



All members of Cullompton Town Council's  
**Policy, Finance and Personnel Committee**  
are hereby summoned to attend a meeting of the Committee to be held on  
**Tuesday 19 September 2017 commencing at 1pm**  
at **Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 12 September 2017**

## **AGENDA**

**Members of the public are very welcome to attend this meeting**

**Membership:** Councillors: Eileen Andrews, James Buczkowski, Gordon Guest, Mike Thompson and Richard Thorne

***PUBLIC QUESTION TIME:***

***15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.***

***It may not be possible to reply straightaway and the question may only be noted.***

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST:** To receive declarations of Interest.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
- 4. MINUTES:** To agree and sign, as a correct record, the minutes of the previous meeting held on 15 August 2017 (Appendix A).

5. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for August/September 2017 (to be tabled at the meeting).
6. **FINANCE**
  - (i) **To receive financial reports for August 2017** (Appendix B).
  - (ii) **Long term deposits report:** To consider and agree any action to be taken (Appendix C).
  - (iii) **Fuel cards:** To consider report and agree way forward (Appendix D).
7. **WEBSITE AND IT:** To consider any website or IT related matters.
8. **POLICIES**
  - (i) **Councillor and staff allowance policy:** To review (Appendix E).

**RECOMMENDATION:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

9. **STAFFING MATTERS**
  - (i) **Staff update report:** (to be tabled at the meeting).
  - (ii) **Project Funding Officer:** To consider job description and approve making the temporary contract permanent.
  - (iii) **Resignation of outdoor worker:** To receive resignation and agree way forward.
  - (iv) **Grass cutting:** To approve employing a contractor to cut the grass in the top section of the cemetery due to staffing shortage.
  - (v) **Overtime/additional hours:** Update report.
10. **OUTSTANDING INVOICES:** Update report.
11. **DEBT RECOVERY POLICY:** To consider revised document.
12. **Date and time of next meeting:** Tuesday 17 October at 10am.

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

*Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*

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## POLICY, FINANCE & PERSONNEL COMMITTEE

### Minutes of a Committee meeting held on Tuesday 15 August 2017 at 10am in Cullompton Town Hall

**Present:** Cllr James Buczkowski (in the chair) and Cllrs: Eileen Andrews, Iain Emmett, Mike Thompson and Richard Thorne.

Judy Morris: Clerk

27. **APOLOGIES** received from Cllr Gordon Guest (personal).
28. **DECLARATIONS OF INTEREST:** None
29. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None
30. **MINUTES:** The minutes of the previous meeting held on 18 July 2017 were approved and signed as a correct record after amending Item 17(i) to read: Mr Snow "*Queried Point 3* in the response he received to a formal complaint he made recently. The Chairman offered to investigate and respond to Mr Snow *If there was anything further to add*". Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.
31. **COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for June/July 2017 (to be tabled at the meeting).** Two complaints:

**NOTE:** Cllr Mike Thompson declared a personal interest as the first complainant is known to him.

DATE	COMMENT/COMPLAINT	Council comment/action
3 Aug	Management of St Andrews car park.	Refer to full council
11 Aug	Head Weir Road play area, lack of consultation re the refurbishment of the play area. Climbing frame directly in front of bedroom window.  Also complaining about balls going into her garden and damaging plants etc.	Asked to lodge a formal complaint  Have offered to plant prickly shrubs along the fence to deter children from going too close to the fence.

## **32. FINANCE**

- (i) **To receive financial reports for July 2017:** Discussion with regard to payments and whether the Council operatives obtained receipts when purchasing fuel. Reports were noted.

**RESOLVED:** That the Clerk investigates cards that can be used at local garages to purchase fuel as the current method of purchasing fuel by signature at a local garage is open to risk.

- (ii) **Budget amendments:** To consider recommendations contained in report.

**RESOLVED:** That the report is noted and the "Van Fund" budget is renamed "Van Lease".

- (iii) **John Tallack Youth & Community Centre:** To receive report and agree way forward.

