

MINUTES OF THE **MEETING OF THE COUNCIL** HELD ON **WEDNESDAY 20th NOVEMBER 2019** AT 7.00 P.M. AT THE TOWN HALL, 9 DEVON SQUARE, NEWTON ABBOT

Present: Councillors R D Jenks (Mayor) Presiding
M Joyce (Deputy Mayor)

Councillors:	P Bullivant	M Hocking
	Mrs C Bunday	D Howe
	D Corney-Walker	C N Parker
	Mrs K Crout	M Pilkington
	C Davieson	M E Ryan
	B Hayes	Mrs L Sheffield
	R Hayes	

Invited guests: The Reverend Gareth Regan
Mr Brian Smith – Dyrons Journal
Ms Denise Ratcliffe – Home Start Teignbridge
Mr Steve Garlick – Newton Abbot & District Allotments Association
Ms Kay Yendall – Newton Abbot Community Transport Association
Mr Vincent Willson – Teignbridge CAB

Representative of the Press: Ross Bryant, Mid Devon Advertiser

In attendance:	Philip Rowe	Town Clerk
	Samantha Scott	Deputy Town Clerk
	Sally Henley	Town Development Manager
	Alexandra Robinson	Committee Administrator

The Mayor invited his Chaplain, The Reverend Gareth Regan, to deliver prayers.

293. **WELCOME FROM THE MAYOR**

The Mayor welcomed everyone, including invited guests to the Full Council Meeting.

294. **APOLOGIES**

Apologies for absence were submitted on behalf of County & District Councillors Gordon Hook and Mrs Jackie Hook; Councillors Ryan Hall, Chris Jenks and Mrs Ann Jones and Henry Cole Honorary, Freeman of the town.

295. **INTERESTS**

None Declared.

296. **MINUTES**

The minutes of the Council Meeting held on 25th September 2019 were received and signed as a correct record.

297. **PUBLIC PARTICIPATION**

None.

298. **PRESENTATION – ENVIRONMENT AGENCY**

The Mayor advised that the representative from the Environment Agency had withdrawn from making a presentation during the period leading up to the General Election to be held on 12th December 2019.

The Mayor expressed the Council's disappointment at their decision to withdraw. Following a discussion among Members it was;

RESOLVED that the Mayor would write to the Environment Agency to reschedule the presentation at the earliest opportunity.

299. **REPORTS OF COUNTY AND DISTRICT COUNCIL REPRESENTATIVES**

A. District Councillor Phillip Bullivant reported on the following issues in which he had direct involvement:

- Hele Park, Persimmon Homes Development necessary road junction closure; and
- Network Rail, the first phase of the sea defence programme will complete on time.

B. District Councillor Rob Hayes reported on the following issues in which he had direct involvement:

- Stover Country Park application to the Heritage Fund for £2m grant funding.

C. Town Councillor David Howe reported on the following issues in which he had direct involvement:

- Stover Canal Trust were planning events to celebrate the 200th Anniversary.

There being no further questions from Councillors, the Mayor thanked the District Councillors for their reports.

300. **MAYORAL ANNOUNCEMENTS**

The Council received the list of engagements (previously circulated) which the Mayor had carried out since 25th September 2019.

The Mayor reported that he had thoroughly enjoyed representing the Town Council in a wide variety of events during the past few weeks. He made particular note of the Remembrance Parade and Service held on Sunday 10th November 2019 which was very well organised and well attended; the band, parade and service were a credit to the people of Newton Abbot.

Looking ahead, the Mayor highlighted the forthcoming Christmas events, in particular the Mayor's Carol Service on Wednesday 18th December. The Mayor advised that the traditional refreshments that follow the event, at the Town Hall would not take place to acknowledge that those helping with the Carol Service would not be able to attend. Members noted the location of the existing town hall

and welcomed the opportunities that Newton's Place would offer next year given its much closer proximity to the town centre.

The Mayor invited the Deputy Mayor to report on the engagements that he had undertaken. The Deputy Mayor reported that he did not wish to single out any particular engagement but that he and his wife had thoroughly enjoyed the events that they had attended during the last few weeks.

