

DRAFT MINUTES

OF THE FULL COUNCIL MEETING

Held at 19.30 Monday 2 March 2026

At Bishopsteignton Community Centre, Shute Hill



2603.01 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. J. Grimble
Cllr. L. Myers Cllr. D. Robbins Cllr. A. Keohane
Cllr. R. Gateshill Cllr. Harris Cllr. D. Dixon (9/11)
District Cllr. A. MacGregor, County Cllr. T. Dempster, Clerk: Mrs. K. Ford,
& 3 members of the public.

Apologies: Cllr. J. Hooper, Cllr. W. Vooght (2/11) & PCSO. S. Bunce

.02 **Declaration of Interests:** Cllr. Grimble, non-pecuniary for agenda item 2603.06, community recognition award consideration for BOAG.

Cllrs. Dixon & Robbin, no-pecuniary for agenda item 2603.03.03 Grant for Bishopsteignton Players.

.03 **Order of Business:** Agenda item 2603.06 Community Recognition Awards shall be moved to part II of the meeting to exclude public audience for considerations.

.04 **Ratification of Minutes:** Draft minutes of the Full Council meeting, held on 12.01.26, 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.

2603.02 OFFICIAL REPORTS

.01 **Police Report:** PCSO. Bunce had provided written crime reports for January & February which had been circulated to members and included in the appendix pack for this meeting.

.02 **District Councillors Report:** Cllr. MacGregor had provided the following written report:

- The budget went through today. No amendments.
- There is an end to a 50% discount on Council Tax for homes undergoing refurbishment work or repairs. This was introduced in 2013 but is designed to push derelict buildings and delayed construction of refurbishments to completion.
- There is a new CIL joint fund of £200k which parishes and towns can apply to with 'match-funding' for projects in their area. This is to encourage spend for those areas where CIL is limited to improve their parishes, but also to help those that do have CIL to spend it appropriately.
- The Lido is still penned for remaining closed for this year which is very disappointing and impacts the parish users who look forward to using it, however the losses are covered for and there is still a chance we can persuade a change of mind.
- Recycling services to be a changed with plastic bags, Tetrapak cartons and cellophane collections coming soon. This follows Govt expectations and policy in reducing black bin waste. The community will be sent leaflets in advance, any new tubs or containers supplied during roll out.
- There are to be significant changes to the NPPF (National Planning Policy Framework) which also impacts the number of homes required in the Local Development Plan. Currently the District is expected to deliver 720 homes per year, but the new expectation will be 1088. A significant uplift in a District with 40% of its area in Dartmoor. The current Local Plan will be approved in September, but work has already started on the new Local Plan with the new NPPF as the guide. This will reduce policy expectations on environment, ecology, heritage and will also reduce democratic involvement by residents. The district will be once again seeking sites additionally

DATED:

CHAIRMAN:

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seeking smaller sites of 1 Hectare to help fill the new need. There is an additional risk of TDC having to take on housing targets for Torbay and South Hams too.

- The Overview & Scrutiny Committee meeting to be held on Tuesday 3 March has been relocated to Richard Newton Hall in Teignmouth due to travellers settling on the car park Forde House. At this meeting the councils decision to close the Lido will be reconsidered.

.03 **County Councillors Report:** Cllr. Dempster did not provide a written or verbal report.

2603.03 FINANCE

.01 **Payments:** It was proposed, seconded, agreed unanimously, and therefore RESOLVED that the payments transacted by the clerk across the period 01.01.26 to 28.02.26, be approved retrospectively.

.02 **Financial Statement:**

- A financial statement for the period ending 31.01.26 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- A financial statement for the period ending 28.02.26 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.

.03 **BPC Grant Awarding:** Members considered applications received for the final quarter of 2025-26. It was noted that there is £550 remaining in this financial year's community grant budget, however if council felt it appropriate to award further grants there is unearmarked funds available. Following discussion members proposed, seconded, and resolved the grants as detailed below.

Applicant	Amount requested, purpose of the grant	Amount awarded
Bishopsteignton Players	£500 towards staging	£500
Healthy Living Group	£150 towards an excursion for Singing for Memory and Memory Café members.	£150
BVF Summer Sounds	£200 towards the event this summer, such as Portaloos hire.	£200
Total Awarded		£850

2603.04 COUNCIL STRATEGY & GOVERNANCE

.01 **Strategic Plan:** Members reviewed the latest version of the plan, as recommended for adoption by the Strategy & Governance Committee. Several minor amendments were suggested and agreed including rearranging the 2025-28 Goals & Key Priorities into a relevant timescale order and simplifying descriptions of the precept and budgets on pages 10-12.

It was proposed and seconded to adopt the BPC Strategic Plan, subject to the amendments above. Unanimously agreed, therefore RESOLVED.

.02 **Policies:** The following policy has been updated in accordance with any legislative changes for council review. It was proposed, seconded and unanimously agreed to adopt, subject to the correction of minor clerical errors and some sentence structure:

- Complaints Policy (P.003)
- Vexatious Complaints Policy (P.013)
- Lone Working Policy (P.019)
- 26-27 Grant Awarding Policy (P.024)

DATED:

CHAIRMAN:

2603.05 CLIMATE ACTION

Pesticide Free Transition:

Members considered the details in the paper which had been prepared by the three wildlife wardens and recommended by the Climate Impact Action committee for adoption. It was noted that this document and the processes within are subject to change following trial, but the intention is not to revert to chemical pesticides. It was proposed and seconded for BPC to proceed accordingly with the weed management methods recommended. Agreed unanimously, therefore resolved.

2603.06 COMMUNITY RECOGNITION AWARDS: Deferred to Part II.

2603.07 LOCAL GOVERNMENT REORGANISATION

Members considered the information provided and it was suggested a working party is required to finalise a consultation response before the deadline of 26 March. The following was proposed, seconded and unanimously agreed, therefore RESOLVED.

- A working party of 3 members; Cllrs. Keohane, Merritt. & Myers to meet with clerical support from the proper officer.
- A face-to-face meeting of the above shall be arranged.
- BPC gives full delegated powers for the 3 members to finalise a suitable consultation response, to be submitted by the clerk before the deadline.

2603.08 ASSET MANAGEMENT

Horse Riding on The Lawns:

BPC considered the complaints and comments received by the clerk and various members. It was summarized that The Lawns is for all to use, the rural location and topography of the land meant naturally there would often be trip hazards such as these, added to the lack of jurisdiction and policing to make such restrictions. Therefore, it was proposed, seconded and unanimously agreed that no further action be taken or restrictions imposed but the matter should be kept under review. RESOLVED.

2603.09 CLERKS REPORT: An up-to-date report on all ongoing BPC business and activity was not available for circulation prior to this meeting therefore the following issues were raised by members:

- **Royal British Legion:** Cllr. Gill enquired about the post of branch secretary recently vacated by the clerk. This was explained.

Further enquiries should be made directly to the clerk in due course.

