

## OTTERY ST MARY TOWN COUNCIL

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05 June 2025

Dear Councillors

I hereby give you notice that the **Finance & Strategic Planning Committee [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Tuesday, June 17, 2025**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, Devon EX11 1BZ**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

*Kerry Kennell*

Town Clerk

### INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Tuesday, June 17, 2025**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Chair to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Chair may approve an exception to this request in special circumstances

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## **AGENDA**

### **FSP/25/06/01 Apologies for Absence**

To receive apologies for absence

### **FSP/25/06/02 Declarations and Disclosable Pecuniary Interests**

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

### **FSP/25/06/03 Admission to Meetings**

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

### **FSP/25/06/04 Public Participation**

To allow members of the public present to submit questions/comments for consideration  
Individual contributions will be limited to 3 minutes

### **FSP/25/06/05 To review and approve the Terms of Reference for the Finance and Strategic Planning Committee**

### **FSP/25/06/06 Minutes**

To receive the following minutes and to approve the signing of the Minutes by the Chair as a correct record

**FSP/25/06/06.1 Finance Committee Meeting of 6th March 2025 (minute refs F/25/03/01 - F/25/03/13)**

**FSP/25/06/06.2 Finance Committee Meeting of 13th March 2025 (minute refs F/25/03/14 - F/25/03/22)**

**FSP/25/06/06.3 Strategy Committee Meeting of 17th October 2024 (minute refs S/24/10/01 - S/24/10/14)**

### **FSP/25/06/07 To note Internal Audit report for 2024/25**

### **FSP/25/06/08 Consideration of Community Grant Applications**

Grant applications received from Ottery Primary PTFA

### **FSP/25/06/09 To receive an update regarding S106 monies and make decisions as appropriate**

### **FSP/25/06/10 Review of EDDC and DCC assets and consideration of funded services available within the parish**

### **FSP/25/06/11 Exploring Opportunities to Sponsor or Adopt a Community Planter and to make recommendations/decisions as appropriate**

**FSP/25/06/12 To consider items outstanding from the Strategy Committee**

**FSP/25/06/13 To receive an update from the Clerk regarding any outstanding issues and make decisions as appropriate**

**FSP/25/06/14 To note any specific correspondence received**

**FSP/25/06/15 To receive any further recommendations from Members**

**FSP/25/06/16 To receive Councillors questions**

**FSP/25/06/17 Date of the next meeting: 8th July 2025**

Reports & Appendix 1

**DRAFT TERMS OF REFERENCE FOR FINANCE AND STRATEGIC PLANNING COMMITTEE.pdf**

2025-03-06 - Finance Committee [In-person] - Minutes.pdf

2025-03-13 - Finance Committee [In-person] - Minutes.pdf

2024-10-17 - Strategy Committee - Minutes.pdf

OSMTC IA May 25.pdf

EDDC Asset list in OSM parish (1).xlsx

2025 04 10 Response to Ottery St Mary clerk.xlsx

## **DRAFT TERMS OF REFERENCE FOR FINANCE AND STRATEGIC PLANNING COMMITTEE – JUNE 2025**

**Membership** will consist of not more than 6 members plus the Mayor and Deputy Mayor whom shall be ex-officio, with full voting rights. The Committee will also have **delegated powers** to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full Council. The Committee shall not have delegated authority with regards to approving the annual precept or borrowing monies, as these matters must be determined and approved by Full Council

A Chair and Vice Chair will be elected at the Annual Meeting of the Council or at the earliest opportunity following that meeting. A quorum will consist of 3 members. The Clerk is responsible for calling the first meeting in each year and will compile a meeting schedule for the next 12 months. The Committee will have the power to establish sub-Committees and working groups reporting back to this Committee. The Chair will call any adhoc Community Infrastructure committee meetings as and when necessary. The Responsible Finance Officer will also attend any meetings.

The Committee shall have delegated authority to incur expenditure which is in accordance with the delegation provisions of the Council's Financial Regulations.

The Committee will meet as required to discuss any matters relating to finance in addition to that considered monthly by the full Council. The Committee will receive at the time of the meeting statements of income and expenditure, reports monitoring income and expenditure against budget, details of urgent expenditure and expenditure over and above the Council's budget.

The Committee will meet to consider and recommend for approval the Council's annual revenue budgets and precept. The Committee will also receive the annual accounts for approval to full Council and consider the audit report prior to Council approval.

The Committee will be responsible for the risk register and maintenance of the register before approval is received from full Council. It will also be responsible for all insurance and audit matters relating to the Council.

