

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

HELD AT 7.30PM MONDAY 3 MARCH 2025
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2503.01 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gateshill Cllr. R. Gill
Cllr. J. Grimble Cllr. E. Harris Cllr. J. Head
Cllr. J. Hooper Cllr. A. Keohane Cllr. D. Robbins
Cllr. W. Vooght Cllr. D. Dixon (11/11)
District Cllr. A. MacGregor, County Cllr. R. Peart.
Clerk: Mrs. K. Ford, & 1 member of the public.

Apologies: PCSO. S. Bunce.

.02 **Declaration of Interests:** None.

.03 **Order of Business:** It was proposed, seconded and unanimously agreed to defer agenda item 2503.05 COMMUNITY AWARDS to part II, without press and public.

.04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held at Bishopsteignton Community Centre on 04.11.24, parts I & II, 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.

2503.02 OFFICIAL REPORTS

.01 **Police Report:** A report had been provided, for crimes in January and February 2025. The next PACT, taking place at The Old Commercial on Thursday 27 March will include security marking for adult bike, this is included on the poster and police social media channels.

.02 **District Councillors Report:** Cllr. MacGregor provided the following written report to members prior to the meeting:

Local Plan - A vote to move to the next stage of the process which is to go to public consultation on the changes advised by the Planning Inspectorate. The changes include some policy changes which are portrayed as being clarification.

2025-26 Budget - The budget is approved for the coming year. It maintains the council's commitment to maintaining council tax rises of under 3%, 100% council tax support for those in dire need.

Devolution - There is an early indication of what is proposed under the Local Govt Reform. The current proposal which received in principle support by majority, is 3 unitary authorities for Devon. Plymouth remains as is, with South Hams, Torbay, West Devon and Teignbridge as a new combined authority and the rest comprising of Exeter, East Devon, Mid Devon, North Devon and Torridge as the other new combined entity. It places TDC between two major population centres with excellent rail and road connections to both, with a free port also available in Plymouth.

The auditors issued a statutory recommendation around behaviours which appear to be based only on officer views and no discussions with councillors, and was passed by majority.

The Lib Dem administration decided to reduce committee numbers on both overview & scrutiny and planning. To counter loss of seats, all independents are now sitting as a single group and I have retained my place on planning there. It's a disappointing erosion of democracy, supposedly in the name of streamlining planning and scrutiny decisions.

There will be no more Full Council meetings before May 1st with only Exec, Overview & Scrutiny and Planning likely to be scheduled once before the election period starts on March 25th.

Further to this report Cllr. MacGregor reported if proposals for devolution in Devon are accepted TDC will function until April 2027 after which two separate shadow councils will merge to overview the transition. All forms of TDC will cease completely in April 2028, alongside the other remaining districts, from which time the new unitary authorities should be ready and running.

.03 County Councillors Report: Cllr. Peart provided the following written report to members prior to the meeting:

Public Health.

We have finally received confirmation of the ring-fenced public health grant for 25/26. Headlines are an additional £200million nationally to fund public health services and support national priority shifting from sickness to prevention.

For Devon, this represents a rather disappointing increase of £1.67million to £33.3million and moves us from £37.62 per head to £39.20 per head- still a lot less than Plymouth {£67.45 and Torbay {£81.96} . We have asked why such a difference and not yet had a satisfactory reply.

We will have to wait for the detail to come through to see if there are any additional expectations placed upon us for example picking up the full cost for NHS Agenda for change pay increases.

Waste Disposal.

The Government has officially announced the implementation of a Deposit Return Scheme {DRS} for single – use plastic bottles and cans, set to launch in October 20/27.

Under the long -awaited scheme, consumers will pay a deposit when purchasing drinks in plastic or metal containers. Once the drink is finished, the containers can be returned to a collection point {such as your local supermarket} to reclaim the deposit.

This proven system, already in place in over 50 countries Worldwide, has seen return rates averaging over 87% in European countries with such a scheme, in fact Germany is claiming 98%. Germany had such a scheme over 30 years ago, I can remember when I was a boy {yes, I can go that far back} we used to go out to find empty pop bottles and take them back to the off-licence for a penny for six.

An estimated 6.5billion of these single -use drinks bottles and cans go to the landfill or incinerated per year in the UK-that's over 17million every day. This means an unimaginably large amount of plastic, aluminium or steel is used once and then buried or burnt; It's about time such a scheme was put in place.

Further to his report Cllr report advised that DCC are to submit a work in progress report to central government in approximately 12 months with a view to launch the new unitary councils from the following November. This will largely depend on the response of the Boundary Commission who will need to be consulted about ward rearrangements.

When asked Cllr. Peart confirmed the increase for the DCC portion of council tax portion is to be increased by 4.99%, 2% of which is for adult social care.

2503.03 FINANCE

.01 Payments: It was proposed by Cllr. Hooper and seconded by Cllr. Gill, agreed unanimously, and therefore RESOLVED that these payments were transacted by the clerk across the period 01.01.25 to 28.02.25, be approved retrospectively.

.02 Financial Statement:

- a. A financial statement for the period ending 31.01.25 was NOTED by members with no queries raised and signed by the Chair. Clerk to publish these on the BPC website.
- b. A financial statement for the period ending 28.02.25 was NOTED by members with no queries raised and signed by the Chair. Clerk to publish these on the BPC website.

.03 BPC Community Grant Policy

The updated grant policy was discussed briefly, with the clerk highlighting the main changes. It was proposed by Cllr. Hooper, seconded by Cllr. Head, to adopt this policy for financial year 2025-26. Unanimously agreed therefore RESOLVED.

.04 Employers Pension Discretion Policy

This policy which has not required amendment but requires annual readoption was discussed briefly. Subject to a minor clerical error this was proposed by Cllr. Harris, seconded by Cllr. Grimble, to adopt with immediate effect. Unanimously agreed, therefore RESOLVED.

.05 Virement of Unused Funds

Members considered the reallocation of unused funds from budget headings 'D-Day 80th Anniversary' and 'Kings Coronation' the remainder of which is £614.85 to new budget heading of 'VE-Day 80th Anniversary'. This will be used for part of the entertainment costs (approximately £250), promotional material preparation and printing (cost unknown).

It was proposed by Cllr. Hooper, seconded by Cllr. Merritt, that this amount be reallocated to the new heading for the 2025-26 financial year. Unanimously agreed, therefore RESOLVED.

2503.04 COUNCIL STRATEGY & GOVERNANCE:

.01 Bishopsteignton Strategic Plan: Updated: As chair of the BPC Strategy & Governance committee Cllr. Keohane gave a brief overview of the updates to the strategic plan including the mission statement and aims. Members expressed thanks to the clerk for preparation, and the S&G Committee for regular review of the plan.

It was proposed by Cllr. Vooght, seconded by Cllr. Keohane, to adopt this version with immediate effect. Unanimously agreed, therefore RESOLVED.

It was suggested that the document should be shared/circulated widely within the parish for all to see the ongoing work and further plans of the council. The usual sharing platforms were discussed including the BPC website, Facebook and other social media platforms, the Parish Chronicle, and a linking QR code on BPC noticeboards.

2503.05 COMMUNITY AWARDS: *Deferred to part II, see separate minutes.*

2503.06 CLERKS REPORT: The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. Various matters were raised by the clerk and members:

- Scout & Community Hub at The Lawns – communications with TDC have been ongoing but they have been reluctant to hold a face-to-face meeting. They are relying on the legal guidance of their in-house team, which will not allow for the covenant on the Lawns land transfer to be removed or amended in any way. We intend to pursue the face-to-face meeting still but need to consider the instruction of official legal support before another approach is made.
- Devon Association of Local Councils (DALC) Devolution consultation – the Parish Councils answers to the three questions posed by DALC have been submitted. DALC are providing further zoom meetings for larger and smaller councils in Devon to consider the latest developments for Devon devolution. Clerk to forward details to members.

Draft MINUTES - continued
FULL COUNCIL MEETING - held 03.03.25

- Cllr. Grimble and Cllr. Harris raised several areas which required attention under the tidy village fund, i.e. weeding and overgrowth. The clerk will assess and organise this work with a contractor.
- Cllr. Merritt expressed concern over the reports of theft from the cemetery. The clerk reported this matter has recently been raised with PCSO. Bunce who will increase patrols of the area.
- Cllr. Vooght raised the increase in fly tipping in the area, the clerk confirmed this has also been discussed with PCSO. Bunce and the police and council are following several leads to catch culprits.

2503.07 MEMBERS REPORTS

Cllr. Merritt reported parishioners concerns about the recently installed disabled parking bay on Manor Road. One resident has reported this to DCC but was not satisfied with their response. It was understood that all applicants are thoroughly vetted. Cllr. Peart advised he was consulted on such applications for disabled bays, as the County Council representative, but neither the residents in the vicinity nor the Parish Council would be consulted. The resident making the original enquiry is pursuing DCC for more information.

2503.08 PUBLIC PARTICIPATION:

None.

THE CHAIR CLOSED THE MEETING AT 20.45

DRAFT MINUTES
OF THE FULL COUNCIL MEETING
PART II

HELD 3 MARCH 2025
AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



2503.09 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gateshill Cllr. R. Gill
 Cllr. J. Grimble Cllr. E. Harris Cllr. J. Head
 Cllr. J. Hooper Cllr. A. Keohane Cllr. D. Robbins
 Cllr. W. Vooght Cllr. D. Dixon (11/11)
 Clerk: Mrs. K. Ford
 The press & the public were excluded in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 - 102 and BPC Standing Order 10xii.

Apologies: None.

.02 **Declaration of Interests:** None.

2503.10 COMMUNITY AWARDS

Members collectively reviewed the nominations received discussing the merits of each candidate and gave praise for the community-spirited efforts of them all.

Following various suggestions, it was finally proposed and seconded that the recipient of the Individual award should be Mr. Eddy Stephenson. Agreed unanimously, therefore RESOLVED.

For the group category, Bishopsteignton Heritage was proposed, seconded and unanimously agreed to receive the award; therefore RESOLVED.

There were no nominations received for the youth category; which should be reconsidered at a future meeting.