**RESOLVED:** That the Report is noted and

1. Chairman to check builder's merchant invoices to ensure that none of the materials used at the JT Centre have been charged to the Town Council by mistake.
2. Clerk to submit a TAP Fund application to assist with cost of JT Centre youth service provision.
3. Check that the VAT element of the payments made whilst the Council was the custodian for the JT Centre were dealt with correctly.

- (iv) **VAT advice: To consider employing a VAT specialist to review the Council's approach to VAT and provide training as required.** Clerk reported that she had obtained an estimate of £400 for a full report explaining the VAT situation, setting out options for the different funds and giving retained VAT advice for the rest of the year.

**RESOLVED:** That a VAT specialist is contracted to provide the Council with specialist VAT advice. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (v) **Insurance: To review the Council's insurance schedule:** Clerk explained that the Council has a three year contract with Zurich. The schedule was discussed and the Clerk confirmed that the Council has written risk assessments of its key activities and keeps written records of staff and volunteer training.

**RESOLVED:** That the schedule is accepted, clerk to obtain comparative quote.

- (vi) **Councillor Allowances: To review recommended allowance and consider asking MDDC to carry out a review of Town and Parish Council allowances**

### **RECOMMENDATIONS:**

- (i) That the Council continues to pay an allowance of £100 per annum to elected Councillors wishing to claim that allowance and
- (ii) That the Council requests MDDC to review Town and Parish Council allowances when its remuneration panel next meets.

**NOTE:** Cllr Mike Thompson queried whether it was necessary to redact the names of individuals on the list of payments over £250 published on the Council's website. Clerk to obtain clarification.

- 33. TRAINING: To receive update report:** The report was discussed and noted.

**34. WEBSITE AND IT: To consider any website or IT related matters: None**

**35. POLICIES**

(i) **To consider draft debt recovery policy:**

**RESOLVED:** That the draft debt recovery policy is deferred until the end of the meeting to be discussed in Part 2.

(ii) **Financial Regulations: To confirm revisions to Financial Regulations**

**RESOLVED:** That the revisions are approved and the document is formatted and put to the full council for approval.

**36. TIME OF NEXT MEETING: To consider changing the time of the next meeting due to clash with the time of another meeting.**

**RESOLVED:** That the time of the next meeting is changed to 1pm.

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Iain Emmett, seconded Cllr Richard Thorne.

**RESOLVED:** That as the time was now 12noon that the meeting continues for a further 15 minutes to deal with the remaining items of business.

**37. POLICIES**

(i) **To consider draft debt recovery policy:** The Committee was happy with the content but felt it was too wordy and that a schematic flowchart would be easier to follow. Clerk to reformat and bring to the next meeting.

**38. OUTSTANDING INVOICES: Update report:** Circulated and noted.

**39. STAFFING MATTERS**

(i) **Staff update report:** Circulated and noted.

**RESOLVED:** That the Council purchases an inexpensive mobile phone with a 'pay as you go' contract for staff to use when out on site visits etc.

(ii) **Project Funding Officer: To consider making temporary contract permanent:** To be deferred until the next meeting, Clerk to draft a job description and person specification.

(iii) **Overtime/additional hours: Update report.** Circulated and noted.

**40. Date and time of next meeting:** Thursday 19 September at 1pm

The meeting closed at 12.10pm

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

DRAFT

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	899	0	899
105	VAT Control Account	3,155	0	3,155
200	Current Bank Account	106,524	0	106,524
220	Lloyds 12 Month Deposit	75,000	0	75,000
230	Lloyds 6 Month Deposit	75,000	0	75,000
250	Petty Cash	27	0	27
260	Cambridge & Counties Bank	75,463	0	75,463
270	Recycling Bags Float	40	0	40
<b>Total Current Assets</b>		<b>336,107</b>	<b>0</b>	<b>336,107</b>
<u>Current Liabilities</u>				
500	Creditors	5,621	0	5,621
<b>Total Current Liabilities</b>		<b>5,621</b>	<b>0</b>	<b>5,621</b>
<b>Net Current Assets</b>		<b>330,486</b>	<b>0</b>	<b>330,486</b>
<b>Total Assets less Current Liabilities</b>		<b>330,486</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	189,158	0	189,158
310	General Reserves	141,329	0	141,329
<b>Total Equity</b>		<b>330,486</b>	<b>0</b>	<b>330,486</b>