The Committee will be responsible for considering grant applications received by the Council and recommending to full Council the extent of any grant made by the Council.

The Committee will oversee the production of the annual report.

Strategic Planning:

The purpose of the Strategic Planning is to define the Council's key priorities.

- To develop a strategic plan to run from 2025 until 2027
- The plan will help ensure Ottery St Mary Town Council delivers quality services to our residents, local businesses, visitors and the wider community.

- The plan will identify the Council's short and long-term goals and inform the prioritisation for resource allocation, budget-setting and expenditure.
- The plan will include identifying and prioritising projects for S106 and CIL spending to ensure maximum benefit from these monies to the parish
- The plan will inform all key stakeholders of the milestones and estimated timescales to achieve the Councils priorities for the period of the plan.
- The plan will be regularly reviewed to ensure that progress is being made.
- The committee will formulate a Communications Policy including media and social media to ensure clear messaging is sent out to the parish.
- The Committee will provide recommendation to Full Council regarding internal policies where appropriate.

### **Documentation**

Minutes of all meetings will be recorded by the Clerk and submitted to Full Council. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

### **Review**

The Finance and Strategic Planning Committee's Terms of Reference are to be reviewed annually at the first meeting after the Annual Council meeting



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance Committee [In-person] held on **Thursday 06 March 2025** at **16:00**. The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Dean Stewart (Chair), Richard Grainger (Mayor and Vice Chair), John Green and Janice Aherne

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **F/25/03/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllr Lucas.

### **F/25/03/02 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS**

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

Cllr Green	No interests declared.
Cllr Grainger	No interests declared.
Cllr Stewart	Agenda Item F/25/03/07 – DPI in relation to grant application from Citizens Advice East Devon.
Cllr Aherne	Agenda Item F/25/03/07 - Affects & Prejudicial NRI in relation to the grant application from Tipton Playing Fields.

### **F/25/03/03 ADMISSION TO MEETINGS**

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

It was **RESOLVED** that Agenda Item F/25/03/07 Consideration of Community Grant Applications would be discussed in Confidential Session as they include information relating to the organisations finances.

### **F/25/03/04 PUBLIC PARTICIPATION**

To allow members of the public present to submit questions/comments for consideration  
Individual contributions will be limited to 3 minutes

Chair's initials \_\_\_\_\_

There was none.

#### **F/25/03/05 MINUTES**

To receive the Minutes of the Meeting of the Finance Committee of 12th December 2024 (*minute refs F/24/12/01 - F/24/12/13*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 12<sup>th</sup> December 2024 were noted.

#### **F/25/03/06 TO NOTE FINANCE REPORTS FROM 1ST APRIL 2024 UNTIL 28TH FEBRUARY 2025**

The Finance reports were noted. It was noted that a regular hirer of the hub is leaving from the beginning of April which will impact the Hub income.

#### **F/25/03/07 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS**

Grant applications received from Honiton 729 Club, Girl guiding OSM District, Ottery Primary PTA, Citizens Advice East Devon and Tipton St John Playing Field Committee

Teams meetings were held with the applicants of the grants for Ottery Primary PTA, Citizens Advice East Devon and Tipton St John Playing Field Committee.

*Cllr Stewart left the meeting.*

It was **RECOMMENDED** that £2,000 is awarded to Citizens Advice East Devon (CAED) on the understanding that CAED will promote the sessions and retain a weekly session in Ottery St Mary although it was noted that it may move locations on rotation to improve attendance. It was **RECOMMENDED** that the grant is paid in two six monthly installments and should be repaid if the Ottery sessions stop being offered.

*Cllr Stewart joined the meeting.*

It was AGREED that the Finance Committee support the Ottery Primary PTA project in principle but as the Town Council has recently approved a grant to the Scouts to purchase new tents the Committee wonder whether the tents could be utilised between both groups as the school would be using the tents during the week term time and the Scouts at weekends and school holidays. The Clerk will contact the PTA and Scouts to see if this is a possibility and whether £2,000 could be used for something else in the project.

*Cllr Aherne left the meeting*

It was **RECOMMENDED** that £2,000 is awarded to Tipton St John Playing Field Committee.

*Cllr Aherne joined the meeting.*

It was AGREED that a Teams meeting will be held with Honiton 729 and Girl Guiding OSM District to discuss their grant applications as they were unable to make the meeting today.