THE CHAIR CLOSED PART II OF THE MEETING AT 21.20

Bishopsteignton Parish Council

RETROSPECTIVE PAYMENTS LIST FOR APPROVAL 01.03.2025 to 31.03.2025

| VN | Code | Date | Description | Supplier | Net | VAT | Total |
|-----|---|------------|-----------------------------------|----------------------------------|-----------------|---------------|-----------------|
| 231 | Lawns: Toilets & MUGA - Cleaning & Maint. | 03/03/2025 | Toilet Cleaning Contract | P. Walton | 171.67 | | 171.67 |
| 231 | Fore St Toilets - Cleaning & Maint. | 03/03/2025 | Toilet Cleaning Contract | P. Walton | 257.50 | | 257.50 |
| 232 | IT General Use | 03/03/2025 | Website hosting | Dot Combo | 57.50 | | 57.50 |
| 233 | Tidy Village (Weeding) | 05/03/2025 | General Maintenance | BFG | 455.00 | | 455.00 |
| 234 | Admin Costs | 05/03/2025 | Expenses | Mr. H Merritt | 11.75 | 2.35 | 14.10 |
| 234 | Admin Costs | 05/03/2025 | Expenses | Mr. H Merritt | 6.00 | | 6.00 |
| 235 | Remembrance | 05/03/2025 | RBL Standard repairs | Rhoda Nevins | 60.00 | | 60.00 |
| 236 | Admin Costs | 05/03/2025 | Clerks Expenses - See description | Mrs. K Ford | 23.20 | | 23.20 |
| 236 | Unrestricted Reserves & Contingency | 05/03/2025 | Clerks Expenses - See description | Mrs. K Ford | 18.34 | | 18.34 |
| 237 | IT General Use | 06/03/2025 | Email hosting | Very Good Email Co | 17.88 | 3.58 | 21.46 |
| 238 | Lawns Toilets & MUGA - Utilities | 10/03/2025 | Utilities | South West Water Ltd | 15.69 | | 15.69 |
| 239 | Fore St Toilets - Utilities | 12/03/2025 | Utilities | British Gas | 12.66 | | 12.66 |
| 240 | Admin Costs | 12/03/2025 | BPC Mobile Phone contract | EE | 17.00 | 3.40 | 20.40 |
| 241 | Defibrillators | 13/03/2025 | Defibrillator costs | A Pocket Full | 31.50 | | 31.50 |
| 242 | Fore St Toilets - Utilities | 14/03/2025 | Utilities | Everflow Ltd | 30.25 | | 30.25 |
| 243 | St John's Churchyard | 17/03/2025 | Greenspaces Contract | BGS Ltd | 413.00 | 82.60 | 495.60 |
| 243 | Green Spaces Contract | 17/03/2025 | Greenspaces Contract | BGS Ltd | 705.00 | 141.00 | 846.00 |
| 243 | Burial Ground | 17/03/2025 | Greenspaces Contract | BGS Ltd | 528.00 | 105.60 | 633.60 |
| 243 | P3 | 17/03/2025 | Greenspaces Contract | BGS Ltd | 50.00 | 10.00 | 60.00 |
| 244 | BCC Rent & service charge | 17/03/2025 | Office Rent | Bishop CC | 237.20 | | 237.20 |
| 245 | Defibrillators | 13/03/2025 | Defibrillator costs | A Pocket Full | | | |
| 246 | Bishopsteignton Lunch Club | 20/03/2025 | Lunch Club Expenses | Bishopsteignton Lunch Club | 90.67 | | 90.67 |
| 247 | Tree Care: Watering & Inspections | 20/03/2025 | General Maintenance | Kate Eco Gardening | 25.00 | | 25.00 |
| 248 | Small Gardens Contract | 26/03/2025 | Small Gardens Contract & Expenses | Miss Moffat's Gardening Services | 491.84 | | 491.84 |
| 249 | Employee Tax | 26/03/2025 | Tax & NICs | HMRC | 235.40 | | 235.40 |
| 249 | Employee NIC | 26/03/2025 | Tax & NICs | HMRC | 94.14 | | 94.14 |
| 249 | Employer NIC | 26/03/2025 | Tax & NICs | HMRC | 202.41 | | 202.41 |
| 250 | Net Salary | 26/03/2025 | Clerks Salary | Mrs. K Ford | 1,750.62 | | 1,750.62 |
| 251 | Employee Pension | 26/03/2025 | Pension Contributions | DCC Pension Fund | 144.61 | | 144.61 |
| 251 | Employer Pension | 26/03/2025 | Pension Contributions | DCC Pension Fund | 487.22 | | 487.22 |
| 252 | MUGA Income & Resurfacing Reserve | 26/03/2025 | MUGA/Floodlights Maintenance | Amazon | 19.15 | 3.83 | 22.98 |
| 253 | Lawns Toilets & MUGA - Utilities | 28/03/2025 | Utilities | British Gas | 17.30 | 0.86 | 18.16 |
| 254 | MUGA Income & Resurfacing Reserve | 31/03/2025 | MUGA/Floodlights Maintenance | Amazon | 374.83 | 74.97 | 449.80 |
| 255 | Tidy Village (Weeding) | 31/03/2025 | General Maintenance | BFG | 170.00 | | 170.00 |
| | | | | | 7,222.33 | 428.19 | 7,650.52 |

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.

CHAIR _____
 PRINT _____
 DATE _____

Bishopsteignton Parish Council

PAYMENTS LIST 01.04.25 to 30.04.25

| VN | Code | Date | Description | Supplier | Net | VAT | Total |
|--------------|---|------------|-----------------------------------|--------------------------|-----------------|---------------|-----------------|
| 1 | Fore St Toilets - Cleaning & Maint. | 01/04/2025 | Toilet Cleaning Contract | P. Walton | 257.50 | | 257.50 |
| 1 | Lawns: Toilets & MUGA - Cleaning & Maint. | 01/04/2025 | Toilet Cleaning Contract | P. Walton | 171.67 | | 171.67 |
| 2 | IT General & Reserve | 01/04/2025 | Website hosting | Dot Combo | 57.50 | | 57.50 |
| 3 | IT General & Reserve | 07/04/2025 | Email hosting | Very Good Email Co | 17.88 | 3.58 | 21.46 |
| 4 | Fore St Toilets - Utilities | 09/04/2025 | Utilities | British Gas | 21.72 | 1.09 | 22.81 |
| 5 | Defibrillators | 09/04/2025 | Defibrillator costs | First Rescue Training | 117.00 | 23.40 | 140.40 |
| 6 | 2024-2025 Recognition Awards | 09/04/2025 | Community Recognition Award | Eddy Stephenson | 25.00 | | 25.00 |
| 7 | 2024-2025 Recognition Awards | 09/04/2025 | Community Recognition Award | Bishopsteignton HLG | 25.00 | | 25.00 |
| 8 | 2024-2025 Recognition Awards | 09/04/2025 | Community Recognition Award | Bishopsteignton Heritage | 50.00 | | 50.00 |
| 9 | Admin Costs | 14/04/2025 | BPC Mobile Phone contract | EE | 17.00 | 3.40 | 20.40 |
| 10 | Fore St Toilets - Utilities | 14/04/2025 | Utilities | Everflow Ltd | 30.50 | | 30.50 |
| 11 | IT General & Reserve | 14/04/2025 | Clerks Expenses - See description | Mrs. K Ford | 22.46 | | 22.46 |
| 11 | Admin Costs | 14/04/2025 | Clerks Expenses - See description | Mrs. K Ford | 87.60 | | 87.60 |
| 11 | 2025 Annual Parish Meeting | 14/04/2025 | Clerks Expenses - See description | Mrs. K Ford | 124.45 | | 124.45 |
| 11 | 2024-2025 Recognition Awards | 14/04/2025 | Clerks Expenses - See description | Mrs. K Ford | 40.23 | | 40.23 |
| 12 | MUGA Income & Resurfacing Reserve | 14/04/2025 | MUGA/Floodlights Maintenance | BFG | 490.00 | | 490.00 |
| 13 | Audit | 14/04/2025 | Internal Audit | Lee Accounting SW Ltd | 215.00 | 43.00 | 258.00 |
| 14 | Admin Costs | 14/04/2025 | Payroll services | Lee Accounting SW Ltd | 162.00 | 32.40 | 194.40 |
| 15 | Burial Ground | 15/04/2025 | General Maintenance Contract | BGS Ltd | 528.00 | 105.60 | 633.60 |
| 15 | Green Spaces Contract | 15/04/2025 | General Maintenance Contract | BGS Ltd | 705.00 | 141.00 | 846.00 |
| 15 | St John's Churchyard | 15/04/2025 | General Maintenance Contract | BGS Ltd | 413.00 | 82.60 | 495.60 |
| 15 | P3 | 15/04/2025 | General Maintenance Contract | BGS Ltd | 50.00 | 10.00 | 60.00 |
| 16 | BCC Rent & service charge | 15/04/2025 | Office Rent | Bishop CC | 237.20 | | 237.20 |
| 17 | Admin Costs | 16/04/2025 | Bank Charges | Lloyds | 4.67 | | 4.67 |
| 18 | Applegarth Fire Recovery | 16/04/2025 | Donation | Maureen HARRIS | 250.00 | | 250.00 |
| 19 | Applegarth Fire Recovery | 16/04/2025 | Donation | Melanie DEEKS | 750.00 | | 750.00 |
| 20 | Subscriptions | 16/04/2025 | Subscription | DALC | 741.00 | 103.52 | 844.52 |
| 21 | Admin Costs | 16/04/2025 | Admin/IT | Amazon | 47.17 | 9.45 | 56.62 |
| 22 | Playground Reserve | 16/04/2025 | Playground Inspection | Playsafety Ltd | 196.00 | 39.20 | 235.20 |
| 23 | Street Furniture Maintenance Reserve | 24/04/2025 | General Maintenance | J. Parkes | 185.41 | | 185.41 |
| 24 | Net Salary | 24/04/2025 | Clerks Salary | Mrs. K Ford | 1,750.82 | | 1,750.82 |
| 25 | Employee Tax | 25/04/2025 | Tax & NICs | HMRC | 235.20 | | 235.20 |
| 25 | Employee NIC | 25/04/2025 | Tax & NICs | HMRC | 94.14 | | 94.14 |
| 25 | Employer NIC | 25/04/2025 | Tax & NICs | HMRC | 271.16 | | 271.16 |
| 26 | Employee Pension | 24/04/2025 | Pension Contributions | DCC Pension Fund | 144.61 | | 144.61 |
| 26 | Employer Pension | 24/04/2025 | Pension Contributions | DCC Pension Fund | 487.22 | | 487.22 |
| 27 | Lawns: Toilets & MUGA - Cleaning & Maint. | 28/04/2025 | Utilities | British Gas | 18.54 | 0.93 | 19.47 |
| 28 | Burial Ground | 28/04/2025 | Cemetery Maintenance | Mrs. K Ford | 8.97 | | 8.97 |
| 28 | Burial Ground | 28/04/2025 | Cemetery Maintenance | Mrs. K Ford | 122.45 | 24.52 | 146.97 |
| 29 | Admin Costs | 28/04/2025 | Community Engagement | BVF Committee | 10.00 | | 10.00 |
| 30 | Admin Costs | 29/04/2025 | Bank Charges | Lloyds | 4.25 | | 4.25 |
| TOTAL | | | | | 9,187.32 | 623.69 | 9,811.01 |

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.

CHAIR _____

PRINT _____

DATE _____



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.03.25

1. BALANCES

| | | |
|--|------------------|----------------------------------|
| Lloyds Community Account | 41302.95 | |
| Lloyds Savings Account | 51191.52 | |
| Hinckley & Rugby Deposit Account | 80000.00 | |
| Bank Balance at 31.03.25 | 172494.47 | as bank reconciliation on page 2 |
| of which Restricted/Earmarked Funds (detailed below, less burial account charge) | 159384.33 | 92.4% of Bank balance |
| CONTINGENCY BALANCE AVAILABLE / UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure) | 13110.14 | 7.6% of Bank balance |

2. RESERVES - Restricted/Earmarked Funds

| | | |
|-------------------------------|------------------|--|
| Burial Account | 103623.65 | Bishopsteignton Cemetery use only |
| Staff costs | -1116.77 | Staff salary, Employer NI & Pension contributions |
| Administration costs | 11376.74 | Includes all office & admin cost & reserves |
| Asset Management | 13972.61 | Includes budgets & reserves for management of all assets |
| Agency Grants | -30.90 | 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 | 568.65 | Bishopsteignton Luncheon Club |
| Community Infrastructure Levy | 28949.44 | Spend must meet criteria, deadlines for spend |
| Section 106 Balance | 0.00 | 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 | -2375.54 | Balance of VAT payments & receipts |
| TOTAL | 159384.33 | |

3. BANK RECONCILIATION (next page)

SIGNED

DATED 06.05.25

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|-----------|-------------------|
| A | Bank Reconciliation at 31/03/2025 | | |
| | Cash in Hand 01/04/2024 | | 154,767.42 |
| | ADD Receipts 01/04/2024 - 31/03/2025 | | 127,221.09 |
| | SUBTRACT Payments 01/04/2024 - 31/03/2025 | | 109,494.04 |
| | Cash in Hand 31/03/2025 (per Cash Book) | | 172,494.47 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash 31/03/2025 | 0.00 | |
| | Community Account Lloyds 31/03/2025 | 51,191.52 | |
| | Savings Lloyds 31/03/2025 | 41,302.95 | |
| | Hinckley & Rugby Deposit Account 31/03/2025 | 80,000.00 | |
| | | | 172,494.47 |
| | Less unrepresented payments | | |
| | | | 172,494.47 |
| | Plus unrepresented receipts | | |
| | | | |
| | Adjusted Bank Balance | | 172,494.47 |
| | A = B Checks out OK | | |



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.04.25

1. BALANCES

| | | |
|--|------------------|----------------------------------|
| Lloyds Community Account | 90761.32 | |
| Lloyds Savings Account | 51233.6 | |
| Hinckley & Rugby Deposit Account | 80000.00 | |
| Bank Balance at 30.04.25 | 221994.92 | as bank reconciliation on page 2 |
| of which Restricted/Earmarked Funds (detailed below, less burial account charge) | 216866.65 | 97.7% of Bank balance |
| CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure) | 5128.27 | 2.3% of Bank balance |

2. RESERVES - Restricted/Earmarked Funds

| | | |
|-------------------------------|------------------|--|
| Burial Account | 102941.73 | Bishopsteignton Cemetery use only |
| Staff costs | 15774.85 | Staff salary, Employer NI & Pension contributions |
| Administration costs | 16031.28 | Includes all office & admin cost |
| Events | 1104.32 | Includes VE Day 80th, APM, recognition awards |
| Asset Management | 35394.60 | Includes budgets & reserves for management of all assets |
| Agency Grants | -80.90 | P3 grant (Parish Pathway Partnership with DCC) |
| BERT/Emergency Resilience | 1342.34 | For Emergency resilience & Snow Warden |
| Grant Awarding Funds | 1000.00 | Under GPC of Localism Act 2011 |
| Monies held in Trust | 568.65 | Bishopsteignton Luncheon Club |
| | 1183.00 | Applegarth Fire Recovery |
| | 0.00 | Sustainable Bishop |
| Community Infrastructure Levy | 38905.16 | Spend must meet criteria, deadlines for spend |
| Section 106 Balance | 0.00 | 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 | -622.49 | Balance of VAT payments & receipts |
| TOTAL | 216866.65 | |

