



Minutes of the Meeting of  
**SALCOMBE TOWN COUNCIL**  
held in Council's Meeting Room, Cliff House, Salcombe  
at 6.30 pm on Wednesday 28<sup>th</sup> August 2024

**COUNCIL MEMBERS PRESENT** \* - Attendance; A- Absent; N - No Apologies Received

Cllr Mark Goodey (Mayor)	*
Cllr Jasper Evans (Deputy Mayor)	*
Cllr Caroline Bricknell	*
Cllr Andrew Reed	*
Cllr Eoghan Grace	A
Cllr Kizzy Sims-Stirling	*
Cllr John Cooke	*
Cllr Craig Niven	*
Cllr Rob Wheeler	*
Cllr David Higgins	*
Cllr Peter Dickinson	*

Also in attendance:

Dist. Cllr Samantha Dennis	*
Dist. Cllr Mark Long	A
Cty. Cllr Rufus Gilbert	A
Richard Harding (South Hams Newspapers)	A
Sgt Charlie Wilkes	A
Sara Jones (Town Clerk)	*
Pete Robinson (Cemetery Manager & Project Officer)	*

**AGENDA**

**1. APOLOGIES**

Apologies received from Cllr Eoghan Grace.

**2. DECLARATIONS OF INTEREST**

*To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.*

Cllr Mark Goodey declared an interest in Agenda item 28

Cllr Jasper Evans declared an interest in Agenda item 18 and 28

**3. OPEN FORUM**

- i) Members of the public are invited to attend and discuss matters relating to the parish; they are invited to speak for a maximum of 3 minutes unless directed by the chairman of the meeting.

**A resident from Robinow Row;** addressed the Council to express objections to the recent licensing of the Victoria Inn. After getting legal advice, the resident attended a hearing and expressed their gratitude that a Town Council representative was there in support. They are eager to work with the Council to negotiate changes with St Austell. Although the hearing didn't go in their favour, they were advised they could appeal the SHDC licensing decision. With the appeal deadline approaching, the resident wants to start negotiation talks with the Brewery as soon as possible.

**Simon Gotch, local resident;** addressed Council advising that over the past two years he has been working on the development of the brownfield site at Malborough, formerly the old Nursery. He is now prepared to submit a planning application for either four different-sized units or nine smaller units, totalling 13,000 square feet. Additionally, he plans to include four starter flats (600 square feet each), which will not be designated as affordable housing. The development also involves the possibility of collaborating with local small businesses and investment partners in the higher-tech sector to establish a business park aimed at attracting young



graduates to the area. He requested that the Town Council consider the application when it is submitted, emphasising the scarcity of brownfield sites suitable for commercial use within a 2-3 mile radius.

**Resident of Knowle Road:** Addressed concerns regarding recent changes to the bus route, which he advised have significantly increased the route's safety. These concerns include the size and frequency of the buses, their speed, blind spots, and the frustration of drivers. The bus size is overwhelming for the road it travels on, creating a situation that is an accident waiting to happen. Acknowledged the formation of a Working Group, however, questions its effectiveness in addressing this issue so far. Requested that as many Councillors as possible visit the route before the end of the season. Additionally, he understands the Town Council's proposal to use social media for communication but would like to see it become a two-way process, allowing the community to comment on what the Council is putting out.

**Resident of Knowle Road;** Advised that most of his concerns were covered by previous resident; questioned the purpose of the "Ride" part of the Park and Ride... has the Council surveyed the impact on local businesses? Majority of buses pass by empty, at most 6 passengers. "Not only size of buses but driven too fast, smelly noisy and polluting."

**Resident of Knowle Road:** Has had to park at the bottom of their driveway to prevent it from being used as a bus passing point or a layby for cars. Also observed the frequent passage of mostly empty buses which they advised contributed to unnecessary noise and air pollution.

