



IVYBRIDGE TOWN COUNCIL

Town Clerk
Kate Elliott-Turner

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Dear Councillor

You are summoned to attend a meeting of the Town Council to be held in The Watermark, Ivybridge on **Monday 4th March 2024 at 7pm**. The business that is to be transacted at this meeting is set out below. If you are unable to attend this meeting, or will be late in arriving, please inform the Town Clerk as soon as possible.

Signed: *Kate Elliott-Turner*
Town Clerk

Date 27th February 2024

Members of the public are invited to observe the meeting, and may participate in the 'Public Section', according to council's Standing Orders. If members of the public wish to speak, they are requested to contact the Town Clerk in advance of the meeting if possible.

AGENDA

- 23/112 **APOLOGIES:** To receive and accept apologies for absence.
- 23/113 **DISCLOSURE OF MEMBERS INTERSTS AND DISPENSATIONS:** In accordance with the Code of Conduct and Standing Orders:
a) Members to declare interests in respect of any item on the agenda
b) Proper Officer to consider written requests from members for dispensations
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point, and that any change to their Register of Interests must be notified to the Town Clerk within 28 days of the change.
- 23/114 **PUBLIC SECTION**
To consider any points raised in a public participation session within a time limit of 15 minutes, according to council's Standing Orders, and which may be extended at the discretion of the Chair.
- 23/115 **REPORTS – POLICE & EXTERNAL AGENCIES**
To receive reports from the police and any other external agencies.

23/116

REPORTS – COUNTY & DISTRICT COUNCILLORS

To receive the County (report attached) and District Councillors' reports and any questions from Members and members of the public on those reports.

23/117

MINUTES: To note and sign as a correct record, the minutes of the Council meeting held on 22nd January 2024 (copy attached).

23/118

COMMITTEE MINUTES

To note the minutes of the following committee meetings (copies attached):

- i) Personnel - 12th December 2023
- ii) Planning & Infrastructure Committee - 29th January 2024
- iii) Parks Committee - 29th January 2024
- iv) Watermark Committee 30th January 2024
- v) Planning & Infrastructure Committee – 19th February 2024
- vi) Policy & Resources Committee - 19th February 2024

23/119

TOWN MAYOR'S AND DEPUTY TOWN MAYOR'S INTERESTS: There are no functions or activities attended by the Town Mayor or Deputy Mayor to report.

23/120

COMMITTEE RECOMMENDATIONS: To consider and resolve the following recommendation from Policy and Resources Committee meeting held on 19th February 2024 (copies of relevant documents are provided to members). Consideration to include the Town Clerk's recommended additional wording, below, and a motion to remove a Standing Order, which is in bold (determined by statute or legislation) which no longer applies (see report):

- i) Minute PR23/060 recommended that:

The updated Standing Orders be adopted.

- ii) Recommended additional wording in an appropriate point within the Standing Orders:

'Consideration by full Council of nominations for community awards to be held as a confidential item, with exclusion of press and public.'

- iii) To resolve to remove Standing Order subject to legislation
Following legal advice, to resolve to remove the following outdated Standing Order:

Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the

Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

23/121 **ASSET REGISTER REVIEW:** To review and agree the updated asset register (as deferred from Policy & Resources Committee) (copy attached).

23/122 **FINANCIAL RISK ASSESSMENT:** To review and agree the updated financial risk assessment (copy attached).

23/123 **POLICY REVIEW & UPDATES:** To adopt the following policy updates (copy attached):

- i. Anti-Bribery Statement and Policy
- ii. Anti-Fraud and Corruption Policy
- iii. Procurement Policy
- iv. Internal Audit Policy
- v. Internal Audit System
- vi. Statement of Internal Control

23/124 **BUTTERPARK:** Due to urgent nature of current position, to consider quotations for security boarding for the Butterpark building, following a significant increase in break-ins and damage being caused to the windows and internal parts of the building. Such measures will meet our insurance requirements and duty of care of those entering the building/site, whether trespass or authorised (report and quotes provided to members).

Supplier	Price (excl. vat)
A	£23,926
B	£11,200
C	£27,018

23/125 **LETTER TO CROSSCOUNTRY TRAINS:** To consider a request from PL21 and IRUG (Ivybridge Rail Users Group) to support their endeavours to increase the number of train stops at Ivybridge Station, by sending a letter to CrossCountry Trains.

23/126 **RIVERS MEETINGS – UPDATES:**

- a) For information only, to receive reports on meetings attended by Councillor Lannin, as follows:
 - i) River meetings overview report from Councillor Lannin
 - ii) River Erme Councils meeting – 25th January 2024
 - iii) SHDC (Leads on Planning & Environment), River Erme Councils representatives & Chair of WATER (Wild About The Erme River) – 30th January 2024

iv) Erme & Yealm Rivers Association (E&YRA) meeting – 20th February 2024

b) To consider the following proposal:

That Ivybridge Town Council will provide use of The Watermark (subject to availability) without cost as a venue for a public event to be held in the summer as part of its support of WATER's objective of working to protect the River Erme from the harmful effects of pollution and restore it back to its natural state

- 23/127 **IVYBRIDGE SUMMER EVENT:** To consider a report from the Ivybridge Summer Event Working Party, with proposals for a 2024 summer event – to agree the date of 25th May (afternoon), and approve event costs of £1,000 (see report attached).
- 23/128 **PURCHASE OF TOWN CENTRE BUNTING:** To consider a quote to purchase bunting to be erected along Fore Street (as per council minute 23/089). Total £639 plus vat.
- 23/129 **ACCESSIBLE IVYBRIDGE:** To receive a verbal report from Councillor Abbott on the second phase of Dementia Friendly Ivybridge – Accessible Ivybridge, and to nominate a Councillor to lead on this.
- 23/130 **INTERIM UPDATE – INTERNAL AUDIT REPORT:** To receive and note the second half-year (2023/2024) interim update Internal Audit Report, before year end.
- 23/131 **UPDATES AND INFORMATION:** To receive updates on Councillor and Officer activity (copy attached).
- 23/132 **EXCLUSION OF PRESS AND PUBLIC:** Under Standing Orders, it is proposed to resolve to exclude the press and public for the following agenda items, as their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 23/133 **IVYBRIDGE COMMUNITY AWARDS:** To consider the nominations for the Citizen and Community Group of the Year Awards (copy attached).

CLOSE