3. BANK RECONCILIATION (next page)

SIGNED

DATED 06.05.25

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|-----------|-------------------|
| A | Bank Reconciliation at 30/04/2025 | | |
| | Cash in Hand 01/04/2025 | | 172,494.47 |
| | ADD Receipts 01/04/2025 - 30/04/2025 | | 59,311.46 |
| | SUBTRACT Payments 01/04/2025 - 30/04/2025 | | 231,805.93 |
| | | | 9,811.01 |
| | Cash in Hand 30/04/2025 (per Cash Book) | | 221,994.92 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash 31/03/2025 | 0.00 | |
| | Community Account Lloyds 30/04/2025 | 90,761.32 | |
| | Savings Lloyds 30/04/2025 | 51,233.60 | |
| | Hinckley & Rugby Deposit Account 30/04/2025 | 80,000.00 | |
| | | | 221,994.92 |
| | Less unrepresented payments | | |
| | | | 221,994.92 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 221,994.92 |
| | A = B Checks out OK | | |

| CATEGORY | SUBCATEGORY HEADING | (C) BALANCE REMAINING @ 31.03.25 | (D) ADJUSTMENTS REQUIRED | | (E) BALANCE TO BE CARRIED FORWARD on 01.04.25 | REASON/COMMENTS | 2025-26 PRECEPT BUDGET | Starting Balance for 2025-26 Available to spend (includes reserves) |
|----------------|--|---|--|---|---|---|------------------------------|--|
| | | | To be deducted from unearmarked reserves | To be added to unearmarked reserves | | | | |
| PERSONNEL | Employment costs: Including net salary, tax, employee NI, employee pension contributions. Includes contingency for NALC payrise | -166.72 | 166.72 | 0.00 | 0.00 | | 27765.00 | 27765.00 |
| | Clerical contingency | 338.04 | 0.00 | 338.04 | 0.00 | | 354.00 | 354.00 |
| | Employer Pension contributions | -1875.45 | 1875.45 | 0.00 | 0.00 | | 6097.00 | 6097.00 |
| | Employer NIC | 587.36 | 0.00 | 587.36 | 0.00 | | 3300.00 | 3300.00 |
| ADMINISTRATION | Admin costs (includes Annual Parish Meeting) | 298.52 | 0.00 | 298.52 | 0.00 | Carry forward part, as additional reserve | 2163.00 | 2163.00 |
| | IT - General | -143.77 | 143.77 | 0.00 | 0.00 | To amalgamate for future budgeting | 1970.00 | 3415.82 |
| | IT - Reserve | 1445.82 | 0.00 | 0.00 | 1445.82 | | | |
| | BCC Rent & Service Charge | 203.60 | 0.00 | 0.00 | 203.60 | Carry forward part, as additional reserve | 2600.00 | 2803.60 |
| | Subscriptions/ memberships | 97.00 | 0.00 | 97.00 | 0.00 | | 1050.00 | 1050.00 |
| | Elections Reserve | 6707.44 | 0.00 | 0.00 | 6707.44 | Reserve carried forward | 0.00 | 6707.44 |
| | Audit | 170.00 | 0.00 | 170.00 | 0.00 | | 800.00 | 800.00 |
| | Insurance | 453.65 | 0.00 | 0.00 | 453.65 | Carry forward part, as additional reserve | 3806.00 | 4259.65 |
| | Training | 730.00 | 0.00 | 330.00 | 400.00 | Carry forward part, as a reserve | | 400.00 |
| | Travellers eviction reserve | 0.00 | 1000.00 | 0.00 | 1000.00 | New Budget Heading for 2025-26 | 500.00 | 1500.00 |
| | Admin/legal costs for Scout/Community building | 1000.00 | 0.00 | 1000.00 | 0.00 | Is it necessary to carry this forward, or put into general reserves? Perhaps new heading to BNDP Review? | 0.00 | 0.00 |
| EVENTS | D-Day 80th | 353.83 | 0.00 | 353.83 | 0.00 | To be moved to create new budget heading | | 0.00 |
| | Kings Coronation & Queens Memorial | 261.02 | 0.00 | 261.02 | 0.00 | To be moved to create new budget heading | | 0.00 |
| | Remembrance | 60.65 | 0.00 | 0.00 | 60.65 | Reserve carried forward | 270.00 | 330.65 |
| | Parish Events: 2025 VE Day 80th | 0.00 | 614.85 | 0.00 | 614.85 | New Budget Heading for 2025-26 Remaining balance to be earmarked for other parish events | 250.00 | 864.85 |
| | 2025 Annual Parish Meeting | 0.00 | 100.00 | 0.00 | 100.00 | New Budget Heading for 2025-26 | 120.00 | 220.00 |
| | 2025 Annual Recognition Awards | 0.00 | 198.50 | 0.00 | 198.50 | New Budget Heading for 2025-26 | 150.00 | 348.50 |
| | | | | | | | | |
| | General Parish Maintenance | -174.50 | 174.50 | 0.00 | 0.00 | Green Spaces Contract | 8350.00 | 8350.00 |
| | Tidy Parish - weeding, etc | 829.59 | 0.00 | 329.59 | 500.00 | Carry forward part, as a reserve | 2600.00 | 3100.00 |
| | Trees | 175.02 | 4500.00 | 0.00 | 4675.02 | Trees including Orchards. Carried forward small balance as addotional tree work required, fund definitely required. | 1800.00 | 6475.02 |
| | Small Gardens contract | -661.44 | 661.44 | 0.00 | 0.00 | Over budget as Cockhaven Junction was included part way through the year | 1500.00 | 1500.00 |
| | Waste collection contract | 2664.00 | 0.00 | 0.00 | 2664.00 | Excess carried forward | 1500.00 | 4164.00 |

| | | | | | | | | |
|--------------------|---|----------|----------|---------|---------|--|----------|---------|
| PARISH MAINTENANCE | Benches Reserve | 785.66 | 0.00 | 0.00 | 785.66 | Reserve to be carried forward | 500.00 | 1285.66 |
| | Playground Reserve | 244.71 | 0.00 | 0.00 | 244.71 | Reserve to be carried forward | 1200.00 | 1444.71 |
| | MUGA Reserve | 1973.36 | 0.00 | 0.00 | 1973.36 | Reserve to be carried forward | 500.00 | 2473.36 |
| | Public Toilets, Fore St | 867.15 | 0.00 | 367.15 | 500.00 | Carry forward part, as a reserve | 5090.00 | 5590.00 |
| | Public Toilets, Lawns includes floodlights power | 939.21 | 0.00 | 439.21 | 500.00 | Carry forward part, as a reserve | 2960.00 | 3460.00 |
| | St Johns Churchyards | -2386.85 | 2386.85 | 0.00 | 0.00 | Over budget due to unexpected memorial inspection and repairs to external wall. | 6500.00 | 6500.00 |
| | Defibrillators | -113.51 | 113.51 | 0.00 | 0.00 | Replacements cabinets/parts required but no funds available from HLG or grants | 1000.00 | 1000.00 |
| | NLS Reserve | 671.81 | 0.00 | 0.00 | 671.81 | Balance carried forward. Build reserve. | 100.00 | 771.81 |
| | BA Car Parks General use | 46.55 | 0.00 | 46.55 | 0.00 | Moved to car park reserve. | 450.00 | 450.00 |
| | BA Car Parks Reserve | 7379.77 | 46.55 | 0.00 | 7426.32 | Balance carried forward as a reserve. | 0.00 | 7426.32 |
| | War Memorial | 473.06 | 500.00 | 0.00 | 973.06 | Reserve was missed from 2025-26 budget and therefore precept. | 0.00 | 973.06 |
| | Swap shed | -2.00 | 52.00 | 0.00 | 50.00 | Missed from 2025-26 budget but will require work within the year. | 0.00 | 50.00 |
| SUNDRIES | BPC Grant Giving, using GPoC | 0.00 | 0.00 | 0.00 | 0.00 | | 2000.00 | 2000.00 |
| | BERT | 1092.34 | 0.00 | 0.00 | 1092.34 | Balance carried forward. | 500.00 | 1592.34 |
| | Contingency/Unearmarked reserves | 13110.14 | 12542.22 | 4618.27 | 5186.19 | | 1800.00 | 6986.19 |
| 2025-26 Budget | | | | | | | 89545.00 | |

NON-PRECEPT BUDGETS/RESERVES

| | | | | | | | | |
|--|---|-----------|---|------|-----------|--|----------|-----------|
| BURIAL ACCOUNT | | 103623.65 | 0.00 | 0.00 | 103623.65 | less 25-26 charge to burial account | -3645.00 | 99978.65 |
| VAT | | -2375.54 | 8.08 | 0.00 | -2367.46 | Will be balanced by HMRC repayment April 25. | 0 | -2367.46 |
| FUNDS HELD IN TRUST - Luncheon Club | | 568.65 | 0.00 | 0.00 | 568.65 | | 0 | 568.65 |
| P3 - Agency grant | | -30.90 | 0.00 | 0.00 | -30.90 | Deficit carried.Awaiting 25-26 grant | 0 | -30.90 |
| CIL | | 28949.44 | 0.00 | 0.00 | 28949.44 | Balance carried forward. | 0 | 28949.44 |
| FUNDING | Climate Action Grant (NL, 2021) | 3204.41 | 0.00 | 0.00 | 3204.41 | Balance carried forward. | 0 | 3204.41 |
| | Estuary Beach Clean (Teign Estuary & Coastal Partnership 2020) | 119.70 | 0.00 | 0.00 | 119.70 | Balance carried forward. | 0 | 119.70 |
| Balance remaining 31.04.25 (Before Adjustments) (C) | | 172494.47 | Balance after adjustments (E). Therefore total balance to be carried forward | | 172494.47 | FINAL PRECEPT CLAIMED, paid in April & Sept | 85900.00 | 258394.47 |

Bank Balance at 31.03.25 **172494.47**



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 01.04.25

1. BALANCES

| | | | |
|---|------------------|-------|-----------------|
| Lloyds Community Account | 41302.95 | | |
| Lloyds Savings Account | 51191.52 | | |
| Hinckley & Rugby Deposit Account | 80000.00 | | |
| Bank Balance at 01.04.25 | 172494.47 | | |
| of which Restricted/Earmarked Funds (detailed below, less burial account charge) | 168308.28 | 97.6% | of Bank balance |
| CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months worth of regular expenditure) | 4186.19 | 2.4% | of Bank balance |

2. RESERVES - Restricted/Earmarked Funds

| | | |
|-------------------------------|------------------|--|
| Burial Account | 103623.65 | Bishopsteignton Cemetery use only |
| Staff costs | 0.00 | Staff salary, Employer NI & Pension contributions |
| Administration costs | 11210.51 | Includes all office & admin cost |
| Events | 974.00 | Includes VE Day 80th, APM, recognition awards |
| Asset Management | 20963.94 | Includes budgets & reserves for management of all assets |
| Agency Grants | -30.90 | P3 grant (Parish Pathway Partnership with DCC) |
| BERT/Emergency Resilience | 1092.34 | For emergency resilience, recovery & snow warden |
| Grant Awarding Funds | 0.00 | Under GPC of Localism Act 2011 |
| Monies held in Trust | 568.65 | Bishopsteignton Luncheon Club |
| Community Infrastructure Levy | 28949.44 | Spend must meet criteria, deadlines for spend |
| Section 106 Balance | 0.00 | 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 | -2367.46 | Balance of VAT payments & receipts |
| TOTAL | 168308.28 | |



Annual Accounting Statement
01.04.24 to 31.03.25

Annual Funds Balance for the year ending 31st March 2025:

| | General £ | Burial £ | Total £ |
|--------------------------------------|-----------|-----------|-----------|
| (AGAR Box 1) Balances as at 01.04.24 | 54798.9 | 99968.52 | 154767.42 |
| Add total receipts | 110051.09 | 17170.00 | 127221.09 |
| Deduct total payments | 100388.17 | 9105.87 | 109494.04 |
| Burial Account adjustment | 4409.00 | -4409.00 | 0.00 |
| (AGAR Box 7) Balance at 31.03.25 | 68870.82 | 103623.65 | 172494.47 |

Bank Reconciliation for the year ending 31st March 2025:

| | |
|------------------------------|-----------|
| Balance @ 01.04.24 | 154767.42 |
| 2024-25 Receipts + | 127221.09 |
| 2024-25 Payments - | 109494.04 |
| Cash book balance @ 31.03.25 | 172494.47 |

| | |
|---------------------------------|-----------|
| Lloyds Community Account | 41302.95 |
| Lloyds Saving Account | 51191.52 |
| Hinkley & Rugby Deposit Account | 80000.00 |
| Bank Balance @ 31.03.25 | 172494.47 |