2603.10 MEMBERS REPORTS

- .01 **One Teignbridge:** Cllr. Merritt reported on the virtual meeting for Town & Parish Councillors and officers, provided recently by Teignbridge District Council, also attended by the clerk. This was a useful summary of recent ongoing projects and priorities and notice of future events. Written information from the session would be circulated to members in due course.
- .02 **Resignation:** Cllr. Elaine Harris resigned from the post as a parish councillor. She thanked the council for the opportunity, stressing she thoroughly enjoyed working with the group, but that

her other commitments were too many at this time. She was thanked by the Chair, on behalf of the council and the clerk. With effect at the close of this meeting.

2603.11 PUBLIC PARTICIPATION

- .01 **Parking:** A resident raised concerns about inconsiderate parking with particular focus on outside Supply Stores and the pharmacy/post office, both on Fore Street, adding that whilst the replacement of the vandalised/stolen signage may help it would need to be securely fastened to deter further tampering. He felt the provision of a loading only bay may relieve some of the congestion. Another suggestion was for single yellow lines. Cllr. Robbins offer to take this conversation outside of the meeting and report back to the clerk if it was felt further action should be taken by BPC, or redirected to DCC Highways, whichever the appropriate authority.

At 21.09 the Chair thanked the public audience for their participation and moved councillors on Part II of the meeting in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 - 102 and BPC Standing Order 10xii.

PART II

2303.06 COMMUNITY RECOGNITION AWARDS

Members considered the nominations received for both the individual and the group/organisation categories.

- .01 It was proposed and seconded that the individual category be awarded to Mrs. J. Moore for her selfless act of donating a kidney to a resident in need. No other proposals were made. FOR: 8, AGAINST: 0, ABSTAIN: 1. Therefore RESOLVED.
- .02 It was proposed and seconded that the group/organization category be awarded to Bishopsteignton Outdoor Art Group (BOAG) for their commitment and talent to providing the entertaining art trails. A further proposal for the Bishopsteignton Pantomime Society was also seconded. Members voted as follows: BOAG: 4, BPS: 4, ABSTAIN: 1. This tie called for the chair's vote to be a deciding vote therefore it is RESOLVED the recognition awarded to BOAG.

The chair closed the meeting at 21.29.

APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	COUNCIL OFFICER - NEWCOMBE
Home Address	[REDACTED]
Home Telephone	—
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]

About You

Please provide the council with some background information about yourself.

37 yrs 11 months in Royal Air Force
 Retired in 2012 and enjoyed life ever since
 Main activities - travel and fitness/cycling
 Past volunteering as a Disabled Riding
 instructor (8 yrs), SSAFA Training officer for
 Somerset (5 yrs) - Ptinstoke Parish Council (5 yrs)
 (3 yrs as Chairman)
 Current volunteering: RNLI Boat House (4 yrs)
 Blind Veterans UK (1 yr) Royal British Legion
 (recent)

Reasons for applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

Provide assistance and to give back
to the Parish.

Signature



Please return your completed application to the Clerk. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agree to co-opt you as a member of Bishopssteignton Parish Council.

General Data Protection Regulation: The information provided on this application will remain Private and Confidential and shall only be retained for the period it is relevant to proceedings. For further details please see the privacy policy on our website - <https://www.bishopsteignton-pc.gov.uk/privacy-policy/>

APPENDIX B

CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Bishopsteignton Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- | | | |
|--|-------------------------------------|--------------------------|
| a) I am registered as a local government elector for the parish; or | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or | <input type="checkbox"/> | <input type="checkbox"/> |
| c) My principal or only place of work during those twelve months has been in the parish; or | <input type="checkbox"/> | <input type="checkbox"/> |
| d) I have during the whole of twelve months resided in the parish or within 3 miles of it | <input type="checkbox"/> | <input type="checkbox"/> |

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, Eric Paine hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate record.

Signature 

Date 24 Aug 26

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.

APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	ALAN GILLESPIE
Home Address	[REDACTED]
Home Telephone	
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]

About You

Please provide the council with some background information about yourself.

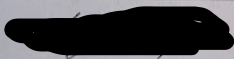
My career in social work involved holding senior positions in Northern Ireland and Scotland. These positions involved both the voluntary and statutory sections. My wife and I worked for a charity in Zambia. We then set up our own charity to help orphans and vulnerable children. We received wonderful support from the village. This experience is a strong motivator in wanting to offer my support to the Parish Council.

Reasons for applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

Since coming to the village twenty five years ago I worked with Bishopsteignton Emergency Response Team (BERT) and Car Wash. I trained as a First Responder with the Ambulance Service. I have a life long interest in wild life and conservation. I would now look forward to working with Parish Council to make this wonderful village a better place for future generations.

Signature



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- | | |
|--|-------------------------------------|
| a) I am registered as a local government elector for the parish; or | <input checked="" type="checkbox"/> |
| b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or | <input checked="" type="checkbox"/> |
| c) My principal or only place of work during those twelve months has been in the parish; or | <input checked="" type="checkbox"/> |
| d) I have during the whole of twelve months resided in the parish or within 3 miles of it | <input checked="" type="checkbox"/> |

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- If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, Alan Gillerpie hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate record.

Signature.....

Date.....22.04.2026

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.

APPENDIX A

CO-OPTION CANDIDATE APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title	Miss PAMELA GOLDSWORTHY-DAVY
Home Address	[REDACTED]
Home Telephone	N/A
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]

About You
Please provide the council with some background information about yourself.

I am a mum of two children, happily retired and enjoying participating in the numerous activities in the village.

I was born in Torquay and have lived in Bishopsteignton for nearly 20 years.

For a large part of my working life I was a PA. until my 50's I remained as a Housing Officer and became a Member of CIH I worked for a local Housing Association, managing Shared Ownership leasehold and Right to Buy properties, until my retirement.

I was an officer in the St. John Ambulance for 15 years and taught First Aid and Home Nursing to Cadets.

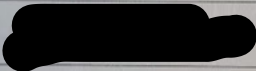
When younger I was a keen dancer in latin American and Tap and gained Bronze, Silver and Gold in Salsa.

Reasons for applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

Since my retirement I have joined many of the clubs and activities in the village, but I would like to volunteer some of my time and be more involved in local issues, and help to resolve problems that may affect the local residents.

I would like to contribute towards debates and decisions that improve as well as maintain the local area and the community in which I live.

Signature

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- a) I am registered as a local government elector for the parish; or | |
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or | ✓ |
- c) My principal or only place of work during those twelve months has been in the parish; or | |
- d) I have during the whole of twelve months resided in the parish or within 3 miles of it | ✓ |

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
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- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, Pamela Goldsworthy-Davey hereby confirm that I am eligible for the vacancy of Bishopsteignton Parish Councillor, and the information given on this form is true and accurate record.

Signature..... 

Date..... 18/4/26

Bishopsteignton Parish Council is duty bound to treat this information as strictly confidential.



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

Neighbourhood Police Report

Bishopsteignton Parish Council Meeting

1st May 2026.