Chair's initials \_\_\_\_\_

**F/25/03/08 TO REVIEW THE COMMUNITY GRANTS POLICY AND MAKE RECOMMENDATIONS AS APPROPRIATE**

The Community Grants Policy was reviewed and the following recommendations were made:

- To reword the last question section 2 to say “How does this directly affect the residents of Ottery St Mary and how many local residents would benefit?”
- To increase the maximum sum of the award to £3,000.
- To update the policy to allow for staggered payments of a grant
- To request a copy of an applicant’s Safeguarding Policy if they work with children or vulnerable adults

The Large Organisation Grant Policy was reviewed and the following recommendations were made:

- Rule 4 is updated to remove the reference to the Annual Grants scheme deadline which no longer applies
- Rule 7d is updated to Clerk
- That the Finance Committee reviews all grant application – both community and large organisation

**F/25/03/09 TO RECEIVE AN UPDATE REGARDING S106 MONIES AND MAKE DECISIONS AS APPROPRIATE**

A Finance Committee meeting is being held on 13<sup>th</sup> march to review the suggestions that have been made to spend £162,000 of S106 monies on improving public spaces. The meeting will be attended by the EDDC Section 106 Officer.

**F/25/03/10 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

There was none.

**F/25/03/11 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**F/25/03/12 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

**F/25/03/13 DATE OF THE NEXT MEETING: TO BE CONFIRMED**

Reports & Appendix 1

Meeting concluded at 17:41

Chair’s initials \_\_\_\_\_

Draft

Chair's initials \_\_\_\_\_



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance Committee [In-person] held on **Thursday 13 March 2025** at **16:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, EX11 1BZ**

Present: Cllrs Dean Stewart (Chair), Richard Grainger (Mayor and Vice Chair), John Green and Janice Aherne

In Attendance: Melissa Wall, EDDC Section 106 Officer and Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **F/25/03/14 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllr Lucas.

### **F/25/03/15 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS**

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

Cllr Stewart	No interests declared.
Cllr Grainger	No interests declared.
Cllr Aherne	No interests declared.
Cllr Green	No interests declared.

### **F/25/03/16 ADMISSION TO MEETINGS**

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

There were none.

### **F/25/03/17 PUBLIC PARTICIPATION**

To allow members of the public present to submit questions/comments for consideration  
Individual contributions will be limited to 3 minutes

There were none.

### **F/25/03/18 TO REVIEW IDEAS SUBMITTED ON HOW £162,000 SHOULD BE SPENT ON IMPROVING PUBLIC OPEN SPACES AND MAKE DECISIONS AS APPROPRIATE**

Chair's initials \_\_\_\_\_

Melissa gave an overview of her role.

It was noted that the PlayZone/MUGA at Strawberry Lane has a separate S106 allocation of £150,000. Any funds left after the creation of a PlayZone would need to be used on new or improving sports pitches.

The list of ideas submitted were reviewed. It was AGREED that the following projects are suitable for S106 funds and should be investigated further:

- Nets at the Ottery St Mary Cricket Club
- Improvements to the Land of Canaan – either some form of shelter or further improvements to the proposed new playpark
- Improvements to Winters Lane Tennis Courts – however the Council want to ensure that free access is maintained.
- Skatepark – equipment and access
- Proposals at Ottery St Mary Football Club including Car parking especially to maintain access for air ambulance; Changing room uplift; Darts academy; LED lighting; Fencing
- Creation of a 5 a side pitch at Winters Lane and/or Strawberry Lane

EDDC have advised that replacing the footbridge at Land of Canaan and ensuring it was DDA compliant would cost approximately £60,000 and is therefore cost prohibitive.

EDDC confirmed that proposed walking trails around the town should come from CIL funding and not the S106 money allocated to open spaces. It was **RECOMMENDED** that these ideas should be progressed by the Environment, Local Development and Commerce Committee as part of the regeneration work they are undertaking.

It was AGREED that the Clerk will contact EDDC to ask how asset transfer would work due to the proposed local government review.

#### **F/25/03/19 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

There is none.

#### **F/25/03/20 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

#### **F/25/03/21 TO RECEIVE COUNCILLORS QUESTIONS**

It was confirmed that the next step will be to go back to the parish and ask them to complete an online survey asking if they support the proposed projects. It can be an online survey and it could be put on Commonplace if required.

Chair's initials \_\_\_\_\_

**F/25/03/22 DATE OF THE NEXT MEETING: TO BE CONFIRMED**  
Reports & Appendix 1

Meeting concluded at 17:50

Draft

Chair's initials \_\_\_\_\_



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Strategy Committee held on **Thursday 17 October 2024 at 16:00**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Stewart Lucas (Chair), John Green (Vice Chair), Vicky Johns and Nick Sneller  
In Attendance: Kerry Kennell, Town Clerk and one member of the public  
Minute Taker: Kerry Kennell, Town Clerk

### **S/24/10/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies received from Cllr Grainger (Mayor) and Cllr Stewart (Deputy Mayor).