AGAR Box 8

| | |
|----------|------|
| Variance | 0.00 |
|----------|------|

2024-25 RECEIPTS

| | 31.03.24 £ | 31.03.25 £ | Explanation/Comments |
|------------------------------------|------------------|---------------------------------------|---|
| Precept (not including any grants) | 70009.00 | 81986.00 | AGAR Box 2 |
| Burial/Cemetery Fees | 25640.00 | 17170.00 | |
| Agency Services Grant | 800.00 | 605.00 | |
| CIL | 4045.22 | 1975.02 | |
| Section 106 | 6221.14 | 2575.61 | |
| Grants | 1785.00 | 0.00 | |
| Donations | 1832.61 | 500.00 750.00 1321.13 | For NLS maintenance fund For Luncheon Club (funds held in trust) For the Defibrillators fund |
| Sports Area Income | 1068.00 | 1023.08 | |
| Other Income | 50 | 143.69 1473.75 2950.00 82.50 | BPC Grant returned Benches Car park Railings insurance pay out St Johns PCC contribution for Tree Inspection |
| HMRC - VAT recovered | 13096.43 | 14080.56 | |
| Bank Interest | 533.43 | 564.75 | |
| Sundries | 12.49 | 20.00 | |
| TOTAL RECEIPTS | 125093.32 | 127221.09 | |

2024-25 PAYMENTS

| | 31.03.24 £ | 31.03.25 £ | Explanation/Comments |
|---|------------------|------------------|----------------------|
| Parish Cemetery | 12225.96 | 9105.87 | |
| Staff Costs (Includes Pension Fund) | 34312.56 | 37761.77 | AGAR Box 4 |
| General Administration | 10280.56 | 9872.79 | |
| General Parish Maintenance | 29743.97 | 39677.27 | |
| Bishopsteignton Emergency Resilience (BERT) | 810.00 | 0.00 | |
| Agency Services : P3 | 606.18 | 600.00 | |
| BPC Grant funding | 650.00 | 1143.69 | |
| Climate Action Projects (from funding) | 712.55 | 0.00 | |
| S106 | 2591.47 | 2588.11 | |
| CIL | 10780.06 | 0.00 | |
| VAT recoverable | 17099.9 | 9053.85 | |
| VAT repayment (under enquiry) | 1164.21 | -1164.21 | |
| Reserves/Sundries | 1461.25 | 94.65 | |
| Monies held in trust | 159.98 | 760.25 | |
| Spending grants/funds | 1086.10 | 0.00 | |
| TOTAL PAYMENTS | 123684.75 | 109494.04 | |

OF WHICH Capital Expenditure:

| | | | |
|--|----------|-------------|---|
| Saltspreader for Luton | 810.00 | 80 | General Maintenance. Playground signs deposit |
| 2x New Benches | 1257.00 | 2,275 | Bishops Avenue Car Park. New/replacement railing 50% up front |
| Anti-parking bollards, Manor Road | 120.00 | 194 | Playground Enhancements. Signs, balance on completion |
| Interpretation boards at Cemetery and Village Green | 1000.00 | 1,179 | Memorial Bench. At the Lawns, for W. Holden. |
| CIL for New play equipment, 10% of total costs, VAT & additional costs | 15525.29 | 128 | Street Furniture Maintenance. Dog waste bin |
| New noticeboard at Grange Park | 1512.00 | 2,275 | Bishops Avenue Car Park. 50% balance on completion. |
| Additional tablet | 170.00 | 2,250 | Playground Enhancements. safety surfacing replacements. |
| DEFIBRILLATORS: 3x cabinets, donation to school. | 1645.00 | 375 | MUGA/Floodlights Maintenance. Additional netting. |
| | 22039.29 | 8756 | |
| less | | 4550 | Bishops Avenue car park railings - replacement only |
| | | 188 | Football goals removed from asset register. |
| | | 4018 | Added to Asset Register |

ASSETS

At 31st March 2025 the following assets were held (purchase value shown):

Adjustments made in this FY shown in red. pp = purchase price. bp = build price

[illegible]

Supporting Statement for the year ending 31st March 2025:

| | | |
|------------------|------|-------------|
| BORROWING | None | 0.00 |
|------------------|------|-------------|

| | | |
|---------------|---|-------------|
| LEASES | Cockhaven Close Play Area from Teignbridge District Council | 0.00 |
|---------------|---|-------------|

| | | |
|----------------|---|----------------|
| DEBTORS | VAT reclaim Q4/2024-25 (<i>claimed, awaiting payment</i>) | 2367.46 |
|----------------|---|----------------|

| | |
|-----------------------|-------------|
| Outstanding Invoices: | NONE |
|-----------------------|-------------|

| | | |
|----------------------|--|---------------|
| CREDITORS | Bishopsteignton Luncheon Club | 568.65 |
| monies held in trust | Grants awarded, held in trust until required and reclaimed with evidence of spend. | |

| | | |
|------------------|------|-------------|
| TENANCIES | None | 0.00 |
|------------------|------|-------------|

| | | |
|------------------------------|------|-------------|
| ADVANCE PUBLICITY | None | 0.00 |
|------------------------------|------|-------------|

| | | |
|-----------------|---|----------------|
| PENSIONS | Contributions to LGPS for Mrs. K. Ford at 21.9% of salary | 6318.76 |
|-----------------|---|----------------|

| | | | | |
|--------------------|-----------|--------|-------------|---------------|
| AGENCY WORK | Bal B/Fwd | Income | Expenditure | Balance C/Fwd |
| 2024/25 DCC P3 | -35.90 | 605.00 | 600.00 | -30.90 |

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY
BISHOPSTEIGNTON PARISH COUNCIL

www.bishopsteignton-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | ✓ |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i> | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓ | | |
| N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | ✓ | | |

| | | | |
|---|-----|----|----------------|
| O. (For local councils only) | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/04/2025 DD/MM/YYYY DD/MM/YYYY

Hania Lee ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Hania Lee SIGNATURE REQUIRED

Date

12/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BISHOPSTEIGNTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

06/05/2025

and recorded as minute reference:

2505.05.03.c

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY
BISHOPSTEIGNTON PARISH COUNCIL

| | Year ending | | Notes and guidance |
|--|-----------------------|-----------------------|--|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 153,359 | 154,767 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 70,009 | 81,986 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 55,084 | 45,235 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 34,313 | 37,762 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 89,372 | 71,732 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 154,767 | 172,494 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 154,767 | 172,494 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 337,686 | 341,704 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | N/A | |
|---|--------------------------|-------------------------------------|-------------------------------------|--|
| 11a. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>The figures in the accounting statements above exclude any Trust transactions.</i> |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

09/04/2025

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

06/05/2025

as recorded in minute reference:

2505.05.03.dERENCE

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

SIGNATURE REQUIRED



BISHOPSTEIGNTON PARISH COUNCIL

Appendix K for 06.05.25

Clerks Report – BPC Grants previously awarded

Part of the recently reviewed Grant awarding policy says ...

The number of applications per financial year are not limited however preference will be given to those organisations which have not previously been awarded a grant from BPC in the current or previous financial year.

Therefore, I felt it useful before decisions are made to see the previous awards granted, over the years.

| | Financial Year | | | | | TOTAL AWARDED to each organisation |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| | 20/21 | 21/22 | 22/23 | 23/24 | 24/25 | |
| Applicant | Amount granted | Amount granted | Amount granted | Amount granted | Amount granted | |
| 1st Bishopsteignton Scouts | 475 | 1000 | | | | 1475 |
| BAGS | | 500 | 230 | | | 730 |
| Bishopsteignton Pantomime Society | | | 510 | | | 510 |
| BVF | | | 510 | 250 | 150 | 910 |
| Citizen Advice Teignbridge | | | 250 | 250 | | 500 |
| Flower Club | | | | 150 | | 150 |
| Bishopsteignton players | | | | | 200 | 200 |
| HLG | | | | | 100 | 100 |
| Village Hall | | | | | 500 | 500 |
| Twinning Assoc. | | | | | 250 | 250 |
| YEAR TOTAL | 475 | 1500 | 1500 | 650 | 1200 | |
| BUDGET SET | 1000 | 1500 | 1500 | 1000 | 1000 | |
| Variance | 525 | 0 | 0 | 350 | -200 | |

** Although this indicates grants awarded in 24/25 were over budget in 24/25 we received £143.46 from BVF which was returned as unspent funds from the grant awarded in 23/24. The balance of £56.54 was taken from the general unearmarked reserve.*

Comments on current applications:

1. BPS – applying for £500 – no comments, meets all policy criterion and conditions. No grant applications received from this organisation since 2022/23.
2. BVF – applying for £300 – no comments, meets all policy criterion and conditions. Awarded grants in all three previous financial year but hugely expensive event which brings much community value.
3. Lego Club for £250 – generally it meets the criterion of the BPC policy with positive emphasis on providing something for the younger parishioners. Currently no bank account provided as club is a start-up. Perhaps support should be delayed until a trial period has been conducted and the club is to continue?

Kim Ford
Clerk to the Council



BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY GRANT APPLICATION FORM 2025-26

| | | | | | |
|---|---|---|--|----|---|
| 1 | ORGANISATION DETAILS Bishopsteignton Pantomime Society | | | | |
| Name: | | Darren Day | | | |
| Registered Charity: | | YES | | NO | x |
| If YES please provide charity number: | | | | | |
| General, what does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i> | | Production of Pantomimes | | | |
| 2 | CONTACT DETAILS | | | | |
| Primary contact name: | | Darren Day | | | |
| Position in organisation: | | Committee Member and Marketing and Design | | | |
| Contact telephone: | | 07484683469 | | | |
| Contact email: | | darren.m.day@icloud.com | | | |
| 3 | DETAILS OF GRANT REQUEST | | | | |
| What is the intended use of the grant? | | To go towards a New shed for storage. Our current storage is all over the place and the current shed windows are damaged and also wood is rotten as it is very old. | | | |
| How would this benefit the Parish? | | This will help us to better store and preserve sets, scenery, props and paint that we will use for Productions. | | | |
| What is the total cost of the project? | | £1600 <i>(If appropriate please supply/attach quotes/estimate details)</i> | | | |
| How much are you applying for from BPC? | | £500 | | | |
| What other fundraising will your organisation be carry out, if any? | | *Quiz nights at the Old Commercial *Easter Trail which will Run in April *Games Night at the Old Commercial | | | |
| Have you applied for funds from other sources? <i>If Yes please give details</i> | | No | | | |

| | | | |
|---|------------------------|---|--|
| | | | |
| 4 | PAYMENT DETAILS | | |
| Bank Details: | | Bank: Natwest Bank Account name: Bishopsteignton Pantomine Society Eight digit Account Number: 72133503 Six digit Sort Code: 51 – 61 - 18 Preferred reference: | |
| 5 | CERTIFICATION | | |
| I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council by Policy P.024 25-26. | | | |
| Signed: Darren Day | | Date: 21st March 2025 | |
| If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy. | | | |

GRANT APPLICATION FORM FY 2025-26



| | | | | |
|---|-----------------------------|--|----|----------|
| 1 | ORGANISATION DETAILS | | | |
| Name: | | Bishopsteignton Village Festival Committee | | |
| Registered Charity: | | YES | NO | X |
| If YES please provide charity number: | | | | |
| <p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p> | | | | |
| <p>We are a non-profit making village group which came together in 2012 to organise and put on a three-day Festival on the Village Green in 2013. Since then, there has been a biennial Festival held in Bishopsteignton with 2025 being the 7th such Festival.</p> <p>Our aims and objectives are to be fully inclusive for the benefit of all residents of the village, whatever their age and mobility and provide an enjoyable focal point to bring the community together. Attending the Festival is completely free for all with the only cost being the consumption of food and drink.</p> <p>During the week of the Festival various musical events take place in the Old Commercial and Cockhaven Arms as well as an 'Open Bell Ringing' evening in St John's Church.</p> <p>The Village Green is the focal point of the Festival where Workshops are provided for all the pupils of Bishopsteignton Primary School, run by a variety of people, and providing a vital link and enjoyable learning environments for the children to learn new skills.</p> <p>We hold a 'Senior Tea Party' which is free to all over 70-year-olds, living at home and those residing in the two Residential Homes.</p> <p>We provide a free Minibus during the entire Festival to ensure everyone of all ages and mobility can travel to and from the Village Green.</p> <p>There is a variety of home-grown musical talent providing entertainment throughout the three days and evenings including a production by the Bishop Players.</p> <p>The Festival Committee run a Bar, Café and BBQ throughout the three days and we also have various local food outlets who join us to provide a wide variety of refreshments.</p> <p>On the Saturday we invite all the Village Societies to have a stall on the Green to showcase their talents with some of them providing opportunities for villagers to experience activities such as drumming and pottery. There is also a bouncy castle and face painting to keep the children amused.</p> <p>We will have a 'Wellbeing' tent to publicise Care Watch, The Memory Café and Singing for Memory as well as inviting HITS to come along to provide help, support and sign-posting for people during these difficult times.</p> <p>We also put on a very entertaining Dog Show that takes place on the Saturday afternoon.</p> <p>Last, But not least, we round-up the whole Festival week with a concert in St Johns Church on the Sunday afternoon.</p> | | | | |
| 2 | CONTACT DETAILS | | | |
| Primary contact name: | | Carolyn Andrews | | |
| Position in organisation: | | Treasurer | | |
| Contact telephone: | | 07837 075223 | | |

