

DRAFT v02 MINUTES

OF THE FULL COUNCIL MEETING

Held at 19.00 Monday 13 July 2026
At Bishopsteignton Community Centre, Shute Hill



2607.01 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt Cllr. D. Dixon Cllr. R. Gateshill
Cllr. R. Gill Cllr. J. Grimble Cllr. J. Hooper
Cllr. Myers Cllr. D. Robbins Cllr. W. Vooght (9/10)
District Cllr. A. MacGregor. County Cllr. T. Dempster.
Clerk: Mrs. K. Ford, & 4 members of the public at varying times.
- Apologies:** Cllr. E. Newcombe (1/10). PCSO. S. Bunce
- .02 **Declaration of Interests:** None
- .03 **Order of Business:** No changes proposed.

2607.02 MEMBER CO-OPTION

There were no applications received during the advertisement of this vacancy. To be advertised again for co-option to take place at the next full council meeting, 07.09.26.

2607.03 OFFICIAL REPORTS

- .01 **Police Report**
A report was provided, available on the BPC website. No further comments.
- .02 **District Councillor Report:**
Cllr. MacGregor had provided the following written report:
1. From the discussions taking place around LGR: Elections - At a recent briefing on the Local Government Re-organisation, when polled, attendees said they were in favour of aligning parish and town elections with the new authority which means that in 2027, the elections of Parish and Town Councillors would be for a 5-year period rather than the current 4. I would hope that they poll the parishes and towns but haven't heard any plans yet.
 2. At this stage there is a setting council tax model, but as it stands at present there appears to be no identified route to establishing parity across bandings by town or parish.
 3. On a national level and this will apply to the whole of England. The Vagrancy Act has been repealed, which decriminalises rough sleeping. This might impact numbers yet, this is unclear. The number of rough sleepers is static over the last 12 months or so across the district.
 4. Back to local information. TDC will have by now (24th June) issued their 'Notice of Intention to commence preparations for a new local plan'
 5. On the 16 July we expect a clarification on the direction of travel for the planned LGR. In any event it is likely the voter numbers to councillor ratio will be set at a minimum of 4500:1. This means Bishopsteignton current ward boundaries are likely to be expanded to include parts of other current wards. No indication yet to the direction. I suspect Parish and Towns will remain as they are, but whoever is lucky enough to be chosen by residents will have meetings by Bishopsteignton PC and one other location at least to attend.
- Cllr. Merritt requested an update on the status of the property Higher Green, on Fore Street. Cllr. MacGregor reported this was with the busy planning department and that he would chase this up.
- .03 **County Councillor Report:**

Cllr. Dempster commented on the upcoming LGR announcement saying there were mixed views at Devon County Council.

He reported on the new electric buses in circulation across the whole of Devon. This followed a grant being awarded to Stagecoach from central government.

2607.04 PLANNING

The following application was considered, and it was RESOLVED for the comments below to be submitted to Teignbridge District Council as the Local Planning Authority:

APP REF: 26/00898/FUL - Scout Hall Radway Hill Bishopsteignton Devon TQ14 9SW

PROPOSAL: Demolition of existing Scout Hut and construction of two semi-detached dwellings with associated parking.

The application was discussed and several comments made by the public audience the following comment was proposed by Cllr. Merritt, seconded by Cllr. Myers, and unanimously agreed.

COMMENT: *Bishopsteignton Parish Council object to this proposal.*

The proposed two properties, being two storey each, is considered overdevelopment of the site particularly with a total of four car park spaces. The elevation of this site over residential neighbouring properties on Wallis Grove will create unwelcome overlooking.

Furthermore, there is no reference to a demolition plan. This causes concern for the council and residents alike as there is a proven presence of asbestos. The safe removal of such would be required under building regulation checks and controls.

It was also unanimously agreed for the application to be called into category B for determination by the Teignbridge district council planning committee.

2607.05 FINANCE

.01 Payments:

It was proposed by Cllr. Dixon, seconded by Cllr. Hooper, agreed unanimously, and therefore RESOLVED that the payments transacted by the clerk across the period 01.05.26 to 30.06.26, be approved retrospectively.

.02 Financial Statements:

- a. A financial statement for the period ending 31.05.26 was NOTED by members and signed by the Chair.
- b. A financial statement for the period ending 30.06.26 was NOTED by members and signed by the Chair.
- c. A statement of the spend of Q1 precept was not yet available to review. To be circulated to members in due course.

2607.06 COUNCIL STRATEGY

.01 Policies: The following policy has been prepared in accordance with legislative and sector recommendations for council consideration. It was proposed by Cllr. Vooght, seconded by Cllr. Hooper and unanimously agreed to adopt:

- a. Dignity At Work Policy (P.046)
- b. Equality & Diversity Policy (P.029)

.02 Committee Structure/Membership: Members reviewed the list of membership for all BPC committees and working parties which included adding Cllr. Myers to the Finance Committee,

and Cllr. Newcombe to the Planning Committee. All changes highlighted were proposed by Cllr. Vooght, seconded by Cllr. Dixon unanimously agreed and therefore resolved.

2607.07 CLERKS REPORT

- .01 The clerk highlighted the report section:
BISHOPSTEIGNTON COMMUNITY CENTRE LEASE: The council currently have a lease agreement with BCC but this will need to be revised as BH will be the lessor to BPC. This is progressing and all the associated legal fees will be split 3 ways including our independent check of the documents by Tozers, when the time comes.
and requested council approval of this action to proceed. This was proposed, seconded and unanimously agreed therefore RESOLVED.
- .02 Cllr. Vooght asked if the snow warden for Ideford could be named. Clerk to contact the clerk to Ideford PC.
- .03 Cllr. Gill asked if Bishopsteignton HLG understood our resolution to have no more defibrillators installed. The clerk reported this advice was provided but each request should be assessed on its merits in the future.
It was clarified there is a unit in Luton, Cllr. Myers offered a training session in Luton, Cllr Vooght to circulate this offer.
- .04 Attention was drawn to the appendix on age-friendly parishes. To be given further consideration at a future meeting. To be shared with Bishopsteignton HLG.

2607.08 MEMBERS REPORTS

- .01 Teign Estuary Trail – Cllr. Merritt gave a summary of the report which was provided. Available to read on the BPC website.
- .02 Save The Lido Campaign Group, Teignmouth – Cllr. Merritt gave a summary of the work being carried out by the campaign group in Teignmouth and suggested the council offer its support to the campaign. Agreed unanimously therefore the clerk to write accordingly.
- .03 Cultural Assets review for Teignbridge District Council – It was agreed Cllr. Hooper would prepare this in consultation with the clerk.
- .04 Torbay Cardiac Unit Campaign – Cllr. Merritt summarised the work of this campaign group and that the threat of closure is critical. Those who attended the open discussion with MP Martin Wrigley and Susie Colley -Chair of Torquay Chamber of Commerce & Heart Campaign held in January. It was suggested that there should be a further public update meeting. Cllr. Merritt to liaise with the Ms. Colley as campaign leader.

2607.09 PUBLIC PARTICIPATION

- .01 A parishioner asked if there are any plans to assist local organisations with recruiting volunteers, members, etc. The clerk suggested an organization fair, or similar. Needed thought, to be considered.
- .02 A parishioner thanked the council for raising the issue of the Torbay Cardiac Unit closure, he'd been unaware of this and would wish to attend a public meeting if provided.

The Chair closed the meeting at 20.13

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 retrained 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.

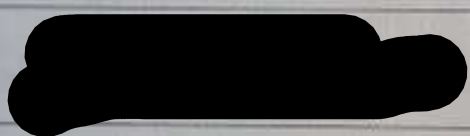
Reasons for applying

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



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 Bishopsteignton 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 | | |
| 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
- 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, 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.

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	Mr Marc Wain
Home Address	██████████ Bishopsteignton ██████████
Home Telephone	██████████
Mobile Telephone	██████████
Email Address	██████████

About You

Please provide the council with some background information about yourself.

I am 60 years old and enjoying living in the lovely community of Bishopsteignton. I have run my own company – SecureForce UK Ltd for 18 years, the business is a local Security provider, based in Newton Abbot and employing 60+ local people.

I am passionate about supporting local businesses and local communities both through the Company and personally.

I am slowly starting to take a step back from the business having put in place a strong management team. I would dearly like to put some of my spare time to a role that benefits the community as well as utilises my varied technical and mechanical skills.

I am a keen Golfer – Long term member of Stover Golf Club and I am a frequent traveller who enjoys getting close to other cultures and experiencing their lives and believes.

I am a qualified Mechanic and have also previously run my own I.T Company.

As part of my role within the Security Industry I have been fully screened and vetted via the S.I.A which is part of the Home Office as well as holding enhanced DBS clearance.

