

CLERK REPORT FOR TOWN COUNCIL MEETING

27th March 2024

TOWN CLERK

- **Council's website:** Attending an online course via DALC with regards to Councils' websites with the emphasis on Web Accessibility. Will need to review STC's website to ensure compliant and have added this to the Action Log.
- **Permits for Bonfire hill carpark** have been issued to parents of Salcombe Primary School for drop off/pick up to try and help alleviate parking issues.
- **Tally Ho** have advised that DCC will be installing temporary bus stops to enable the 164 service to stop outside Bonfire Hill carpark, as the work planned for permanent structures includes some tarmac and kerb installation, which takes time to plan. Tally Ho will have a look at the signage required to direct visitors to the main road when the P&R buses are not operating.
- **Bus stop on Shadycombe Road** has been cleaned and currently STC's project officer is sourcing quotes to paint it.
- **HMS Magpie** visited Salcombe over the weekend of 9th-10th March; they welcomed school children and families onto the boat, with a combined exercise with the RNLI on the Sunday and a tour for a lucky few out to sea. The Council held an Evening Reception at their offices at Cliff House.
- **VAT liability work** still ongoing; have been in touch with the VAT specialist with regards to the limited time available to do this work. They have advised that it is great the Council has completed the registration process, but the Council still needs to make reasonable efforts to complete the first VAT return accurately. They have advised that the job of correcting the error on VAT registration is not complete until both the first return is submitted, and HMRC has then had the chance to examine it and to decide whether to apply a penalty. If HMRC is mindful of examining the first return in detail, and if they find further errors, then this could affect their view about mitigating a penalty.

SOUTH HAMS DISTRICT COUNCIL

Community stoked with finished Kingsbridge skatepark

15 March 2024

SHDC reported that the successful realisation of the skatepark reflects the dedication of Kingsbridge residents, who contributed to the project through fundraising initiatives like the Crowdfunder scheme with overwhelming support from both residents and external organizations, including Sport England, the Kingsbridge Town Council, South Hams District Council, and various trusts.

The involvement of Wheelscape in the construction met the project's focus on meeting the preferences of the skating community. Their collaboration with local skaters and riders ensures that the skatepark meets high-quality standards and reflects the desires of its primary users.

Bigbury car park and toilets changing operators

18 March 2024

SHDC reported that with the end of their lease a strategic decision to ensure the efficient use of public funds the Council opted to surrender both leases rather than renewing them at what SHDC described as "considerable loss, demonstrating fiscal responsibility and prudent management of resources" with transition to RCP Parking Ltd as the new operator.

Council embarks on vital vessel recycling project

20 March 2024

An initiative by SHDC to address the pressing issue of abandoned vessels and marine pollution by partnering with Creekside Boatyard to explore effective recycling methods for end-of-life boats, thereby reducing the environmental impact associated with their disposal. The involvement of organizations like the Royal Yachting Association and The Green Blue shows collaborative efforts in tackling marine pollution.

DEVON COUNTY COUNCIL

- **DCC's** on-street pay and display parking proposal has been withdrawn for all proposed towns, including Salcombe.

PROJECT OFFICER'S ACTIVITY

- Daily – Email, admin and general office tasks.
- Weekly – Check Mortuary Building & Jubilee Gardens Playground & record.
- Monitor/manage Hawk Programme for attendance & report to Cllrs monthly.
- Transfer of all cemetery data onto new OneDrive as trying to set up SharePoint for Cemetery Data to initiate changeover and sharing of Pear Technologies Cemetery Mapping & Data System across the team. All data transferred and worked on my PC, however, SharePoint link will be different for other users, so SharePoint might not be the solution. In hand with IT Workhouse to look for resolution.
- Park & Ride motorhomes & campervans strategy and associated costs.
- HMS Magpie visit - manage invites for reception & onboard quests. ALI successfully completed
- Town Pump – Renovation Project overview.
- Council Hall gutter clearance – get quotes.
- Install new water butt at Bonfire Hill Cemetery – old one beyond economical repair.
- Walk PROW 27 (Main Rd to Sandhills Rd) regarding landslide and 2 (Batson Boat Park to Lower Batson) regarding obstruction and poor surface. Feeds into P3 grant.
- Liaising with Gnds Mtce re flailing. Seems SHDC had not completed and now advice that flailing needs to be done between August & February, which was contrary to my understanding. The one area that wasn't flailed was Main Road, however, the team will cut back by hand to keep the hedge under control. It may be necessary to update the schedule of cuts. Meeting with Vic Thomas to sign-off the 2024/25 contract.
- Meeting with Vic Thomas to sign off Grounds Maintenance Contract – will review schedule with Vic re flail.
- Attended DCC Project Levi Teams call. Levi is looking at installation of EV charging at parish car parks.
- Attended D-Day 80 meeting. Further to, I have corresponded with Town Crier to reconfirm his attendance.
- Attended meeting with Tally Ho to review new bus stop at the P&R and to receive feedback from Don MacIntosh re the state of the P&R. Site visited with Cllrs Reed, Milton & Bricknell to understand Don's feedback. List of actions taken on board and executed around signs and other maintenance. Other actions in hand.