GRANT APPLICATION FORM FY 2025-26



| | | |
|--|---|------------------------|
| Contact email: | | candrews57@hotmail.com |
| 3 | DETAILS OF GRANT REQUEST | |
| What is the intended use of the grant? | <p>The most important aspect of the Festival is that it is accessible to everyone in the Village, no matter their age or mobility. To this end we have to hire a Minibus for the three-day event. We are lucky to have very kind volunteers who operate a rota system in order to drive people to and from the Village Green from scheduled points.</p> <p>If the Parish Council were kind enough to grant us a donation, we would put this towards the cost of the Minibus which totals £675.</p> | |
| How would this benefit the Parish? | <p>The Festival is a hugely popular biennial event which is well supported by so many villagers. Our aim is to provide an Event that will bring the whole community together and we are lucky that many people offer their help and support at, not only the Festival, but our other fund-raising events in order that we can raise enough funds.</p> <p>Over the years we have accumulated a lot of equipment such as trestle tables and chairs, marques and gazebos and barbeques. We are always willing to loan our equipment, at no cost, to other vital Societies in the Village in order that they can achieve their aims and objectives.</p> | |
| What is the total cost of the project? | <p>£22768</p> <p>(Please supply/attach quotes/estimate details)</p> | |
| How much are you applying for from BPC? | £300 | |
| What other fundraising will your organisation be carry out? | <p>Since the 2023 Festival we have held a Christmas 2023 Raffle which raised £1836, a Summer Sounds Music Event in July 2024 which raised £3912 and Christmas Market 2024 which raised £1400</p> | |
| <p>Have you applied for funds from other sources?</p> <p><i>If Yes please give details</i></p> | <p>We applied to the Small Communities National Lottery Fund and received £9875 towards the cost of the 2025 Festival</p> | |
| 4 | PAYMENT DETAILS | |
| Bank Details: | <p>Bank: Lloyds Bank PLC</p> <p>Account name: Bishopsteignton Village Festival</p> <p>Eight digit Account Number: <u>37823360</u> _ _ _ _ _</p> | |

GRANT APPLICATION FORM FY 2025-26



| | | |
|--|--|----------------|
| | Six digit Sort Code: _30 _ / _90 _ / _89 _ | |
| 5 | CERTIFICATION | |
| <p>I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.</p> | | |
| Signed, <i>Carolyn J Andrews</i> | | Date: 14.04.25 |
| <p>If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.</p> | | |



BISHOPSTEIGNTON PARISH COUNCIL

COMMUNITY GRANT APPLICATION FORM 2025-26

| | | | | | |
|---|---------------------------------|--|--|----|------|
| 1 | ORGANISATION DETAILS | | | | |
| Name: | | Jonathan Watson | | | |
| Registered Charity: | | YES | | NO | Tick |
| If YES please provide charity number: | | | | | |
| General, what does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i> | | Running a lego club for adults and children in the village | | | |
| 2 | CONTACT DETAILS | | | | |
| Primary contact name: | | Jonathan Watson | | | |
| Position in organisation: | | Organiser | | | |
| Contact telephone: | | 07808 714288 | | | |
| Contact email: | | Jonwatson83@gmail.com | | | |
| 3 | DETAILS OF GRANT REQUEST | | | | |
| What is the intended use of the grant? | | <p>I am seeking grant funding to support the launch of a four-week proof-of-concept LEGO Club for local children and adults. The club aims to provide a safe, inclusive, and creative environment where anyone can develop teamwork, problem-solving, and social skills through collaborative play with LEGO bricks.</p> <p>Intended Use of Funds:</p> <ul style="list-style-type: none">• Purchase of LEGO Materials: The grant will be used to buy a starter collection of LEGO bricks and accessories, ensuring there are enough resources for all participants to engage fully in the club's activities.• Venue Hire: Funds will cover the cost of hiring a suitable space at the community centre to host the club sessions, providing a safe and accessible environment for children.• Refreshments: A portion of the grant will be allocated to provide light refreshments for the children during each session, helping to create a welcoming and sociable atmosphere.• Advertising and Promotion: The grant will support the creation and distribution of promotional materials (posters, flyers, social media posts) to ensure local families are aware of the opportunity and to encourage participation. | | | |

| | |
|--|---|
| | <ul style="list-style-type: none"> • General Materials: Additional resources such as storage boxes, cleaning supplies, and basic stationery will be purchased to support the smooth running and organisation of the club. <p>This initial four-week project will serve as a pilot to assess demand and refine the club's structure. If successful, we intend to transition the club to a subscription-based model to ensure long-term sustainability and wider community benefit.</p> |
| How would this benefit the Parish? | <p>The LEGO Club will provide significant benefits to the parish by supporting the wellbeing of local children and families in several key ways:</p> <ul style="list-style-type: none"> • Promoting Social Inclusion: The club offers a welcoming, non-competitive environment where children of all backgrounds and abilities can come together, make new friends, and feel part of the community. • Supporting Mental and Emotional Wellbeing: Engaging in creative play helps reduce stress and anxiety in children, boosting their confidence and self-esteem. The club provides a safe space for self-expression and emotional growth. • Encouraging Healthy Lifestyles: By offering a structured, positive activity during lunchtime, the club encourages children to spend time away from screens and engage in hands-on, imaginative play. • Strengthening Community Connections: The club will bring families together, foster friendships, and create opportunities for parents and carers to get involved, strengthening the fabric of the parish community. • Providing Accessible Enrichment: By keeping the club free during the pilot phase and offering it locally, we ensure that all children—including those who may not otherwise have access to extracurricular activities—can benefit. • Building Skills for Life: Through teamwork, problem-solving, and communication, children will develop important life skills that contribute to their overall wellbeing and future success. <p>By supporting this initiative, the parish council will be investing in the happiness, resilience, and cohesion of the local community, helping to make the parish a great place for families to live, learn, and thrive.</p> |
| What is the total cost of the project? | <p>£250</p> <p><i>(If appropriate please supply/attach quotes/estimate details)</i></p> |

| | | | |
|---|---|-----------------------------|----------------------------|
| | | | |
| How much are you applying for from BPC? | £250 | | |
| What other fundraising will your organisation be carry out, if any? | I am in discussion with some local businesses around donations of lego and other materials. I am also registered with the lego foundation however Bishopsteignton doesn't qualify for full support. | | |
| Have you applied for funds from other sources? <i>If Yes please give details</i> | No | | |
| 4 | PAYMENT DETAILS | | |
| Bank Details: | Bank: Account name: Eight digit Account Number: _____ Six digit Sort Code: __ / __ / __ Preferred reference: | | |
| 5 | CERTIFICATION | | |
| I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council by Policy P.024 25-26. | | | |
| <table border="1"> <tr> <td>Signed: J. Watson</td> <td>Date: 25/04/2025</td> </tr> </table> | | Signed: J. Watson | Date: 25/04/2025 |
| Signed: J. Watson | Date: 25/04/2025 | | |
| If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy. | | | |



BISHOPSTEIGNTON PARISH COUNCIL

RISK MANAGEMENT POLICY

1. Introduction

1.1 This document forms Bishopsteignton Parish Council Risk Management Policy. It sets out:

- What risk management is.
- Why the Parish Council needs a risk management strategy.
- The Parish Council philosophy on risk management.
- The risk management process.
- Roles and responsibilities.
- Future monitoring.

1.2 The objectives of this policy are to:

- Further develop risk management and raise its profile across the Parish Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*

Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety *but* applies to all aspects of the Parish Council work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Local Authority/Government intervention.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Parish Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council strategic objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy.

Financial – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload.

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Parish Council ability to deliver its strategic priorities.

Technological – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives.

Legal – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of its climate energy-efficiency, pollution, recycling, emissions etc.

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition.

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues.

Organisational – Those associated with the review of services and delivering continuous improvement.

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets.

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

3.1 Risk management will strengthen the ability of Bishopsteignton Parish Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Committees and service areas understand risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer, or acceptance.

3.3 Strategic risk management is an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations 2024 to establish and maintain a systematic strategy, framework, and process for managing risk. Read more here: <https://www.legislation.gov.uk/uksi/2024/907/contents/made>

4. Risk Management Policy Statement

Bishopsteignton Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees and volunteers, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to assess, mitigate and managing risk.

Risk management is an integral part of the Parish Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – The financial impact is passed to others e.g., by revising contractual terms.

Sharing – The risk is shared with another party.

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

5.2 Risk Register & Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Scheme will be reviewed regularly by the Proper Officer/RFO and recommendation for changes presented to the Full Council, for readoption, at least annually.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

| | | IMPACT | | | |
|------------|----------------|----------------|---------|------------|----------|
| | | Negligible (1) | Low (2) | Medium (3) | High (4) |
| Likelihood | High (4) | 4 | 8 | 12 | 16 |
| | Medium (3) | 3 | 6 | 9 | 12 |
| | Low (2) | 2 | 4 | 6 | 8 |
| | Negligible (1) | 1 | 2 | 3 | 4 |

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Councillors – Risk management is seen as a key part of Councillors' stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i. Annual review and adoption of the Risk Management Policy.
- ii. Annual review of the Risk Management Scheme (Register).
- iii. Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iv. Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- v. Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or the Proper Officer.

6.4 Proper Officer – will act as the lead officer on risk management and be responsible for overseeing the implementation of the Risk Management Strategy. The Proper Officer will:

- i. Provide advice as to the legality of policy and service delivery options.
- ii. Provide advice on the implications for service areas of the Parish Council's strategic aims and objectives.
- iii. Update the Parish Council on the implications of new or revised legislation.
- iv. Assist in handling any litigation claims.
- v. In consultation with the Parish Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- vi. In consultation with the Parish Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- vii. Assess and implement the Parish Council's insurance requirements.
- viii. Assess the financial implications of strategic policy options.
- ix. Provide advice on budgetary planning and control.
- x. Ensure that the financial information systems and processes allow effective budgetary control.
- xi. Ensure the Parish Council's Risk Management Scheme (register) is regularly reviewed, maintained and recommendations are carried out.
- xii. Effectively manage the Parish Council's investment and loan portfolio.

6.5 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.6 Training – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk

Management training and development will be provided through a range of methods such as workshops, literature and in- house service familiarisation.

6.7 In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

Review of Risk Management Policy – This Policy will be reviewed annually by the Proper office and recommendation made to the Full Council for acknowledgement and re-adoption.

8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.



DRAFT INTERNAL CONTROL POLICY

GENERAL

Bishopsteignton Parish Council is responsible for ensuring that its business is conducted in accordance with the law, proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

Regulation 3 of the Accounts and Audit Regulations 2015 states that 'a relevant authority must ensure that it has a sound system of internal control which:

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- b) ensures that the financial and operational management of the authority is effective.
- c) includes effective arrangements for the management of risk'

THE PURPOSE OF INTERNAL CONTROL

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective, efficient and economical exercise of the Councils functions, and which includes arrangements for the management of risk.

The system of internal control is designed to reduce risk to a reasonable level to achieve aims and objectives within the bounds of Council policies, and therefore, it can only provide reasonable and not absolute assurance of effectiveness. The system is on-going, and the process is designed to identify and prioritise the risks and to evaluate and manage these accordingly.

RESPONSIBILITY FOR INTERNAL CONTROL

The Council should understand its internal controls because Councillors will be required to state (as part of the Annual Governance Statement in the Annual Return) that adequate systems of internal control, including measures designed to prevent and detect fraud and corruption are in place and that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

The Council has made and will keep under review Financial Regulations, Standing Orders, and other relevant policies that define its responsibilities relating to financial control including management of contracts.

INTERNAL AUDIT:

An independent Internal Auditor (IA) shall be appointed by the Council every 3 years, based on competence, independence and service charge. The IA shall report to the Council on the adequacy of Bishopsteignton Parish Council Records, Procedures, Systems, Internal Controls, Regulations, Risk Management, and Reviews. The IA will conduct a review every year prior to the completion of the Annual Governance Annual Return (AGAR) which shall include completion of page 5 by the IA.

EXTERNAL AUDIT:

The Councils External Auditor (EA) is appointed by the Public Sector Audit Appointments (PSAA) in accordance with the Local Audit and Accountability Act 2014. Currently this is PKF Littlejohn LLP who shall indicate the deadlines for submission of relevant documents for audit purposes. Upon completion of its audit the EA shall issue an annual audit certificate and recommendations for future internal controls.

SYSTEMS OF INTERNAL CONTROL

The following checklist details the systems of internal control and should be used to ensure that the responsibility for internal control is being adequately met by the Council and its employees, officers and members.

| CONTROL | REVIEW DATE | HOW/WHO | ACTION: CLERK/ RFO | ACTION: COUNCIL |
|--|--|--|--|--|
| Appointment of Staff: Specifically, Clerk/ Proper Officer/ RFO | As necessary | Full meeting | Current Clerk to provide/ensure adequate hand-over to any new staff | To appoint a suitably qualified and experienced employee for the role |
| Appointment of Internal Auditor | Every 3 years | Full meeting | To provide a complete set of accounts for completion of the AGAR | To appoint a suitably qualified and experienced IA |
| Audit Trail | As necessary | RFO | To ensure that all payments and receipts are properly recorded, tracked and referenced from order to completion | To monitor payments and receipts as per the bank reconciliation and financial reports provided at regular intervals by the RFO |
| Budget and financial monitoring: Budget Monitor Cash Book Bank Reconciliation Bank Statements Invoices/ Receipts Payments List Petty Cash | Quarterly Monthly Monthly Monthly As necessary Monthly N/A | Full meeting | To report on all aspects of income, expenditure, payments for consideration. To provide relevant receipts and invoices and reconciliation documents along with bank statements and details of any cash received/ held | To consider and note the reports on Council finances as provided by the RFO |
| Budget and financial planning: Budget proposal/ approval Precept setting | Annual Annual | Finance Committee before Full meeting | To produce a budget and precept proposal to Finance Committee. Amend accordingly for presentation to Full Meeting. | To consider and approve the budget proposal and set precept in line with evidence provided by the Clerk & RFO |
| Compliance with HMRC PAYE NI | Monthly | Outsourced to payroll provider | RFO to ensure PAYE and NI are calculated and payments submitted monthly to HMRC. | To ensure payments have been submitted |
| Compliance with publication of public notices: Agenda Minutes AGAR & Conclusion of External Audit Exercise of Public Rights Constitutional documents | Per meeting Within 28 days Annual Annual Annual | Website/ noticeboards | To ensure all public notices have been completed and displayed in a timely manner | To ensure they receive and approve relevant papers/ notices |

| CONTROL | REVIEW DATE | HOW/WHO | ACTION: CLERK/ RFO | ACTION: COUNCIL |
|--|--|--------------------------------|--|---|
| Asset Register | Annual | | | |
| Document Safety: Hard Files Computer Files Website Email | As necessary As necessary As necessary As necessary | Each member/ staff/ officer | To ensure that appropriate measures are in place for document storage, locked filing cabinets or office room, computer passwords virus protection, spyware and security is in place. Sensitive information is password protected, documents are signed and archived regularly. | To ensure that Council documents are kept safe and that appropriate computer security is in place, to use Council email address and ensure that they adhere to policy when dealing with Council documents and property. |
| End of Year Accounting and Audit regulations: AGAR External Audit | Annual Annual | Full Meeting | RFO to prepare income & expenditure accounts and supporting documents in line with AGAR and external audit | To consider and adopt the accounts and to approve AGAR papers |
| Insurances | Annual and following amendments to the asset register | Company/ Broker | To ensure that appropriate insurances are in place and up to date in accordance with the Asset Register and report to Council as necessary | To receive Insurance reports as necessary |
| Management of banking facilities and arrangements | As necessary | Via branch | To ensure that facilities meet the requirements of the Council | To liaise with the Clerk/ RFO and ensure facilities meet the requirements of the Council |
| Management of VAT: Record VAT on payments VAT Reclaim | As necessary Quarterly | Clerk/RFO VAT 126 | To appropriately record VAT payments and submit the VAT return using the appropriate forms | To ensure that the VAT return has been submitted and to check VAT against payments & income with finance monitoring |
| Meetings of Committees | As scheduled | At BCC or on site, as | To produce and serve relevant papers on the Committee and public as necessary | To attend meetings and read all relevant information provided by the clerk/ RFO. To observe the 6 month |

| CONTROL | REVIEW DATE | HOW/WHO | ACTION: CLERK/ RFO | ACTION: COUNCIL |
|---|--|--|---|---|
| | | indicated on the agenda | | rule and produce updates and reports as necessary |
| Meetings of the full Council | Approximately 8 meetings per year. | BCC | To produce and serve relevant papers on the Council and public as necessary | To attend meetings and read all relevant information provided by the clerk/ RFO. To observe the 6 month rule and produce updates and reports as necessary |
| Relevant policy and procedure: Financial Regulations Code of Conduct Standing Orders Grants Policy Internal Control Risk Management Scheme Other Relevant Legislation | Annual Annual Annual Annual Annual Annual As necessary | Strategy & Governance Committee / Full Council | To ensure that all policies and procedures are up to date and in place and to ensure Council is informed of all legislation relating to its functions/ business | To familiarise themselves with all relevant policy, procedure and legislation and to adopt policies as necessary |
| Staff contracts up to date | As necessary | Full Council | Clerk to ensure that contracts are up to date and reviewed as necessary | To ensure that staff reviews inform contracts for review |
| Clerk/ RFO Performance Review | Annual | As agreed. Currently Chair & Vice-chair jointly act as line manager | To attend relevant appraisal and consider personal development and action plan for new objectives | To review and appraise the Clerk as necessary |
| Training and Development | As necessary | Full Meeting | To produce a training matrix and identify relevant training and training budgets for members and staff/ officers | To identify areas of training and attend relevant training identified for their role by the Council or via personal review |



BISHOPSTEIGNTON PARISH COUNCIL

DRAFT TRAINING & DEVELOPMENT POLICY

Introduction

Parish Council is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation. The Council recognises that the most important resource is its staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

Policy Statement

Bishopsteignton Parish Council shall:

- support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council;
- regularly review the needs of councillors and employees; and
- plan training and development opportunities and budget accordingly.

Relevant Memberships/ Subscriptions

The Council will retain membership of the Devon Association of Local Councils (DALC), the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) in order that all training opportunities can be accessed.

Training and Development Activity

All councillors will be:

- Issued a link to a goggle drive which includes Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant.
- given an electronic copy of the Good Councillor Guides.
- emailed all updates and newsletters which the Clerk receives and deems relevant.
- encouraged to attend a DALC Roles and Responsibilities training course.
- circulated any other training course details which may enhance their position.

The Chair and Vice Chair are also encouraged to attend the [County Association] Chairmanship course upon their election and acceptance to office.

The Clerk / RFO will be:

- provided with a contract of employment setting out clear objectives and expectations.
- receive an employment and salary review annually from the Council.
- encouraged to attend all relevant DALC and SLCC clerks' training courses including the Roles and Responsibilities Course.

BPC TRAINING & DEVELOPMENT POLICY

- encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2) and encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3).
- undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- encouraged to attend relevant local meetings such as Clerk's forums and briefings.
- able to subscribe to relevant publications and advice services including the SLCC and NALC.
- provided with all relevant publications such as the Local Council Administration reference book by Arnold-Baker and Claydon and the SLCC Clerks' Manual.
- given regular feedback from the Chair of the Council on their performance.
- entitled to paid study leave in order to work towards the qualifications.
- subscription to relevant publications, advice services and membership of relevant local council associations, if required independently from council memberships.
- Provided with suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Resourcing Training

The Clerk is responsible for either procuring or, occasionally providing, the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and residents.

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation and Review of Training

The Clerk will maintain an updated training record for all Councillors and the Clerk.

Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.



BISHOPSTEIGNTON PARISH COUNCIL

SCHEME OF DELEGATION

Principles of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. In an emergency the Proper Officer is empowered to carry out any function of the Council.
4. Where the Proper Officer or Committee are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

Matters reserved for Council or Committee

5. Subject to urgent items (see paragraph 6 below), the following matters shall be referred to the relevant Committee or Council, where appropriate.
Any matter which:
 - (a) requires a new policy; or
 - (b) requires an alteration to an existing policy (other than a minor amendment); or
 - (c) would be contrary to the policy framework; or
 - (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;
 - (e) is an issue of principle as determined by The Council; or
 - (f) in the opinion of the Proper Officer, cannot in law or in accordance with the Standing Orders be decided by an Officer; or
 - (g) upon which a Committee has requested a report; or
 - (h) a member has requested an item to be put on an agenda under Standing Orders; or
 - (i) in the opinion of the officer concerned, should be determined by a Committee; or

Urgent Items

6. Matters of urgency, as determined by the Proper Officer, shall be delegated to the Proper Officer or appropriate committee in consultation with the Chair and/or Vice-Chair of the Council subject to a report being made to the next meeting of the appropriate Committee.

This allows the Proper Officer to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings to prevent the authority from incurring liability during the period that the delegation is applicable. The Proper Officer, as decision maker, will consult with the Chair and/or Vice Chair but on these matters and during the period of the emergency the Council should acknowledge that the clerk is the decision maker.

Delegation to Committees

7. Each Committee has delegated authority to decide matters within their terms of reference **except** for the following matters, which are reserved for Council:

- To adopt and change the Standing Orders.
- To approve and adopt the Policy Framework.
- To approve and adopt the Annual Budget & set the Precept.
- To determine the Council's Corporate Priorities.
- To appoint the Chair and Vice-Chair
- To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- To adopt the schedule of full council meetings for the ensuing year.
- To make any decisions which would be contrary to the policy framework.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To determine matters which do not fall within the remit of any Committee.
- To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- To determine any matters referred to it by a Committee in accordance with Standing Orders.
- To make decisions concerning district boundaries, electoral divisions, Towns or polling districts.
- To make byelaws.
- To borrow money.
- To receive statutory reports from the Proper Officer.
- To consider any matter required by law to be considered by Council.

Authority to Act

8. Subject to those matters that are reserved for Committee (see item 5) the Proper Officer shall be responsible and shall have delegated authority for the day-to-day operation and management of the services and land for which the Council is responsible.
9. Any matter not reserved for Committee (i.e. any matter falling outside the criteria contained in item 5) shall be regarded as falling within the day-to-day operation and management of the council, shall be delegated to the Proper Officer and shall be exercised in accordance with the principles of delegation.
10. Delegations to the Proper Officer/Responsible Financial Officer in respect of financial matters are set out in the Standing Orders and Financial Regulations.
11. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders and Financial Regulations.
12. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders and Financial Regulations.
13. The Proper Officer shall also have delegated management authority for media and corporate issues.
14. The Proper Officer has delegated authority to decide on the final content, editing and layout of the Parish Council website and social media content and for arranging its publication.
15. The Proper Officer shall be responsible for signing all the Council's Official Notices and for witnessing the signing and sealing of Council documents.

16. The Clerk shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.
17. The Proper Officer shall:
 - i. arrange for interments in the Parish Cemetery
 - ii. approve monuments
 - iii. grant exclusive rights of burial
 - iv. maintain up to date records in all Burial Registers.
 - v. carry out an inspection with at least one representative of the Church Fabric Committee and one councillor of all the monuments and assets within the closed Churchyard of St John the Baptist Church, Church Road, and with at least one councillor in the Parish Cemetery, Lindridge Road, during the four years between the five-yearly independent inspections.
 - vi. get quotes for and appoint a contractor for the following:
 - Independent inspection of the memorials in the churchyard and cemetery, once every five years, or sooner if necessary.
 - Annual playground inspections.
 - Tree survey every 3 years and additional inspections as required.
 - vii. keep all land and property under review and take such emergency action as may be necessary for the protection of the public or the Council's property.
 - viii. undertake the appointment of a contractor and/or volunteer for the day-to-day management and maintenance of Council property within a budget set by the Council.
 - ix. call any extra meetings of the Council/committee as necessary, having consulted with the Chair of the Council/committee where possible.
 - x. respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council.
 - xi. act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and General Data Protection Regulation 2018 and respond to Freedom of Information/Subject Access requests.
 - xii. arrange for the payment of invoices where appropriate (e.g. where approved by the council or by the use of delegated authority as specified above) that will be overdue by the next scheduled meeting or where discount for the Council will be lost.
 - xiii. make grant applications after identifying suitable funds and submit monitoring/outcome statements where grant applications were successful.
 - xiv. have the authority to refuse to deal with matters or to put them on the agenda if they are outside the council's remit, areas of interest and/or civil matters (but will continue to inform in the first response to a correspondent/caller where to refer matters, if known and if appropriate.)
 - xv. Planning: have the delegated authority to respond to:
 - Extension: request, from the delegated Officer at the Local Planning Authority, an extension for council response to a planning application where the consultation period closes prior to the next Planning Committee of Full Council meeting.
 - Planning applications: when an extension is not granted by the planning officer at the Local Planning Authority, and a meeting cannot be held, determine the Council's response to the planning application by consultation with planning committee members by email. Final response for submission to be determined by the Proper Officer in consultation with the Chair of the Planning Committee.
 - xvi. keep councillors informed of training courses and book them upon request.
 - xvii. identify and book training courses for their own Continuous Professional Development.
 - xviii. renew subscriptions and pay annual fees to the DALC, the SLCC, website host/servers, and any relevant software licences/packages.