I am very used to public speaking – having been a senior member of a large national company.

Reasons for applying

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

I am keen to continue with my active life and now that I am working towards semi retirement I have scope to share some of that time in a role that both stimulates me as well as being of value to others.

I have a very broad range of technical skills which I believe will certainly help me contribute to helping understand council issues such as planning etc.

I have extensive social & business skills gained from over 30 years of senior level management as well as being involved in social groups like Golf Societies etc.

I have a very good understanding of financial matters – including employment costs, business expense and how such matters can make a difference to local people.

I am competent in Health and Safety matters being ultimately responsible for all H & S Compliance within my Business.

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 Bishopsteignton 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 | ☐ | ☐ |
| 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
- 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.....Marc Wain..... 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.....29/07/2026.....

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 August 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 July 2026 to the 31st July 2026**, there were 12 recorded offences in the Bishopsteignton area, made to the Police.

Stalking with fer of violence 1

Parent of school pupil verbally aggressive to Head Teacher 1

Neighbour dispute 1

Violence less serious (drunk friend attacked) 1

Anti-social behaviour by neighbour (threats made) 1

Threats to burn down house 1

Domestic (threats made towards victim) 1

Violence more serious (treats made to kill towards foster family) 1

Domestic (threats made towards victim) 1

Violence less serious (male v male) 1

Violence less serious (male stranger to female causing harassment) 1

Drugs (person supplied drugs before overdose) 1



101 Non Emergency SignLive Non Emergency (BSL video relay)
999 Emergency 999 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 September 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 Ryan Northmore who is the sector inspector, Sergeant Andrew Elliott 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 August 2026 to the 31st August 2026**, there were 6 recorded offences in the Bishopsteignton area, made to the Police.

ASB Nuisance (neighbour issues) 1

Burglary residential (high value items taken whilst occupiers were out) 1

ASB nuisance (male has sett up home in grounds of residential home) 1

Fraud /insecure premises (Elderly female reporting fraud) 1

Attempt burglary (male came to door at 0245 hrs looked like he was trying to use a key to get in) 1

Burglary Residential (items moved with in house no forced entry knives stolen)
1

1. LGR. The Leader of Teignbridge has announced he is now backing a challenge to the decision taken regarding unit Aries in Devon. This is a bit of a u-turn as he wasn't prepared to allocate funds to the matter at the LGR briefing a few weeks ago. As it stands, it remains likely that Teignbridge will still be split, but that may change. Wards are likely to remain the same for those going to Torbay and South Devon.
2. Planning. No changes yet. Not many applications going to committee. Last two meetings have been cancelled. Wolborough Fen appeal is still ongoing and may come out with interesting precedents which might impact other developments in respect of ecology.
3. Housing. Locally, the officers are seeking to get 22? Fore Street back into use as it is empty currently. Owned by an overseas based person is making progress slow. District wide, social and affordable targets are not being met due to a slowdown last year in construction and this hasn't picked up yet. TDC are consulting on Bradley Lane in NA for design layout and number.
4. Local Plan. The new local plan due to start end of July has been paused pending more clarity on the outcome of the changes in LGR. At this stage we're unsure when this will recommence.
5. Bishopsteignton May end up with three councillors representing it under the proposed LGR arrangements. Current District Councillors are already expected to remain as councillors for a further year while TDC is phased out. Devon County Councillors will still be within their normal term and in May next year, an election for councillors for the new unitaries will give wards a new councillor setting up the new unitary model.
6. Waste and Recycling. Despite issues with delayed collections, the waste and recycling team are generally doing an amazing job. The heat of the dry hot summer has reduced somewhat which hopefully will see better performance.
1. Disposal of assets. This process continues slowly. The Lido submission deadline has been passed and a decision will be made by December.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)

Bishopsteignton Parish Council

App D - PAYMENTS LIST for transactions carried out 01.07.26 to 31.08.26 for retrospective approval

VN	Code	Date	Description	Supplier	Net	VAT	Total
65	Fore St Toilets - Cleaning & Maint.	01/07/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
65	Lawns: Toilets & MUGA - Cleaning & Maint.	01/07/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
66	IT General & Reserve	01/07/2026	Website hosting	Dot Combo	57.50		57.50
67	IT General & Reserve	06/07/2026	Admin/IT	Nexway / Kaspersky	41.66	8.33	49.99
68	Playground Reserve	06/07/2026	Playground Maintenance	BGS Ltd	1,080.00	216.00	1,296.00
69	Sustainable Bishop	08/07/2026	Donation	Devon Wildlife Trust	200.00		200.00
70	Burial Ground	08/07/2026	Cemetery Maintenance	Kate Eco Gardening	65.00		65.00
71	P3	08/07/2026	General Maintenance - See description	BGS Ltd	200.00	40.00	240.00
72	Playground Reserve	08/07/2026	Small Gardens Contract & Expenses	Miss Moffat's Gardening Services	20.00		20.00
72	War Memorial	08/07/2026	Small Gardens Contract & Expenses	Miss Moffat's Gardening Services	60.00		60.00
72	Small Gardens Contract	08/07/2026	Small Gardens Contract & Expenses	Miss Moffat's Gardening Services	320.00		320.00
73	Admin Costs	13/07/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
74	Fore St Toilets - Utilities	14/07/2026	Utilities	Everflow Ltd	61.75		61.75
75	Burial Ground	15/07/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
75	Green Spaces Contract	15/07/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
75	St John's Churchyard	15/07/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
75	P3	15/07/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
75	Playground Reserve	15/07/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
76	Defibrillators	21/07/2026	Defibrillator costs	Eddy Stephenson	845.00	169.00	1,014.00
77	Burial Ground	24/07/2026	Cemetery Maintenance	John Parkes	25.25	5.05	30.30
78	Tidy Village (Weeding, etc)	24/07/2026	General Maintenance - See description	Di Ewing	37.45	7.50	44.95
79	Admin Costs	24/07/2026	Stationery	Amazon	72.72	14.54	87.26
80	Training - Members	24/07/2026	Member Training	DALC	40.00	8.00	48.00
81	Lawns Toilets & MUGA - Utilities	27/07/2026	Utilities	British Gas	18.57	0.93	19.50
82	Fore St Toilets - Cleaning & Maint.	27/07/2026	General Maintenance - See description	Inter-Line Building Supplies Ltd	35.50	7.10	42.60
83	Admin Costs	28/07/2026	Bank Charges	Lloyds	4.25		4.25
84	Fore St Toilets - Utilities	30/07/2026	Utilities	British Gas	27.84	1.39	29.23
85	Net Salary	31/07/2026	Clerks Salary	Mrs. K Ford	1,797.71		1,797.71
86	Employee Pension	31/07/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
86	Employer Pension	31/07/2026	Pension Contributions	DCC Pension Fund	502.93		502.93
87	Employee Tax	31/07/2026	Tax & NICs	HMRC	249.60		249.60
87	Employee NIC	31/07/2026	Tax & NICs	HMRC	99.88		99.88
87	Employer NIC	31/07/2026	Tax & NICs	HMRC	281.92		281.92
88	IT General & Reserve	06/07/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
89	Fore St Toilets - Cleaning & Maint.	03/08/2026	Toilet Cleaning Contract	P. Walton	257.50		257.50
89	Lawns: Toilets & MUGA - Cleaning & Maint.	03/08/2026	Toilet Cleaning Contract	P. Walton	171.67		171.67
90	IT General & Reserve	03/08/2026	Website hosting	Dot Combo	57.50		57.50