**Bank Reconciliation Statement as at: 06/09/2017 for Cash Book 1 Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2017		102,580.60
			<u>102,580.60</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
05/05/2017 8603 Cullompton Ace Majorettes		200.00	
16/08/2017 008633 Wasteology Ltd		24.00	
16/08/2017 008632 Unison		9.70	
16/11/2016 008568 Charline Marzin		50.00	
			<u>283.70</u>
			102,296.90
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<u>0.00</u>
			102,296.90
		<b>Balance per Cash Book is :-</b>	<b>102,296.90</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Detailed Income &amp; Expenditure by Account 13/09/2017

Month No : 6

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>							
4000 Advertising	0	0	400	400		400	0.0 %
4005 CCTV	200	234	2,000	1,766		1,766	11.7 %
4010 Contingency	0	500	2,000	1,500		1,500	25.0 %
4020 Cullompton Crier	0	1,042	3,500	2,458		2,458	29.8 %
4030 Councillor Allowances	0	0	600	600		600	0.0 %
4035 General Administration/Other	1,464	1,496	2,000	504		504	74.8 %
4037 Miscellaneous Expenditure	0	16	500	484		484	3.2 %
4045 Sundries	55	383	1,000	617		617	38.3 %
4048 Audit Costs	0	948	2,500	1,552		1,552	37.9 %
4050 Photocopier	0	364	1,200	836		836	30.4 %
4051 Postage	0	233	800	567		567	29.1 %
4052 Stationery	38	427	1,000	573		573	42.7 %
4055 Subscriptions	0	1,271	1,500	229		229	84.7 %
4060 Telephone & Broadband	25	1,170	2,500	1,330		1,330	46.8 %
4065 Professional Fees	0	1,500	1,500	0		0	100.0 %
4067 Tec Fund	0	0	1,000	1,000		1,000	0.0 %
4068 IT Support	370	2,929	6,500	3,571		3,571	45.1 %
4070 Office Equipment	0	0	500	500		500	0.0 %
4072 Recycling Bags Expenditure	0	1,005	0	-1,005		-1,005	0.0 %
4075 Grants	0	1,658	3,000	1,342		1,342	55.3 %
4085 Mayoralty Fund	0	679	1,500	821		821	45.3 %
4090 Payroll Expenses	0	83,404	214,000	130,596		130,596	39.0 %
4091 Payroll Additional	0	3,960	0	-3,960		-3,960	0.0 %
4095 Christmas Lights	0	0	8,000	8,000		8,000	0.0 %
4100 Public Works Loan Repayment	0	8,823	17,600	8,777		8,777	50.1 %
4105 St Andrew's Car Park	76	995	2,000	1,005		1,005	49.8 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115 Staff & Councillor Training	0	639	2,000	1,361		1,361	32.0 %
4120 Town Maintenance	145	3,882	6,500	2,618		2,618	59.7 %
4122 Grass/Verge Cutting	0	0	5,000	5,000		5,000	0.0 %
4125 Play Area Running Expenses	603	1,849	3,000	1,151		1,151	61.6 %
4126 Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4130 Van Lease	277	1,662	2,000	338		338	83.1 %
4135 Van Running Expenses	211	496	2,000	1,504		1,504	24.8 %
4150 Public Toilets Contribution	77	3,342	10,000	6,658		6,658	33.4 %
4160 Community Wellbeing Committee	0	597	2,000	1,403		1,403	29.8 %
4165 Community Events	0	127	1,000	873		873	12.7 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
4200 Allotment Expenses	0	52	500	448		448	10.3 %
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %

## Detailed Income &amp; Expenditure by Account 13/09/2017

Month No : 6

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4310 Cemetery Running Expenses	1,004	5,858	15,000	9,142		9,142	39.1 %
4320 Cemetery Paths	0	0	9,000	9,000		9,000	0.0 %
4400 Town Hall Improvements	0	2,750	15,000	12,250		12,250	18.3 %
4405 Town Hall Running Expenses	492	1,755	10,000	8,245		8,245	17.5 %
4800 Outdoor Market expenses	-125	0	0	0		0	0.0 %
4820 Neighbourhood Plan	0	2,302	4,000	1,698		1,698	57.5 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
4830 Town Team Expenditure	0	753	0	-753		-753	0.0 %
4850 Youth Services	0	0	17,000	17,000		17,000	0.0 %
9022 EMR - Cemetery Project	0	0	13,000	13,000		13,000	0.0 %
9024 EMR - Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
9026 EMR - Town Hall Improvements	0	0	28,043	28,043		28,043	0.0 %
9028 EMR - Play Area Fund	0	0	4,945	4,945		4,945	0.0 %
9030 EMR - Railway Feasibility	0	0	10,000	10,000		10,000	0.0 %
9032 EMR - Car Park Improvements	0	0	6,000	6,000		6,000	0.0 %
9034 EMR - Tech Fund	0	0	2,000	2,000		2,000	0.0 %
9038 EMR - Townscape Heritage	0	0	1,000	1,000		1,000	0.0 %
9040 EMR - Van Fund	0	0	5,845	5,845		5,845	0.0 %
9042 EMR - Cemetery Extension	0	0	3,878	3,878		3,878	0.0 %
9044 EMR - Christmas Lights	0	0	2,500	2,500		2,500	0.0 %
9046 EMR - Community Events	0	0	2,500	2,500		2,500	0.0 %
9048 EMR - Container	0	2,145	2,000	-145		-145	107.2 %
9050 EMR - Public Rights of Way	102	119	1,068	949		949	11.1 %
9052 EMR - Staffing Contingency	0	0	5,000	5,000		5,000	0.0 %
9054 EMR - Mayoralty Fund	0	0	750	750		750	0.0 %
9070 EMR - Market	200	2,993	9,273	6,280		6,280	32.3 %
9075 EMR - Neighbourhood Plan	0	0	1,872	1,872		1,872	0.0 %
9078 EMR - Public Toilets	0	0	3,265	3,265		3,265	0.0 %
9080 EMR - J T Centre	0	779	6,426	5,648		5,648	12.1 %
9085 EMR - Town Team	0	-248	5,784	6,032		6,032	-4.3 %
<b>Total OverHead</b>	<b>5,213</b>	<b>144,889</b>	<b>524,249</b>	<b>379,360</b>	<b>0</b>	<b>379,360</b>	<b>27.6 %</b>
<b><u>Income Detail</u></b>							
1000 Crier Advertising	0	185	500	-315			37.0 %
1005 Hanging Baskets	0	533	500	33			106.5 %
1010 Interest Received	0	880	1,500	-620			58.7 %
1020 Miscellaneous Income	4	39	500	-461			7.9 %
1025 Photocopying Income	0	0	75	-75			0.4 %
1030 Precept	0	156,879	313,757	-156,879			50.0 %
1035 Council Tax Support Grant	0	2,671	5,343	-2,671			50.0 %
1040 Recycling Bags	42	970	0	970			0.0 %

## Detailed Income &amp; Expenditure by Account 13/09/2017

Month No : 6

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1045 Staff Charge Back	0	190	500	-310			38.0 %
1050 Community Event Income	0	88	500	-413			17.5 %
1051 Christmas Lights event	0	850	0	850			0.0 %
1055 Town Maintenance Income	0	15,581	29,200	-13,619			53.4 %
1200 Allotment Rents - Top Field	0	426	350	76			121.7 %
1205 Allotment Rents - Haymans	0	82	150	-68			54.7 %
1300 Burial Fees	3,830	17,745	23,000	-5,255			77.2 %
1400 Town Hall Hire	75	4,925	11,225	-6,300			43.9 %
1800 Street Market Income	147	1,449	0	1,449			0.0 %
1802 Street Market Income - Electri	6	69	0	69			0.0 %
1820 Town Team Income	83	735	0	735			0.0 %
1830 John Tallack Centre Income	0	166	0	166			0.0 %
1845 Project Grants	0	10,000	0	10,000			0.0 %
1850 Neighbourhood Plan Income	0	2,650	0	2,650			0.0 %
<b>Total Income</b>	<b>4,187</b>	<b>217,113</b>	<b>387,100</b>	<b>-169,987</b>			<b>56.1 %</b>
<b>Total Expenditure</b>	<b>5,213</b>	<b>144,889</b>	<b>524,249</b>	<b>379,360</b>	<b>0</b>	<b>379,360</b>	<b>27.6 %</b>
<b>Total Income</b>	<b>4,187</b>	<b>217,113</b>	<b>387,100</b>	<b>-169,987</b>			<b>56.1 %</b>
<b>Net Expenditure over Income</b>	<b>1,026</b>	<b>-72,224</b>	<b>137,149</b>	<b>209,373</b>			

At : 16:39

## Current Bank Account

## List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2017	Mid Devon District Council	DD	166.00		NNDR St Andrews
03/08/2017	Petty Cash	PC ch 8625	50.00		Petty Cash Cheque 008625
03/08/2017	Pensions	BACS	2,587.87		Pension Contribution July 2017
03/08/2017	HMRC	BACS	3,194.72		Tax & NIC July 2017
10/08/2017	O2	DD	14.70		Mobile Phone - Perry
10/08/2017	Scottish Power	DD	142.00		Scottish Power
11/08/2017	Opus Energy	DD1840	10.58		TH Gas 26 June to 26 July 2017
14/08/2017	Mole Valley Farmers	BACS1810-4	73.46		Town Maintenance
14/08/2017	Mid Devon District Council	BACS1815	3,918.08		Toilet 1.10.16-31.3.17
14/08/2017	Cleveland Containers Ltd	BACS1816	2,574.00		EMR - Container
14/08/2017	Scottish Power	BACS1817	34.60		Outdoor Market Expenses
14/08/2017	Spot On Supplies	BACS1818	42.36		Town Hall Running Expenses
14/08/2017	Laser N Creations	BACS1819	12.00		Town Mayors Fund
14/08/2017	Dulford Nurseries	BACS1820	147.24		Town Mayors Fund
14/08/2017	EDF	BACS1821	19.23		Elec July 2017 St Andrews CP
14/08/2017	Scrace, Tim	BACS1822	97.00		Window Cleaning
14/08/2017	Microshade Business Contsultan	BACS1823	414.56		Hosting Service
14/08/2017	Edenvale Turf (SW) Ltd	BACS1828	10.58		Cemetery Running Expenses
14/08/2017	Landscaping & Grounds Maintena	BACS1829	271.71		Play Area Running Costs
14/08/2017	Devon Association of Local Cou	BACS1830	48.00		Staff/Councillor Training
14/08/2017	Scrace, Tim	BACS1831	45.00		Window Cleaning
14/08/2017	Labdon Building Supplies	BACS1832-4	168.53		Town Maintenance
15/08/2017	British Telecom	DD1825	30.48		Telephone August 2017
16/08/2017	Wasteology Ltd	008633	24.00		Cemetery Running Expenses
16/08/2017	D & H Plant Ltd	008634	72.00		Cemetery Running Expenses
16/08/2017	Unison	008632	9.70		Unison Subs July 2017
22/08/2017	Salaries	BACS	12,213.23		Salaries August 2017
22/08/2017	HMRC	DD	3,466.31		Tax & NIC August 2017
22/08/2017	Pensions	BACS	2,574.03		Pension Contribs Aug 2017
23/08/2017	Mole End Plants and Ambrose Fo	BACS1836	416.67		Market Development Jul-Aug 17
23/08/2017	A Evans	BACS1839	45.00		Town Maintenance
23/08/2017	Devon Commercial Stationers	BACS1842	156.30		Postage Stamps
29/08/2017	ALD FORD LEASE	DD1826	332.47		Van Lease
29/08/2017	D&G Heating Plan	DD	21.83		Boiler Insurance
31/08/2017	British Telecom	DD1843	468.66		Telephone 17.5.17-31.10.17
31/08/2017	Croft Surveyors	BACS1835	3,300.00		Town Hall Improvements

<b>Total Payments</b>	37,172.90
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## APPENDIX C

### CULLOMPTON TOWN COUNCIL

#### INVESTMENT OF RESERVES

Report to: Policy, Finance and Personnel Committee

Prepared by: Town Clerk

Date: September 2017

#### CURRENT SITUATION

The Town Council currently has its money invested as follows:

Account Description	Amount	Interest rate
Debtors	899.00	
VAT Control Account	3155.00	
Current account	106524.00	
Lloyds 12 month Deposit	75000.00	0.8% - maturity date 11 April 2018
Lloyds 6 month Deposit	75000.00	0.55% - maturity date 11 October 2017
Petty Cash	27.00	
Cambridge and Counties	75463.00	1.09%
Recycling bags float	40.00	
<b>Total</b>	<b>336107.00</b>	

The Council will receive the remaining 50% of its Precept and Council Tax Support Grant approx. £160k) at the beginning of October 2017.

The FSCS is the UK's independent compensation fund which gives a level of protection for money should anything happen to a bank or building society. The current protection limit is £85k in total with any one bank or building society.

Should the Town Council spread its money across other banks and building societies to ensure it is protected in case something should happen? I asked other Town and Parish Councils how they invested their reserves and also searched the internet.

#### INVESTMENT CHOICES

##### LLOYDS FIXED TERM DEPOSITS - INTEREST RATES (As at 13<sup>th</sup> September 2017)

3 months	0.22%
6 months	0.36%
9 months	0.44%
12 months	0.65%

BANK/BUILDING SOCIETY	PRODUCT	INT RATE
Nationwide Building Society	Business Fixed rate saver (6 months or 1 year) make a single deposit of between £10k and £10m no withdrawals	6 Months – 0.55% 1 year – 0.75%
Santander	Business Reward Savings Account. In a month in which funds are withdrawn the interest reduces to 0.01%	0.35%
Cambridge Building Society	Notice Business Saver 100 days' notice of withdrawal or instant access and paying a 100 day interest penalty fee.	1.00%
National Westminster	Liquidity Manager 95 day Notice Account, minimum £25k	0.10%
HSBC	Business Money Manager 60 Day Notice	0.04%
Barclays	Business saver	0.05%

## OTHER

**THE PUBLIC SECTOR DEPOSIT FUND:** Exmouth, Ivybridge and Budleigh Salterton have money invested in this UK domiciled, FCA regulated money market fund. Pooling of public sector deposits in the fund provides the advantage of scale and diversification. Ivybridge was of the opinion that this was a long term investment and only to be considered if the Council is prepared to leave its money invested for at least five year.

*“We have invested £50000 with CCLA in their Local Property Fund. It is not as “safe” as a bank or building society but in just over a year we have received £1200 interest and our investment is just about worth as much as we put in to the Fund! We are looking to leave the money there for roughly five years”* Budleigh Salterton Town Clerk

**RISK:** The initial investment could reduce

## SUMMARY

The only Building Society I can find that had an ‘A’ rating (both Fitch and S&P) and accepted investments from local Council was the Nationwide Building Society.

The Cambridge Building Society accepts money from local councils but does not have a credit rating although it is covered by the Financial Services Compensation Scheme (FSCS) which provides protection for business money up to £85k if anything happens to a bank or building society registered with them.

Lloyds are government owned and the chances of anything happening to them are slim as the government would probably bail them out.

**RECOMMENDATION:** That the Council continues to invest money with Lloyds in their fixed term deposit accounts but also starts to spread its investments across other banks and building societies such as the Nationwide and Cambridge Building Societies to minimise the financial risk.

## APPENDIX D

### CULLOMPTON TOWN COUNCIL

Report to: Policy, Finance and Personnel Committee

Re: Fuel cards

Date: September 2017

**BACKGROUND:** The Council currently has an account for purchase of fuel for van and cemetery equipment but this will cease from the end of September 2017 as the forecourt of the garage is being refurbished.

#### FUEL CARD OPTIONS

##### 1. The Right Fuelcard Company

Mole Valley Farmers Supermarket Card: Offers a pump price on both diesel and unleaded fuels at all Morrisons and Tesco supermarket forecourts.

- Free online account management, no minimum requirement, no low use fees, no contracts and no hidden fees.
- Fuel card is 50p per month, invoicing monthly and payments collected by direct debit on the 5<sup>th</sup> of each month.