### **S/24/10/02 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS**

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

Cllr Johns	No interests declared.
Cllr Green	No interests declared.
Cllr Sneller	No interests declared.
Cllr Lucas	No interests declared.

### **S/24/10/03 ADMISSION TO MEETINGS**

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

It was **RESOLVED** that the supporting information relating to organisations finances will be discussed in Confidential Session in relation to Agenda item 8 Consideration of funding request from Ottery St Mary Cricket Club and Agenda item 9 Consideration of funding request from Action East Devon.

### **S/24/10/04 PUBLIC PARTICIPATION**

To allow members of the public present to submit questions/comments for consideration  
Individual contributions will be limited to 3 minutes

Chair's initials \_\_\_\_\_

There was none.

#### **S/24/10/05 MINUTES**

To receive the Minutes of the Meeting of the Strategy Committee of 27th June 2024 (*minute refs S24/06/01 - S24/06/12*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 27<sup>th</sup> June 2024 were reviewed and signed by the Chair as a true record of the meeting.

*It was AGREED to bring Agenda Item 8 forward.*

#### **S/24/10/06 CONSIDERATION OF FUNDING REQUEST FROM OTTERY ST MARY CRICKET CLUB**

Richard Lock from Ottery St Mary Cricket Club confirmed that they have obtained planning permission for the Ballstop Netting. This is something that needs to be done by the club to reduce the possibility of people being injured by cricket balls. Richard Lock reiterated that the Cricket Club is an important part of the town which has been established for over 150 years with over 200 members. Richard confirmed that the project cost for the replacement netting is £72,000.

The English Cricket Board will provide a five year interest free loan but will not provide a grant. It was noted that the project form was completed for the practice nets although this work has already been completed. Richard will complete a new project form for the Ballstop Netting.

It was AGREED that the Clerk will raise this with the EDDC Section 106 Officer. It was noted that open access may be a requirement if Section 106 funds are used.

The Committee recognise that the Cricket Club is a vital asset to the town.

#### **S/24/10/07 TO CONSIDER FUTURE PROJECTS AND THEIR ALIGNMENT WITH THE STRATEGIC PLAN FOR RECOMMENDATION TO THE COUNCIL**

##### **A. To receive an update regarding the creation of a new Neighbourhood Plan**

The Clerk has been unable to secure quotations for this work. The Clerk will continue to try and obtain quotations for this work for a consultant to assist with reviewing and creating a new Neighbourhood Plan for the Parish of Ottery. It was **RESOLVED** that the Clerk contacts West Hill to ask whether it is their view of their new Council to create a new Neighbourhood Plan for West Hill Parish alone remains their viewpoint or whether there is an appetite to update the existing Neighbourhood Plan with Ottery St Mary Town Council.

Chair's initials \_\_\_\_\_

- B. To consider any other future projects and make recommendations as appropriate

There were none.

- C. To agree next steps to publicise the Strategic Plan to the parish

The Clerk and Cllr Lucas will meet later this week to work on the information to share with the parish.

#### **S/24/10/08 TO CONSIDER THE COUNCIL PROPERTY PORTFOLIO**

Correspondence from a tenant at the Museum was noted. A meeting will be arranged with the Mayor and tenants of the building.

#### **S/24/10/08.1 TO REVIEW SWOT ANALYSIS OF COUNCIL OFFICES AND THE MUSEUM**

The Clerk and Cllr Lucas will carry out a SWOT analysis of the Council Offices and the Museum which will be circulated to members of the committee.

#### **S/24/10/08.2 CONSIDERATION OF SOLAR PANELS AND THE INSTALLATION OF EV CHARGING POINTS AROUND THE PARISH**

One quote has been obtained for solar panels on the Council Offices. Two further quotes will be obtained. It was AGREED that a full roof survey will need to be carried out.

A letter was noted from a resident regarding lack of EV charging points in the parish. It was RESOLVED that the Clerk will write to EDDC and Sainsburys to receive an update regarding their plans to install EV charging points.

The Clerk will contact larger companies to see if they are interested in a site in Ottery. The Station is a possibility but access would need to be carefully considered.

#### **S/24/10/10 CONSIDERATION OF FUNDING REQUEST FROM ACTION EAST DEVON**

It was AGREED that a meeting will be arranged with Action East Devon to discuss how their grant application has been impacted by their successful Lottery Fund grant.