91	TDC Waste Removal Contract	05/08/2026	Refuse collection contract	Teignbridge DC	1,564.00	312.80	1,876.80
92	Climate Impact Actions	06/08/2026	Donation	Miss Moffat's Gardening Services	44.02		44.02
93	IT General & Reserve	06/08/2026	Email hosting	Very Good Email Co	17.88	3.58	21.46
94	Admin Costs	12/08/2026	BPC Mobile Phone contract	EE	17.00	3.40	20.40
95	BCC Rent & service charge	12/08/2026	Office Rent	Bishop CC	711.60		711.60
96	Unrestricted Reserves & Contingency	12/08/2026	VAT Adjustment	HMRC		638.72	638.72
97	Fore St Toilets - Utilities	14/08/2026	Utilities	Everflow Ltd	61.13		61.13
98	CIL for BCC	14/08/2026	CIL expenses	Mrs. K Ford	204.52	40.90	245.42
99	Admin Costs	15/08/2026	Stationery	Sainsburys	15.01		15.01
100	Burial Ground	17/08/2026	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
100	Green Spaces Contract	17/08/2026	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
100	St John's Churchyard	17/08/2026	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
100	Playground Reserve	17/08/2026	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
100	P3	17/08/2026	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
101	CIL for BCC	20/08/2026	CIL	Cast Iron Radiators Ltd	2,214.00	442.80	2,656.80
102	Admin Costs	20/08/2026	Clerks Expenses - See description	Cockhaven Arms	14.75		14.75
103	Lawns Toilets & MUGA - Utilities	26/08/2026	Utilities	British Gas	13.60	0.68	14.28
104	Street Furniture Maintenance Reserve	26/08/2026	General Maintenance - See description	P. Walton	190.67		190.67
105	Net Salary	28/08/2026	Clerks Salary	Mrs. K Ford	1,797.51		1,797.51
106	Employee Pension	28/08/2026	Pension Contributions	DCC Pension Fund	149.27		149.27
106	Employer Pension	28/08/2026	Pension Contributions	DCC Pension Fund	66.58		66.58
107	Employee Tax	28/08/2026	Tax & NICs	HMRC	249.80		249.80
107	Employee NIC	28/08/2026	Tax & NICs	HMRC	99.88		99.88
107	Employer NIC	28/08/2026	Tax & NICs	HMRC	281.92		281.92
108	Training - Clerk	28/08/2026	Clerks Expenses - See description	Mrs. K Ford	6.50	1.30	7.80
108	CIL for BCC	28/08/2026	Clerks Expenses - See description	Mrs. K Ford	40.75	8.15	48.90
109	Admin Costs	28/08/2026	Bank Charges	Lloyds	4.25		4.25
					7,184.89	848.78	8,033.67

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

CHAIR: _____

DATE: _____



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.07.26

1. BALANCES

Lloyds Community Account	35299.80	
Lloyds 32-day Notice Account	81468.75	
Lloyds Instant Access Savings Account	21551.48	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 31.07.26	218320.03	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	203260.93	93.1% of Bank balance
CONTINGENCY BALANCE AVAILABLE / UNRESTRICTED FUNDS	15059.10	6.9% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	105791.17	Bishopsteignton Cemetery use only
Staff costs	7270.26	Staff salary, Employer NI & Pension contributions
Administration costs	16089.50	Office/admin cost, election, IT & car park reserves
Events	446.16	Includes Remembrance, APM, recognition awards
Asset Management	30626.81	budgets & reserves for management of all assets
Agency Grants	-2206.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1655.70	For Emergency resilience & Snow Warden
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	220.96	Sustainable Bishop
Community Infrastructure Levy	42474.59	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2130.61	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-2417.32	Balance of VAT payments & receipts
TOTAL	203260.93	

3. BANK RECONCILIATION (next page)

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		197,315.03
	ADD Receipts 01/04/2026 - 31/07/2026		62,486.25
	SUBTRACT Payments 01/04/2026 - 31/07/2026		259,801.28
	Cash in Hand 31/07/2026 (per Cash Book)		41,481.25
B			218,320.03
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Community Account Lloyds 31/07/2026	35,299.80	
	Savings Lloyds 31/07/2026	21,551.48	
	90 day Deposit Account Hinckley & 31/07/2026	80,000.00	
	32 day Deposit Account Lloyds 31/07/2026	81,468.75	
			218,320.03
	Less unrepresented payments		
			218,320.03
	Plus unrepresented receipts		
B	Adjusted Bank Balance		218,320.03
	A = B Checks out OK		



BISHOPSTEIGNTON PARISH COUNCIL

FINANCIAL STATEMENT At 31.08.26

1. BALANCES

Lloyds Community Account	26176.66	
Lloyds 32-day Notice Account	81584.41	
Lloyds Instant Access Savings Account	21560.93	
Hinckley & Rugby Deposit Account	80000.00	
Bank Balance at 31.08.26	209322.00	as bank reconciliation on page 2
of which Restricted/Earmarked Funds (detailed below, less burial account charge)	194137.79	92.7% of Bank balance
CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS	15184.21	7.3% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	107768.17	Bishopsteignton Cemetery use only
Staff costs	4625.30	Staff salary, Employer NI & Pension contributions
Administration costs	15245.01	Office/admin cost, election, IT & car park reserves
Events	446.16	Includes Remembrance, APM, recognition awards
Asset Management	27349.49	budgets & reserves for management of all assets
Agency Grants	-2256.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1655.70	For Emergency resilience & Snow Warden
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	559.62	Bishopsteignton Luncheon Club
	220.96	Sustainable Bishop
Community Infrastructure Levy	32474.59	Spend must meet criteria, deadlines for spend
BCC CIL	7540.73	Ringfenced for BCC project
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2086.59	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-4197.40	Balance of VAT payments & receipts
TOTAL	194137.79	

3. BANK RECONCILIATION (next page)

SIGNED

DATED 07.09.26

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		197,315.03
	ADD Receipts 01/04/2026 - 31/08/2026		65,321.56
	SUBTRACT Payments 01/04/2026 - 31/08/2026		262,636.59
	Cash in Hand 31/08/2026 (per Cash Book)		53,314.59
			209,322.00
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	Community Account Lloyds 31/08/2026	26,176.66	
	Savings Lloyds 31/08/2026	21,560.93	
	90 day Deposit Account Hinckley & 31/08/2026	80,000.00	
	32 day Deposit Account Lloyds 31/08/2026	81,584.41	
			209,322.00
	Less unrepresented payments		
			209,322.00
	Plus unrepresented receipts		
	Adjusted Bank Balance		209,322.00
	A = B Checks out OK		

GRANT APPLICATION FORM FY 2026-27



1	ORGANISATION DETAILS				
Name:		Bishopsteignton Village Festival Committee			
Registered Charity:		YES		NO	X
If YES please provide charity number:					
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>		We are a non-profit making village group which came together in 2012 to organise and put on a three-day Festival on the Village Green in 2013. Since then, there has been a biennial Festival held in Bishopsteignton with 2025 being the 7th such Festival with June 2027 our next Festival. Our aims and objectives are to be fully inclusive for the benefit of all residents of the village, whatever their age and mobility and provide an enjoyable focal point to bring the community together. In-between the biennial Festivals we fundraise as much as possible in order to boost our funds to have enough to ensure the next Festival can go ahead. We have recently held our Summer Sounds (one day music event) which was very successful and raised much needed funds for next year. We are now working towards putting on our very popular annual Christmas Market which is always held at Higher Humber Farm. This year it will be held on Saturday 21st November 2026. Apart from the normal expansive range of Christmas Stalls, a Face Painter and a visit from Father Christmas, we also have singing provided by the village Choirs. We hire a Minibus that does round trips to and from the Farm from the centre of Bishopsteignton to ensure that everyone has access to the Market, particularly if they don't drive.			
2	CONTACT DETAILS				
Primary contact name:		Carolyn Andrews			
Position in organisation:		Treasurer			
Contact telephone:		07837 075223			
Contact email:		candrews57@hotmail.com			

GRANT APPLICATION FORM FY 2026-27



3	DETAILS OF GRANT REQUEST	
What is the intended use of the grant?	If the Parish Council were kind enough to grant us a donation, we would put this towards the cost of hiring the Minibus, the total cost of which amounts to £475.	
How would this benefit the Parish?	I'm sure you are aware that the Festival is a hugely popular biennial event which is well supported by so many villagers. Our aim is always to provide an Event that will bring the whole community together and, although we are very fortunate to be supported by the Parish Council as well as Teignbridge and Devon Councils, we do need to raise further funds in order to keep the Festival funds going. Our annual Christmas market is very popular and has been running for many years. It raises much needed funds to bolster our Festival accounts. Humber Farm very kindly provide us with the venue but as it is 2 miles out of the village, we always hire a Minibus to ensure access is available to everyone. Over the years we have also accumulated a good supply of equipment such as trestle tables and chairs, marques and gazebos and barbeques. We regularly loan our equipment, free of charge, to other vital Societies in the Village in order that they can achieve their aims and objectives.	
What is the total cost of the project?	£2500 (Please supply/attach quotes/estimate details)	
How much are you applying for from BPC?	£200	
What other fundraising will your organisation be carry out?	We have recently held our Summer Sounds music event (in July) which proved to be very popular and was well attended providing us with a healthy profit to put towards next year's Festival	
Have you applied for funds from other sources? <i>If Yes please give details</i>	Bishop Heritage and Devn County Council donated towards our Summer Sounds event	
4	PAYMENT DETAILS	
Bank Details:	Bank: Lloyds Bank PLC Account name: Bishopsteignton Village Festival Eight digit Account Number: <u>37823360</u> _ _ _ _ _ Six digit Sort Code: <u>30</u> _ / <u>90</u> _ / <u>89</u> _	

GRANT APPLICATION FORM FY 2026-27



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.	
Signed:	<i>Carolyn J Andrews</i>
Date:	04.08.2026
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

Appendix I for 07.09.26

Clerks Report – Civility & Respect Pledge

For consideration:

Throughout the sector, there are growing concerns about the impact bullying, harassment and intimidation is having on councils, councillors and staff and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across the sector including Society of Local Council Clerks (SLCC), National Association of Local Councils (NALC) councils, County Associations and One Voice Wales (OVW).

