



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 17 October 2017 commencing at 10.30am**  
at **Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 11 October 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.***

**NOTE:** All queries regarding the accounts or other financial matters to be asked in advance of the meeting in order that the Chairman/Clerk has the details available at the meeting, otherwise the response will be deferred.

- 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 19 September 2017 (Appendix A).
5. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for September/October 2017 (to be tabled at the meeting).
6. **FINANCE**
  - (i) **To receive financial reports for August 2017, deferred from previous meeting** (Appendix B).
  - (ii) **To receive financial reports for September 2017** (Appendix C).
  - (iii) **Long term deposits report:** To consider and agree any action to be taken (Appendix D).
  - (iv) **John Tallack Youth & Community Centre:** To consider what to do with remaining grant funding (Appendix E).
  - (v) **Grants:** To consider grant applications (Appendix F).
7. **WEBSITE AND IT:** To consider any website or IT related matters.
  - (i) Youth Council: Email address and instant messaging services

**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.

8. **STAFFING MATTERS**
  - (i) **Staff update report:** (to be tabled at the meeting), including budgetary matters.
  - (ii) **Neighbourhood Plan Administrator:** Update report.
  - (iii) **Outdoor Team spreadsheet:** Update report.
  - (iv) **Overtime/additional hours:** Update report.
9. **OUTSTANDING INVOICES:** Update report.
10. **DEBT RECOVERY POLICY:** To consider revised document.
11. **Date and time of next meeting:** Tuesday 21 November 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 19 September 2017 at 1pm in Cullompton Town Hall

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

Judy Morris: Clerk

**41. APOLOGIES:** None

**42. DECLARATIONS OF INTEREST:** None

**43. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. None

**44. MINUTES:** The minutes of the previous meeting held on 15 August 2017 were approved and signed as a correct record. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

**NOTE:** Clerk confirmed that there is no requirement to redact names in the Council payments listings.

**45. COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for August/September 2017: One formal complaint relating to a previous complaint about lack of consultation re the refurbishment of Head Weir Road play area and two compliments about the helpfulness of Council employees (Perry Stickland and Jackie Moyses).

**RESOLVED:** That Perry Stickland and Jackie Moyses are made aware that the Council appreciates their helpfulness when dealing with members of the public.

**46. FINANCE**

**(i) To receive financial reports for August 2017:** it was noted that Clerk had, in error, sent out the Income & Expenditure report for month 6 (September) rather than month 5 (August). Admin insurance payment included in general administration budget, it was suggested that an 'insurance' budget line is set up.

Query with regard to van running expenses payment. Clerk to forward a copy of the ledger to members for information/clarification.

**RESOLVED:**

1. That this item is deferred until the next meeting due to wrong Income & Expenditure account having been provided.
2. That Councillors contact the Clerk, prior to the meeting, with any queries with regard to the accounts in order that the Clerk can bring the required information to the meeting.

(ii) **Long term deposits report: To consider and agree any action to be taken:** Report and investment options discussed. Clerk to bring further details of what money the Council has available to invest to the next meeting.

(iii) **Fuel cards: To consider report and agree way forward:** Discussion about the different types of fuel card available. It was agreed that a card that is accepted at all the local garages would be useful and can be used for the purchase of both diesel for the council van and unleaded petrol for cemetery/maintenance equipment, quad bike etc.

**RESOLVED:** That the Council applies for an "AllStar" card at a cost of £16 per year. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

47. **WEBSITE AND IT: To consider any website or IT related matters:** Clerk reported that a specialist company had been approached with regard to providing advice and costings to upgrade the microphone system.

48. **POLICIES**

(i) **Councillor and staff allowance policy: To review**

**RESOLVED:** That the Councillor and staff allowance policy is amended to state that the Council will review the amounts to be paid annually.

**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 James Buczkowski, seconded Cllr Iain Emmett

49. **STAFFING MATTERS**

(i) **Staff update report:** The report was discussed and it was noted that, due to staff sickness, the maintenance staff are struggling to carry out all their tasks effectively. Discussion included the physical aspects of the work and how this can be made easier and ways to lighten the workload. It was also suggested that the Council considers an apprenticeship scheme.

(ii) **Resignation of outdoor worker: To receive resignation and agree way forward.**

(iii) **Grass cutting: To approve employing a contractor.**

**RESOLVED:**

1. That the Clerk obtains estimates for cemetery grass cutting, two cuts between now and December. Decision delegated to Town Clerk in consultation with Town Mayor and the PFP Committee Chairman.
2. That the Clerk approaches Mid Devon District Council to ask if they can assist with street cleansing, possibly by loan of a street cleansing machine.

3. That, in the absence of the Maintenance Supervisor, the Cemetery Operative temporarily covers this role to include responsibility for grave digging and supervision of contactors.
4. That a spreadsheet of the Outdoor Team's activities in terms of hours worked and resources is prepared in order for the Committee to consider in order to make an informed decision about recruitment of additional staff.