It was **RECOMMENDED** that those organisations applying to the Strategy Committee for a grant should still have to meet the criteria of the Community Grants scheme.

#### **S/24/10/11 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Cllr Stewart had sent through information regarding funding available for the development of green spaces. It was AGREED this would be shared with the ELDC Committee.

#### **S/24/10/12 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

#### **S/24/10/13 TO RECEIVE COUNCILLORS QUESTIONS**

Chair's initials \_\_\_\_\_

There were none.

**S/24/10/14 DATE OF THE NEXT MEETING: TO BE CONFIRMED**

Reports & Appendix 1

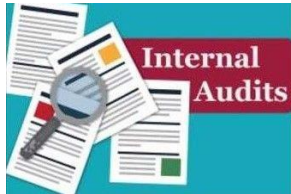
Meeting concluded at 17:30

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Chair's initials \_\_\_\_\_

Draft

Chair's initials \_\_\_\_\_



Mrs Kerry Kennell  
Town Clerk  
Ottery St Mary Town Council  
The Council Offices  
8 Broad Street  
Ottery St Mary  
EX11 1BZ

29<sup>th</sup> May 2025

Dear Kerry,

**Ottery St Mary Town Council End of Year Internal Audit 29<sup>th</sup> May 2025**

The internal audit of Ottery St Mary Town Council for the 2024-25 financial year is now complete. The internal audit was undertaken on Thursday 29<sup>th</sup> May 2025.

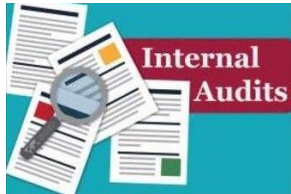
As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out in the detailed report together with the results of the internal audit work for 2024-25.

I would be grateful if you could present this report at the next available meeting of Full Council.

Yours sincerely,

Paul Russell, Internal Auditor



**A. Appropriate accounting records have been properly kept throughout the financial year.**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils issued by CIPFA as applicable to medium sized Councils. The Council maintains its financial records using the Rialtas accounting software. The internal audit has confirmed that income and expenditure balances to the cashbook and is reconciled to the bank statements on a regular basis. During the review it has been confirmed that there is a clear audit trail from the accounts to supporting documentation such as invoices.

The opening balances in the cashbook agreed back to the 2023/24 accounts. AGAR £350,723.

The accuracy of the year-end bank reconciliation details have been verified and it has been confirmed that accurate disclosure of the combined cash and bank balances are stated in the AGAR, section 2, line 8 is accurate.

The Council also has an Investment Strategy in place as required as it has balances of over £100,000. **Recommend that a further review be undertaken.**

**The Council has met this control objective.**

**B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

Standing Orders are based on an old version of the Model NALC template. Standing Orders were reviewed at the Full Council meeting held on 13<sup>th</sup> May 2024 (Minute 24/05/16).

Note that the limits do not match and Section 18 is now out of date following the enactment of the Procurement Act 2023.

Financial Regulations are based on the latest version of the NALC model template. Please note that from 24<sup>th</sup> February 2025, both above and below threshold notices for new UK procurements will need to be published on Find a Tender: [Find a Tender](#). Contracts Finder is no longer operational. There is an article in the latest SLCC magazine outlining the impact of the new Procurements Act 2023 for further information.

**It is recommended that Standing Orders are reviewed as soon as possible and that the revisions are based on the latest NALC Model Template so that amendments to legislation can be incorporated in these important policy documents.**

All other payments under Box 6 of the AGAR have increased from £216,883 to £237,055

A sample test has been undertaken during the year and the following is confirmed:

- Payment agreed to invoice
- Invoice signed off on face of invoice
- Expenditure appropriate for this Council

The Council has a number of internal control documents in place (Procurement Policy, Investment Strategy, Internal Controls) which outlines the financial processes and controls. These all need to be reviewed and it is **recommended that this be reviewed alongside the review of Standing Orders and Financial Regulations to ensure new legislative changes have been incorporated.**

The Council submits its VAT returns to HMRC on a quarterly basis. The VAT returns for all four quarters have been submitted and these have been reviewed.

The Council has a debit card in place and a basic check has been undertaken.

**The Council has met this control objective.**

**C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

The Council is insured with Hiscox on a standard local council package for employer liability and public liability. Adequate cover is provided. The buildings are insured at rebuild costs.

The Council has a Risk Assessment in place and this has been reviewed by Council during the financial year. **However, it is recommended that this be reviewed further to identify all risks facing the Council. A template is available from SLCC or other Councils.**

Appropriate arrangements are in place for monitoring the skate park. An independent risk assessment has been carried out.