- xix. request that two councillors authorise the payment of invoices between meetings for any items with no specific budget set, contracted for or expenditure agreed by full council at a meeting. Councillors will receive a list of transactions at the meeting following payment.
18. In addition the Proper Officer has authorisation for expenditure on: (note: standing orders allow for emergency expenditure up to **£1000 – to be amended in accordance with latest SO**)
- i. the defibrillators as required – all consumables and cabinets as required.
 - ii. Safety works to individual seats up to a maximum of £250.
 - iii. Safety works to bus shelters up to a maximum of £250.
 - iv. Essential works to play equipment up to a maximum of £500 where safety is of concern.
 - v. Essential works to trees up to a maximum of £500 where safety is of concern.
 - vi. routine maintenance works to trees up to £500 per tree.
 - vii. office administrative materials and equipment as required.
 - viii. IT storage/working facilities, as required.
 - ix. virtual meeting costs, such as Zoom licence/subscription, as required.



BISHOPSTEIGNTON PARISH COUNCIL

Appendix M for 06.05.25

Clerks Report – Community Recognition Awards

Following the first attempt at Community Recognition Awards, it should be considered best practice to assess the process and completion of this activity.

The 2024/25 Community Recognition Awards were conducted as follows and I have added my personal comments on the practice and experience:

1. Public nominations: involving promotion via the usual channels. Nomination could be made via an online form (thanks to James Hooper), or by downloading and submitting a form by email or posting a hard copy.

I feel the amount of work to promote this opportunity was not commensurate with the number of nominations received, however this should not take away from the validity of each nomination. Furthermore, now that the first attempt is complete, people will know what to expect and look for in future years.

2. Council review of nomination, resolve a winner for each category: conducted at a part II meeting and a difficult decision for you all, despite the limited number of nominees.

I am simply glad I didn't have to choose, although I think you made the right choice!

3. Categories: should be reviewed.

Individual – I consider this category essential, although rename to parishioner, or Community Hero.

Group – Also essential, sadly just the one nomination, maybe publication to the users of groups could be increased?

Youth (up to & including 18 years old) – No nominations received. Perhaps it is not necessary?

4. Awards presentation: Conducted at the Annual Parish Meeting. I believe this was successful, except I might need help getting some better photos in the future! Both winners were pleased to accept the award and recognition.

How do you feel about this activity?

Should it be run again?

In the same way or with improvements?

Discuss.

Kim Ford
Clerk to the Council

Dear Parish Council Members,

As Bishopsteignton continues to respond to the climate emergency declared several years ago, there is clear and growing expectation from residents for the council to deliver visible, ambitious action. With the winding down of sustainable bishop it's more important than ever that we do not lose the momentum fostered by this active and highly influential entity. I am writing to propose a dual approach that will enable us to meet this challenge: the establishment of both a parish council standing committee and an independent Community Interest Company (CIC) to drive ecological and climate-based initiatives.

Why Both a Committee and a CIC?

While a council committee provides essential leadership, strategy, and oversight, experience from other councils and national guidance shows that committees alone often face limitations in delivering hands-on projects or engaging the wider community at the pace and scale required. By combining the strengths of a council committee with the agility and community engagement of a CIC, we can overcome these barriers and deliver real, lasting change.

Council Support: Seed Funding and Project Review

To ensure the CIC's success from the outset, I propose that the parish council consider offering initial seed funding, a model successfully used by other councils to stimulate community-led climate action. Even modest grants can help cover early costs, unlock further external funding, and demonstrate the council's commitment to positive action. This approach has enabled councils elsewhere to support projects such as solar panel installations, community composting, and environmental education workshops.

There is already a small group of enthusiastic residents ready to get involved in the CIC, bringing energy and local knowledge. We are compiling an initial list of proposed projects, including a community compost facility, gardening club for children, a share shed, repair café, and support for local business recycling, which we would be pleased to present to the council for review. This process will ensure council input and alignment with parish priorities, and give the council a clear, proactive role in shaping and supporting climate action.

Demonstrating Council Leadership

By providing seed funding and reviewing the CIC's project list, the council can show residents and external funders alike that it is actively supporting and enabling positive climate change initiatives in Bishopsteignton. This partnership approach will allow us to access a broader range of funding opportunities, mobilise more volunteers, and deliver practical projects that make a tangible difference, moving from strategy and declarations to real-world impact.

Next Steps

- Establish a parish council standing committee to provide strategic guidance and oversight.
- Support the formation of a CIC, with initial seed funding from the council to help it get started.
- Review and endorse an initial project list for the CIC to implement, ensuring council priorities are reflected.
- I would welcome the opportunity to discuss this proposal further at your next meeting and to present the initial project ideas for your input.

Thank you for your consideration and for your ongoing commitment to climate action in Bishopsteignton.

Best regards,
Joanthan Watson



CLERKS REPORT OF GENERAL UPDATES 30.04.25

GENERAL ADMINISTRATION/GOVERNANCE

VE Day 80th Anniversary – All events are organised including Beacon lighting. Thanks to everyone volunteering and getting involved.

BANKING: The new deposit account at Hinckley & Rugby Building society is open with our initial deposit of £80k. Interest shall be paid annually, in December, directly into the Lloyds account and held as unearmarked funds until allocated to a specific project.

The mandate for the Lloyds account is causing issues and still requires attention. I'll keep signatories updated.

The council should apply for a credit or debit card for its Lloyds community account, to save me from using my own. To be considered at a future finance committee meeting.

TEIGNBRIDGE LOCAL PLAN: Local Plan Examination – The examination process is complete, and the inspectorate's officer has recommended several minor amendments. Once undertaken, the final plan will be ready for adoption in July 2025, according to the TDC website.

PARISH WIDE COMMUNICATION OF GROUPS:

Village Diary: 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. This is now available to view on the BPC website.

BISHOPSTEIGNTON COMMUNITY CENTRE: There are various ideas being explored to increase hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity. Changes are proposed that involve Bishopsteignton Heritage taking exclusive use of the Hawkins Room, as a walk-in museum space, retaining the Wilson Room (Hub) for office/meeting purposes but for this space to be shared with BPC.

Myself, Cllr. Hooper and Cllr. Merritt are involved and will report back as opportunities to support the centre and the proposed changes 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: Cllr Andy Keohane is Chair. Vice chair is Elaine Cawthraw. Councillor members are Cllrs. Vooght & Grimble. A co-ordinator for each zone is essential and this is being reviewed. The plan is undergoing minor changes before requiring re-adoption by the full council, possibly at our July meeting.

Jon Watson is still the community Snow Warden, supported by Cllr. Vooght covering Luton and another volunteer snow warden from Ideford to work with Will.

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

CLERKS REPORT Cont'd - GENERAL UPDATE 30.04.25

necessary for when we review the Bishopsteignton Neighbourhood Development Plan which will not begin until the latest version of the Local Plan is approved.

HIGHWAYS MATTERS:

Road Closure Notification: Murley Crescent, for reconstruction & resurfacing Monday 2 – 6 June inclusive. A diversion will be in place.

Neighbourhood Highways Officer: A replacement officer for the area has now been appointed, Rhys Andrews. We hope to arrange a Highways liaison meeting sometime in July, once he's had a chance to settle in.

PARISH ASSET MAINTENANCE

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 know I will assess before instructing John.

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 the unpredictable soil conditions and rainfall some new graves are sinking, when noticed or notified a contractor is instructed promptly. The cost of this will be met using the burial account.
- **Theft or Removal of Memorial Ornaments** – There has been several reports recently that memorial ornaments have been removed from some graves. PCSO Bunce has agreed to do more regular evening inspections of the cemetery, when he is able. He shared a Devon Alert, which was then shared on our social media, hopefully increasing awareness and vigilance.
- **Scribe Cemetery** – There have been updates to this package, hopefully for the better but it means I require some additional training. I shall organise this to include Mel, who then will be able to continue to support BPC with this work.

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 two BPC members and several St Johns fabric committee members was held earlier this week. In general, the contractor is meeting their agreed duties to a good standard. Several issues were noted and additional worked planned to resolve these to ensure all Health and Safety obligations are met.

Playgrounds:

- **Regular inspections:** despite several reminders the contract is still not submitting any proof or paperwork after inspection has taken place. Without this evidence in writing, submitted promptly

CLERKS REPORT Cont'd - GENERAL UPDATE 30.04.25

we are open to claims if injury occurs. I'd like to look at alternative arrangements for inspecting playgrounds and will bring this to the AMC as soon as possible.

- **Planter/bench at Cockhaven:** sadly reaching the end of its 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.
- **Gate at Cockhaven:** one is in a state of disrepair, will get a contractor to make good/replace.
- **Remedial works are required to both basket swings.** Wally has been asked to carry out this work but has been reminded regularly, possibly need to ask someone else. 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 :

- **Teignmouth Tennis Club** – Are now using the court again for this summer, from 01.04.25 to 30.09.25, on Mondays and Thursdays. The court will be closed to the public at these times, I will ensure this is well advertised. the court for regular sessions. Further promotion of the courts is required, preferably after refurbishment work is completed, [see agenda item 2505.07.02](#).
- **Walking Football** – The Asset Management Committee have unanimously agreed there will be no charge for this new group, created by Bishopsteignton HLG, to use the MUGA once a week. However we need a policy for community use, I shall work on this for adoption at a future meeting.

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 – [See agenda item 2505.07.01](#)

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. Perhaps S106 may be used to create an alternative pathway which does not involve walking on the Drive
- **Trees at Cockhaven Close, from FP19:** Overgrown trees ow cut back, work carried out by the school.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1st Bishopsteignton Scouts. Who carried out a thorough assessment and a litter pick.

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.
- Contribution payment from TDC for the addition light required at Michales Field now received.
- Two sessions of defib training held recently at the community centre were successful, future session shall be arranged. Thanks to Lewis Myers for volunteering his time to share this knowledge. A further session will be available as part of the BVF.

CLERKS REPORT Cont'd - GENERAL UPDATE 30.04.25

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, designs and quotes to be shared for consultation once ready.

Both external noticeboards at the centre need replacing soon. I have instructed John Parkes to refurbish the old Scout Hut board, after consulting the owners who were happy to donate it back to the parish council. This has been completed and looks good. Listed building permission required, part of ongoing development of the CC.

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.

New Committee – A poster has been circulated; to date I've had a few responses. Will push harder especially now Sus Bishop is dissolved, a shared noticeboard at BVF is being arranged. Once formed this committee shall create greater community engagement and ideas for appropriate action, updates to the relevant BPC webpages and development of the plans mentioned above.

Also see agenda item 2505.09.

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 also be at the Community Centre, in person, every Tuesday 10 -12.

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

Please note I am on annual leave on Wednesday 7 to Friday 9 May, Tuesday 20 to Friday 23 May, and Monday 9 June to Friday 13 June, inclusively.

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

- **Annual Meeting of the Parish Council:** Tuesday 6 May 2025, 7.00pm. Followed by...
- **Full Council Meeting:** Tuesday 6 May 2025, at Bishopsteignton Community Centre.
- **Teign Estuary Trail Meeting:** Friday 23 May 2025. Time TBC, Forde House, Newton Abbot.
- **St Johns Fabric Committee:** Tuesday 17 June 2025, 2pm.
- **PACT:** (Police & Community Together): Thursday 29 May 10.30 @ The OC.
- **BPC Strategy & Governance:** TBC
- **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

Devon Local Electric Vehicle Infrastructure (LEVI)

Parish and Community Q&A's

This document has been produced to collate in one place, a record of the questions raised throughout the workshops/updates (dates specified below), and answers are correct at the time of updating and general circulation.