(iv) **Project Funding Officer: To consider job description and approve making the temporary contract permanent.**

**RESOLVED:** That the additional 7 hours per week allocated to the Project Funding Officer in order to Clerk the General Purposes Committee and Youth Council is extended for a further three months to allow the Committee more time to clearly define the job role. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

(v) **Overtime/additional hours: Update report:** Defer until the next meeting due to time constraints.

**50. OUTSTANDING INVOICES: Update report:** Report had been circulated to all members prior to the meeting and was noted.

**51. DEBT RECOVERY POLICY: To consider revised document:** Defer until the next meeting due to time constraints.

**52. Date and time of next meeting:** Tuesday 17 October at 10am.

The meeting closed at 3.15pm

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

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

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 |
|-----------------------|-----------|

## 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 15/09/2017

Month No : 5

## Account Code Report

|                                    | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| <b>Expenditure Detail</b>          |                        |                        |                       |                    |                          |                    |                |
| <b>Total Income</b>                | <b>0</b>               | <b>0</b>               | <b>0</b>              | <b>0</b>           | <b>0</b>                 |                    | <b>0.0 %</b>   |
| <b>Expenditure Detail</b>          |                        |                        |                       |                    |                          |                    |                |
| 4000 Advertising                   | 0                      | 0                      | 400                   | 400                |                          | 400                | 0.0 %          |
| 4005 CCTV                          | 0                      | 34                     | 2,000                 | 1,966              |                          | 1,966              | 1.7 %          |
| 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  | 0                      | 32                     | 2,000                 | 1,968              |                          | 1,968              | 1.6 %          |
| 4037 Miscellaneous Expenditure     | 0                      | 16                     | 500                   | 484                |                          | 484                | 3.2 %          |
| 4045 Sundries                      | 24                     | 328                    | 1,000                 | 672                |                          | 672                | 32.8 %         |
| 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                       | 56                     | 233                    | 800                   | 567                |                          | 567                | 29.1 %         |
| 4052 Stationery                    | 89                     | 389                    | 1,000                 | 611                |                          | 611                | 38.9 %         |
| 4055 Subscriptions                 | 0                      | 1,271                  | 1,500                 | 229                |                          | 229                | 84.7 %         |
| 4060 Telephone & Broadband         | 454                    | 1,144                  | 2,500                 | 1,356              |                          | 1,356              | 45.8 %         |
| 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                    | 345                    | 2,559                  | 6,500                 | 3,941              |                          | 3,941              | 39.4 %         |
| 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                | 135                    | 679                    | 1,500                 | 821                |                          | 821                | 45.3 %         |
| 4090 Payroll Expenses              | 22,833                 | 83,404                 | 214,000               | 130,596            |                          | 130,596            | 39.0 %         |
| 4091 Payroll Additional            | 1,088                  | 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          | 184                    | 919                    | 2,000                 | 1,081              |                          | 1,081              | 46.0 %         |
| 4110 St Andrew's Car Park Improv.  | 0                      | 0                      | 2,000                 | 2,000              |                          | 2,000              | 0.0 %          |
| 4115 Staff & Councillor Training   | 40                     | 639                    | 2,000                 | 1,361              |                          | 1,361              | 32.0 %         |
| 4120 Town Maintenance              | 311                    | 3,738                  | 6,500                 | 2,762              |                          | 2,762              | 57.5 %         |
| 4122 Grass/Verge Cutting           | 0                      | 0                      | 5,000                 | 5,000              |                          | 5,000              | 0.0 %          |
| 4125 Play Area Running Expenses    | 261                    | 1,246                  | 3,000                 | 1,754              |                          | 1,754              | 41.5 %         |
| 4126 Play Equipment Fund           | 0                      | 0                      | 2,500                 | 2,500              |                          | 2,500              | 0.0 %          |
| 4130 Van Lease                     | 277                    | 1,385                  | 2,000                 | 615                |                          | 615                | 69.3 %         |
| 4135 Van Running Expenses          | 0                      | 285                    | 2,000                 | 1,715              |                          | 1,715              | 14.3 %         |
| 4150 Public Toilets Contribution   | 3,265                  | 3,265                  | 10,000                | 6,735              |                          | 6,735              | 32.7 %         |
| 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 %         |