The core aims and values of the Civility and Respect Project Working Group, for securing permanent change in the sector, are set out a mission statement:

'Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable; whether that is by councillors, professional officers, staff or members of the public.

This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved including standing for election, and undermine public confidence and trust in local democracy.

National Association of Local Councils (NALC), county associations of local councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and Society of Local Council Clerks (SLCC) as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end the Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encourage more people to get involved; training; and processes to intervene to provide support to struggling councils.'

To make this pledge a local council must:

- Have in place a training programme for councillors and staff Training policy (**P.025 last adopted April 2025. To be reviewed for re-adoption every other year**).
- have signed up to the Code of Conduct for councillors **Last adopted May 2026, and annually going forward.**
- have good governance arrangements in place including staff contracts (**Yes**) and a Dignity at Work policy (**P.046 adopted July 2026**)
- Seek professional help at early stages should civility and respect issues arise
- Commit to calling out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme **Application to LCAS intended to be made following next election is criterion are met.**
- Supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate. **We can do this as and when required.**

Furthermore, BPC can:

- Understand the different but complementary roles and responsibilities of Councillors and officers. See guidelines attached.
- Regularly assess the governance arrangements and identify areas for improvement. Ensuring training, professionalism, good conduct, transparency & accountability; for BPC this is undertaken by the clerk in conjunction with the Strategy & Governance Committee.
- Respectful social media presence, aiming for constructive engagement with the community. See guidelines attached.
- Understand the correct process for recruitment. Guide available, which has been developed to assist a local council through all the stages of a successful recruitment campaign (this will shortly appear in the members google drive as it is too large to attach).
- Work within the guidelines of a model councillor-officer protocol to build a strong, constructive, and trusting relationship between councillors and officers, which is essential to the effective and efficient working of the council. See model protocol attached.
- Understand councillors responsibilities as employers. A series of podcasts is available to cover this, to be shared in due course.
- Promote the project, using recommended posters (or similar) on our website. I will do this once the pledge is made. See example attached.
- Understand the Civility and Respect 'continuum' which illustrates how issues escalate over time. Research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period. The longer an issue is permitted to continue, unaddressed, the more complex, time-consuming, and expensive the resolution becomes. See illustration attached.
- Keep up with sector new on the C&R project by reading the newsletter. I will circulate this to members on publication. Attached is the most recent, dated April 2026.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Kim Ford
Clerk to the Council

ROLES AND RESPONSIBILITIES

Contents

INTRODUCTION	1
THE ROLE OF COUNCILLORS	1
THE CHAIR.....	3
Outside of the meeting	3
Committee chairs	4
THE ROLE OF THE CLERK AND OTHER OFFICERS	4
MEETINGS	6
INFORMATION.....	6

INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

‘Proper officer’ is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the ‘responsible finance officer’.

The local council clerk is the ‘engine’ of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council’s only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors’ register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.



TOWN & PARISH COUNCIL'S RECOMMENDED BASIC GOVERNANCE CHECKLIST

Good governance underpins a well run town or parish council and without it can be the cause of Civility & Respect and other issues and problems which could escalate.

This first step Governance Checklist is recommended to Councillors, Clerks, County Officers and Monitoring Officers to review when there are complaints and concerns regarding the functioning of the Council.

If the Council is unable to complete part of the checklist, it may be by addressing this initially it could prevent the problem escalating.

		Task completed ✓ Yes × No	
1	Is the Council a member of National Association of Local Councils (NALC)? NALC supports and promotes local councils providing statutory and not statutory information. NALC also works with County Associations for local support.	☐	☐
2	Is the Clerk a member of Society of Local Council Clerks (SLCC)? Councils should ensure and pay (Local Government Act 1972 s 143 (1) (b)), for their Clerk to have professional membership to enable to receive training and be kept fully up to date on the sector. SLCC has a mentoring scheme to support new Clerks and local meetings.	☐	☐
3	Employment Matters Does the Clerk (and other staff) have a Contract of Employment? Does the Clerk (and other staff) have a Personal Development Plan reviewed at least annually?	☐	☐
4	Code of Conduct Have all Councillors signed up to the Code of Conduct? Have all Councillors received Code of Conduct training?	☐	☐
5	Training Is there a plan for undertaking recommended training e.g. Code of Conduct for Councillors? Some free training is available via Principal Authorities and County Associations and or can be shared with neighbouring councils. Does the Clerk have access to recommended training? There are many forms of training for Clerks from progression for new Clerks 1 day on line up to an MA. There are also many relevant topic based training in person and online to keep Clerks up to date and benefit their Councils and Community. Being a member of SLCC will normally ensure a reduced rate for training. Some grant funding can be available for training.	☐	☐

6

Does the Clerk attend professional development conferences?

Professional Conferences have sessions specifically designed for Clerks skill building, professional development and enrichment. This will enable a Clerk, Council and the community to stay ahead of a challenging and fluctuating environment and recommending solutions to issues that have been addressed by other Clerks & Councils. Conferences provide ideas, best practices, contacts and tools which can not only improve the day to day governance of the Council, can assist with financial savings, accessing funds and project management.

☐ ☐

7

Professional Helpline / Advice / Support

Has advice on the problem been sought from NALC?

Has it been acted on?

Being a member of NALC will enable free access to the professional helpline and support.

Has advice on the problem been sought from SLCC?

Has it been acted on?

SLCC is not a union. It's helpline for Clerks is provided to assist with professional matters advising of best practices and practical solutions. It also provides the facility of networking Clerks who have been through similar problems.

SLCC Advice Library includes over 700 documents listed under the 90 categories; within each category you'll find the documents grouped by: • Advice Notes – statement of fact or law • Guidance Notes – how to do something • Model Documents – can be adapted to suit a council's particular circumstances. SLCC members may use and adapt the documents within their own council(s) on the understanding that the copyright remains with SLCC. The document must not be shared with or transferred to non-members.

☐ ☐

8

Is the Council trying to operate without a Clerk?

There can be several reasons why the Clerk is not currently available. The recommendation is that a Locum Clerk who has professional qualification is brought in to assist with the issue to prevent escalation.

9

Does the Chair / Mayor have professional support?

This can be from the Clerk / Locum Clerk, County Association or NALC.

☐ ☐

10

Are the Council, Councillors and Clerk clear about their Roles and Responsibilities?

- ♥ Council who acts as a corporate body making policies and decisions on behalf of the Council.
- ♥ Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the Council.
- ♥ Clerk who carries out the instructions of the Council as a corporate body and manages the day to day functions and governance of the Council

☐ ☐

11

Is there evidence of bullying and harassment by a Councillor?

This becomes a Code of Conduct matter and therefore the Council as the corporate body cannot investigate and take actions. The process is referred to the Monitoring Officer for determination.

☐ ☐

12

Is there evidence of inappropriate behaviour by the Clerk?

The Council if it believes the Clerk has acted inappropriately should ideally address in the regular Performance Development Plan.

If there continues to be a problem it is recommended that professional advice is sought to address employment matters rather than a Council trying to do their best, which can sometimes make problems more difficult and bring the Council into a 'crisis' situation.

Ideally a plan should be in place if this is needed (e.g. who to contact).

Ideally larger councils would have professional external HR support.

It is recommended that all times a professional trained Clerk is in place even if a Locum.

☐ ☐

13

Has the Council signed up to the Civility & Respect Pledge?
☐ ☐

14

Are the basic Governance arrangements in place?

The items below indicate a basic level of governance procedures which should be in place for a town or parish council.

It should also be noted that if a Council has all of these governance arrangements in place it can use these as a base to apply for the NALC Bronze Local Council Award see www.nalc.gov.uk

☐ ☐

i

Standing Orders

☐ ☐

ii

Financial Regulations

☐ ☐

iii

Code of Conduct

☐ ☐

iv

Publication Scheme

☐ ☐

v

Complaints Procedure

☐ ☐

vi

Privacy Notice

☐ ☐

vii

Audit completed, advertised correctly, evidence of reports presented to Council.