**Resident of Knowle Road;** Questioned the number of Councillors present at the first Park and Ride meeting last week, noting that the turnout was larger than expected. Advised that the meeting felt unproductive as a result, with no clear outcomes or progress made. Noted the lack of a timescale for a response, therefore uncertain about next steps. Noted the presence of a Social Media agenda item, emphasising that it should not detract from the discussions or focus of the Working Group. Additionally, she stressed that many residents on Knowle Road are elderly and do not use social media, how would their concerns be addressed?

**Resident of Knowle Road;** Emphasised the recorded noise of the bus along with the dangers previously raised. Acknowledged the working spreadsheet with the Town Clerk and has more to feed back to the Office. Questioned - why do we need a Park and Ride? Counted between 44-52 'holiday homes' Parking Permits in Creek Parking which he suggested can go up to Bonfire Hill which then can free up more parking space in town. His analysis shows him that it is the wrong bus with far too many 'rides'.

- ii) To note matters raised in the open forum and consider any to be added to the agenda for a future meeting

None

#### **4. TO RECEIVE VERBAL OR NOTE ANY WRITTEN REPORTS FROM COUNTY OR DISTRICT COUNCILLORS OR ANY REPRESENTATIVE FROM THE DEVON AND CORNWALL POLICE**

*Councillors are welcome to raise any questions they have and consider any matters raised to be added to the agenda for a future meeting.*

#### **Police Report – Appendix 1**

##### **Verbal Report from Dist Cllr Samantha Dennis:**

- **Hidden Homeless Report;** Citizens Advice is conducting a major research project with the University of Plymouth into the issue of hidden homelessness in South Hams, Plymouth and SE Cornwall. The survey will help inform the research to be published later this year and shared with local and national policymakers, other charities and interested community organisations. Anyone can visit the following website to find out more and take part.
  - <https://app.onlinesurveys.jisc.ac.uk/s/plymouth/uncovering-hidden-homelessness>
- **The future of marine propulsion** - South Hams District Council is working with The Green Blue and Round Britain eRib to find out more about the opportunities, challenges and solutions as we move to cleaner marine propulsion. Aimed at all recreational boat users; about fuel use, attitudes towards electric propulsion and needs and behaviours around engine use.
  - <https://www.cognitofirms.com/RYA2/RecreationalElectricBoatingSurvey>



- **Victoria Inn licencing**– District Cllrs cannot speak at SHDC licence meetings. Advice is to record/report any nuisances via the website and Enforcement Officers can investigate in line with their licencing.
- **Enforcements:** Along with Dist Cllr Mark Long will look to meet regularly with Enforcement Officers to keep on top of Enforcement cases.

**Email report from Cty Cllr Rufus Gilbert;**

- I have tried to robustly help with moving things along on various VAT park n ride car park issues.
- Likewise in getting a response to STC's car park signage enquiry.
- I have agreed a grant from my Locality monies of £800.00 towards a new speeding VAS sign

**5. MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

- i) Council **RESOLVED** that the Minutes of the meeting held on **Wednesday 24<sup>th</sup> July 2024** were a true and correct record and were signed by the Mayor.

*Against: 0      Abstain: 2 (Cllrs Goodey and Wheeler not present at last meeting)      For: 8*

**Action: Town Clerk**

- ii) To note only, progress on outstanding items from previous meetings

Report available to Council; Councillors did not raise any questions

The Mayor advised Council he will be changing the order of some of the agenda items

**6. THE VICTORIA INN: LICENCE AND PLANNING APPLICATIONS**

*Following recent communication with and the SHDC licensing hearing on 20th August, Council to consider accepting an invitation from the CEO and staff of St Austell Brewery, to discuss the issues raised by the 17 objectors and the Council to the recent planning and licensing applications at the Victoria Inn and that Cllr Peter Dickinson opens communication with the Brewery accordingly.*

*19.07 Cllr Goodey left meeting (Declaration of Interest), Cllr Jasper Evans took Chair*