## Detailed Income &amp; Expenditure by Account 15/09/2017

Month No : 5

## Account Code Report

|                                   | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-----------------------------------|------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 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 %          |
| 4310 Cemetery Running Expenses    | 133                    | 4,854                  | 15,000                | 10,146             |                          | 10,146             | 32.4 %         |
| 4320 Cemetery Paths               | 0                      | 0                      | 9,000                 | 9,000              |                          | 9,000              | 0.0 %          |
| 4400 Town Hall Improvements       | 2,750                  | 2,750                  | 15,000                | 12,250             |                          | 12,250             | 18.3 %         |
| 4405 Town Hall Running Expenses   | 247                    | 1,263                  | 10,000                | 8,737              |                          | 8,737              | 12.6 %         |
| 4800 Outdoor Market expenses      | 125                    | 125                    | 0                     | -125               |                          | -125               | 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              | 2,145                  | 2,145                  | 2,000                 | -145               |                          | -145               | 107.2 %        |
| 9050 EMR - Public Rights of Way   | 17                     | 17                     | 1,068                 | 1,051              |                          | 1,051              | 1.6 %          |
| 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                 | 450                    | 2,793                  | 9,273                 | 6,480              |                          | 6,480              | 30.1 %         |
| 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>35,229</b>          | <b>139,676</b>         | <b>524,249</b>        | <b>384,573</b>     | <b>0</b>                 | <b>384,573</b>     | <b>26.6 %</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         | 0                      | 35                     | 500                   | -465               |                          |                    | 7.1 %          |
| 1025 Photocopying Income          | 0                      | 0                      | 75                    | -75                |                          |                    | 0.4 %          |

## Detailed Income &amp; Expenditure by Account 15/09/2017

Month No : 5

## Account Code Report

|                                     | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-------------------------------------|------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 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                 | 243                    | 928                    | 0                     | 928                |                          |                    | 0.0 %          |
| 1045 Staff Charge Back              | 70                     | 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                    | 1,025                  | 13,915                 | 23,000                | -9,085             |                          |                    | 60.5 %         |
| 1400 Town Hall Hire                 | 1,095                  | 4,850                  | 11,225                | -6,375             |                          |                    | 43.2 %         |
| 1800 Street Market Income           | 251                    | 1,302                  | 0                     | 1,302              |                          |                    | 0.0 %          |
| 1802 Street Market Income - Electri | 63                     | 63                     | 0                     | 63                 |                          |                    | 0.0 %          |
| 1820 Town Team Income               | 52                     | 652                    | 0                     | 652                |                          |                    | 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>2,798</b>           | <b>212,926</b>         | <b>387,100</b>        | <b>-174,174</b>    |                          |                    | <b>55.0 %</b>  |
| <b>Total Expenditure</b>            | <b>35,229</b>          | <b>139,676</b>         | <b>524,249</b>        | <b>384,573</b>     | <b>0</b>                 | <b>384,573</b>     | <b>26.6 %</b>  |
| <b>Total Income</b>                 | <b>2,798</b>           | <b>212,926</b>         | <b>387,100</b>        | <b>-174,174</b>    |                          |                    | <b>55.0 %</b>  |
| <b>Net Expenditure over Income</b>  | <b>32,431</b>          | <b>-73,250</b>         | <b>137,149</b>        | <b>210,399</b>     |                          |                    |                |

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7

| <u>A/c</u>                                   | <u>Account Description</u> | <u>Actual</u>  | <u>Budget</u> | <u>Variance</u> |
|--|----------------------------|----------------|---------------|-----------------|
| <u>Current Assets</u>                        |                            |                |               |                 |
| 100  | Debtors                    | 956            | 0             | 956             |
| 105  | VAT Control Account        | 13,768         | 0             | 13,768          |
| 200  | Current Bank Account       | 210,595        | 0             | 210,595         |
| 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  | 75,808         | 0             | 75,808          |
| 270  | Recycling Bags Float       | 40             | 0             | 40              |
| <b>Total Current Assets</b>                  |                            | <b>451,194</b> | <b>0</b>      | <b>451,194</b>  |
| <u>Current Liabilities</u>                   |                            |                |               |                 |
| 500  | Creditors                  | 29             | 0             | 29              |
| <b>Total Current Liabilities</b>             |                            | <b>29</b>      | <b>0</b>      | <b>29</b>       |
| <b>Net Current Assets</b>                    |                            | <b>451,165</b> | <b>0</b>      | <b>451,165</b>  |
| <b>Total Assets less Current Liabilities</b> |                            | <b>451,165</b> | <b>0</b>      |                 |
| <u>Represented By :-</u>                     |                            |                |               |                 |
| 300  | Current Year Fund          | 309,816        | 0             | 309,816         |
| 310  | General Reserves           | 141,329        | 0             | 141,329         |
| 385  | Town Team                  | 20             | 0             | 20              |
| <b>Total Equity</b>                          |                            | <b>451,165</b> | <b>0</b>      | <b>451,165</b>  |