301. **PROCEEDINGS OF COMMITTEES**

- A. The Minutes of the Meeting of the **Planning Committee** held on 15th October 2019 as presented by the Chairman, Councillor D Howe, were received and approved;
- B. The Minutes of the Meeting of the **Community & Heritage Committee** held on 16th October 2019 as presented by the Chairman Councillor Mrs L Sheffield, were received and approved;
- C. The Minutes of the Meeting of the **Policy & Resources Committee** held on 30th October 2019 as presented by the Chairman Councillor D Corney-Walker, were received and approved;
- D. The Minutes of the Meeting of the **Planning Committee** held on 5th November 2019 as presented by the Chairman, Councillor D Howe, were received and approved; and
- E. The Minutes of the Meeting of the **Finance & Audit Committee** held on 6th November 2019 as presented by the Chairman Councillor C Parker, were received and approved; with the exception of Minutes 19/11(286) and 19/11(287).

302. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018/19**

Arising from Minute 19/11(286) the Chairman of the Finance and Audit Committee proposed that the Annual Governance and Accountability Return 2018/19 be approved and adopted by the Council, accordingly it was;

RESOLVED that the Annual Governance and Accountability Return 2018/19 be hereby, approved and adopted.

303. **INTERNAL AUDIT – INTERIM REPORT 2019/20**

Arising from Minute 19/11(287) the Chairman of the Finance and Audit Committee proposed that the Internal Audit Interim Report 2019/20 be approved and adopted by the Council, accordingly it was;

RESOLVED that the Internal Audit – Interim Report 2019/20 be hereby, approved and adopted.

304. **POLICIES**

The Mayor introduced the Policy documents, previously circulated drawing Members' attention to the key principles contained within them. The Clerk referred to the Financial Regulations and reported that these had been amended to reflect the changes in the NALC new model standing orders and

financial regulations. He noted that the key changes included paragraph 1.6 to define the role of the Responsible Financial Officer and paragraph 17 outlining Charities. Arising from Minute 19/10(261) Members noted that the Health and Safety Policy had been amended. Following the review of the documents it was;

RESOLVED that the:

- a) Council's Standing Orders,
- b) Financial Regulations and
- c) Health and Safety Policy, be hereby, approved and adopted.

305. **RESPONSIBLE FINANCIAL OFFICER – RFO**

The Mayor invited the Town Clerk to update Members on the role of the Responsible Financial Officer for the Council. The Clerk reported that advice contained within the recently revised Model Financial Regulations strongly implied that the role of Clerk and Responsible Financial Officer be separated in larger town and parish councils. The separation of the roles provided additional financial probity and protection from fraud within local councils. As such the separation of the role from the Clerk ensures that two officers are responsible within the Council. The Deputy Town Council currently undertakes much of the work associated with the role of RFO and it would therefore be an appropriate move to her role. The Clerk finalised the report, in reminding Members that such an appointment would be made by the Council. Accordingly, it was;

RESOLVED that the Council approve the transfer of the role of Responsible Financial Officer from the Town Clerk to the Deputy Town Clerk.

306. **NEWTON'S PLACE PROJECT – UPDATE**

The Mayor invited the Town Clerk to provide a verbal update on the Newton's Place Project. The Town Clerk advised Councillors that subsequent to the last update, the Clerk, Project Design Team and Grants Officer from the Heritage Fund had attended a site meeting on Monday 18th November 2019. The Contractor, Pollards, had confirmed that the target completion date was 20th January 2020. Once the construction had been finished the conservation specialists would carry out work to the Pulpit, font, Chancel ceiling and capitals. Recent photographs of the Chancel ceiling as taken as part of the historical record, had highlighted the magnificent artwork to be restored.

307. **LATE CORRESPONDENCE**

The Mayor advised that Kingsteignton Town Council were holding a Community Mental Health Roadshow on Saturday 23rd November 2019 at the Passage House Inn, Kingsteignton. Whilst the event coincided with the Town Council's Christmas Lights Switch On event the Council would be pleased to support the event. The Mayor invited Councillors to support the prize draw.

308. **DATE OF NEXT MEETING**

The next meeting of the Council was to be held on Wednesday 29th January 2020.

Chairman (Mayor)