**The Council has met this control objective.**

**D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

Council had initial balances of £350,723 at the beginning of the year and these have increased to £441,328 at the end of the 2024/25 financial year. The end of year Financial Statement including the Balance Sheet has been drawn up by DCK Accounting Solutions on behalf of the Council.

Funds are split up as follows:

Funds	Amount
General Reserves	£164,182
Earmarked Reserves	£277,146
Total	£441,328

Earmarked Reserves are in place and are updated throughout the year. These movements are approved by Full Council.

Both the precept and budget for 2024-25 were approved at a Full Council meeting on 8<sup>th</sup> January 2024 (Minute 24/01/09). A precept of £282,510 was set.

The 2025/26 precept of £319,330 (minute C25/01/08.4) was also approved by Full Council.

Budget monitoring reports are presented and reviewed by the Council on a quarterly basis and uploaded onto the website.

**The Council has met the requirements of this control objective.**

**E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.**

Precept as stated in box 2 was £282,510. This has been cross referenced to third party documentation provided by central government and confirmed.

Income in box 3 of the accounts was £97,170 against an income recorded in 2023/24 of £82,609.

A sample has been tested during the year from the cashbook. The transactions were selected randomly and included items from each month of the 2024/25 financial year. In all cases the credit agreed to the cashbook and the bank statements.

The Council is responsible for one cemetery. Information is available on the website including rules and regulations, internment forms and fees.

The Council also manages the allotment site and has an agreement with the allotment association in place.

The Council has both office space and room hire available. Information is included on the Council website.

**The Council has met the requirements of this control objective.**

**F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

The Council operates one petty cash account which is kept in a locked cash box in a locked filing cabinet in the locked Archive Room. It is administered by the Clerk. VAT is claimed through Rialtas.

**The Council has met the requirements of this control objective.**

**G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.**

Staff costs in box 4 of the accounts were £75,904 compared to the previous year of £73,361.

Payroll is processed SGW Payroll. It has been confirmed that the staff costs only include payments relating to employment of staff in box 4. Verified that gross pay was calculated correctly, pension payments were correct and all payments to HMRC have been submitted.

Salary payments for the year were reviewed as part of the audit. All the PAYE, National Insurance and Pension deductions were accurately recorded.

Councillors receive a Councillor Allowance and this is paid through the PAYE scheme as required.

**The Council has met the requirements of this control objective.**

**H. Asset and investments registers were complete and accurate and properly maintained.**

Fixed assets box 9 are stated as £2,167,155. The balance has been agreed to the asset register. The asset register has been updated and meets the relevant requirements.

Council is insured through Hiscox on a standard local council package for employer liability and public liability. Adequate cover is provided and the policy was in date at time of audit.

The Council has a Risk Assessment in place but this has not been reviewed during the year. **Recommend that this be reviewed and updated as required.**

The Council has one outstanding loan which run to October 2038. The balance of the loans is £ 143, 035.88. Box 10 on the AGAR is correct. This has been agreed to year end statements published on the Debt Management Office website.

The Council has no long-term investments in place.

**The Council has met the requirements of this control objective.**

**I. Periodic bank account reconciliations were properly carried out during the year.**

The total value of cash and short-term investments stated in box 8 is £441,071. The balance on the bank reconciliation agreed back to the bank statements and cashbook balances recorded in the accounts.

All the Bank Accounts are reconciled promptly on a monthly basis. This was verified by reviewing the bank reconciliations. These reconciliations are reviewed by a Councillor on a monthly basis and reported.

The Council has an investment strategy in place as required by the regulations. This was last reviewed in November 2023. **Recommend that this be reviewed as required.**

**The Council has met this control objective.**

**J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**

Ottery St Mary Town Council prepares its annual accounts on an income and expenditure bases as required to do so as it has a turnover in excess of £200,000 per annum. Accounting statements are prepared as required and are supported by an audit trail.

The Council has recorded Debtors and Creditors and these are outlined in the Financial Statement.

**The Council has met this control objective.**

**K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”) Yes No\* Internal control objective Not covered\*\***

Council is subject to a limited assurance review. **Not covered.**

**L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.**

Smaller authorities must publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Annual Internal Audit Report (published)
- Section 1 – Annual Governance Statement (published);
- Section 2 – Accounting Statements (published)
- Analysis of variances (published)
- Bank reconciliation (published)
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. (published)

In addition to the above requirements the Council has also met the requirements for authorities with a turnover exceeding £200,000 including expenditure over £500, minutes, policies and assets.