Cllr Peter Dickinson reported that at the meeting Gareth James, Operations Manager of St Austell, extended an invitation for a meeting in early September to outline the plans and listen to any wider concerns with the Objectors and the town. Council **RESOLVED**;

- To host the meeting at Cliff House and to agree for Cllr Dickinson to lead
- Cllr Dickinson to draft invite to extend to both St Austell and Objectors and on approval to communicate directly
- To extend invite to both Kevin Geogel CEO and Gareth James to meeting
- Cllr Dickinson to look into whether the Objection will be in Council's name
- Cllr Dickinson to liaise with Cllr Niven on Finance Working Group regarding the cost to Council to appeal the licensing. Due to timing, Town Clerk will use Delegation of Authority for any urgent decisions
- A resident happy to underwrite the Appeal with the Council to contribute if approved
- Social media on the topic should be agreed by Council before posting

*Against: 0      Abstain: 0      For: 9*

**Action: Cllr Peter Dickinson**

*19.21 Cllr Goodey returned to meeting as Chair*

**7. PARK AND RIDE ROUTE**

- i. Council **RESOLVED** to agree the request from residents for other Councillors, following Cllr Christine Milton's visit, to visit the impacted areas on the Park and Ride Route. Town Clerk to schedule date agreeable with Councillors and contact James Allen accordingly.

*Against: 0      Abstain: 0      For: 10*

**Action: Town Clerk**



- ii. Council **RESOLVED** for the Park and Ride Working Group to draft a social media post on the topic to advise residents of the Council's current perspective on the Park and Ride Service; draft post to be approved by Council via email.

*Against: 0      Abstain: 0      For: 10*

**Action: Park and Ride Working Group and Town Clerk**

The Town Clerk advised the Council and the public that all social media responses should come from the Council as the corporate body. The Clerk emphasised that responses will be based strictly on facts and it may not be feasible to reply to every post or comment, advising that enquiries to Council should ideally come through the Town Clerk's official email.

**8. PROPOSED REMOVAL OF ATM/PAYPHONE**

Council discussed and **RESOLVED** to agree to write to BT requesting them to consider replacing the existing facility next to The King's Arms. Legal Working Group to draft letter content and Council to approve via email.

*Against: 0      Abstain: 0      For: 10*

**Action: Legal Working Group and Town Clerk**

**9. BUS STOP MURAL**

Council considered the offer from a resident to paint a mural at the bus stop at Beadon Cross, Main Road and **RESOLVED** to approve in principle subject to quote provided to Town Clerk. The quote will go to next Council Meeting for approval.

*Against: 0      Abstain: 0      For: 10*

**Action: Town Clerk**

**10. PLANNING & LICENSING APPLICATIONS**

See Appendix - August 2024 Planning Minutes

**11. ASSET REGISTER**

Council reviewed the Council's Asset Register and **RESOLVED** to agree to;

- i) The additions and disposals of assets made during 2023/24 as per the Schedule of Assets Additions and Disposals sent to Council ahead of meeting:

Assets added (not included on previous Asset Register):

- Shed at Bonfire Hill Cemetery - £1.00
- Building at Bonfire Hill Allotments - £1.00
- War Memorial - £1.00
- Standpipe - £1.00
- HP Printer - £250.00
- Goal posts at The Berry - £2,723.65
- Beacon - £549
- Water pump and store - £1.00
- Bench

Assets added (purchased in 2023/24):

- Bench at Victoria Quay - £439.07
- Carpet (Council Offices) - £3,308.33
- Water Butt (Bonfire Hill Cemetery) - £74.98
- Office laptop - £1018.99
- Office laptop - £337.50
- Strimmer - £209.44
- Noticeboard (Council Offices) - £221.85
- Mortuary Building refurb (Shadycombe Cemetery) - £24,695.00



- Council Office refurb - £10,581.18

Assets disposed/removed:

- Stihl Brush Cutter - £500.00
- Computer Equipment - £1,580.00
- Photocopier (Kyocera & Brother) - £1,600.00
- Office & Meeting Room Furniture - £2,500.00
- Laptop (previous Town clerk's) - £1,636.00
- Answerphone - £150.00
- Memorial Bench (damaged) - £371.00

*Against: 0      Abstain: 0      For: 10*

- ii) Under the Internal Auditor's advisement, the revalue of assets, which were previously valued at a Nominal Value, to be valued at £1 each - as per the Schedule of Assets Additions and Disposals

- Jubilee Gardens
- Bonfire Hill Allotments
- Bonaventure Woods
- Bonfire Hill Burial Ground
- Redfern Woods
- Garden Land at Market St incl Council car spaces
- Park and Ride field
- Shadycombe Burial Ground

*Against: 0      Abstain: 0      For: 10*

- iii) Value of Assets Register as at 31<sup>st</sup> March 2024 is £346,382, which matches Box 9 value in the Annual Accounting Statement for 2023/24

*Against: 0      Abstain: 0      For: 10*

## 12. INTERNAL AUDIT AND ANNUAL GOVERNANCE STATEMENT 2023/24

- i. Council received and noted the Annual Internal Audit Report

*Against: 0      Abstain: 0      For: 10*

- ii. Council discussed and **RESOLVED** to action the recommendations from the Internal Audit Report, with the following actioned within the meeting:

- Council noted it needed to ensure that all invoices are 'verified and certified' in accordance with its Financial Regulations and introduced a revised system at this meeting.
- Council formally reviewed the procurement process regarding the refurbishment of the Council's Offices. Council noted it took on a new office space as the previous Clerk office was not fit for purpose or had sufficient space for the team to work effectively. The new office space had been unused for some time and required redecorating. The Council felt that the cheaper route for doing this work was to do the majority of the work itself by a Councillor volunteering their time. The Council still feels they used the cheapest possible solution, as the majority of the labour was free. In addition, the larger cost items like desks and chairs were sourced from the internet where price was a key factor and a number of choices were reviewed which it believed at the time would satisfy the quote criteria mentioned. At the time, the Council, once it realised that it inadvertently hadn't followed correct procedures (also, it wasn't known to Council that the Councillor would be invoicing the Council from their limited company) it contacted Parkinson Partnership for advice and South Hams District Council Monitoring Office, which it then acted upon. Council has learnt from this and is aware of the importance to adhere to its Financial Regulations:
  - 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.



- 10.4. A member may not issue an official order or make any contract on behalf of the council. These actions were discussed and minuted at October 2023 Town Council meeting. Council noted that it needed to give a negative response for Assertion 3 on the Annual Governance Statement.
- Council noted it was aware it needed to maintain a formal Risk Register and Internal Control, with the current documents being out of date. Both these items have been part of the Council's Action Log; however it noted that it needed to minute the review on an annual basis. Council noted that it needed to give a negative response for Assertion 5 on the Annual Governance Statement.
- Council noted comments made regarding the reserves and budget setting and that these points were partly connected to the previous administration; the current administration has carried out a formal budget setting process and now it has an accounting software is able to monitor the budget and reserves going forward.
- Council noted the auditor's comments regarding the cash received from the Coronation Weekend mugs and that it no longer deals with cash.
- Council noted the auditor's comments regarding the recruitment process of the current Project Officer and administrator. It noted that both these vacancies were filled due to the specific key skills the Project Officer had and Council needed, due to working for the Council previously, and the short timescale needed to fill the admin role and key skills the staff member had. It noted going forward vacancies needed to be advertised and a formal recruitment policy to be followed.
- Council noted the auditor's comments regarding reviewing the Asset Register, which has been actioned within this meeting.
- The Council noted the auditor's advisement regarding the accounting for the parking income of £28,026.65. Advisement had been taken from Scribe; Town Clerk to liaise with them further to request them to correct this in line with auditor's specification.