- Workshop on 20/03/2024 – Attendance: 23
- Workshop on 06/08/2024 – Attendance: 17 (plus DCC's Chris Mason & Jodie Owen)
- Update on 04/03/2025 – Attendance: 31 (plus DCC's Ian Thompson, Chris Mason & Jodie Owen)

Comments, questions and answers (in green):

Q. How do I know if my submission has been received?

A. For those directly invited to the Q&A Workshop, the e-mail contacts were taken from the submission. However, DCC will be in contact with all those who submitted a site for consideration, to confirm receipt and any possible follow-up queries/ open lines communication.

Q. I had the impression but wasn't clear from the email I received whether we have been rejected for the scheme, or are you still making decisions?

A. Unless you have been specifically contacted by the project team to discuss this issue, your site is still considered eligible.

Q. What do you mean by 'minimum list'?

A. A “minimum list” of sites will be included in the tender documents, that the ChargePoint Operator(s) (CPO(s)) will be required to deliver, as part of the contract. Additional sites, not included on the “minimum list” will also be identified and delivered after the contract has been awarded.

Q. Are you interested in a village hall that is owned by the village hall charity not run by the Parish Council?

A. Yes, sites managed by the Parish Council or a non-profit entity, if made available to the wider community, are of interest to us.

Q. Is there a way to ask for higher capacity chargepoints?

A. Yes, however, it is unlikely that such requests will be included on the minimum list, due to potential delivery constraints. It's anticipated that <8kw dual chargepoints will be suitable for most parish/community sites. However, sites with high demand may be suitable for fast 22kw or rapid 50kw+ chargepoints, any requests will be considered on a case-by-case basis.

Note: A higher capacity chargepoint will not necessarily be the best option as customers will incur higher tariffs or be subject to shorter parking time limits.

Q. For comparison, do we know how many fossil fuel stations there are that will need to be supplanted by EV chargepoints?

A. We have estimated the number of chargepoints needed to ensure adequate coverage of Devon. The number of petrol stations to be supplanted by EV chargepoints has not been estimated by us as it is not part of the scope of this project. It is likely that most, if not all, will need to be turned into EV charging forecourts or repurposed for other uses once the fleet of cars and light vehicles has completed its transition to zero emission vehicles.

Q. Will the parish hall car park get a share of the profit, if there is one - what about if a chargepoint wasn't well used and cost money to keep available?

A. The landowner will receive a share of the gross revenue generated on the site. The exact percentage will be confirmed after the tender is awarded. The tender sets a minimum of 3% gross revenue share to be paid, and we anticipate the final amount will be around 4-7%, but could be higher. All operational and maintenance costs will be the responsibility of the CPO regardless of utilisation levels.

Note: A 3% gross revenue share means that if the CPO charges a tariff of 50 pence per kilowatt (p/kw), the landowner would receive 1.5 p/kw. Some commercial CPOs may offer a percentage share of profits, rather than Gross Revenue Share. The percentage of profits may appear higher in percentage terms, however this may not be the case. For example, if a CPO charges a tariff of 50 p/kw, they may pay 30 p/kw in electricity costs and 15 p/w in operational costs, leaving 5 p/kw in profits. So a 10% profit share would be 0.5 p/kw, which would be much lower than a 3% Gross Revenue Share equating to 1.5 p/kw.

Q. What happens to the revenue share if the land is leased?

A. It depends on the terms of the lease with the landowner but it is possible for arrangements to be made. The site can still be considered.

Q. Our Parish Council had a query around insurance and public liability - would this all be covered re the DCC contract and management?

A. All insurance associated with the chargepoint is the responsibility of the CPO, and minimum levels of insurance cover will be a requirement of the tender. We understand there is a concern that the presence of a chargepoint in the car park may impact insurance premiums for parish halls etc, adjacent to the sites. We will investigate this issue and provide a further update.

Q. Is a new connection to the grid required?

A. 7kw chargepoints may be able to use existing connections.

Q. What if a Parish Council has the land but there is no electricity supply - will DCC fund the connection no matter the distance?

A. In instances that a new connection is required, for the chargepoint, these costs will be covered by the LEVI project.

Q. Any local implications – e.g. requirement to upgrade the electricity supply network.

A. Any grid upgrades deemed necessary for the delivery of chargepoints, will be funded as part of the LEVI project.

Q. We have an existing 3-phase supply to the site, would we be offered rapid charge, especially for holiday use?

A. Each site will be reviewed against the local council ask and potential demand, by DCC and the CPO.

Q. Who pays for the electricity?

A. The CPO, it forms part of the operation and maintenance of the chargepoint.

Q. How many chargepoints can be allocated?

A. A typical site is a single chargepoint with 2 sockets in the first instance. For sites with higher demand, “passive provision” comprising a larger grid connection, may be provided to allow the CPO to increase the number of sockets in the future.

Q. Can passive provision be provided for the landowner to install their own chargepoints in the future?

A. No, if demand increases during the term of the contract/lease agreement, enquiries can be made with the CPO about additional chargepoints.

Q. Timescale?

A. We are expecting the chargepoints to be delivered between 2025 and 2028.

Q. How will sites be prioritised for delivery?

A. We have 71 sites for the first phase. Another call for sites will be sent out in due course for new sites to be proposed. There are many factors the Team will need to consider, in conjunction with the CPO, before progressing, this may also inform delivery timeframes.

Q. What sites are in the first phase of delivery?

A. DCC will share a list of the sites being considered in the first phase.

Q. Will there be 'test installation sites' once the tender is awarded?

A. No, there is a limited timeframe for delivery of the project and the successful CPO will be required to pick up the initial sites for assessment as soon as the contract has been signed.

Q. Subscription method and any restrictions – eg Tesla only?

A. It will be a requirement of CPOs that it is not essential for customers to subscribe, so that EV owners can charge seamlessly across Devon. The typical offer will include Type 2 sockets that are compatible with all EVs.

Q. Will overnight parking be the rule?

A. Overnight charging is encouraged as this is when there is minimal demand on the electricity grid and is also when the grid is "greenest". CPOs may offer reduced nighttime tariffs to encourage this.

Note: All electricity used for chargepoints will use a renewable energy tariff.

Q. How will they be enforced?

A. Good faith, there will be no Traffic Regulation Order (TRO).

Q. Due to limited parking, would it be possible to have the bays marked as 'EV priority' instead of 'EV only'.

A. It is encouraged to keep the bay free for charging vehicles to ensure anyone relying on the facility can reliably access the chargepoint, however, individual site arrangements can be discussed in delivery.

Q. Is there a risk of chargepoints being monopolised by a few families?

A. Most EV drivers only need to charge a few times per week. Chargepoint site utilisation will be monitored both by the CPO and DCC. If utilisation is high, DCC and the CPO may explore increasing the number of chargepoints at the site, in conjunction with the landowner.

Q. What will the chargepoint tariffs be and will the Parish Council have a say in this?

A. The CPO will set the tariff for each site. However, DCC will be setting a cap, as advised by OZEV.

Q. Will there be contactless payment, most chargers require an app?

A. The chargepoints must support a range of mechanisms to identify, authenticate and process payments of users, as deemed appropriate by the CPO. CPOs have been encouraged to offer contactless payments in the tender documents. For fast and rapid chargepoints contactless payment is now a legal requirement.

Q. Can the Parish Councils have sight of the tender documents?

A. Yes, but not until after the tender is launched.

Q. What happens if a CPO decides a site is no longer profitable, after delivery?

A. The CPO has a commitment based on any agreements signed. Once the site is delivered the CPO is committed to maintain it for the duration of the contract and may face penalties from DCC if they fail to do so.

Q. What happens to the hardware if the CPO were to go bust?

A. This is covered in the agreement. It would be for DCC and the landowner to decide on appropriate action, at nil cost to them. CPOs must pass financial standing checks to quality.

Q. Is an internet connection required?

A. 3G and 4G connection is usually sufficient.

Q. Is there an opportunity to review the lease?

A. Yes, this is currently being reviewed and DCC will share a copy when available.

Q. Would DCC legal team cover the Parish Council when drawing up the lease?

A. Foot Anstey are drawing up the legal documents and multiple legal personnel will have had sight of them, giving the opportunity to raise any comments/ concerns. However, someone will be required to sign on behalf of the Parish Council and they must be comfortable with what they are signing, carrying out any checks necessary.

Q. Could a contract not be drawn up between the Parish Council and DCC?

A. The Parish Council need to have a lease agreement with the CPO, we do not believe there is a way around this but will consider if viable. There will be a Collaboration Agreement signed at the same time as the lease that manages the relationship between the landowner (parish council) and DCC.

Q. What happens to the project with Devolution, who will manage the contract?

A. There is a commitment to the life cycle of the contract. The contract can be novated from DCC to the successor authority, as necessary.

LEVI Parish & Community Car Parks Q&A

March 2025

Agenda

1. Introductions
2. LEVI refresher and update
3. Q&A

2. LEVI refresher and update

LEVI objectives

The LEVI fund aims to:



Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England.



Accelerate the commercialisation of, and investment in, the local charging infrastructure sector.



Devon & Torbay LEVI project

- £8m central government funding
- 10-15 year concessions agreements
- Likely £10-30m private sector match funding
- Up to 3,000 chargepoints
- Majority low powered on-street
- Delivery starting 2025



EV
Cable
Channels



On-street
bollard
and lamp
columns



LA car
parks



Parish &
community
car parks



Rapid
hubs



Parish & community car parks

Timeline

- Sep 23: Parish & Community workshop
- Oct 23: Call for sites launched
- Mar 24: Update and Q&A session
- Aug 24: Update and Q&A session
- Mar 25: Update and Q&A session

Over 1 year in total awaiting central government approvals

71 Parish & Community sites taken forward

Call for sites being updated to allow applications for additional sites





Parish & community car parks

Chargepoint type

- 2 x 7-11 kWh EV charging sockets, with marked EV bays

Car park requirements

- Accessible to residents and the public, ideally at all times of day
- A short walk from residents without off-street parking

Delivery approach

- DCC led concession – 13 + (1 to 3) years. DCC manages the contract and performance of the chargepoint operator
- Landowner receives a share of the revenue

Update

- Ian Thompson (Senior Project Manager) and Jodie Owen (Project Manager) are now in post and leading the project
- Nov 24: Procurement documents approved by central government
- Dec 24: Devon & Torbay LEVI tender launched
- Currently evaluating tenders. Confident we'll get good supplier(s) delivering at scale
- Nov 26: Installation Phase 1 deadline
- Mar 28: Final installation phase deadline

| Date and Time | Stage |
|--------------------------|---|
| 06 December 2024 | Dispatch of the FTS Notice by the Authority. |
| 06 December 2024 | Procurement Documents made available on the Procurement Portal. |
| Noon on 31 January 2025 | Deadline for clarification questions |
| Noon on 11 February 2025 | Deadline for return of Bids (to include the SQ and ITT responses) |
| 25 March 2025 | Evaluation of Bids and recommendation for the successful Bid. |
| 22 April 2025 | Completion of the Authority's approval and award decision processes. |
| 22 April 2025 | Notification by the Authority of the award decision, debriefing unsuccessful Bidder(s). |
| 23 April 2025 | Commencement of standstill period |
| 02 May 2025 | Expiry of standstill period |
| 06 May 2025 | Appointment of the successful Bidder and award of the contract. |
| 07 May 2025 | Service delivery commences. |

What will be needed and when?

Now

- Encourage others parish, town, and community groups with car parks to respond to call for sites
- Get in touch with any questions

Installation phase (May 25 onwards)

- Parishes will need to sign a Collaboration Agreement with DCC (draft being finalised)
- Agree location of chargepoint with CPO and DCC
- Sign lease document (plain English summary for Parish & Communities being finalised)
- Help enable delivery at your site.

Operation and Maintenance phase

- Operational issues can be flagged with DCC who will resolve with the CPO
- Landowner revenue payments likely quarterly

3. Q&A

Any further questions or queries

Email: EVI@devon.gov.uk

Update – EV cable channels

- Trial "soft launched" on 12th February 2025
- Trial currently limited to residents in Exeter and Torbay
- Accepting expressions of interest from across Devon for wider rollout

<https://www.devon.gov.uk/roads-and-transport/make-a-request/exeter-and-torbay-ev-cc-trial/>



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Home > Make a request > Exeter and Torbay electric vehicle cable channel trial

Make a request

Exeter and Torbay electric vehicle cable channel trial

[Exeter and Torbay electric vehicle cable channel trial – terms and conditions](#)

The Exeter and Torbay electric vehicle cable channel trial (EV CCT) allows residents to apply for the free installation of a limited number of cross-pavement electric vehicle cable channels at properties in Exeter and Torbay.

The cable channels are for homeowners who do not have access to off-street parking. They are cut into the footway and allow for EV charging cables from your EV home charging point to safely reach your car. [This short video shows how the cable channels work](#)

Other information

[Apparatus and excavating the highway](#)
[Temporary traffic restrictions](#)
[Carry out minor work on the highway](#)