☐ ☐

viii

Internal Audit reports regularly reported to Council

☐ ☐

ix

Financial Transactions – transparent information available

☐ ☐

x

Meeting Calendar

☐ ☐

xi

Minutes – available and transparent

☐ ☐

xii

Risk Management Policy

☐ ☐

xiii

Register of Assets

☐ ☐

xiv

Insurance Policy

☐ ☐



Civility & Respect for the local council sector

- IS top of the
agenda

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Take the pledge today!
Visit: www.nalc.gov.uk
or www.slcc.co.uk

MODEL COUNCILLOR-OFFICER PROTOCOL

Contents

INTRODUCTION	2
BACKGROUND	3
ROLES OF COUNCILLORS AND OFFICERS	3
Councillors	3
Chairs and vice-chairs of council and committees	5
Officers	5
The Relationship: General	6
Expectations	7
Some general principles	7
COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS	8
CORRESPONDENCE	8
PRESS AND MEDIA	9
IF THINGS GO WRONG	10
Procedure for officers:	10
Procedure for councillors:	10

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

BULLYING AND HARASSMENT STATEMENT

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors

and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff".

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings

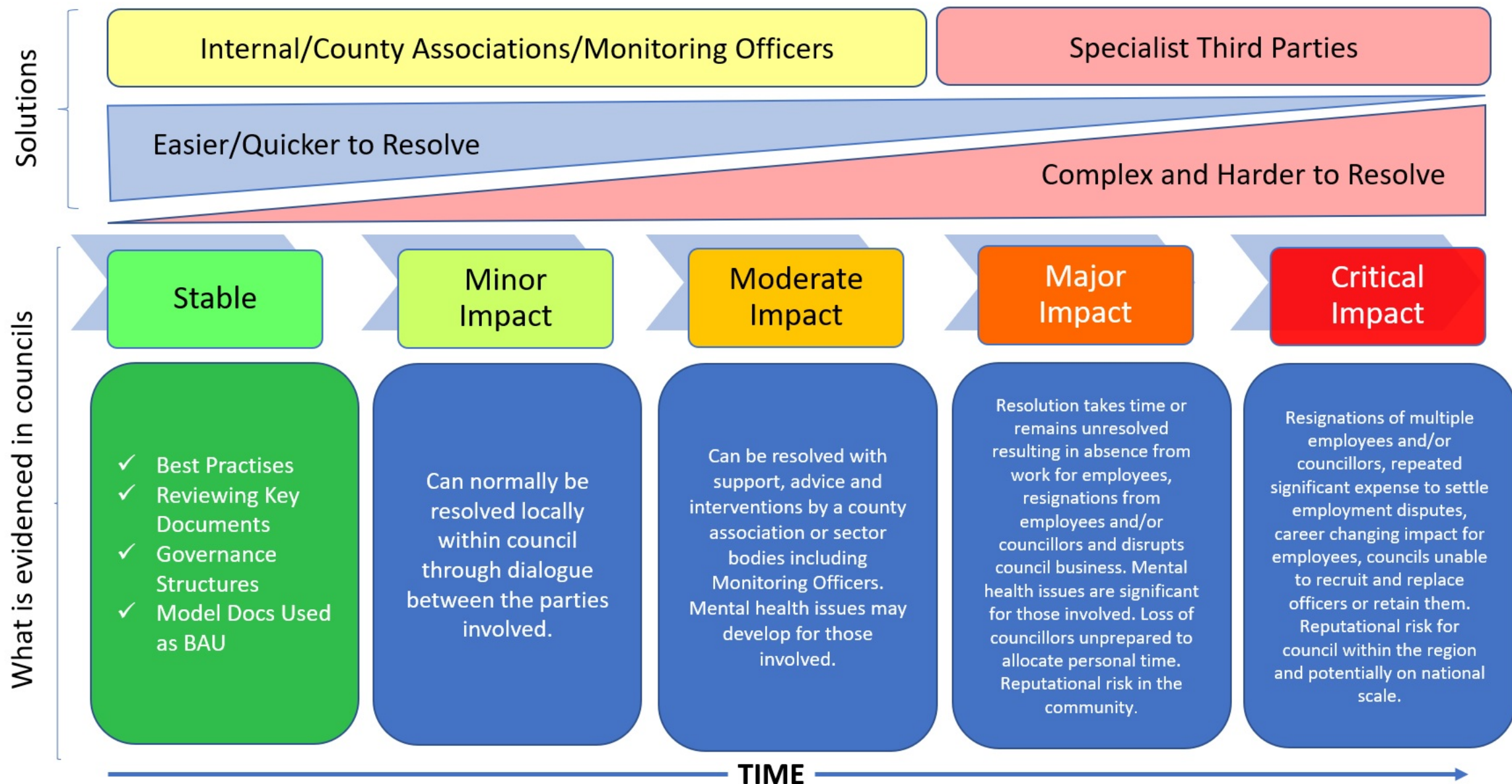


STOP BULLYING



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

COUNCILS EXPERIENCING POOR CONDUCT OR VEXATIOUS DEMANDS OR COMPLAINTS OFTEN EXPERIENCE PROBLEMS REPEATEDLY OVER A SIGNIFICANT PERIOD OF TIME



CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 13 | APRIL 2026



WELCOME TO
THE CIVILITY
AND RESPECT
PROJECT
NEWSLETTER



THE CIVILITY AND RESPECT WORKING GROUP



The Civility and Respect (C&R) Working Group makes its recommendations directly to the Improvement and Development Board (IDB). The membership of the working group has recently changed. The working group is chaired by Steve Trice PSLCC, SLCC Director.

The other members of the working group are Lance Allan FSLCC, SLCC President, Linda Larter MMC MBE FSLCC, SLCC Director, Cllr Iain Hamilton, Chair of the National Association of Local Councils (NALC), Cllr Roland Cundy, NALC, Cllr Imogen Makepeace, NALC, Paul Egan, Deputy Chief Executive and Resources Manager at One Voice Wales (OVW), Pat Goodfield, County Association of Local Councils (CALC) Forum, and Sarah Mason, CALC. Linda Larter has just been appointed Vice President of the International Institute of Municipal Clerks (IIMC). She will be an excellent ambassador for C&R.

The working group will consider and agree on its priorities for 2026 at its next meeting. The priorities are likely to include (amongst others) reviewing the C&R Pledge (20% of councils have signed up to date); continuing to promote the importance of signing up to the pledge (particularly to small councils who make up over 60% of all local councils); reviewing existing C&R resources; and identifying if any new resources are required.

It will also undertake a review of the lessons to be learnt from the NHS, such as long-term plans, people plans, model systems, toolkits, and resources etc.

Please send any suggestions for getting smaller councils to sign up, new resources, etc to Hazel.Broatch@nalc.gov.uk and she will share them with the working group.

The working group will also continue to build good working relationships and share learning with other groups, such as the Jo Cox Commission and Compassion in Politics.

All this will be done against the emerging background of local government reorganisation (LGR). The unknown is what this might mean for town, parish, and community councils. Change is generally considered necessary and good, but it is not without its challenges. It is essential that during this period of change that town, parish, and community councils promote the important role they play in their local communities.

In doing so, they need to act with civility and respect. But why sign up to a pledge? Because it acts as a formal, public promise that increases accountability, boosts commitment to goals, and fosters a sense of community and shared purpose. It creates a psychological contract that makes individuals more likely to follow through.

Councils are asked to sign up as a corporate body to the C&R Pledge and individual councillors are asked to sign up to the Statement of Assurance. Both are voluntary and both can be found on the NALC website.

If you have suggestions on how to achieve our goal of a majority of local councils signing up to the C&R Pledge by the end of 2026, please email your ideas to Hazel. She will share them with the working group to help inform their thinking and actions.

Please visit our dedicated civility and respect pages
For lots more information and support

[SLCC | Civility and Respect Project](#)
and [NALC | Civility and Respect Project](#)



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed _____

Name _____

Date _____



BISHOPSTEIGNTON PARISH COUNCIL



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

By signing this Pledge, Bishopsteignton Parish Council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if, and when, it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Signed: Henry Merritt, Chair

Print name

Date

This pledge was made at the full council meeting of Bishopsteignton Parish Council held on 7th September 2026.

STRATEGIC PLAN

Our vision for the parish of Bishopsteignton

V5.0 dated September 2026 **DRAFT for Full Council Review 07.09.26**

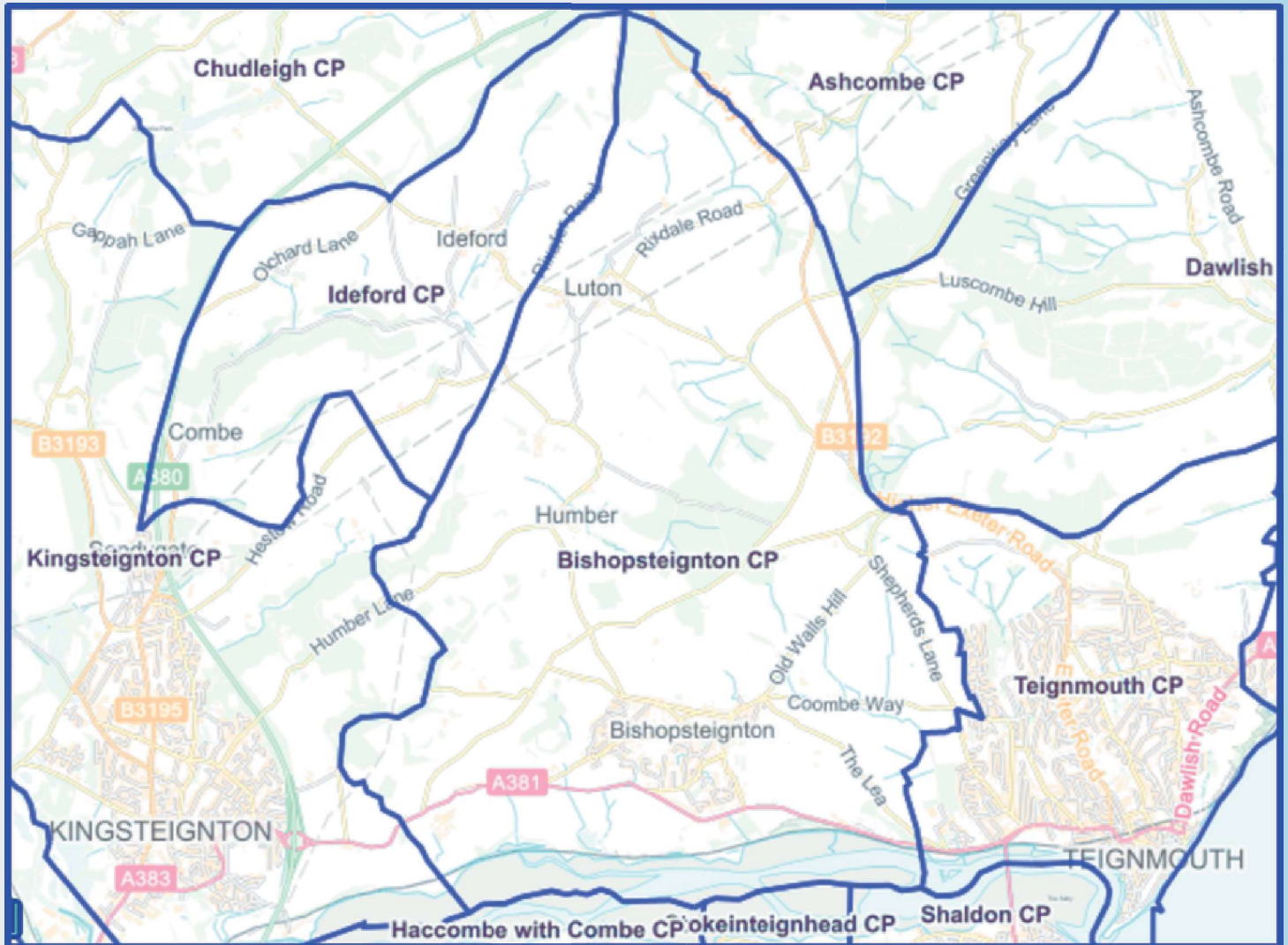


CONTENTS

1. Map
2. Introduction
3. Mission Statement
4. About Us,
 - Where We Fit
 - Organisation Structure
5. About this Strategic Plan
 - Monitoring the Plan
6. BPC Aims To Be...
7. Financial Information
 - Earmarked Reserves
 - Budget 2026-27
8. Core Objectives
 - Governance & Accountability
 - The Parish Environment
 - Heritage, Health & Wellbeing
9. Achievements
10. What Next? Key Priorities
11. Glossary of Terms
12. Contact Details



1. PARISH MAP



Bishopsteignton is a village and civil parish in South Devon, England, between Newton Abbot and Teignmouth, on a steep hill on the northern bank of the Teign Estuary.

2. INTRODUCTION

This is Bishopsteignton Parish Council Strategic Plan for the parish of Bishopsteignton

This Strategic Plan sets the Parish Council's vision for the Parish, its purpose, values, objectives, current key priorities, and achievements.

The aim of this plan is to give residents a clear understanding of what the Parish Council does and what it is trying to achieve, either directly or indirectly by attempts to increase its influence for action of the relevant delivery body, such as the District or County Council. Whilst every effort has been made to write plainly there is also a glossary on page 20 explaining the acronyms we often use.

The Plan is a live document that will be reviewed at least twice a year, used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.

3. MISSION STATEMENT

Our mission is wherever possible to aim to improve the lives of Bishopsteignton residents through ethically delivered initiatives and services aligned to the needs of the parish

The Parish Council always aims to be forward thinking and outward looking, working with the residents of Bishopsteignton to bring about a thriving community and sustainable environment.

The Council will work collectively to:

- Fulfil statutory requirements and maintain high standards of governance & transparency.
- Ensure that the village is a desirable, thriving and sustainable place in which to live.
- Adopt high standards of financial management
- Operate efficiently and effectively whilst communicating clearly
- Be a good employer
- Work in partnership with others always observing equality & fairness
- Be a learning organisation

4. ABOUT US

Bishopsteignton Parish Council is made up of 11 elected Councillors and conducts its business through a committee system focused on serving the community.

Currently the Council qualifies for the 'General Power of Competence' (GPC), which gives Bishopsteignton Parish Council more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.

The Council works within its Standing Orders and Financial Regulations, these lay down the rules by which it operates and conducts its business. Parish Councillors adhere to the Council Code of Conduct. Committees work to terms of reference reviewed and agreed at its meetings.

WHERE DO WE FIT WITH OTHER AUTHORITIES?

Principal Authority



- Highest tier of local government
- Highways
- Education & Libraries
- Health & Social Care
- Refuse Disposal
- Public Rights of Way

Local Authority



- Second tier of local government
- Housing & Planning
- Environmental Services
- Refuse Collection
- Strategic Planning Policy through the 'Local Plan'

Local Council



- First, most local tier of local government
- Management of local assets, some green spaces, cemetery.
- Local Planning Authority consultee
- Represent & support parishioners & the community

Whilst this is the current working model, the structure of local government is due to change significantly over the next few years. The omission of both County and District Councils in Devon and the introduction of a unitary authority to take on these combined roles may see an increase in the assets managed and services provided by Bishopsteignton Parish Council.

ORGANISATION STRUCTURE

FULL COUNCIL



The Full Council of 11 elected or co-opted members. A corporate body deciding together on policy and direction of the Council.

COMMITTEES & WORKING PARTIES



Committees & Working Parties are formed by the Full Council and reviewed annually. On some, members of the public may be co-opted.



THE CLERK

The Clerk is the Proper Officer, Responsible Financial Officer, & Burial Authority Officer

5. ABOUT THE STRATEGIC PLAN

PROVIDES A FRAMEWORK TO WORK WITHIN

Having an agreed strategy provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, to be proactive rather than reactive in its decision-making. This plan and the key priorities therein, are based on our understanding of the community's needs gathered from our day-to-day involvement with residents.

CLARIFY WHAT THE PARISH COUNCIL DOES AND DOESN'T DO

The Strategic Plan will help the local community to have a better understanding of what the Parish Council does and also clarify what it doesn't do; in other words to explain what issues fall under the responsibility of other delivery bodies such as Teignbridge District Council (TDC) e.g. planning enforcement, or Devon County Council (DCC) e.g. highways.

OUTLINE BPC'S COMMITMENT TO THE COMMUNITY

Having a strategic plan outlines Bishopsteignton Parish Council's commitment to the community to both make a difference and provide added value; it serves to break down the different aspects of these commitments.

The community can also be involved and considered in the process, focusing on their stated needs and aims.

A WORKING DOCUMENT TO BE MONITORED AND UPDATED

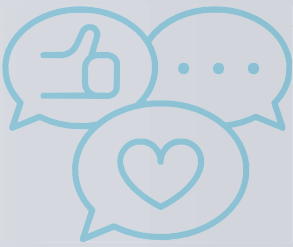
It will be a 'live' document, which the Parish Council will review periodically and can be updated as required, enabling the Council to track, and monitor its progress against the key priorities.

Because the Strategic Plan will be publicly available, residents will also be able to monitor progress.

MONITORING THE PLAN



Twice a year checks at full council meetings to evaluate progress made against the goals & priorities, with progress updates to be given at the Annual Parish Meeting. Closer, more regular reviews by the both the Clerk and The Strategy & Governance Committee.



The Plan will continue to inform residents of how BPC are working to meet the needs of the community. It's a two-way conversation. Please tell us what you think about it. We welcome your suggestions & feedback.