**The Council has met this control objective.**

**M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).**

The Public Notice is published on the Council's website but was not formally recorded in the Council minutes. The period of 30 days has been observed. Dates were from 12<sup>th</sup> June to 23<sup>rd</sup> July 2024. **Recommend that the public notice dates are recorded in the Council minutes when agreeing the AGAR.**

**The Council has met this control objective.**

**N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).**

The Statement of Accounts, Annual Governance Statement and the external audit certificate for 2023/24 are published on the Council's website.

The Conclusion of Audit certificate has been published on the Town Council's website. The audit was clear for 2023/24.

The external audit certificate is available on the website but does not appear to have been reported to Council or a Committee. **Recommend that the External Audit Certificate is formally reported to Full Council to note.**

The Council is required by regulations to publish AGAR documentation for the previous 5 years. This has been met with accounts going back to 2016.

**The Council has met this control objective.**

**O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.**

The Council is not a sole trustee. **Not applicable.**

Our Ref	Type	Property Type
37/0081I	Infrastructure	Infrastructure
45/0141B	Building	Public Toilets
45/0143B	Building	LED Leisure Trust
45/0144B	Building	Sports & Activity Clubs & Playing Fields
45/0219B	ASSETP	Sports & Activity Clubs & Playing Fields
45/0220B	ASSETP	Play Areas & Skateparks
45/0275L	Land	Car Parks
45/0278L	Land	Parks & Open Space
45/0279L	Land	Car Parks
45/0283L	Land	Parks & Open Space
45/0284L	Land	Car Parks
45/0285L	Land	Parks & Open Space
45/0286L	Land	Parks & Open Space
45/0287L	Land	Sports & Activity Clubs & Playing Fields
45/0288L	Land	Sports & Activity Clubs & Playing Fields
45/0289L	Land	Public Toilets
45/0291L	Land	Parks & Open Space
45/0292L	Land	Infrastructure
45/0293L	Land	LED Leisure Trust
45/0294L	Land	LED Leisure Trust
45/0366B	ASSETP	Play Areas & Skateparks
45/0498L	Land	Parks & Open Space
45/0546L	Land	Parks & Open Space
45/0581L	Land	Parks & Open Space

Address
Public Conveniences, Winters Lane, Ottery St Mary, ,
Ottery St Mary Leisure Centre, Cadhay Lane, Ottery St Mary, EX11 1QZ
Groundsmans Hut, All Weather Pitch, Ottery St Mary Leisure Centre, Cadhay Lane, Ottery St Mary
Recreation Ground, Winters Lane, Ottery St Mary
Land Of Canaan, Canaan Way, Ottery St Mary
Car Park, Hind Street, Ottery St Mary, EX11 1BW
Land Of Canaan, Canaan Way, Ottery St Mary
Car Park, Brook Street, Ottery St Mary
Mill Leat, Mill Street, Ottery St Mary
Car Park, Land Of Canaan, Canaan Way, Ottery St Mary, EX11 1EQ
Land East Of, Millcroft, Ottery St Mary, ,
Land East Of, Riverside View, Ottery St Mary
Recreation Ground, Winters Lane, Ottery St Mary
1ST Ottery St Mary Guide And Scout Hut, Clapps Lane, Ottery St Mary
Playground, Winters Lane, Ottery St Mary
Land Adjoining 16, Washbrook View, Ottery St Mary, ,
Land North Of Higher Woodford Farm, Alfington, ,
Ottery St Mary Leisure Centre, Cadhay Lane, Ottery St Mary, EX11 1QZ
All Weather Pitch, Ottery St Mary Leisure Centre, Cadhay Lane, Ottery St Mary, EX11 1QZ
Thorne Farm Way, Ottery St Mary
Public Open Space, Thorne Farm Way, Ottery St Mary
Otter Park, Thorne Farm Way, Ottery St Mary
Land Adjoining The Tumbling Weir, Ottery St Mary, ,

Asset Description	UPRN
River Otter Flood Prevention	
Former Public Toilets, Winters Lane	010024075946
Ottery St Mary Leisure Centre (formerly known as Colin Tooze Sports Centre)	100041043369
Groundsman's Hut1	
Play Area (Winter's Lane)	010024072183
Play Area (Land Of Canaan)	010023004912
Car Park Hind Street	010024073111
Land Of Canaan Open Space	010023004912
Car Park Brook Street	010000250700
Mill Leat Ottery St Mary	
Land Of Canaan Car Park	010024075082
Millcroft (1) Open Space	010024075084
Millcroft (2) Open Space	010024075085
Winters Lane Recreation Ground	010024072183
Scout Hut Site	010000250295
Former Public Toilets, Winters Lane	010024072172
Washbrook View Open Space	010024075027
Flood Aleviation Scheme Alfington	010090914615
Sports Hall Ottery St Mary (formerly known as Colin Tooze Sports Centre)	100041043369
All Weather Pitch Ottery St Mary (formerly known as Colin Tooze Sports Centre)	100041043369
Muga, Thorne Farm Way	
Thorne Farm Way Open Space	010000247535
Otter Park Open Space	
Connect 2 Cycle Route & Footpath (Land adj Tumbling Weir Hotel)	010023101202