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

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

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

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

In the period, **1st April 2026 to the 30th April 2026**, there were 6 recorded offences in the Bishopsteignton area, made to the Police.

RTC (vehicle drove of causing passenger to fall out of car) 1

Abandoned vehicle 1

Violence less serious (stalking with out fear of violence) 1

Dog attack (dog on dog) 1

RTC (damage only)1

RTC slight injury (2 vehicles on the B3192) 1

Update on EHRC Code of Practice for services, public functions and associations. This follows on from the judgement provided by the UK Supreme Court in respect of definitions for the purposes of the Equality Act 2010, in favour of 'For Women Scotland'

That judgment specified that for the purposes of the Act, the terms man and woman (men and boys, women and girls) were defined as biological sex – male and female.

Teignbridge received an update from the Legal Team at the LGA regarding the Equality and Human Rights Commission (EHRC) Code of Practice, which is as follows:

"Dear Colleagues,

We refer to the above matter and our last update of 25th September 2025. You will recall that the EHRC submitted a draft update of its Code of Practice for services, public functions and associations to the Minister for Women and Equalities, on 4 September 2025. The EHRC recently received feedback on the updated Code from the UK government.

"Dr Mary-Ann Stephenson, Chair of the Equality and Human Rights Commission, said:

"Progress is being made towards accurate and up-to-date guidance on the Equality Act 2010 being available to service providers, associations and those exercising public functions. The UK government recently provided us with a narrow set of comments on the draft Code of Practice we submitted in September. Having considered this feedback alongside consultation responses and further legal analysis, we have made adjustments where they help the Code provide legally accurate, practical guidance that is useful to duty bearers"

Questions were raised in the House of Lords Chamber session hearing yesterday, 14 April 2026, at which Dr Stephenson was present, about when the revised Code will be laid in Parliament. The government responded that it will be laid in Parliament following the 6 May 2026 local government elections.

Memorial Service for Cllr Mike James. Since the last meeting Dawlish South Councillor Mike James passed away and his funeral and service are on 11th May 2026 at St Agatha's Church in Dawlish. He had been a councillor previously and some may know him.

Renters Rights come into effect on the 1st May 2026. Landlords who were contemplating evictions using existing frameworks had until the close of play on the 30th April to lodge intent with the tenant. Any eviction that follows from that must be carried out by the 20th July 2026 or the eviction lapses. We are awaiting detailed explanations of all the implications for landlords and tenants, and I have asked for information on specifically 'Landlord in residence' situations – where a room is rented in a home or someone is 'sofa-surfing' at a friends or family members home.

Slow progress on the assets at present. The District is still looking at transferring some toilets and other cost based assets. We've been reminded that we are not to get involved in any negotiations with third parties or on behalf of third parties.

The Household Support Fund is effectively closed as of today (Thursday 30th April) A new Crisis and Resilience Fund is expected, but as of this report, there is no indication of when it is available from. The HSF provided short term support for household emergency financial difficulty encountered by householders.

The Government have sent a letter stating the Government's aim to improve health using high street locations. As yet details on that and how it is to be achieved are not available, however it does fly in the face of the NHS withdrawal from exactly these kind of projects in Teignmouth and Newton Abbot in the last 4 years.

Food and Drink cartons, known as Tetrapaks are now being collected as part of kerbside recycling collections. These are to be placed in the black recycling tubs. It is a soft launch due to the capacity issues at the depot, but once that is resolved there will be a more broad based system.

The Local Plan has been brought forward for adoption for May's Full Council meeting. As a reminder, changes to policy mean the subsequent new Local Plan preparation has already commenced and will reflect the higher targets expected by the Government.

I have lodged a motion to have TDC apply to Natural England to have the Teign Estuary declared a national landscape. It'll help with developing the new local plan.

There are to be a number changes to the constitution at TDC. One that might be worth noting is that any member of the parish wants to lodge a question, the deadline now is 5 working days prior to the meeting (it used to be 3 working days).

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Bishopsteignton Parish Council

PAYMENTS LIST 01.03.26 to 30.04.26

VN	Code	Date	Description	Supplier	Net	VAT	Total
237	Fore St Toilets - Cleaning & Maint.	02/03/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
237	Lawns: Toilets & MUGA - Cleaning & Maint.	02/03/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
238	IT General & Reserve	02/03/2026	Website hosting	Dot Combo	57.50		57.50
239	Admin Costs	02/03/2026	Bank Charges	Lloyds	4.25		4.25
240	Grant Awards 25-26	03/03/2026	Grant	Bishopsteignton HLG	150.00		150.00
241	Grant Awards 25-26	03/03/2026	Grant	BVF Committee	200.00		200.00
242	B.E.R.T.	05/03/2026	BERT	A. Keohane	20.00		20.00
243	Grant Awards 25-26	05/03/2026	Grant	Bishopsteignton Players	500.00		500.00
244	IT General & Reserve	06/03/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
245	Climate Impact Actions	06/03/2026	CIA expenses	SP Glassine Bags	8.01	1.60	9.61
246	Admin Costs	06/03/2026	Admin/IT	Post Office Counter	17.00		17.00
247	Lawns Toilets & MUGA - Utilities	09/03/2026	Utilities	South West Water Ltd	41.85		41.85
248	Admin Costs	12/03/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
249	Fore St Toilets - Utilities	12/03/2026	Utilities	British Gas	24.33	1.22	25.55
250	2024-2025 Recognition Awards	12/03/2026	Community Recognition Award	Jessica MOORE	25.00		25.00
251	2024-2025 Recognition Awards	12/03/2026	Community Recognition Award	Bishopsteignton Village Hall	25.00		25.00
252	2024-2025 Recognition Awards	12/03/2026	Community Recognition Award	C. M. Martin-Early	50.00		50.00
253	Burial Ground	12/03/2026	Cemetery Maintenance	Kate Eco Gardening	215.00		215.00
254	Climate Impact Actions	12/03/2026	CIA expenses	Paul Vowles Carpentry	90.00		90.00
255	Admin Costs	12/03/2026	Admin/IT	Bishopsteignton Village Hall	15.00		15.00
256	Climate Impact Actions	12/03/2026	CIA expenses	The Range	14.76		14.76
257	Burial Ground	16/03/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
257	Green Spaces Contract	16/03/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
257	St John's Churchyard	16/03/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
257	P3	16/03/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
257	Playground Reserve	16/03/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
258	Burial Ground	17/03/2026	Cemetery Maintenance	Natural Gardening	26.91	5.38	32.29
259	Burial Ground	17/03/2026	Cemetery Maintenance	Otter Garden Centres	33.97		33.97
260	Admin Costs	18/03/2026	Expenses	Amazon	8.73	1.75	10.48
260	Fore St Toilets - Cleaning & Maint.	18/03/2026	Expenses	Amazon	9.99	2.00	11.99
260	B.E.R.T.	18/03/2026	Expenses	Amazon	16.64	3.34	19.98
260	Climate Impact Actions	18/03/2026	Expenses	Amazon	13.62	2.72	16.34
261	Net Salary	27/03/2026	Clerks Salary	Mrs. K Ford	1,797.71		1,797.71