*Against: 0      Abstain: 0      For: 10*

Council then completed and **RESOLVED to** approve the Annual Governance Statement

*Against: 0      Abstain: 0      For: 10*

- iii. Council received and noted the Accounting Statements 2023/24 duly completed, presented, signed and dated by the Responsible Financial Officer

*Against: 0      Abstain: 0      For: 10*

- iv. Council **RESOLVED to** approve the Accounting Statements, which the Mayor then signed and dated

*Against: 0      Abstain: 0      For: 10*

- v. Council **RESOLVED to** approve the dates of the period for the Exercise of Public Rights as being:

commencing on **Monday 2<sup>nd</sup> September 2024** and ending on **Friday 11<sup>th</sup> October 2024**

*Against: 0      Abstain: 0      For: 10*

### **13. REPAIRS/MAINTENANCE TO THE PARK AND RIDE FIELD**

Council discussed and considered the quotes received for the repairs/maintenance to the Park and Ride field and **RESOLVED** for:

- The Project Officer to request references from Devon Woodman and for them to provide their Public Liability Insurance Certificate, VAT registration No, timescales.
- Cllr Kizzy Sims-Stirling to provide contact link for contractor W.J Wilkes & Son / Newton Abbot in order to obtain another quote.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Project Officer and Cllr Kizzy Sims-Stirling](#)

### **14. BUDGET FOR UNREGISTERED LAND WORKING GROUP**



Council considered and **RESOLVED** for the Unregistered Land Working Group having a budget of £100 for 2024/25, to come from 'Civic Repairs' budget, and access to the Town Council's Land Registry e-commerce account to enable members of the Working Group to establish ownership of land within Salcombe, where appropriate.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Town Clerk](#)

#### **15. DEVON COMMUNITY RESILIENCE FORUM**

Council **RESOLVED** for Cllr Jasper Evans and Cllr Peter Dickinson to attend the Devon Community Resilience Forum on Thursday 26th September, run by Devon Communities Together.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Cllr Jasper Evans and Cllr Peter Dickinson](#)

#### **16. THE SAFETY OF LITHIUM BATTERIES (USED IN E-BIKE AND E-SCOOTERS) AND THEIR DISPOSAL.**

Council considered and **RESOLVED** for Cllr Dickinson to draft the letter of support for Lord Foster's proposed Bill, which will be approved by Council via email before sending.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Cllr Peter Dickinson and Town Clerk](#)

#### **17. SHDC: CYCLE STORAGE IN TOWN**

Council considered and **RESOLVED** for Cllrs Craig Niven, Peter Dickinson and David Higgins to liaise with SHDC, at their request, regarding cycle storage in town.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Town Clerk](#)

*Cllr Jasper Evans left meeting room – Declaration of Interest*

#### **18. MARITIME MUSEUM: APPLICATION FOR A GRANT OF £3,000**

Council considered the Maritime Museum's grant application for £3,000 and under recommendation from the Finance Working Group **RESOLVED** to approve, using the *Tourism Power to contribute to encouragement of Tourism LGA 1972, section 144*

*Against: 0      Abstain: 0      For: 9*

**Action:** [Town Clerk](#)

*Cllr Evans returned to meeting room*

#### **19. ST. STEPHEN'S GREEN**

Following the Director, Stephen Thompson, of Park Green, requesting for an agreement in principle to allow either South West Water's contractor or their **contractor** to put the sewer drain underneath Jubilee Gardens, outside of following statutory process, the Council **RATIFIED** its decision to decline this request and that the Council does not grant access to its land until statutory process has been followed via South West Water.

*Against: 0      Abstain: 0      For: 10*

**Action:** [Town Clerk](#)

#### **20. GOAL POSTS AT THE BERRY**



Council considered a request from South West Water to move the goals so they are lengthways on The Berry and fixed, in order to help prevent footballs ending up in their reservoir site and therefore stop people accessing the site to retrieve balls.