The Strategic Plan will be available on the Council website, with paper copies available on request. Please contact the Clerk for a copy or link.



The Plan itself will be subject to annual review and updated to keep the document relevant and up-to-date. A record of progress, changes and achievement will be made available as an appendix.

6. BISHOPSTEIGNTON PC AIMS TO BE:

Responsible

Where services are provided directly they are managed to a good quality standard, in an efficient, effective and responsive way, at an affordable cost.

The Parish Council seeks to manage its assets responsibly on behalf of its residents, and ensure fiscal responsibility.

Active

Where services are provided by others, BPC endeavour to ensure that these are dealt with effectively, and in accordance with community needs.

BPC will act as a champion for the community at all levels of local government and seek to facilitate support networks.

Progressive

A progressive council regularly reviews its structures, processes and community engagement to ensure these are effective in taking the Parish towards the future.

BPC understands the impacts of its actions on the environment and shows leadership on these issues.

Inclusive

BPC seek to maximise community engagement; to build and participate in projects that ensure no one and no part of the Parish is left behind or unheard.

BPC will maximise accountability and responsiveness to the diverse community it represents.

Caring

BPC works with its residents, local authorities and other service providers, businesses and community organisations with the aim of achieving a safe, healthy, and sustainable community.

BPC wants to be inclusive, accessible, and make sure all voices are heard.

Sustainable

BPC will work within sector best practice to improve the environment we live in through its procedures and policies such as asset management and procurement.

BPC will aim to reduce its carbon footprint and production of waste.

7. FINANCIAL INFORMATION

Income

BPC is mainly funded by the residents of the parish, through the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Teignbridge District Council as part of the council tax bill.



During financial year 2025-26, £3.04 per year (for a band D property) of Bishopsteignton Parish residents' Council Tax contributes to the Parish Council precept. For financial year 2026-27 this is £4.79.

Other income is from cemetery fees and multi-use games area (MUGA) hire fees, these monies have restricted use.

Expenditure

The main areas of expenditure are:

- General grounds maintenance including The Lawns, The Village Green, Bishopsteignton Parish Cemetery, and St Johns Closed Churchyard.
- Care of Parish Assets such as public toilets, playgrounds, MUGA, defibrillators, benches, noticeboards, etc
- General Parish Council administration, including rent, insurances, and staff costs



Reserves

BPC adopts a risk-based approach to its levels of reserves which is reviewed regularly in accordance with a Reserves Policy. General Reserve should hold enough cash to cover 3-months' worth of regular outgoings such as contracts, rent and staff.



Other reserves are held for specific, earmarked purposes such as Cemetery management, or for criteria based funds such as CIL, or Climate Action projects.

EARMARKED RESERVES

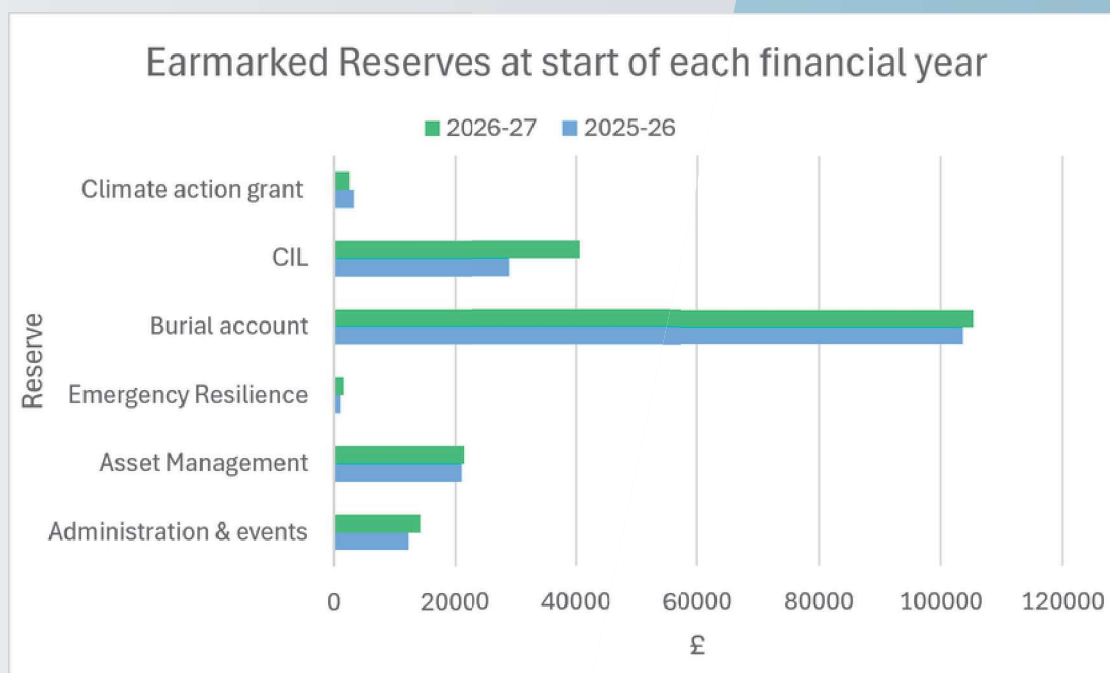
These figures may alter regularly depending on:

- Payments (use of external funding, and reserves when required); and
- Receipts (cemetery fees, VAT refund, additional funding, etc).

A monthly Financial Statement is provided by the RFO to all councillors. This is noted at full council meetings and published on our website for public information.

The graph below show a breakdown of the balance of reserves held by BPC at the start of the 2025-26 and 2026-27 financial year, before precept is introduced to the balance.

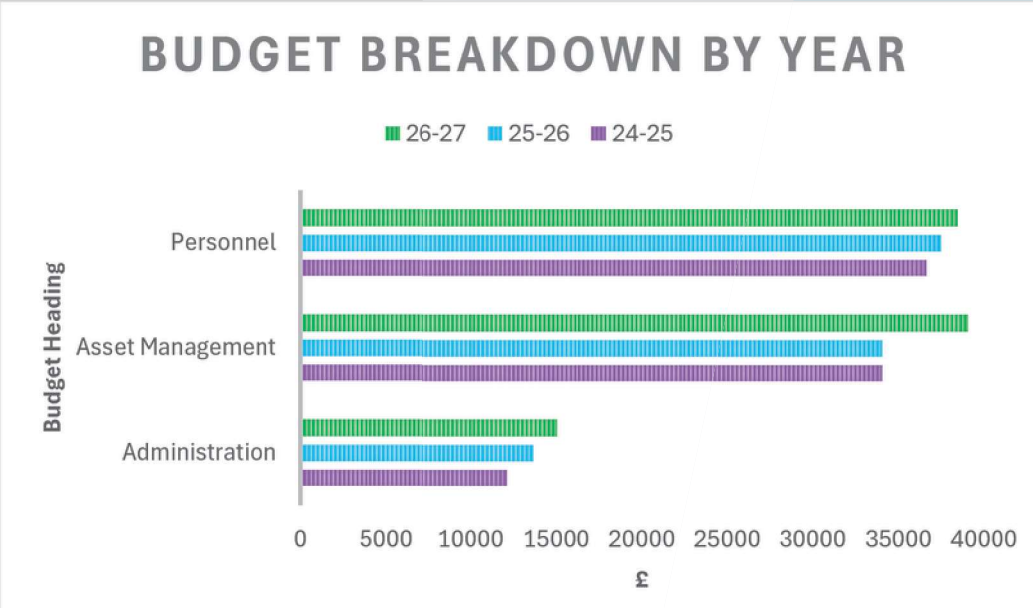
This shows that reserves are consistent as a result of realistic budgeting and robust internal financial controls.



These headings include reserves held for many areas of BPC business including:

- Asset Management: Car parks, MUGA, benches, trees, playground equipment, war memorial.
- Administration: Election costs, traveller eviction, replacement of aged IT hardware.
- Burial Account: Maintenance and management of the parish burial ground. These costs cannot be met using the precept. This fund is raised from the sale of plots and other associated burial fees. Includes a reserve for additional land, as and when required.

BUDGETS & PRECEPTS



These categories include:

PERSONNEL: Clerks Salary, Employers National Insurance Contributions, Pension Contributions & clerical contingency.

ASSET MANAGEMENT: Open space, playgrounds, MUGA, closed churchyard, public toilet, car parks, street furniture, defibrillators, etc.

ADMINISTRATION: IT, Stationery, rent (meeting, working & storage space at BCC), Insurance, training, audit fees, election costs, etc.

Financial Year	Precept £	increase on previous year	Explanation for increase
2024-25	81,986	17.11%	Creating a budget for public spaces waste bin emptying and street weed clearance. Tasks previously carried out by higher authorities.
2025-26	85,900	4.8%	Increase to community grant giving budget and contractual staff costs.
2026-27	92,012	7.1%	Starting a reserve for future enhancement & surfacing works at the MUGA, contractual staff costs, becoming pesticide free whilst continuing to clear weeds, .