**Bank Reconciliation Statement as at: 30/09/2017 for Cash Book 1 Current Bank Account**

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| <u>Bank Statement Account Name (s)</u>           | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Current Account                                  | 30/09/2017            |                                    | 66,105.68        |
|  |                       |                                    | <hr/> 66,105.68  |
| <b><u>Unpresented Cheques (Minus)</u></b>        |                       | <b><u>Amount</u></b>               |                  |
| 05/05/2017 8603 Cullompton Ace Majorettes        |                       | 200.00                             |                  |
| 27/09/2017 BACS1878 YMCA Exeter                  |                       | 9,750.00                           |                  |
| 29/09/2017 008639 Exeter Road Garage             |                       | 363.60                             |                  |
|  |                       |                                    | <hr/> 10,313.60  |
|  |                       |                                    | 55,792.08        |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b> |                       |                                    |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 55,792.08        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>55,792.08</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Credit Card Purchases, September Statement 2017 - Breakdown

| <b>Supplier</b>        | <b>Goods Description</b>     | <b>Net</b>   | <b>VAT</b>  | <b>Gross</b> |
|------------------------|------------------------------|--------------|-------------|--------------|
| Amazon                 | Radar Keys for public toilet | 4.90         |             | 4.90         |
| Amazon                 | First aid kit                | 14.99        |             | 14.99        |
| Emergency Aid Supplies | Burnshield dressings         | 5.28         | 1.05        | 6.33         |
| Amazon                 | Electric kettle              | 14.99        | 3.00        | 17.99        |
| Amazon                 | Key cabinet for van          | 16.67        | 3.33        | 20.00        |
|                        |                              |              |             |              |
|                        |                              | <b>56.83</b> | <b>7.38</b> | <b>64.21</b> |

## Detailed Income &amp; Expenditure by Account 11/10/2017

Month No : 6

## Account Code Report

|                                    | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>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         | 140                    | 140                    | 600                   | 460                |                          | 460                | 23.3 %         |
| 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                      | 112                    | 440                    | 1,000                 | 560                |                          | 560                | 44.0 %         |
| 4048 Audit Costs                   | 0                      | 948                    | 2,500                 | 1,552              |                          | 1,552              | 37.9 %         |
| 4050 Photocopier                   | 320                    | 685                    | 1,200                 | 515                |                          | 515                | 57.1 %         |
| 4051 Postage                       | 112                    | 345                    | 800                   | 455                |                          | 455                | 43.1 %         |
| 4052 Stationery                    | 154                    | 543                    | 1,000                 | 457                |                          | 457                | 54.3 %         |
| 4055 Subscriptions                 | 0                      | 1,271                  | 1,500                 | 229                |                          | 229                | 84.7 %         |
| 4060 Telephone & Broadband         | 38                     | 1,182                  | 2,500                 | 1,318              |                          | 1,318              | 47.3 %         |
| 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    | 350                    | 1,355                  | 0                     | -1,355             |                          | -1,355             | 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              | 16,691                 | 100,095                | 214,000               | 113,905            |                          | 113,905            | 46.8 %         |
| 4091 Payroll Additional            | 1,298                  | 5,258                  | 0                     | -5,258             |                          | -5,258             | 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          | 194                    | 1,113                  | 2,000                 | 887                |                          | 887                | 55.7 %         |
| 4110 St Andrew's Car Park Improv.  | 0                      | 0                      | 2,000                 | 2,000              |                          | 2,000              | 0.0 %          |
| 4115 Staff & Councillor Training   | 50                     | 689                    | 2,000                 | 1,311              |                          | 1,311              | 34.4 %         |
| 4120 Town Maintenance              | 424                    | 4,162                  | 6,500                 | 2,338              |                          | 2,338              | 64.0 %         |
| 4122 Grass/Verge Cutting           | 0                      | 0                      | 5,000                 | 5,000              |                          | 5,000              | 0.0 %          |
| 4125 Play Area Running Expenses    | 886                    | 2,132                  | 3,000                 | 868                |                          | 868                | 71.1 %         |
| 4126 Play Equipment Fund           | 0                      | 0                      | 2,500                 | 2,500              |                          | 2,500              | 0.0 %          |
| 4127 Play Area Projects            | 47,278                 | 47,278                 | 0                     | -47,278            |                          | -47,278            | 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   | 90                     | 3,355                  | 10,000                | 6,645              |                          | 6,645              | 33.5 %         |
| 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            | 83                     | 135                    | 500                   | 365                |                          | 365                | 27.0 %         |

## Detailed Income &amp; Expenditure by Account 11/10/2017

Month No : 6

## Account Code Report

|                                   | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-----------------------------------|------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 4300 Cemetery Equipment           | 0                      | 0                      | 1,000                 | 1,000              |                          | 1,000              | 0.0 %          |
| 4310 Cemetery Running Expenses    | 1,137                  | 5,992                  | 15,000                | 9,008              |                          | 9,008              | 39.9 %         |
| 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   | 880                    | 2,144                  | 10,000                | 7,856              |                          | 7,856              | 21.4 %         |
| 4800 Outdoor Market expenses      | -25                    | 100                    | 0                     | -100               |                          | -100               | 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        | -753                   | 0                      | 0                     | 0                  |                          | 0                  | 0.0 %          |
| 4850 Youth Services               | 9,750                  | 9,750                  | 17,000                | 7,250              |                          | 7,250              | 57.4 %         |
| 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    | 3,641                  | 3,641                  | 10,000                | 6,359              |                          | 6,359              | 36.4 %         |
| 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                 | 259                    | 3,052                  | 9,273                 | 6,221              |                          | 6,221              | 32.9 %         |
| 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              | 753                    | 504                    | 5,784                 | 5,280              |                          | 5,280              | 8.7 %          |
| <b>Total OverHead</b>             | <b>86,486</b>          | <b>226,162</b>         | <b>524,249</b>        | <b>298,087</b>     | <b>0</b>                 | <b>298,087</b>     | <b>43.1 %</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            | 345                    | 1,226                  | 1,500                 | -274               |                          |                    | 81.7 %         |
| 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 %         |