Council noted that the posts were purchased with the specific purpose of being able to move them to enable events to take place, grass cutting and to let the grass rest. Council **RESOLVED** to email S W Water emphasising with the situation but advising that the posts cannot be fixed for the specified reasons.

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

## 21. WORKING GROUPS, COMMITTEES AND OUTSIDE ORGANISATIONS

Council **RESOLVED** for:

- The setting up of a Property and Maintenance Working Group; Cllr Craig Niven (lead), Cllr Kizzy Sims-Stirling, Cllr Jasper Evans, Cllr Peter Dickinson, Cllr Andrew Reed
- The removal of Cllr Rob Wheeler and Cllr Andrew Reed from the Legal Working Group
- Postpone any further decisions on Working Groups and Committees to a future meeting.

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

## 22. SURVEY MONKEY

Council considered and **RESOLVED** not to renew Survey Monkey software subscription a cost of £300 however will review when next required. Cllr John Cooke will cancel the subscription.

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk and Cllr John Cooke**

## 23. REPORTS

*Please note that these are reports on attendance at meetings, representatives on public bodies/associations or working groups; no matter will be raised for the Council to consider apart from any matters to be added to the agenda for a future meeting.*

### i) Mayor

Report from Community Surgery held at Salcombe Rugby Club on 15<sup>th</sup> August 2024, listing concerns raised:

- Coronation Rd - wheels on pavements, traffic wardens helped but patrols were very sporadic. Can they be encouraged to start again please?
- Wondered whether P+R was as busy as usual this year?
- Cemetery Yew trees overhanging resident's garden.
- Knowle Rd and Onslow Rd pavements obstructed by vegetation and a dangerous unfenced drop on Onslow Rd.
- Moss on pavements on Sandhills making them dangerous and slippery.
- Blocked gullies on Coronation Rd.
- SHDC recycling bins are left out all over town particularly on Onslow Rd and Cross Park pavements, pedestrians having to walk in the road to avoid them and putting themselves in danger.
- Same situation in Church Street with the seagull proof bags.
- A-Boards by Over 60s Club and all over town are dangerous and unsightly; can they be put in designated safe sites?
- When is the library opening again?
- Pointed out holes in the Mortuary roof.

Thanks to Salcombe Rugby Club for their hospitality.

### ii) Councillors Verbal Reports:

#### **Cllr Caroline Bricknell**

- Conveyed a thank you from Salcombe Swimming Pool regarding the support on the OSSR funding





21.30 Mayor proposed and Council **RESOLVED** to continue the meeting  
Against: 0    Abstain: 0    For: 10

**Cllr Andrew Reed;**

- o Concerned that OSSR monies to be spent by December so will call for 'Berry/OSSR' meeting as soon as possible
- o Community Economic Plan (CEP) – received 500 responses, 50+ businesses, some households only submitted one response. Data is currently being analysed by SHDC. In hindsight the term CEP has become 'Council' speak hence turned people away.

**Cllr John Cooke**

- o Social Media statistics/Facebook data: pleased with the engagement and the reach the Council's posts are getting.

**Cllr Jasper Evans**

Cliff House Woods - Letter from Charity Commission requesting 'Town Council' to become the Trustee of the CHW charity has been received by the Office. Will review.

**Cllr Craig Niven**

Finance Working Group - Met on 15th August however need to meet more consistently. Agenda items requiring money must be reviewed by the Finance Working Group and Town Clerk for budget/cost centre allocation

**South Hams Festival** – hosted by South Hams District Council

Week of Event to attract businesses / annual event. Every Council to participate. Central theme is supporting the environment. Looking for contributions of £2,500 from Towns and £500 from Parishes

**Salcombe Library** – has now reopened.

**Cllr Andrew Reed**

Signage – met with Steve Frame from Cliff House regarding having signage for the Council's office, however not heard anything back as yet.