262	Employee Pension	27/03/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
262	Employer Pension	27/03/2026	Pension Contributions	DCC Pension Fund	502.93		502.93
263	Employee Tax	27/03/2026	Tax & NICs	HMRC	249.60		249.60
263	Employee NIC	27/03/2026	Tax & NICs	HMRC	99.88		99.88
263	Employer NIC	27/03/2026	Tax & NICs	HMRC	281.92		281.92
264	Lawns Toilets & MUGA - Utilities	27/03/2026	Utilities	British Gas	17.29	0.87	18.16
265	Tree Care: Watering & Inspections	30/03/2026	General Maintenance	John Parkes	41.40		41.40
265	Climate Impact Actions	30/03/2026	General Maintenance	John Parkes	24.75		24.75
266	Playground Reserve	30/03/2026	Playground Maintenance	BGS Ltd	100.00	20.00	120.00
267	Climate Impact Actions	30/03/2026	CIA expenses	Mrs. K Ford	20.00		20.00
268	Playground Reserve	30/03/2026	Playground Maintenance	Fenland Leisure	96.00	19.20	115.20

March total

7,187.11

420.01

7,607.12

1	Fore St Toilets - Cleaning & Maint.	01/04/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
1	Lawns: Toilets & MUGA - Cleaning & Maint.	01/04/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
2	IT General & Reserve	01/04/2026	Website hosting	Dot Combo	57.50		57.50
3	Defibrillators	07/04/2026	Defibrillator costs	First Rescue Training	895.00	179.00	1,074.00
4	IT General & Reserve	07/04/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
5	Playground Reserve	10/04/2026	Small Gardens Contract	Miss Moffat's Gardening	40.00		40.00
5	Small Gardens Contract	10/04/2026	Small Gardens Contract	Miss Moffat's Gardening	380.00		380.00
6	Burial Ground	10/04/2026	Cemetery Maintenance	Kate Eco Gardening	130.00		130.00
7	Admin Costs	10/04/2026	Payroll services	Lee Accounting SW Ltd	168.00	33.60	201.60
8	Playground Reserve	10/04/2026	Playground Inspection	Playsafety Ltd	202.00	40.40	242.40
9	Subscriptions	10/04/2026	Subscription	DALC	763.99	107.33	871.32
10	Bishops Ave Car Parks: General use	10/04/2026	Bishops Avenue Car Park	Teignbridge DC	471.56		471.56
11	Sustainable Bishop	10/04/2026	Clerks Expenses	Mrs. K Ford	25.50		25.50
12	Admin Costs	13/04/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
13	Fore St Toilets - Utilities	14/04/2026	Utilities	Everflow Ltd	17.94		17.94
14	Burial Ground	15/04/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
14	Green Spaces Contract	15/04/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
14	St John's Churchyard	15/04/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
14	P3	15/04/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
14	Playground Reserve	15/04/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
15	Admin Costs	20/04/2026	Bank Charges	Lloyds	4.25		4.25
16	Lawns Toilets & MUGA - Utilities	23/04/2026	Utilities	British Gas	16.31	0.82	17.13
17	Fore St Toilets - Utilities	24/04/2026	Utilities	British Gas	13.05	0.65	13.70
18	Employee Tax	28/04/2026	Tax & NICs	HMRC	249.60		249.60
18	Employee NIC	28/04/2026	Tax & NICs	HMRC	99.88		99.88
18	Employer NIC	28/04/2026	Tax & NICs	HMRC	281.92		281.92

19	Net Salary	28/04/2026	Clerks Salary	Mrs. K Ford	1,797.71		1,797.71
20	Employee Pension	28/04/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
20	Employer Pension	28/04/2026	Pension Contributions	DCC Pension Fund	502.93		502.93
21	Admin Costs	28/04/2026	Bank Charges	Lloyds	4.25		4.25
April total					8,509.46	723.73	9,233.19
TOTAL					15,696.57	1,143.74	16,840.31

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.

Sign: _____

Date: _____

Name: _____

Position: _____



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.03.26

1. BALANCES

Lloyds Community Account	14835.19	
Lloyds 32-day Notice Account	80966.53	
Lloyds Instant Access Savings Account	21513.31	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 31.03.26	197315.03	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	188153.50	95.4% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS (Aim to hold 3 months' worth of regular expenditure)	9161.53	4.6% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	105331.92	Bishopsteignton Cemetery use only
Staff costs	627.74	Staff salary, Employer NI & Pension contributions
Administration costs	14250.98	Office/admin cost, election, IT & car park reserves
Events	741.14	Includes VE Day 80th, APM, recognition awards
Asset Management	25664.73	budgets & reserves for management of all assets
Agency Grants	-1806.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1555.70	For Emergency resilience & Snow Warden
Grant Awarding Funds	-300.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	446.46	Sustainable Bishop
Community Infrastructure Levy	40568.00	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2610.61	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-2216.27	Balance of VAT payments & receipts
TOTAL	188153.50	

3. BANK RECONCILIATION (next page)

CATEGORY	SUBCATEGORY HEADING	(C) BALANCE REMAINING @ 31.03.26	(D) ADJUSTMENTS REQUIRED		(E) BALANCE TO BE CARRIED FORWARD on 01.04.26	REASON/COMMENTS	2026-27 PRECEPT BUDGET	Starting Balance for 2026-27 Available to spend (includes reserves)
			To be deducted from un earmarked reserves	To be added to un earmarked reserves				
PERSONNEL	Employment costs: Including net salary, tax, employee NI, employee pension contributions. Includes contingency for NALC payrise	381.35	0.00	381.35	0.00		28660.00	28660.00
	Clerical contingency	354.00	0.00	0.00	354.00		146.00	500.00
	Employer Pension contributions	124.68	0.00	124.68	0.00		6277.00	6277.00
	Employer NIC	-83.02	83.02	0.00	0.00		3400.00	3400.00
ADMINISTRATION	Admin costs	95.47	0.00	95.47	0.00		1750.00	1750.00
	IT - General & Reserve	2418.85	0.00	0.00	2418.85		2150.00	4568.85
	BCC Rent & Service Charge	485.92	0.00	0.00	485.92		3300.00	3785.92
	Subscriptions/memberships	56.00	0.00	56.00	0.00		1215.00	1215.00
	Elections Reserve	6707.44	0.00	0.00	6707.44		0.00	6707.44
	Audit	165.00	0.00	165.00	0.00		950.00	950.00
	Insurance	1212.72	0.00	0.00	1212.72		4500.00	5712.72
	Training	609.58	0.00	0.00	609.58		700.00	1309.58
	Travellers eviction reserve	1500.00	0.00	0.00	1500.00		0.00	1500.00
	BNDP Review	1000.00	0.00	0.00	1000.00		0.00	1000.00
EVENTS	Remembrance	217.55	0.00	0.00	217.55		270.00	487.55
	Parish Events: 2025 VE Day 80th	337.77	0.00	337.77	0.00	Budget heading discontinued.		0.00
	Annual Parish Meeting	95.55	0.00	0.00	95.55		150.00	245.55
	Annual Recognition Awards	90.27	0.00	90.27	0.00		150.00	150.00
PARISH MAINTENANCE	Green Spaces Contract & uncontracted maintenance	-110.00	110.00	0.00	0.00		8350.00	8350.00
	Tidy Parish - weeding, etc	2524.02	0.00	0.00	2524.02		3000.00	5524.02
	Trees	4789.42	0.00	2789.42	2000.00		2000.00	4000.00
	Small Gardens contract	-213.83	213.83	0.00	0.00		2000.00	2000.00
	Waste collection contract	2652.00	0.00	1152.00	1500.00		2000.00	3500.00
	Street furniture/Benches Reserve includes swap shed	1130.52	0.00	0.00	1130.52		800.00	1930.52
	Playground Reserve	223.96	0.00	0.00	223.96		1780.00	2003.96
	MUGA Reserve	3216.61	0.00	0.00	3216.61		4000.00	7216.61
	Public Toilets, Fore St	1936.44	0.00	936.44	1000.00		3790.00	4790.00
Public Toilets, Lawns includes floodlights power	709.50	0.00	0.00	709.50		2060.00	2769.50	

App F Virement report at 31.03.26 Financial Statement at 01.04.26

P	St Johns Churchyards	-366.00	366.00	0.00	0.00		6500.00	6500.00
	Defibrillators	0.00	0.00	0.00	0.00		1000.00	1000.00
	NLS Reserve	771.81	0.00	0.00	771.81		100.00	871.81
	BA Car Parks General use	0.90	0.00	0.90	0.00		450.00	450.00
	BA Car Parks Reserve	7426.32	0.00	0.00	7426.32		0.00	7426.32
	War Memorial	973.06	0.00	0.00	973.06		500.00	1473.06
	Phone Kiosks: Fore St & Luton	0.00	0.00	0.00	0.00		200.00	200.00
SUNDRIES	BPC Grant Giving, using GPoC	-300.00	300.00	0.00	0.00		2000.00	2000.00
	BERT	1555.70	0.00	0.00	1555.70		200.00	1755.70
	Contingency/Unearmarked reserves	9012.26	1072.85	6129.30	14068.71		1500.00	15568.71
							2026-27 Budget	95848.00

NON-PRECEPT BUDGETS/RESERVES

BURIAL ACCOUNT		105331.92	0.00	0.00	105331.92	less 26-27 charge to burial account	-3836.00	101495.92
VAT		-2216.27	0.00	0.00	-2216.27	Will be balanced by HMRC repayment April 26	0	-2216.27
FUNDS HELD IN TRUST - Luncheon Club		559.62	0.00	0.00	559.62		0	559.62
- Sustainable Bishop		446.46	0.00	0.00	446.46		0	446.46
P3 - Agency grant		-1806.83	0.00	0.00	-1806.83	Deficit carried forward. Awaiting agency grant	0	-1806.83
CIL		40568.00	0.00	0.00	40568.00	Balance carried forward.	0	40568.00
FUNDING	Climate Action Grant (NL, 2021)	2610.61	0.00	0.00	2610.61	Balance carried forward.	0	2610.61
	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)		197315.03	Balance after adjustments (E). Therefore total balance to be carried forward		197315.03	FINAL PRECEPT CLAIMED, paid in April & Sept	92012.00	

Bank Balance at 31.03.26 **197315.03**



BISHOPSTEIGNTON PARISH COUNCIL

App F - FINANCIAL STATEMENT At 01.04.26

1. BALANCES

Lloyds Community Account	14835.19	
Lloyds 32-day Notice Account	80966.53	
Lloyds Instant Access Savings Account	21513.31	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 31.03.26	197315.03	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	183246.32	92.9% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS	14068.71	7.1% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	105331.92	Bishopsteignton Cemetery use only
Staff costs	354.00	Staff salary, Employer NI & Pension contributions
Administration costs	13934.51	Office/admin cost, election, IT & car park reserves
Events	313.10	Includes VE Day 80th, APM, recognition awards
Asset Management	21475.80	budgets & reserves for management of all assets
Agency Grants	-1806.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1555.70	For Emergency resilience & Snow Warden
Grant Awarding Funds	0.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	446.46	Sustainable Bishop
Community Infrastructure Levy	40568.00	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2610.61	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-2216.27	Balance of VAT payments & receipts
TOTAL	183246.32	

SIGNED

DATED 05.05.26



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 30.04.26

1. BALANCES

Lloyds Community Account	62590.86	
Lloyds 32-day Notice Account	81089.76	
Lloyds Instant Access Savings Account	21524.64	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 30.04.26	245205.26	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	230251.99	93.9% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS	14953.27	6.1% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	103700.92	Bishopsteignton Cemetery use only
Staff costs	16514.19	Staff salary, Employer NI & Pension contributions
Administration costs	20184.14	Office/admin cost, election, IT & car park reserves
Events	598.10	Includes VE Day 80th, APM, recognition awards
Asset Management	37974.02	budgets & reserves for management of all assets
Agency Grants	-1856.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1655.70	For Emergency resilience & Snow Warden
Grant Awarding Funds	1000.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	420.96	Sustainable Bishop
Community Infrastructure Levy	47474.59	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2630.61	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-723.73	Balance of VAT payments & receipts
TOTAL	230251.99	

3. BANK RECONCILIATION (next page)

Annual Funds Balance for the year ending 31st March 2026:

	General £	Burial £	Total £
<i>(AGAR Box 1)</i> Balances as at 01.04.25	68870.82	103623.65	172494.47
Add total receipts	129194.56	13165.00	142359.56
Deduct total payments	109727.27	7811.73	117539.00
<i>Burial Account adjustment</i>	3645.00	-3645.00	0.00
<i>(AGAR Box 7)</i> Balance at 31.03.26	91983.11	105331.92	197315.03

Bank Reconciliation for the year ending 31st March 2025:

Balance @ 01.04.25	172494.47
2025-26 Receipts +	142359.56
2025-26 Payments -	117539.00
Cash book balance @ 31.03.26	197315.03

Lloyds Community Account	14835.19
Lloyds Instant Access Account	21513.31
Lloyds 32 day Access Account	80966.53
Hinkley & Rugby Deposit Account	80000.00
Bank Balance @ 31.03.26	197315.03 <i>AGAR Box 8</i>

Variance	0.00
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2025-26 RECEIPTS