## Detailed Income &amp; Expenditure by Account 11/10/2017

Month No : 6

## Account Code Report

|                                     | Actual<br>Current Mnth | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-------------------------------------|------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 1040 Recycling Bags                 | 111                    | 1,039                  | 0                     | 1,039              |                          |                    | 0.0 %          |
| 1045 Staff Charge Back              | 60                     | 250                    | 500                   | -250               |                          |                    | 50.0 %         |
| 1050 Community Event Income         | 0                      | 88                     | 500                   | -413               |                          |                    | 17.5 %         |
| 1051 Christmas Lights event         | 83                     | 933                    | 0                     | 933                |                          |                    | 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                    | 3,955                  | 17,870                 | 23,000                | -5,130             |                          |                    | 77.7 %         |
| 1400 Town Hall Hire                 | 900                    | 5,750                  | 11,225                | -5,475             |                          |                    | 51.2 %         |
| 1800 Street Market Income           | 399                    | 1,701                  | 0                     | 1,701              |                          |                    | 0.0 %          |
| 1802 Street Market Income - Electri | 27                     | 90                     | 0                     | 90                 |                          |                    | 0.0 %          |
| 1820 Town Team Income               | 134                    | 786                    | 0                     | 786                |                          |                    | 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>6,019</b>           | <b>218,945</b>         | <b>387,100</b>        | <b>-168,155</b>    |                          |                    | <b>56.6 %</b>  |
| <b>Total Expenditure</b>            | <b>86,486</b>          | <b>226,162</b>         | <b>524,249</b>        | <b>298,087</b>     | <b>0</b>                 | <b>298,087</b>     | <b>43.1 %</b>  |
| <b>Total Income</b>                 | <b>6,019</b>           | <b>218,945</b>         | <b>387,100</b>        | <b>-168,155</b>    |                          |                    | <b>56.6 %</b>  |
| <b>Net Expenditure over Income</b>  | <b>80,467</b>          | <b>7,217</b>           | <b>137,149</b>        | <b>129,932</b>     |                          |                    |                |