- iii) Clerk - See Appendix 2 Clerk's Report
- iv) Asset Transfer Committee – None
- v) HR & Staffing Committee – None

**24. COUNCIL'S PRIORITY LIST**

Council discussed and **RESOLVED** the removal of this agenda item from future Council meetings however are aware of the liabilities on the Matters Arising List.

Against: 0    Abstain: 0    For: 10

Action: **Town Clerk**

**25. FINANCE**

- i) Council received and **RESOLVED** invoices and payroll for payment

Against: 0    Abstain: 0    For: 10

Action: **Town Clerk**

- ii) Council received and **RESOLVED** finance report/bank reconciliation

As of 31<sup>st</sup> July 2024:  
Lloyds Treasurers Acct: £500.00  
CCLA: £509,621.64



Lloyds Business Bank Instant Acct: £10,146.82  
Total balances: £520,268.46

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

- iii) Council received and **RESOLVED** to agree the budget/reserve report for Q1 24/25

**Council Offices**

Code 51 rates

Budgeted for £900 as this was the previous office's rates and the new office rates were unknown at the time. They are £3838.88

Transfer balance from PnR 2nd field - code 74 (included in Transport Strategy earmarked reserves of £10K)

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

- iv) To consider adopting the following procedure for the verification and payment of invoices and adding to the Council's Finance Regulations:
1. Town Clerk to check and verify invoices to be paid against quotes etc
  2. Town Clerk to input invoices into Scribe and pull off a report for 'invoices awaiting approval' ahead of monthly Town Council meetings.
  3. Two Councillors from Finance Working Group to check and verify invoices and sign report
  4. Council to discuss and consider approval of invoices at Town Council meeting
  5. Mayor signs report to confirm approval.

To note: The Councillor who is approving payments is not one of the Councillors who carries out the pre-Council meeting checks.

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

- v) Council considered the 3 quotes and **RESOLVED** the purchasing of a replacement laptop for the office from IT Workhouse at a cost of £775+VAT. Noting that value is added by choosing IT Workhouse as they will install the correct software and set the laptop up, linking it to the Council's Onedrive and the laptop will not have unnecessary software that can be installed by other providers.

Against: 0      Abstain: 0      For: 10

**Action: Town Clerk**

**26. EXCLUSION OF PUBLIC AND PRESS**

Council considered and **RESOLVED** that in view of the nature of the business about to be transacted at agenda item 27 and 28 below it is advisable, in the public interest, that the public and press be temporarily excluded.

Against: 0      Abstain: 0      For: 10

**27. OPEN FORUM AT JULY'S TOWN COUNCIL MEETING**

Council considered and **RESOLVED** to agree the format of the response to a resident's request for a formal apology from Council.

Against: 0      Abstain: 2      For: 8

**Action: Town Clerk**

22.46 Cllr Mark Goodey and Cllr Jasper Evans declared interest in Agenda item 28 and left the meeting. Cllr Craig Niven took the Chair.



## 28. LEGAL

- i) Council **RESOLVED** to postpone any decisions on the following, as more research/work needs to be done by Cllrs Niven and Dickinson:
- Lease for Salcombe Information Centre
  - Lease for Maritime Museum
  - If an EPC is required for the Council Hall

**Action: Cllrs Niven and Dickinson**

- d) Council **RESOLVED** to source quotes from to review rental amount and EPC (if required) from:
- Stratton Creber
  - Miller Commercial
  - Stags

**Action: Cllrs Niven and Dickinson**

e) Council **RESOLVED** earlier in the Council meeting to set up a Property and Maintenance Working Group, which will lead on the maintenance and landlord's obligations, plus setting up of a maintenance program, for the Council Hall

## 29. NEXT MEETING

Council resolved that the next meeting will be held on Wednesday 25<sup>th</sup> September 2024 commencing at 6.30p.m in the Council's Meeting Room at Cliff House, Salcombe

*Against: 0      Abstain: 0      For: 8*

**Action: Town Clerk**

Meeting ended: 23:03

Minutes approved:

.....  
Town Mayor

Date: