a think-tank and carry forward any ideas, removing some discussion and decisions from the full council and the work from the clerk alone. This should be made up of several councillors but must also include parishioners, with a strong interest and good knowledge base of the subject. Members can join external forums, connect with ACT, the local wildlife warden, and delegated officers at other authorities, receive training, etc, to support their efforts. They can complete the Biodiversity Action Plan for recommendation to full council for adoption.

I recommend a new committee is formed. Initially promoting the opportunity in the community for members and ideas.

- **Plastic Free Communities (Surfers Against Sewage)** – In 2019 this project was started by Sustainable Bishop and good progress was made towards achieving the status however covid struck, progress slowed and there was no longer a leader. In Autumn 2024 SAS contact me to see if the parish council or someone in the community would be able to pick where it was left, resurrect the project to achieve plastic free status for Bishopsteignton. There will be some work involved but a lot of the events and efforts can be combined with other village organisations such as Sustainable Bishop, Village Festival, Bishopsteignton School.

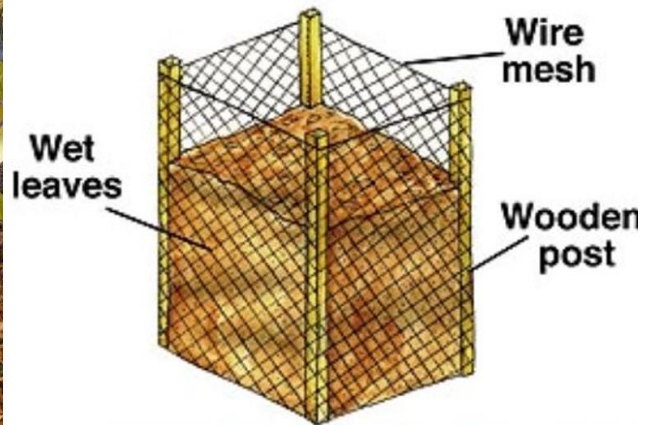
I recommend BPC resurrect this project and lead this for the community to achieve and uphold the title Plastic Free Bishopsteignton.

- **Community Engagement** – Increases awareness of what we do and what residents can do. Hold regular events such as litter picking, and other events to increase understanding of environmental issues caused by climate change and share ideas of how individuals and groups can make changes to combat this. Support events which combat climate change and reduce waste, such as Clothes Swaps (Sus Bishop), Mending workshops/repair cafes, community gardening events, etc.

I recommend the committee (if formed) or the Council consider a program of possible events and where we can work with other organisations.

- **Enhance Green Spaces management:**

- **Leaf/green waste compost area at The Lawns** – only a small idea, but easily achievable and so valuable for wildlife habitats and biodiversity. It could look like this, and be positioned lower down on the land, out of the way. A good place to put all the leaves swept from the courts!



- Ensure rewilding areas are managed correctly, increase our own knowledge of the requirements and amend contracts to ensure these areas are receiving the correct care and treatment. Same for all trees and plants in our care.

I recommend these matters are considered jointly by the new committee (if formed) and the Asset Management Committee.

These are just a few quick easy ways to start, more good ideas will come from the committee and from the community when we start to engage. The important this is to be seen as approachable on the subject and to support others in their efforts.

Kim Ford
Clerk to the Council



CLERKS REPORT OF GENERAL UPDATES 10.01.25

GENERAL ADMINISTRATION/GOVERNANCE

VE Day 80th Anniversary – James Hooper, James Day and I held an initial meeting prior to Christmas to consider the national programme of events and what can be done across the parish to celebrate this event and commemorate the fallen. Program of events to be printed and provided to all parishioners. So far this includes:

Thursday 8th May (VE Day)

9.30am – Flag raising and proclamation reading –BPC & BH. Need to source a flag & repair BCC flag pole. Followed by laying of colourful flower display at the War Memorial – Flowers to be kindly donated by Les Down. Not necessarily a public event so no road closure required.

Afternoon – W.I. Cream tea at the Village Hall. Times, ticket price, etc, TBC.

6.30pm – Bell ringing from St Johns Church – Roger Avery has confirmed.

9.30pm – Beacon Lighting, Faldon Hill. James D to organise a team, as before. Kim to request landowners permission & ensure volunteer liability insurance and risk assessment in place, as before. BPC should consider the purchase or hire of a new gas-beacon. Possibly using a fund raising event.

Friday 9th

Afternoon – Make Do & Mend event in BCC, FOC, hopefully working with Sus Bishop. Need to find and book ‘menders’. Best to concentrate of fabrics, yarns, etc. BCC to raise funds with a café. Simultaneous BH exhibition at BCC, although this these 3 things at one may make space limited, to be discussed further.

Saturday 10th

Afternoon/early evening – BH event in the BCC – possibly Lindy Hop, tbc. Bar provided by BCC to raise funds.

Sunday 11th

Morning – likely to be a dedicated church service at St Johns, To liaise with Rev. Dave.

2-4pm – Village Street party on Clanage Street – foc, bring your own food, drinks from The OC. Music & entertainment provided by The OC (Liberty Sisters). Kim to apply for road closure (1-5pm) and manage road closure team and public liability insurance.

REMEMBRANCE 2024: Wrap up debrief held 09.01.25, notes to follow. Overall the events for Remembrance in 2024 were successful, a few tweaks are required for 2025 and more support is always appreciated.

TEIGNBRIDGE LOCAL PLAN: Local Plan Examination – Our representative for this process, Mr. Chris Grimshaw attended during next week of the hearing for discussions relating to V2 & V3; along with various other residents oof Bishopsteignton. Awaiting outcome of the inspector’s findings.

SCOUTS HQ/COMMUNITY HUB @ The Lawns: To date there has been no response to the Chairs last letter to Cllr. Palethorpe and officers at TDC. This was sent on 12.12.24.

PARISH WIDE COMMUNICATION OF GROUPS:

Both James and I have been working to build a useful village diary on the BPC website, similar but better than what has been available on bishopsteignton.org.uk as this website is no longer being managed. To enable community groups to take full advantage of this new facility, ensure their events do not clash and are well publicised James is contacting them individually to allow access to the diary to add their own events, ensuring this task is not too onerous for either of us. Further liaison with these groups is essential to highlight the Parish Councils intentions in the future.

BISHOPSTEIGNTON COMMUNITY CENTRE: There are various ideas being explored mostly involving the management committee, supporting groups and regular tenants. These include methods to increase

CLERKS REPORT Cont'd - GENERAL UPDATE 10.01.25

hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity.

Myself, Cllr. Hooper and Cllr. Merritt are involved and will report back as opportunities to support the centre arise.

CIVILITY & RESPECT PROJECT & PLEDGE: <https://www.nalc.gov.uk/our-work/civility-and-respect-project> Once the Strategy & Governance Committee have completed a review of policies this opportunity can be considered by this committee. Worth making the pledge to support our future application for Local Council Award Scheme.

CONTRACT OF EMPLOYMENT: A new model of the employment contract is published. This will be more in line with the latest employment law and your statutory requirements as an employer. This will apply to any new contract of employment i.e. new staff. It is not necessary to change existing contracts of current staff, i.e. me! However, changes can be made in consultation so I will prepare a report of recommendations for a future meeting of the full council. When the matter is to be discussed I would suggest it is done without press and public present.

BISHOPSTEIGNTON EMERGENCY RESILIENCE: Chair is Jon Watson, vice chair is Elaine Cawthraw. Councillor members are Cllrs. Vooght, Grimble, & Keohane.

Some other members are looking to stand down, although the committee functions well, new members would be appreciated, but a co-ordinator for each zone is essential. The plan is undergoing minor changes before requiring re-adoption by the full council. Awaiting a chairmanship hand over and further committee meeting to check the status of the latest plan.

Jon Watson is also the community Snow Warden, supported by Cllr. Vooght covering Luton. To date this winter there has been no official request from DCC for gritting.

DELIVERING RURAL AFFORDABLE HOUSING –The next step for Bishopsteignton is to get our Housing Need Survey redone and the report updated accordingly, last carried out 2018/19. This will also be necessary for when we review the Bishopsteignton Neighbourhood Development Plan which will not begin until the latest version of the Local Plan is approved.

BPC Grants – Now that a 25-26 total grant amount and changes to the process have been agreed update to the policy is required. To be considered for adoption at the March BPC meeting.

Community Award Scheme – Several applications for individual heroes, none for groups or young individuals. Increased promotion over the next few weeks, please help by sharing this. Deadline is set for 31.01.25. with council choosing successful recipients at the March full council meeting.

PARISH ASSET MAINTENANCE

Bishops Avenue Car Park Railing damage – SM engineering appointed to fabricate and fit a sturdier replacement railing. Installation is scheduled to start on Monday 13th January and will take approximately 3-4 days, maximum of 5. Cost to be covered by insurance pay out and car park reserve.

Weeding throughout the Parish –Most work will be responsive to reports/complaints rather than planned. For this we'll be using money from the appropriate budget heading.

Due to the time-consuming and constant nature of this work, the use of a non-chemical weed control product is being trialled. It shall only be administered once pollinator friendly weeds have flowered. It shall be administered using a spray wand to ensure accuracy. Dead weeds will be removed approximately a week later to keep the area looking tidy.

The worst parts, being Shue Hill, Church Road & Fore Street continue to require regular attention. John Hingston, BFG, is progressing with this work. No one is currently suggesting new locations where attention is required, but if anywhere is made known I will assess before instructing John.

CLERKS REPORT Cont'd - GENERAL UPDATE 10.01.25

Cemetery – Ongoing tasks:

- **Improve plot marking** – to ensure straight rows and correct numbering. This has been considered and action is planned although not yet taken. Diagrams of the plots are being prepared.
- **Memorial Trees** – over the past few years various native trees have been added, as memorials. The space for new trees in the cemetery is becoming limited, so any requests will be directed to The Lawns, if acceptable to the donors.
- **Sunken Graves** – Due to recent heavy rain several new graves are sinking, when noticed of notified a contractor is instructed promptly. The cost of this will be met using the burial account.

War Memorial – As thanks for the financial support it was agreed a small sign be erected by the War Memorial to state the project had been supported by Bishopsteignton Heritage, with a QR code to their website. Clerk to arrange. No action taken yet.

St Johns Churchyard – a joint condition assessment of the churchyard with several AMC members and several St Johns fabric committee members. To be arranged.

Playgrounds:

- **The Lawns** -Wet pour replacement and edging repairs instructed. Awaiting better weather before the work can be scheduled. I'm in regular contact with the contractor about this.
- **Planter/bench at Cockhaven** – sadly reaching the end of it's useful life. The bench collapsed so has been removed for safety reasons. In the spring we can consider replacement of another planter, new bench or similar.
- **Play Equipment refurbishments:** At The Lawns both the wobbly Horse and Elephant have had a facelift with a fresh coat of paint. We shall continue to monitor and consider the same treatment to other old equipment.
- **Remedial works are required to both basket swings.** Wally will assess the work and carry out if possible. No immediate risks, no need to close these.

BPC Car Parks – The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

A contractor has cleared overgrowth which obscures the 'no night time parking' sign on the Bishopsteignton House wall. A second sign to be ordered imminently

MUGA :

- **Condition Assessment** – On 09.10.25 AMC members met at the MUGA to assess the current condition and consider improvements. Quotes to be sought for removal of overgrowth inside and directly outside the fencing, removal of leaf litter and weeds inside the court, condition assessment of all wooden surrounding boards to repair/replace as required, removal of moss from court surface. I'll discuss this work with BGS, John Hingston, & Odds, Sods & Jobs for quotes.
- **Pay to Play & group hire of the MUGA** – Currently there are no teams using the court for regular sessions. Further promotion of the courts is required, preferably after refurbishment work is completed.

Cockhaven Junction Enhancement – Currently managed by Miss Moffat Gardening Services (Kirstyn Watson). New planting is being added regularly to fill the space. A mulch has been spread to make this look purposeful. Ongoing work and assessment.

Parish Trees – Condition assessment was conducted on 2/3 January. Awaiting report, recommendations and invoice.

CLERKS REPORT Cont'd - GENERAL UPDATE 10.01.25

Public Rights of Way:

- **PROW Warden:** despite efforts to arrange a meeting with the relevant officers to discuss ongoing concerns for public access to The Lawns there has been no date scheduled. PROW Warden/Officers do not feel it is a matter for them to consider despite offering to give advice. There have not been access issues raised recently. AMC to consider at a future meeting. if any further action is required.
- **Trees at Cockhaven Close, from FP19:** Overgrown trees, mostly coming from the grounds of Bishopsteignton School are invading the footpath and playground and require attention. School dealing, awaiting action.
- **Annual PROW Condition Assessment** – Again, this is to be conducted by 1st Bishopsteignton Scouts. It is scheduled for Sunday 9th February from the Community Centre. Support from members with refreshment prep/tidying is greatly appreciated.

Defibrillators:

- Now there are 10 units in the parish. I need to update the map, website and circulate details.
- A team of volunteers are regular inspecting the units for condition and updating The Circuit.
- Awaiting contribution payment from TDC for the addition light required at Michales Field.

Interpretation Boards: Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard, the parish Cemetery and village green.

Further boards are anticipated at The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns, insurance cover, and the cost of each new installation, the capital cost of these will be met by BH.

Radway Hill Garden: I have recently been approached by Bishopsteignton Heritage about the installation of a memorial to Phillip Coombe; and his mother Molly Coombe, who resided at 4 Radway Hill, next door. This shall be insured by BH. They will seek formal permission once a memorial has been agreed.

Memorial Trees: Two new trees have been agreed for The Lawns, both Oak. Purchase and planting to be arranged shortly.

Noticeboards/Signage – At the Community Centre. Replacements are long overdue. I'm working with James, as BCC Chair, to design new permanent signage for the community centre, and a new shared noticeboard, as both the current boards are damaged and it's not always possible to read notices inside! Designs and quote to be shared for consultation once ready.

CLIMATE & ECOLOGICAL ACTION

Biodiversity Action Plan (BAP) – Currently in draft form, reviewed by several members and the Bishopsteignton Wildlife Warden on behalf of ACT. Updates required before further review.

Carbon Reduction Plan (CRP) – No action taken to date.

Sustainable Bishop – I am maintaining a good working relationship with Sustainable Bishop. Jointly working on events and projects where possible.

What's Next? - Further work including greater community engagement, and updates to the relevant BPC webpages is required. Also see agenda item 2501.05 for more information.

FOR INFO:

My working week comprises 25 hours. To speak with me directly please phone: 07483 149812, 10am to 4pm on Tuesday, Wednesday & Thursday. I will be working at my desk from 12 noon on Mondays until

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approximately 4pm, depending on preparation required for evening meetings, but not contactable on the phone.

I will also be at my desk from 9am to approximately 5pm on Tuesday, Wednesday and Thursdays, taking a break for lunch when feasible. Any visits to the village on BPC business, for meetings with external contractors/contacts/parishioners will also take place during these hours.

Emails sent to the usual address, clerk@bishopsteignton-pc.gov.uk, will be answered at any time during my new working hours, or as soon as practical.

FURTHER MEETINGS/EVENTS – FOR INFORMATION/TO BE ARRANGED:

- **Full Council Meeting:** Monday 13 January 2025, 7.30pm at Bishopsteignton Community Centre.
- **St Johns Fabric Committee:** TBC.
- **PACT:** (Police & Community Together): Thursday 30th January, @ The OC.
- **BPC Strategy & Governance:** Monday 27 January 2025, 7pm @ BCC.
- **Planning Committee:** To be arranged, as required.
- **Asset Management Committee:** To be arranged, as required.

In case I have missed anything off this update report, please just ask!

Kim