	31.03.25 £	31.03.26 £	Explanation/Comments
Precept (not including any grants)	81986.00	85900.00	AGAR Box 2
Burial/Cemetery Fees	17170.00	13165.00	
Agency Services Grant	605.00	0.00	
CIL	1975.02	11930.74	
Section 106	2575.61	7079.00	
Grants	0.00	240.00	Wild About Devon grant for Swift & Owl boxes
Donations	2571.13	241.11	For defibrillators from HLG
		1373.25	For memorial benches
		7320.36	Applegarth Fire Recovery fund
		984.73	Sustainable Bishop to be held in trust
		700.00	Bishopsteigton Lunch Club to be held in trust
Sports Area Income	1023.08	854.58	
Other Income	4649.94	78.72	Utilities/service charge refund from BCC
		613.72	Utilities refund from Octopus for electricity at The Lawns
HMRC - VAT recovered	14080.56	8449.42	
Bank Interest	564.75	3428.93	
Sundries	20.00		
TOTAL RECEIPTS	127221.09	142359.56	

2025-26 PAYMENTS

	31.03.25 £	31.03.26 £	Explanation/Comments
Parish Cemetery	9105.87	7811.73	
Staff Costs (Includes Pension Fund)	37761.77	36888.26	AGAR Box 4
General Administration	9872.79	9949.94	
General Parish Maintenance	39677.27	32431.87	
Bishopsteignton Emergency Resilience (BERT)	0.00	36.64	
Events	0.00	1022.86	
Agency Services : P3	600.00	1775.93	
BPC Grant funding	1143.69	2300.00	
Climate Action Projects (from funding)	0.00	833.80	
S106	2588.11	7079.00	
CIL	0.00	312.18	
VAT recoverable	9053.85	8298.23	
VAT repayment (under enquiry)	-1164.21	0.00	
Reserves/Sundries	94.65	38.26	
Monies held in trust	760.25	8760.30	
Spending grants/funds	0.00	0.00	
TOTAL PAYMENTS	109494.04	117539.00	

OF WHICH Capital Expenditure:

General Maintenance. Playground signs deposit	80	1,578	Replacement memorial bench at Rowden Cross and picnic bench at BCC
Bishops Avenue Car Park. New/replacement railing 50% up front	2,275		
Playground Enhancements. Signs, balance on completion	194		
Memorial Bench. At the Lawns, for W. Holden.	1,179		
Street Furniture Maintenance. Dog waste bin	128		
Bishops Avenue Car Park. 50% balance on completion.	2,275		
Playground Enhancements. safety surfacing replacements.	2,250		
MUGA/Floodlights Maintenance. Additional netting.	375		
	8756	1578	
Bishops Avenue car park railings - replacement only	4550		Added to Asset Register
Football goals removed from asset register.	188		
	4018	1578	

ASSETS

At 31st March 2026 the following assets were held (purchase value shown):

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

Equipment/	Gates & Fences	23450		Land	
Surfaces/	Cemetery hand rail	700		Recreation Ground & car park	2299 pp
Furniture	Play area Equipment (both locations)	61632		Burial Ground	1 pp
	Playground safety surfacing improvements	2,250.00		Car Park	10 pp
	Office Equipment (Laptop, tablet, phone)	1250		Land at Wallis Grove and Radway Hill	705 pp
	Office Equipment (Tablets x11)	1870		Village Green	1250 pp
	Sports Equipment (Tennis nets, padlocks)	500		Fore Street Public Toilets (land)	1 pp
	Additional tennis netting for exterior of court	375 pp		Bishops Avenue Car Park	1 pp
	Basketball hoops (2021)	1477 pp			4267
	Floodlight headlamps (2021)	9254 pp			
	Equipment (litter picking)	367		Buildings	
	BERT Shed & Equipment (various incl. Fogger)	2200		The Lawns Public Toilet	1395 pp
	Table tennis table & base	3345		Cemetery Store	1500 bp
	Salt Spreader for Luton	810		Fore Street Public Toilet (building & equipment)	1 pp
	Recycling Shed, shelving & boxes	200		Old Forge Wall - Fore Street	0 pp
	Railings at Bishops Avenue car park (2024)	4550 pp		The Lawns Sports Area/MUGA	102463 bp
	Interpretation boards at VG & Cemetery	1000		Recreation Ground boundary wall & Haha	0
	New dog waste bin for The Lawns	128 pp			105359
	Parking Bollards at Manor Road	120			
	Noticeboard, Grange Park	1512			
	New playground signage	274 pp			
	Monuments (War Memorial & Millenium Stone)	28000			
	Lighting Mast for night landing site	5714			
	Other Surfaces	29000			
	Equipment: Defibrillators & cabinet (total 10)	11970			
	VAS x2 (purchase & install)	7261			
	Street Furniture (Noticeboards, Seats & Picnic Benches, posts at VG & Lawns, interpretation boards)				
	increased due to new benches	34447			
		233656		TOTAL 25-26 ASSET REGISTER VALUE	AGAR Box 9
					343282

Supporting Statement for the year ending 31st March 2026:

BORROWING	None	0.00
LEASES	Cockhaven Close Play Area from Teignbridge District Council	0.00
DEBTORS	VAT reclaim Q4/2025-26 (<i>claimed, awaiting payment</i>)	2216.27
	Outstanding Invoices:	NONE
CREDITORS	Bishopsteignton Luncheon Club	
monies held in trust	Grants awarded & donations, held in trust until required and reclaimed with evidence of spend.	559.62
	Sustainable Bishopsteignton	
	Transferred balance when SB closed. To be used on sustainable project in agreement with previous SB chair.	446.46
TENANCIES	None	0.00
ADVANCE PUBLICITY	None	0.00
PENSIONS	Contributions to LGPS for Mrs. K. Ford at 21.9% of salary	7744.92

AGENCY WORK	Bal B/Fwd	Income	Expenditure	Balance C/Fwd
2025/26 DCC P3	-30.90	0.00	1775.93	-1806.83



BISHOPSTEIGNTON PARISH COUNCIL

Appendix I for 05.05.26

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.

Applicant	Financial Year						TOTAL AWARDED to each organisation
	20/21	21/22	22/23	23/24	24/25	25/26	
	Amount granted						
1st Bishopsteignton Scouts	475	1000					1475
BAGS		500	230				730
Bishopsteignton Pantomime Society			510			600	1110
BVF			510	250	150	400	1310
Citizen Advice Teignbridge			250	250			500
Flower Club				150			150
Bishopsteignton players					200	500	700
HLG					100	150	250
Village Hall					500		500
Twinning Assoc.					250		250
Bishopsteignton WI						250	250
Royal British Legion						150	150
TOTAL GRANTED	475	1500	1500	650	1200	2,300	
BUDGET SET	1000	1500	1500	1000	1000	2,000	

In both 24/25 and 25/26 where amounts awarded exceeded the budget set the balance was met using unearmarked funds.

Comments on current applications:

1. BVH – applying for £500 – For radiator covers.
2. 1st Bishopsteignton Scouts – applying for £500 – Towards Kanderstag jamboree.
3. FORT – applying for £500 – to enable continued contamination testing of River Teign waters. This could be met using the Climate Action grant funds remaining from the grant awarded to BPC in Nov 2021. (approx. £2,600 remaining, of original £4,500).