ADMINISTRATOR'S ACTIVITY

- Updating of Planning agenda compilation
- Reporting and following up on Resident issues via DCC and SHDC online portal
- Responding and following on Resident and Visitor queries
- Outline of Minutes to last TC meeting
- Parking permits for Salcombe Primary School parents at Bonfire Hill Carpark
- Procurement of high-viz vests for TC use on Event days
- HMS Magpie – prep for reception
- Continued filing and sorting miscellaneous maps and documents
- Mayoral chain sent for valuation

Salcombe Town Council

Bank Reconciliation

as at 29/02/2024

Opening Balance Per Balance Sheet	575382.88
Add Income	146316.95
Less Expenses	704521.14
Closing Balance Per Balance Sheet	<u>17178.69</u>

Balance Per Bank Statement	Treasurers Current A/c	501.00	
	Bus Bank Instant	<u>16677.69</u>	
			17178.69

Add Outstanding Credits

	<u>0.00</u>
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Less Unpresented Cheques

	<u>0.00</u>
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Balance Per Closing Balance Sheet	<u><u>17178.69</u></u>
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	0.00
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Prepared by RFO:

Date:

Approved by

Date of TC Meeting:

Salcombe Town Council

Expenses Analysis

Appendix - finance 2

Year Ending 31st March 2024

Date	Supplier	Description	Total	VAT	Staffing Costs - General Administration						Rent & Maintenance , Web & Tr			
					Salaries & Pension	PAYE	Stationery & Sundries	Telephone	Subscriptions	Contingencies	Woodlands	Repairs	Web	
	Reported at March 2024 TC meeting													
15th Feb 2024	Nest	Pension	194.34		194.34									
16th Feb 2024	IT Workhouse	IT Support	486.05	81.01					405.04					
18th Feb 2024	BT	Broadband and phone	59.94	9.99				49.95						
29th Feb 2024	GreenBee	Replace broken window in Mortuary Building	150.00	25.00								125.00		
	HMRC	PAYE = shortfall	34.04			34.04								
	HMRC	PAYE - month 10	1110.85			1110.85								
	John Cooke	Table Builder for website	50.37	0.00										50.37
	Staff x3	Wages	4045.61		4045.61									
	Sara	Various expenses	0.00											
	Barcham Trees	Commemorative Trees	842.00	140.33								701.67		
	Amazon	Office Supplies	85.79	14.30			71.49							
	Bonningtons	Envelopes	1.50	0.25			1.25							
	The Pantry	Milk	1.98				1.98							
	Spar	Milk etc	7.28				7.28							
	Salcombe Rugby Club	Cleaning fee	20.00				20.00							
	Chris Wood	Hawk programme	1881.60								1881.60			

Salcombe Town Council

Income Analysis

Appendix - Finance 2 income

Year Ending 31st March 2024

Date	Description	Reserve Code	Total	VAT	Bank Interest	Civic Dinner	Precept	Rents	Town Plan	Burial Grounds	Sundries	Grants	Park & Ride
	Reported at Mch 2024 TC meeting		0.00										
1st Feb 2024	Salcombe Museum - monthly 23/24 rent		166.67					166.67					
9th Feb 2024	Interest		9.56		9.56								
29/02/2024	CCLA Investment - transfer		11744.00								11744.00		

Date	Deposit	Interest	Withdrawal	Balance as at 31/01/24
	250000			£ 250,000.00
	250000			£ 500,000.00
12/04/2023		868.9		£ 500,868.90
01/12/2023	15000			£ 515,868.90
01/03/2024		2308.95		£ 518,177.85
29/01/2024			20250	£ 497,927.85
02/02/2024		2309.42		£ 500,237.27
29/02/2024			5044	£ 495,193.27
29/02/2024			6700	£ 488,493.27

Appendix - Finance 1

Prepared by RFO: Sara Jones

Date: 25/03/2024

Approved by: Mark Goodey

Date of TC Meeting: 27/03/24

Kingsbridge – Salcombe – Modbury Chamber of Commerce Meeting: 6 March 2024

Present: James Spencer (Chair), Scot Batson (Vice-Chair), Nicola Coulson (Secretary), Cllr Mark Long (SHDC), Cllr Samantha Dennis (SHDC), Cllr Philip Cole (Kingsbridge Mayor), Cllr Julia Wingate (Kingsbridge Westville Ward), Cllr Jasper Evans (STC), Cllr Sarah Wyatt (Modbury Parish Council), Catherine Gillen (Brownston Gallery Modbury). <https://www.kingsbridge-salcombe-chamber.co.uk/>. Matters discussed:

- Cllr Long: Salcombe Harbour's Five-Year Plan. Focus on Safety, Customers and Environment. Marine businesses tie in with the Economic Plan. What is the impact of visitors arriving by boat on Salcombe's retail and hospitality businesses? The Chamber requested data on numbers of boats coming in to Salcombe.
- Kingsbridge: Positive effect of Kingsbridge Police station re-opening.
- Negative impact of increased flooding including sewerage in Kingsbridge. Shops, pubs and restaurants are experiencing regular flooding. Kingsbridge feels let down by DCC's response. SHDC on the other hand has been helpful. The major contributory factor is more housing developments which mean that the existing waste infrastructure cannot cope. Discussion about separation of groundwater and domestic sewerage.
- Salcombe: Celebrating anniversaries in 2024, incl. RNLI and D-Day. Questions: is the Field of Light, which will be good for business, going ahead? Answer: it is going through planning. How will Salcombe commemorate D-Day, also good for business? Answer: STC has a Working Group which is progressing event planning.
- Salcombe is looking at improving the welcome experience for residents and visitors, e.g. upgraded maintenance contract with SHDC and town enhancement volunteering. James Spencer said the Chamber could assist with business funding for a Salcombe volunteer group.
- Salcombe is progressing its Community Economic Plan. Can James Spencer join the Steering Group?
- Modbury: "Modbury Marvellous Makeover", using crowd funding, not from shops, the view is that local shops have already paid a lot. Improving the townscape and signage.
- Raising awareness of businesses and Modbury's industrial estate, few of the businesses there are members of the Chamber.
- Working on Modbury's Strategic Plan, there has not been one before.
- Concerns about insufficient affordable housing in Modbury's development by Baker Estates of land at Pennparks.
- Scot Batson: Kingsbridge Community College Digital Careers Board partnering with the Chamber, online / mobile friendly, in place by end of March for students, 16-23 year olds to view job / work experience opportunities. KCC will update the Board, to post on it contact Sarah Burnett at KCC.
- Julia Wingate: sought funding for Easter Treasure Hunt in Kingsbridge, with items from Cookworthy Museum placed in shop windows and prizes for children who identify the items.

Date of invoices due to be paid/requiring approval	Invoice Number	Company/Recipient	Total Amount	Payment for	Date of Town Council Meeting expenditure approved by Town Council
Various		Sara Jones	255.05	Reimbursement of expenses: Stationary/office supplies: 60.55 Milk etc: 9.23 HMS Magpie Reception: 185.27	HMS Magpie Reception: Jan 2024 TC meeting
07/03/2024	2558	Devon Tees	68.89	Hi-Viz jackets	TC Del of Auth
07/03/2024		Pete Robinson	89.98	Reimbursement of expenses: Waterbutt at Bonfire Hill Cemetery	TC Del of Auth
21st March 2024	81	S C Avain Pest Control	1881.6	Hawk programme	Sept 2023 meeting
28/3/24		Staff	6499.29	Payroll	
			8794.81		

Approved at Town Council Meeting:

27/03/2024

Auth signature: Mark Goodey

Mayor