##### 2. AllStar

Can be used at 7,700 different petrol stations including Tesco and Exeter Road Garage.

- 2p per litre discount against the diesel pump price at 1,800 discount diesel sites (includes Tesco and Exeter Road garage).
- No convenience charge on fuel transactions for the first 6 months then 1p per litre convenience charge will be applied to non-discount diesel transactions after the first six months?
- No annual contract and consistent fuel pricing
- £16 per card per year
- Invoice weekly via email



## **COUNCILLORS AND STAFF ALLOWANCES AND EXPENSES POLICY**

**REVISED AND ADOPTED MAY 2014**

**First revision August 2016**

### **1. Introduction**

This policy provides details of the arrangements for allowances and expenses for members and employees of Cullompton Town Council.

In this document Elected Member is defined as a councillor of Cullompton Town Council who has not been co-opted onto the council. Under present legislation co-opted members are not permitted to have the Councillors Allowance. The term councillor will be deemed to be defined as a serving councillor of Cullompton Town Council, and therefore includes co-opted councillors.

### **2. Travel Expenses**

Travelling allowance will be paid in accordance with the scale of allowance as set out in this policy for any councillor or employee of the council. Travel allowances will be paid under the following circumstances:

- a) When it has been agreed that a councillor or employee should attend a meeting outside of Cullompton on behalf of the council.
- b) In the case of the Mayor, Deputy Mayor or an agreed substitute, when invited to an event outside of Cullompton where he/she will represent the Town Council
- c) When attending a seminar, training course or activity outside of Cullompton which has been authorised
- d) That the Council will consider claims from members nominated by the Council to represent it on partnership groups or outside bodies.

\* By authorised the Council means agreed by a Committee or the full Council

All claims for travel allowance must be made on the form provided and be authorised by an officer of the council.

For longer distance journeys consideration must always be made of the feasibility of using public transport



## APPENDIX E

Consideration will not normally be given to claims for travel within the boundaries of Cullompton.

### **3. Subsistence Expenses**

Subsistence allowances are only permitted when councillors or employees are required to be out of the area in the course of their duties or for a training event to cover actual costs incurred up to the maximum amount permitted for the situation being claimed.

Where a meal is provided at the meeting or training event being attended no allowance will be payable, however, if there is a need to be away for a longer period an allowance will be payable for meals not covered by the meeting or training provider.

In all cases a receipt for the meal or refreshments must be provided. The maximum allowance will only be paid when the cost of subsistence is equal to, or greater than, the maximum allowance

### **4. Car Parking Charges**

Where councillors or employees are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

### **5. Elected Member's Allowance**

Elected Member's are entitled to an allowance to cover the general expenses of being a councillor.

The members allowance shall be agreed by Full Council from time to time in consultation with the Mid Devon District Council Parish Remuneration Panel.

## **EXPENSES**

### **Travel Expenses**

45p per mile for the first 10,000 miles in any one year  
25p per mile thereafter

An additional 5p per mile is payable for a passenger required to attend the meeting, event or training course.

Or reimbursement of bus/train ticket

Where long distance travel is required and it can be proved to be cheaper or far more convenient to use public transport

## APPENDIX E

The standard class rail fare

The bus fare

The agreed air fare

Taxi fares will only be reimbursed in exceptional circumstances

### **Subsistence Expenses**

Breakfast	£6.50
Lunch	£10.00
Tea	£5.50
Dinner	£10.50

### **Hotels**

Where it is necessary for a member or employee to stay in a hotel the following will apply:

- a) Where the cost is included in the cost of the event this will be invoiced to the Council having been agreed before booking the event.
- b) Where attendance at a meeting or event requires an overnight stay which is not included in the cost of the event arrangements will normally be made by the council. Under such circumstances where a price has been agreed but an account facility is not available, the council will repay the agreed cost to the councillor or employee on production of a receipt.

### **Hotel Subsistence Expenses**

Where a councillor or employee is required to stay in a hotel or other accommodation overnight irrespective of whether the accommodation has been provided for by the organisation to which the person is attending or not, the councillor or employee shall be entitled to a basic allowance to cover the cost of telephone calls home and other out of pocket expenses.

£5 per night