Kim Ford
Clerk to the Council

BISHOPSTEIGNTON PARISH COUNCIL
GRANT APPLICATION FORM 2025/26

1 ORGANISATION DETAILS	
Name:	Bishopsteignton Village Hall
Registered Charity:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES please provide charity number:	300769
What does your organisation do? <small>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.</small>	Available for use by the Community. Many local organisations use the Hall eg WI, Pantomime, children's events etc
2 CONTACT DETAILS	
Primary contact name:	Maureen Winn Oakley
Position in organisation:	Committee member
Contact telephone:	07979857736
Contact email:	moakleyuk@yahoo.co.uk
3 DETAILS OF GRANT REQUEST	
What is the intended use of the grant?	To purchase covers for all heaters in the hall.
How would this benefit the Parish?	To prevent users from burning themselves on the hot heaters when on. Recently a child burnt their fringes. This is now a Health + safety issue.
What is the total cost of the project?	5 covers will cost £500 (Please supply/attach quotes/estimate details)
How much are you applying for from BPC?	£500
What other fundraising will your organisation be carry out?	We constantly have fundraising events. We are at present about having repairs to our flat roofs.
Have you applied for funds from other sources? <small>If Yes please give details</small>	No, not for these covers.
4 PAYMENT DETAILS	

BISHOPSTEIGNTON PARISH COUNCIL
GRANT APPLICATION FORM 2025/26

Bank Details:

Bank:

BARCLAYS BANK

Account name:

BISHOPSTEIGNTON VILLAGE HALL

Eight digit Account Number:

50173754

Six digit Sort Code:

20/60/88

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.

Janet Oakley

Date:

20/4/26

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

COMMUNITY GRANT APPLICATION FORM 2025-26

1	ORGANISATION DETAILS				
	Name:	1 st Bishopsteignton Scout Group			
	Registered Charity:	YES			
	If YES please provide charity number:	1079871			
	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>	1 st Bishopsteignton Scout Group offers a fun programme including games, competitions, new skills, visits, community service, camping and other outdoor skills to children and young people of all abilities aged 6-18 in the Bishopsteignton and Teignmouth area. We have Squirrels, Beavers, Cubs, Scouts and Explorer unit. We have a team of committed and dedicated volunteers and are actively encouraging further recruitment as part of our strategic succession planning. Our Explorer unit has combined with Shaldon and are called Teign Explorers.			
2	CONTACT DETAILS				
	Primary contact name:	Elaine Cawthraw			
	Position in organisation:	Chair, 1 st Bishopsteignton Scout Group Trustees Board			
	Contact telephone:	07850 289771			
	Contact email:	elaine.bishopscouts@gmail.com			
3	DETAILS OF GRANT REQUEST				
	What is the intended use of the grant?	In the summer of 2027, seven trained Scout leaders will accompany a group of 20 Scouts and Explorer aged between 13 and 18 years on an international expedition to Kandersteg International Scout Centre in Switzerland. Kandersteg is a globally recognised Scouting centre, often referred to as the "Permanent Jamboree" due to the diverse range of international participants it hosts throughout the year. During the expedition, the young people will take part in a programme of challenging outdoor activities designed to develop confidence, resilience, and teamwork. Activities will include mountain hiking, via ferrata, and canyoning, all delivered in a safe and supportive environment appropriate to the age and abilities of the group. These experiences will encourage young people to step outside their comfort zones, build self-belief, and develop problem-solving skills. The trip will also provide many participants with their first opportunity to travel abroad. By living and engaging alongside Scouts from different countries and cultures, the young people will gain first-hand experience of cultural exchange, promoting mutual respect, understanding, and global citizenship.			

	<p>Travel to Switzerland will involve a combination of flights, train journeys, and local transport. In addition, participants will require specialist equipment such as hiking rucksacks, travel bags, and suitable outdoor clothing. For some families, the cost of travel and essential kit presents a significant financial barrier to participation.</p> <p>Funding from this grant would enable us to reduce these barriers by supporting travel costs and assisting young people in obtaining the necessary equipment. This support will help ensure that all participants can take part fully in the experience, regardless of their financial circumstances.</p>
How would this benefit the Parish?	<p>This expedition will have a lasting positive impact on the young people involved, supporting their personal development, independence, and confidence. By fostering resilience, intercultural understanding, and a sense of responsibility, the project will help equip participants with skills and values that will benefit them throughout their lives and enable them to contribute positively to society.</p> <p>The trip is being led by Amber Gardner, a recent World Scout Jamboree participant, who was so inspired by the experience that she wanted other young people to also have an opportunity to participate. Her sister, Leila (also a WSJ participant) is also part of the leadership team. Four members of the Group's leadership team were recent Bishopsteignton Scouts who are now volunteering and giving back to this Parish.</p>
What is the total cost of the project?	<p>£1500 p.p</p> <p><i>(If appropriate please supply/attach quotes/estimate details)</i></p>
How much are you applying for from BPC?	<p>£500</p>
What other fundraising will your organisation be carry out, if any?	<p>Local group fundraising: A Christmas Raffle (Dec 25) Big Breakfast 16th May 2026, Rum & Reggae 6th June Summer Fete 4th July During the autumn and winter, the fundraising team have suggested a community bingo/quiz night, live music gig and Christmas raffle. Individuals are also fundraising.</p>
Have you applied for funds from other sources? <i>If Yes please give details</i>	<p>Councillors Locality budgets: Cox – Dempster – TDC Councillor Community Funding (When applications re-open)</p> <p>We will be applying for grant funding – Norman Family Trust, Alkpit, BlueSpark Foundation, Leslie Sell, Devon Educational Trust, Scouts UK International.</p>
4	PAYMENT DETAILS

Bank Details:	Bank: Lloyds Account name: 1 st Bishopsteignton Scout Group Eight digit Account Number: 39151268 Six digit Sort Code: 30 /98 /97 Preferred reference: Kandersteg
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 by Policy P.024 25-26.</p>	
Signed: Elaine Cawthraw	Date: 26th April 2026
<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:	Friends of the River Teign		
	Registered Charity:	YES	NO	<input checked="" type="checkbox"/>
	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>	The objects of FORT are to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of the River Teign and adjacent waters, in particular, but not exclusively, by establishing water quality indicators and educating the public on the safe use of the local waters. (from our formal constitution).		
2	CONTACT DETAILS			
	Primary contact name:	STUART REYNOLDS		
	Position in organisation:	CHAIR		
	Contact telephone:	751456522		
	Contact email:	stuart@friendsoftheriverteign.org		
3	DETAILS OF GRANT REQUEST			

<p>What is the intended use of the grant?</p>	<p>Friends of the River Teign (FORT) will deliver a daily water quality testing programme across four key locations in the Teign estuary (Coombe Cellars upriver, Shaldon and Teignmouth back beach at the mouth of the estuary, and Teignmouth town beach on the seafront) on every day throughout August 2026 - the busiest month for swimmers, families, tourists, and water sports users. (Please see attached project plan for details.) The grant applied for would contribute significantly to this integrated, rigorous, catchment and stakeholder-focused testing programme – the first of its kind here. The outcome will be a set of benchmark data that will serve us all for years to come.</p>
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How would this benefit the Parish?

The project will directly benefit the many parishioners who are water users, including open water and beach swimmers, sailors, paddle boarders etc who use the estuary. Local businesses that depend upon tourism will benefit from the reassurance given to tourists about water quality (an increasing challenge for our local tourism-focussed businesses as we experience an overall deterioration in water quality and press coverage (which is effectively adverse publicity for tourism) from local to national news channels.

The project will also establish an extensive dataset to form a baseline for local discussions about pollution sources in the river. This is the first time such detailed, independent testing has been applied to this area of the Teign, and insights gained during the project will enable targeted action in parts of the estuary that are not subject to regular water quality testing, and yet are heavily used with significant risk to public health when water conditions are poor.

Current testing is largely focused around designated bathing waters at the mouth of the estuary rather than the area that forms part of the parish; by also exploring the water quality upriver, we are expanding our reach and serving more stakeholders along the Teign catchment.

We are delighted to approach the Bishopsteignton Council for support and thank you for your consideration.

What is the total cost of the project?	<p>£3750-£4,000 (see attached for detailed project costs)</p> <p><i>(If appropriate please supply/attach quotes/estimate details)</i></p>
How much are you applying for from BPC?	£500
What other fundraising will your organisation be carry out, if any?	<p>The group already meets its own running costs, insurances etc and a winter testing programme from fund raising, events and donations. Further donations and crowdfunding will be sought as the project progresses.</p>
<p>Have you applied for funds from other sources?</p> <p><i>If Yes please give details</i></p>	<p>Shaldon Parish Council has already provided a donation of £500. Further funding is currently being sought from Teignmouth Town Council and councillors' locality budgets to meet the total project costs</p>
<p>4 PAYMENT DETAILS</p>	
Bank Details:	<p>Bank: Lloyds Bank Plc</p> <p>Account name: Friends of the River Teign</p> <p>Eight digit Account Number: 54943963</p> <p>Six digit Sort Code: 30 / 99 / 50</p> <p>Preferred reference: BPC</p>
<p>5 CERTIFICATION</p>	
<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 by Policy P.024 25-26.</p>	

Signed:

A handwritten signature in black ink, appearing to be 'S. J. Jones', written in a cursive style.

Date: 26th April 2026

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 STRATEGY

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/ukxi/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 re-adoption, 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.

FOR REVIEW



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 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

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; or
 - (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
- 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.

DRAFT

Extension of Double Yellow Lines:

From the existing DYLas far as is required to eliminate the pinch point for public transport and emergency vehicles.



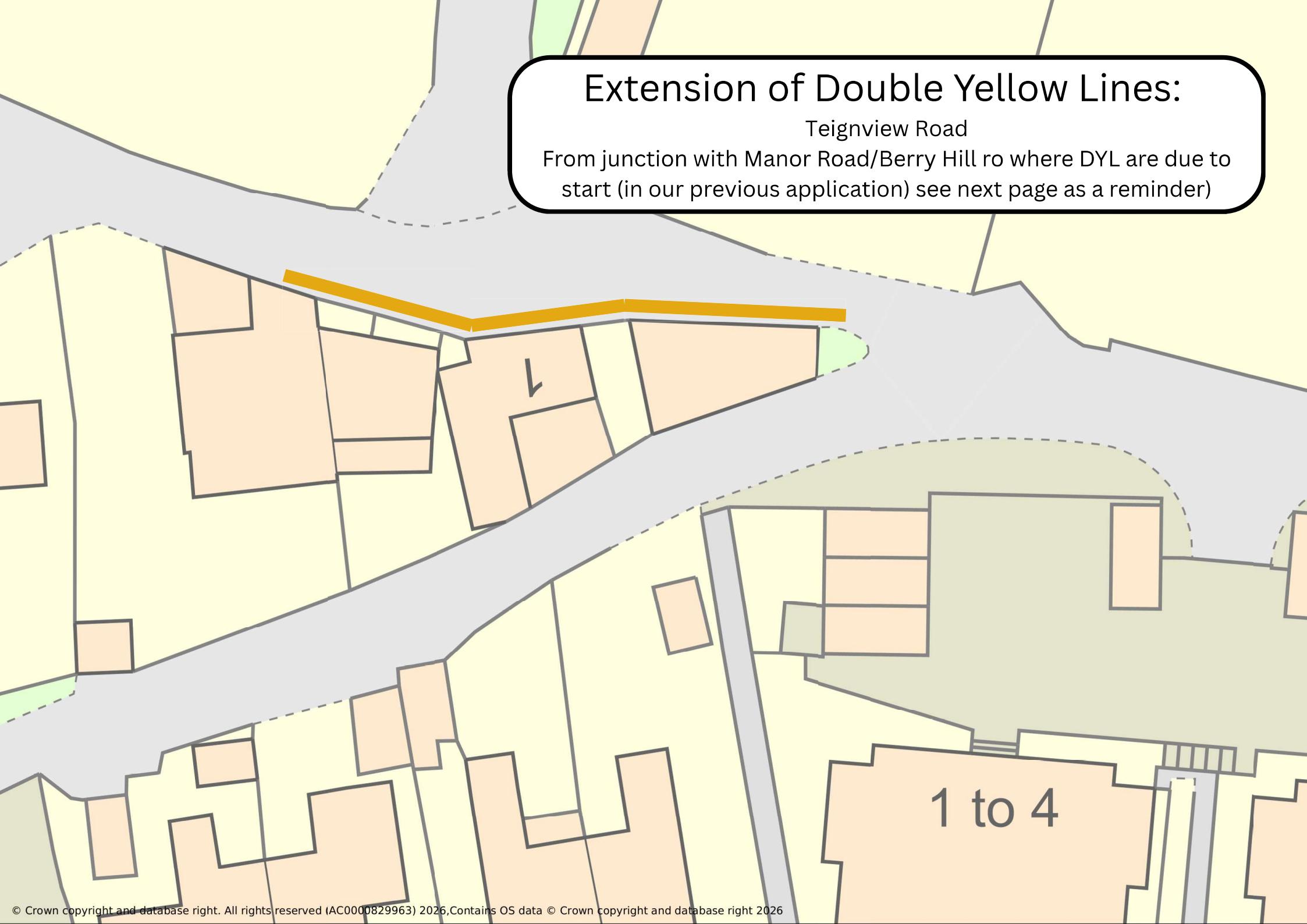
Car

Car Pk

Extension of Double Yellow Lines:

Teignview Road

From junction with Manor Road/Berry Hill ro where DYL are due to start (in our previous application) see next page as a reminder)



1 to 4



Installation of Double Yellow Lines:

From the down pipe on 3 Teignview Road to end of 9 Teignview Road.

Application made Autumn 2025.

approved by NHO & County Councillor, awaiting review
of Teignbridge HATOC