Ownership	Parish	Ward	OSGRID Ref
	Ottery St Mary	Ottery St Mary Rural (pre 02/05/19)	
Freehold	Ottery St Mary	Ottery St I E 309738,N 095144	
Leasehold	Ottery St Mary	Ottery St I E 308809,N 095299	
Leasehold	Ottery St Mary	Ottery St Mary	
Freehold	Ottery St Mary	Ottery St I E 309669,N 095073	
Freehold	Ottery St Mary	Ottery St I E 309505,N 095534	
Freehold	Ottery St Mary	Ottery St I E 309670,N 095518	
Freehold	Ottery St Mary	Ottery St I E 309505,N 095534	
Freehold	Ottery St Mary	Ottery St I E 310040,N 095457	
Freehold	Ottery St Mary	Ottery St I E 309476,N 095777	
Freehold	Ottery St Mary	Ottery St I E 309517,N 095568	
Freehold	Ottery St Mary	Ottery St I E 309532,N 095278	
Freehold	Ottery St Mary	Ottery St I E 309535,N 095185	
Freehold	Ottery St Mary	Ottery St I E 309669,N 095073	
Freehold	Ottery St Mary	Ottery St I E 309719,N 095128	
Freehold	Ottery St Mary	Ottery St I E 309744,N 095123	
Freehold	Ottery St Mary	Ottery St I E 310288,N 095839	
Freehold	Ottery St Mary	Ottery St I E 311281,N 097678	
Leasehold	Ottery St Mary	Ottery St I E 308809,N 095299	
Leasehold	Ottery St Mary	Ottery St I E 308809,N 095299	
Freehold	Ottery St Mary	Ottery St Mary	
Freehold	Ottery St Mary	Ottery St I E 309011,N 095390	
Freehold	Ottery St Mary	Ottery St I E 309096,N 095434	
Freehold	Ottery St Mary	Ottery St I E 309337,N 095596	

COTLEY FARM-MAIN FARM SITE	OTTERY ST MARY
COTLEY FARM-FORMERLY HIGHER COTLEY FARM	OTTERY ST MARY
THORNE FARM-MAIN FARM SITE	OTTERY ST MARY
THORNE FARM-EXETER AIRPORT OUTER MARKER	
BEACON	OTTERY ST MARY
OTTERY ST MARY PRIMARY SCHOOL	OTTERY ST MARY
TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY	
SCHOOL-MAIN SCHOOL SITE	SIDMOUTH
TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY	
SCHOOL-PLAYGROUND SITE	SIDMOUTH
TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY	
SCHOOL-TIPTON ST JOHN PLAYING FIELD	SIDMOUTH
TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY	
SCHOOL-VILLAGE HALL	SIDMOUTH
THE KINGS SCHOOL-EAST SITE	OTTERY ST MARY
THE KINGS SCHOOL-WEST SITE (THORNE FARM)	OTTERY ST MARY
THE KINGS SCHOOL-PLAYING FIELD	OTTERY ST MARY
EAST HILL PICNIC SITE	OTTERY ST MARY
WEST HILL PRIMARY SCHOOL	OTTERY ST MARY
LAND R/O ST SAVIOURS SITE OTTERY ST MARY	OTTERY ST MARY
OTTERY ST MARY SKATE PARK	OTTERY ST MARY

Ottery St. Mary CP	County Farms estate
Ottery St. Mary CP	County Farms estate
Ottery St. Mary CP	County Farms estate
Ottery St. Mary CP	County Farms estate
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Public Rights of Way
Ottery St. Mary CP	Education Schools
Ottery St. Mary CP	Corporate
Ottery St. Mary CP	Countryside

Freehold but entirely leased off by others  
Freehold but entirely leased off by others  
Freehold but entirely leased off by others

Freehold but entirely leased off by others  
Trust School

Church Owned

Leasehold

Memo of Arrangement / User Agreement

Licence  
Academy  
Academy  
Academy  
Freehold  
Trust School  
Freehold but entirely leased off by others  
Freehold