At : 13:20

## Current Bank Account

## List of Payments made between 01/09/2017 and 30/09/2017

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/09/2017            | Mid Devon District Council     | DD                | 166.00             |                       | NNDR St Andrews Car Park       |
| 04/09/2017            | Credit Card                    | DD1863-67         | 64.21              |                       | First Aid Supplies             |
| 08/09/2017            | Mr A Dolbear, Alfies           | 008635            | 110.48             |                       | Sundries                       |
| 08/09/2017            | Sharland, Brian                | 008637            | 103.48             |                       | Strimmer Service               |
| 08/09/2017            | D & H Plant Ltd                | 008638            | 72.00              |                       | Digger Hire                    |
| 11/09/2017            | Scottish Power                 | DD                | 142.00             |                       | Electric Town Hall             |
| 12/09/2017            | O2                             | DD                | 14.70              |                       | Mobile Phone - Perry           |
| 12/09/2017            | Devon Commercial Stationers    | BACA1849          | 45.44              |                       | Storage Boxes                  |
| 12/09/2017            | MD Fabrication                 | BACS1845          | 34.54              |                       | Jocky Wheel Holdet             |
| 12/09/2017            | Zurich Municipal               | BACS1847          | 3,635.08           |                       | Insurance - St Andrews Car Par |
| 12/09/2017            | Devon Partnership NHS Trust    | BACS1850          | 55.00              |                       | Sundries                       |
| 12/09/2017            | Labdon Building Supplies       | BACS1852-5        | 372.38             |                       | Town Maintenance               |
| 12/09/2017            | Wasteology Ltd                 | BACS1856          | 24.00              |                       | Cemetery Running Expenses      |
| 12/09/2017            | Microshade Business Contsultan | BACS1862          | 443.72             |                       | Hosting Service                |
| 15/09/2017            | British Telecom                | DD1851            | 30.48              |                       | Telephone September 2017       |
| 19/09/2017            | Landscaping & Grounds Maintena | BACS1869          | 228.24             |                       | Grass Cutting                  |
| 19/09/2017            | Mid Devon District Council     | BACS1870          | 420.12             |                       | Recycling Bags                 |
| 19/09/2017            | South West Water               | BACS1871          | 143.65             |                       | Water & Sewerage 07.06-05.9.17 |
| 19/09/2017            | South West Water               | BACS1872          | 53.21              |                       | Water 06.06.17-05.09.17        |
| 19/09/2017            | Mid Devon District Council     | BACS1874          | 4,368.79           |                       | Railway Feasibility            |
| 19/09/2017            | Scrace, Tim                    | BACS1875          | 97.00              |                       | Bus Shelter Cleaning           |
| 19/09/2017            | Devon Commercial Stationers    | BACS1876          | 84.67              |                       | Paper                          |
| 19/09/2017            | Ricoh UK Ltd                   | BACS1877          | 384.49             |                       | Photocopying                   |
| 20/09/2017            | Sutcliffe Play South West      | BACS1868          | 17,455.60          |                       | Head Weir Road Play Area       |
| 21/09/2017            | NPower                         | DD1873            | 139.93             |                       | Cem Electric 02.06.- 01.09.17  |
| 26/09/2017            | ALD FORD LEASE                 | DD1860            | 332.47             |                       | Van Lease                      |
| 26/09/2017            | South West Councils            | BACS1879          | 28.80              |                       | Sundries                       |
| 26/09/2017            | Devon Commercial Stationers    | BACS1880          | 100.47             |                       | Postage Stamps                 |
| 26/09/2017            | Ken White Signs                | BACS1881          | 141.60             |                       | Sign at St Andrews Car Park    |
| 26/09/2017            | Devon Association of Local Cou | BACS1882          | 60.00              |                       | Councillor Training            |
| 26/09/2017            | Salaries                       | BACS              | 12,170.44          |                       | Salaries September 2017        |
| 27/09/2017            | Sutcliffe Play                 | BACS              | 194.40             |                       | VAT payment only               |
| 27/09/2017            | Judy Morris                    | BACS1854          | 38.82              |                       | Play Area Running Expenses     |
| 27/09/2017            | John Batten                    | BACS1883          | 102.00             |                       | Hedge Cutting                  |
| 27/09/2017            | Spot On Supplies               | BACS1885          | 45.68              |                       | Toilet rolls and paper towels  |
| 27/09/2017            | YMCA Exeter                    | BACS1878          | 9,750.00           |                       | YMCA                           |
| 28/09/2017            | D&G Heating Plan               | DD                | 21.83              |                       | Boiler Insurance               |
| 29/09/2017            | Exeter Road Garage             | 008639            | 363.60             |                       | Cemetery/Van Running Expenses  |
| 29/09/2017            | Unison                         | 008640            | 9.70               |                       | Unison Subs Sept 2017          |
| <b>Total Payments</b> |                                |                   | <b>52,049.02</b>   |                       |                                |

## CULLOMPTON TOWN COUNCIL

## Long term Investment Report: October 2017

|  |                  |
|--|------------------|
| General Reserve Fund   | 141329.00        |
|  |                  |
| <b>Other monies that the Council is unlikely to spend during 2017/18</b> |                  |
|  |                  |
| Townscape Heritage   | 12500.00         |
| Cemetery Project   | 13000.00         |
| Community Bus Service  | 10000.00         |
| Town Hall Improvements   | 25000.00         |
|  | <b>201829.00</b> |

Say £200,000 available to invest long term

|   |           |       |                               |
|---|-----------|-------|-------------------------------|
| <b>Current investments</b>                            |           |       |                               |
| Lloyds 12 month deposit                               | 75000.00  | 0.80% | Matures 11 April 2018         |
| Cambridge & Counties                                  | 75463.00  | 1.09% | Continuous                    |
|   |           |       |                               |
| <b>Current account balance as at 11 October</b>       | 210595.00 |       |                               |
| <b>Plus long term deposit matures 11 October 2017</b> | 75000.00  |       |                               |
|   | 285595.00 |       |                               |
|   |           |       |                               |
| <b>RECOMMENDATION:</b>                                |           |       |                               |
| Nationwide Bld Soc                                    | 50000.00  | 0.75% | 1 year                        |
| Cambridge Bld Soc                                     | 50000.00  | 1%    | 100 days notice of withdrawal |
|   |           |       |                               |
| <b>What do we do with the remaining money?</b>        |           |       |                               |
| 3 month Lloyds  |           | 0.22% |                               |
| 6 month Lloyds  |           | 0.36% |                               |
| 9 Month Lloyds  |           | 0.44% |                               |
| 12 month Lloyds                                       |           | 0.65% |                               |
|   |           |       |                               |

## **APPENDIX D**

### **JOHN TALLACK YOUTH & COMMUNITY CENTRE**

**Report to:** Policy, Finance and Personnel Committee

**Date:** 12 October 2017

#### **Extract from Town Council Minutes: 24 July 2014**

**JOHN TALLACK YOUTH CENTRE AND YOUTH SERVICE PROVISION IN CULLOMPTON:** *To consider support for a proposal to submit a Statement of Community Interest for the transfer of the building and delivery of a local community-based service for young people.*

*A copy of the draft submission was tabled at the meeting.*

*Cllr J Wakefield thanked everyone that had contributed to the discussions and outlined the proposals. It was made clear that, if no-one else is willing to take it over, Devon County Council will close the Centre and stop youth services in Cullompton from October 2014. The submission suggests that the Town Council acts as a transitional intermediary until such time as a Trust or similar voluntary organisation is set up.*

*Discussion ensued with regard to funding, much of which will need to come from the Town Council's precept, and building maintenance issues which will need to be thrashed out with Devon County Council.*

*It was considered that youth provision is important and that the cost to the community, if there were no youth provision, should be factored into the bid. Spending money on youth provision could save money elsewhere.*

*It was stressed that the submission of the "Statement of Community Interest" will act as the starting point to enable discussion. There is no commitment at this point. Ensure that Councillors are kept informed of progress.*

**NOTE:** *As the time was 9pm it was*

**RESOLVED:** *That the meeting continues after 9pm. Proposed Cllr J Wakefield, seconded Cllr L Brooks.*

**RESOLVED:** *That voting is recorded. Proposed Cllr G Guest, seconded Cllr R Sinclair.*

**RESOLVED:** *That a Statement of Community Interest in the transfer of the John Tallack Centre and provision of youth provision is submitted to Devon County Council by the 28 July 2014 deadline. Proposed Cllr J Wakefield, seconded Cllr C Francis.*

## **APPENDIX D**

### **Extract from Town Council minutes 24 September 2014**

#### **76. YOUTH SERVICE PROVISION AND THE JOHN TALLACK CENTRE**

- (i) To consider applying for TAP Funding.** Devon County Council has offered £10,000 towards the costs of transferring the John Tallack Centre and youth service provision to the town council with the proviso that it is match funded. Devon County Councillor John Berry had offered to contribute £1500 from his Locality Budget and Cullompton Youth Voice is looking at ways to secure funding.

#### **RESOLVED:**

1. That the Council applies for £5,000 from the TAP Fund as part match funding to assist with the cost of maintaining the John Tallack Centre and provision of youth services. Proposed Cllr Jane Campbell, seconded Cllr Pauline Hammett.
2. That the Town Council underwrites any shortfall in the £10,000 match funding required from its contingency budget. Proposed Gordon Guest, seconded Jane Campbell.

- (ii) To consider signing the interim lease for the John Tallack Centre:** Cllr James Wakefield reported that all youth centre staff had been given notice by Devon County Council that their contracts would be terminated on 9 October 2014. The Council has been offered the lease of the Centre at a peppercorn as an interim measure until such time as the freehold of the property is transferred to a charitable body, yet to be set up.

The Clerk confirmed that the Council's solicitors had reviewed the lease, comments include:

- Suggest a schedule of condition is prepared by a suitably qualified surveyor to evidence the present condition of the building.
- Subject to the matters referred in in their report they consider the Property to be free from unusual or adverse encumbrances.

Mid Devon District Council has provided a Deed of Grant for rights of access across Culm Vale Sports Centre car park.

#### **RESOLVED:**

1. That the Town Council notifies Devon County Council of its intention to sign the lease once the inaccuracies have been corrected and the gaps have been filled in e.g. schedule lists still need to be completed. Proposed Cllr Jane Campbell, seconded Cllr Anthony Buczkowski.
2. That the Policy & Resources Committee is delegated to review, approve and sign the interim lease for the John Tallack Centre. Proposed Cllr James Wakefield, seconded Cllr Chaim Ebanks.

## APPENDIX D

### Extract from Policy & Resources Committee meeting: 7 October 2014

#### 45. FINANCE

- (a) **To review 2014/15 budget and draft forward budget:** Budget reviewed, it was agreed to transfer £8,000 from the payroll budget to a new Youth Services budget in order to underwrite any shortfall in funding for 2014/15 (see Council minute 76(i) 25 September 2014).
- (b) **Youth Services bid: To receive details of progress to-date and consider any financial implications including employment of temporary staff:** Clerk reported as follows:
- (i) DCC have agreed to contribute £10k towards transition costs if the Town Council can raise a similar amount. £5k TAP Fund bid submitted, £1.5k secured from Cllr John Berry's Locality Fund and Cullompton Youth Voice are submitting a grant application to LYWN.
- (ii) Devon County Council has provided a draft Tenancy at Will as it has not had time to complete the lease agreement. The draft was reviewed by the Committee.

**RESOLVED:** That Cllrs: Jane Campbell and Eileen Andrews sign the Tenancy at Will, on behalf of the Council, once the final document is received with a view of taking over the premises on Tuesday 14 October. (Council Minute 76(ii) 25 September 2014).

#### INCOME

The following grants and other income has been received by the Town Council since it signed the Tenancy at Will in October 2014

| Date    | Source                                   | Amount    | Purpose   |   |
|---------|--|-----------|---|---|
| 2014.15 | Devon County Council                     | 10,000.00 | Transition funding youth services and use of the JT Centre  |   |
| 2014.15 | MDDC (TAP Fund)                          | 5000.00   | Transition funding – youth service and use of the JT Centre |   |
| 2014.15 | Culm Valley Community Safety Partnership | 1500.00   |   |   |
| 2014.15 | Masonic Lodge                            | 750.00    | Unconditional (for the benefit of JT Centre)                |   |
| 2014.15 | Devon Youth Fund                         | 4024.00   | Youth workers and building running costs                    | £2646.96 was paid towards wages for youth workers |
| 2015.16 |  | 900.00    | Building running costs                                      |   |
| 2014.15 | Hug Cullompton (Donation)                | 150.00    | Unconditional (for the benefit                              |   |

## **APPENDIX D**

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | of JT Centre)   |  |
| 2014.15<br>2015.16<br>2016.17<br>2017.18 | Room Hire                              | 140.00<br>1020.00<br>1180.00<br>100.00 | Room hire charges to assist with utility bills etc.   |  |
| 2015.16                                  | Devon County Council (locality budget) | 1500.00                                | Capital expenditure for the benefit of the JT Centre. | Used to purchase tables and chairs plus storage trolley (1486.93). |
| 2015.16                                  | Donations for bench and plaque         | 90.25                                  | Spent on wood and plaque for bench.                   |  |
| 2015.16                                  | Donations                              | 105.57                                 |   |  |
| 2015.16                                  | Gas refund                             | 147.68                                 | Refund for over payment                               |  |
| 2015.16                                  | Tuck shop and sales                    | 72.53                                  |   |  |
| 2015.16<br>2016.17                       | Fund raising                           | 46.50<br>83.20                         | Unconditional   |  |
| 2017.18                                  | BT Refund                              | 66.29                                  | Refund for overpayment                                |  |
|  | <b>Total Income</b>                    | <b>26876.02</b>                        |   |  |

The Council also received £4487.80 plus VAT from Action from Children as a contribution towards the following works to make the Centre suitable for use as a Children's Centre.

- Skip hire
- Electrical Installation Condition report and electrical work required to meet safety standards.
- Fire Risk Assessment and work required to meet safety standards.
- Carpentry work to provide hatchway, table for weighing scales, repairs to building exterior, baby changing facilities etc.
- Radiator covers plus installation.
- New carpet for café area.
- Removal of radiator and electrical sockets for dishwasher and washing machine

### **IN SUMMARY**

As the grants were provided to assist with the cost of both youth services and use of the JT Centre the remaining balance of £5813.24 could be kept by the Council and used to pay for future Youth Service provision. There is still a need to find an additional £2,500 for youth service provision in 2017/18 (see resolution below).

**Extract from Full Council meeting held on 26 January 2017**

## **APPENDIX D**

**RESOLVED:** *That the Minutes of the Policy, Finance and Personnel Committee meeting held on 17 January 2017 are noted and the following recommendations are approved.*

- (a) That the Council agrees to pay the YMCA £19,500 to provide a youth service during 2017/18 and looks to find the additional £2,500 budget shortfall from sources such as grants. (Proposed Cllr James Buczkowski, seconded Cllr Karl Busch)*

However, we need to ensure that the VAT element of the payments made whilst the Council was the custodian for the JT Centre were dealt with correctly and would, therefore, recommend that no decision is been made until a VAT assessment has been carried out.

### **NOTE:**

- 1.** It was not possible to apply for a TAP Fund grant to assist with cost of providing the Youth Service as the project didn't meet the criteria i.e. *"The Fund is intended as seed or catalyst funding for a new project or service, therefore projects that have previously received TAP Funding are not able to reapply unless the application is clearly for a separate element or phase of that project"*
- 2.** As the tables and chairs were purchased with a grant given to the Town Council albeit for the benefit of the JT Centre then the Town Council ought now to gift the tables and chairs to the JT Centre trustees.
- 3.** VAT report to follow this report.



**CULLOMPTON TOWN COUNCIL**

**GRANT APPLICATIONS: OCTOBER 2017**

| <b>Organisation</b>                             | <b>Purpose of grant</b>   | <b>Amount requested</b> | <b>Grant paid 2016.17</b> | <b>Recommended grant 2017.18</b> |
|---|---|-------------------------|---------------------------|----------------------------------|
| Friends of Cullompton Library                   | To purchase electronic equipment to work with the Code Club's Raspberry Pi thus increasing the range of physical computing projects that the club can offer to coders | 85.00                   | 150.00                    |                                  |
| Cullompton Family Centre                        | To purchase new toys and craft equipment for use in the centre sessions   | 250.00                  | Nil                       |                                  |
| The Woodmill, Brain Injury Rehabilitation Trust | Swimming sessions   | 2500.00                 | Nil                       |                                  |

**Available budget £1342.00**