8. CORE OBJECTIVES

GOOD GOVERNANCE & FISCAL RESPONSIBILITY

Finance & Administration

- Achieve satisfactory internal & external audit
- Regular reporting
- Annual budgeting & forecasting
- Manage investments & savings
- Risk Management
- Regular VAT submissions
- Monitor outsourced payroll & pension scheme
- Staff appraisals

Governance

- Operate under Standing Orders & Financial Regulations
- Annually review governance & policies
- Regularly review legal powers
- Ensure adequate insurance is in place
- Monitor strategic direction
- Facilitate Annual Parish Meeting

Communications

- Ensure the council website is up to date and accessible
- Actively promote community information via social media
- To liaise with and maintain good relations with parishioners and stakeholders within the community and external bodies

Contract Management

- Review & manage all Council contracts to maximise both operational and financial performance
- Work with organisers/ stakeholders to ensure sufficient risk management of community events

Training

- Ensure staff have access to suitable training and relevant continuous professional development
- Ensure councillors and volunteers have access to suitable training and encourage attendance of relevant seminars, meetings & workshops

Transparency

- Ensure compliance with the Transparency Code by publishing all relevant information on the council website within the prescribed timeframe
- Deal with FOI & SAR appropriately
- Ensure suitable data management and compliance with GDPR

THE PARISH SETTING

Community Events

The Council provides support for the following events:

- National celebrations such as Royal Coronations,
- Collaboration with RBL and volunteers to deliver a civic service of Remembrance at the War Memorial
- Celebratory events to bring the community together such as the Village Festival

Environment

- To regularly liaise with the Parish Tree Warden & area specific experts on the correct management of plants on council-owned land and any proposed plans for tree management within the parish
- Ensure periodic assessment of green spaces including trees and planting inline with relevant guidance

Development

- Liaise with Teignbridge District Council on all planning issues
- Make appropriate representations on planning applications in a timely manner
- Review and perpetuate the Bishopsteignton Neighbourhood Development Plan
- Monitor changes to the Local Plan and NPPF

Public Safety

- Liaise with local policing teams to reduce crime and anti-social behaviour
- Support and promote a platform for two-way communication between parishioners and the local policing team

Traffic & Infrastructure

- To work in collaboration with the relevant authority to reduce traffic speed
- Encourage suitable parking
- Help residents report highway faults to Devon County Council and pursue action when required.

COMMUNITY HERITAGE, HEALTH & WELLBEING

Open Spaces

- Maintain open green spaces for the whole community
- Balancing the management of both public accessibility and safety with natural enhancements for biodiversity
- Conduct regular safety inspections and maintain a good condition of play areas

Cemetery

- To act as the Burial Authority to facilitate burials, interment of ashes, and memorial installations at Bishopsteignton Cemetery
- Maintain the cemetery considering both public access and nature in the setting
- Regularly review burial charges

Community

BPC chooses to offer support to volunteer organisations within the parish through:

- Community Grant Funding
- Involving the community in BPC initiatives
- Regular 'signposting' to alternative funding or other support networks, possibly from higher tiers of local government

Heritage Assets

To develop, deliver and regularly monitor a maintenance schedule which is sympathetic to the following heritage assets:

- Bishopsteignton War Memorial
- St Johns closed churchyard
- Millennium Stone & mound

To support other village organisations in their efforts to preserve local heritage

Parish Street Scene

- To develop, deliver and regularly monitor a maintenance schedule for all Parish Council owned assets.
- This includes car parks, public toilets, MUGA, playgrounds, opens spaces, benches, defibrillators, noticeboards, Parish Cemetery, gardens at Radway Hill, Wallis Grove and Cockhaven Junction.

9. KEY ACHIEVEMENTS

2025-2026

Here are some of the achievements of Bishopsteignton Parish Council on behalf of the parish:

- In November 2025 BPC resolved to become a pesticide free parish meaning no chemicals will be used to maintain green spaces it manages and/or owns. Furthermore, best practice to remove weeds will be hand-pulling weeds with research into other methods, when required.



- Submitted to the Teignbridge Highways & Traffic Orders Committee for its consideration several proposals which create additional waiting restrictions in areas where inconsiderate parking may cause a dangerous obstruction. For approval and implemented before end of March 2027.



- Adopted & transformed the redundant BT telephone kiosk on Fore St into Bishops Nature Station, where seeds can be swapped, and advice on wildlife friendly gardening shared. Featuring art work created by the children of Bishopsteignton School.



To be completed, as I think of things! Any help appreciated.

10. WHAT'S NEXT?

2026-2028 GOALS & KEY PRIORITIES

Goal	Leader
Develop and adopt a Biodiversity Action & Carbon Reduction Plan including a schedule to ensure this is regularly reviewed and updated	CIA Committee & Full Council
Enhancement to the MUGA including resurfacing. Subject to public consultation and funding streams.	AM Committee & Full Council
Work towards accreditation under the Local Council Award Scheme	Full Council
Work with DCC to identify solutions to reduce traffic speeds and encourage safer parking. Within this, investigate 20mph zones	Full Council
Ensure Emergency Resilience efforts, through BERT, are up to date and reach the whole of the Parish, including Luton	BERT & Full Council
Following the adoption of the Teignbridge Local Plan 2020 -2040 in July 2026, initiate a review of the BNDP by committee	Full Council & new BNDP working party in consultation with TDC and/or planning consultants
Promote safe parking through the village, through implementation of DCC approved schemes, to ensure the continuation of the through-village bus service.	Full Council working with DCC & parishioners

KEY PRIORITIES CONTINUED...

Goal	Leader
Review/Renew Greenspaces, Cleaning and Asset Management contracts for 2027-2030	AMC & Full Council
Promote widely the opportunity for parishioners to become a councillor at the local elections of May 2027	Parish Clerk
Succession planning for continued of success for BPC	Full Council
When required, consider possible purchase of new land to extend Bishopsteignton Parish Cemetery.	AMC & Full Council
Support 1st Bishopsteignton Scouts to create a new hub and community venue.	Full Council with 1st Bishopsteignton Scouts
Work with Teignbridge District Council to enable the sensible transfer of ownership of various assets within the parish to ensure this doesn't burden parish precept or parish council procedural practices.	Asset Transfer working party & Full Council
Commit to the provision for young people of the parish. Ensure suitability through research and consultation.	AMC & Full Council
Refurbishment of Fore Street public convenience to solve damp issues and redecoration.	AMC & Full Council

KEY PRIORITIES CONTINUED...

Goal	Leader
Promote BPC declaration to be a pesticide free authority. Give support for this to be encouraged across the community.	CIA & Full Council
Once completed consider the impact of LGR on BPC. Make any necessary adjustments to future plans as required.	Full Council
Working with the local planning authority and developers to ensure public pedestrian access to the village centre, particularly from new developments at site V2 and V3.	AMC & Full Council

The Parish Council priorities, made on behalf of the community of Bishopsteignton, may change and be added to. This is a live document subject to regular review and updates.

11. GLOSSARY

- **Precept:** This is the local tax levied by the Parish Council. It is collected on its behalf by Teignbridge District Council as part of the council tax bill.
- **BNDP:** The Bishopsteignton Neighbourhood Development Plan which was first 'made' in October 2017. A neighbourhood plan enables communities to develop a shared vision for their neighbourhood and shape the development and growth within the local area.
- **CIL:** The Community Infrastructure Levy is a charge which can be levied by local authorities on new development in the area.
- **Standing Orders:** The adopted statutory regulations and rules that govern the procedure of the Council.
- **Section 106:** A legal agreement between a planning authority and a developer that ensures that certain extra works related to a development are undertaken. This predates CIL. S106 funds for Bishopsteignton are held by TDC and claimed following relatable spend.
- **FOI & SAR:** Freedom of Information and Subject Access Request. Application which can be made to the council for specific information to be provided.
- **LGR:** Local Government Reorganisation. The process where multiple council tiers (county/district) are replaced by fewer, larger, and more efficient single-tier "unitary authorities". This restructuring aims to simplify services, reduce costs, and improve local governance.
- **CIA:** Climate Impact Action Committee
- **AMC:** Asset Management Committee



12. CONTACT US

If you have any questions or would like to comment please contact us on:



clerk@bishopsteignton-pc.gov.uk



07483 149812



<https://www.facebook.com/groups/370773483132245>



Bishopsteignton Community Centre
Shute Hill, Bishopsteignton
Devon
TQ14 9QL



Visit the parish clerk at the above
location every Tuesday 10am - 12pm.

