



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 9 January 2018 commencing at 10.00am
at **Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 2 January 2018

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. FINANCE

- (i) **Internal Audit:** To receive confirmation that recommendations have been actioned.
- (ii) **External Auditor:** To receive notification that the auditor appointed to carry out the Council's external audit for 5 years commencing financial year 2017/18 is PKF Littlejohn LLP.
- (iii) **To receive financial reports for November 2017** (Appendix A).
- (iv) **2018.19 budget and precept:** To consider draft 2018.19 budget (Appendix B), consider budget/financial report (Appendix C) and approve recommendation to full council.

5. Date and time of next meeting: Tuesday 16 January at 10am.

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.

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	4,231	0	4,231
105	VAT Control Account	14,753	0	14,753
200	Current Bank Account	226,380	0	226,380
220	Lloyds 12 Month Deposit	75,000	0	75,000
250	Petty Cash	94	0	94
260	Cambridge & Counties Bank	75,808	0	75,808
270	Recycling Bags Float	40	0	40
Total Current Assets		396,307	0	396,307
<u>Current Liabilities</u>				
500	Creditors	3,682	0	3,682
Total Current Liabilities		3,682	0	3,682
Net Current Assets		392,625	0	392,625
Total Assets less Current Liabilities		392,625	0	
<u>Represented By :-</u>				
300	Current Year Fund	251,296	0	251,296
310	General Reserves	141,329	0	141,329
Total Equity		392,625	0	392,625

Bank Reconciliation Statement as at: 30/11/2017 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	30/11/2017		237,192.75
			<u>237,192.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
05/05/2017 8603 Cullompton Ace Majorettes		200.00	
27/09/2017 BACS1878 YMCA Exeter		9,750.00	
30/10/2017 00008648 Cullompton Family Centre		250.00	
08/11/2017 008651 Deep Blue Logic Ltd		199.00	
24/11/2017 008652 Royal British Legion		50.00	
24/11/2017 008653 Unison		9.70	
24/11/2017 008654 D & H Plant Ltd		204.00	
27/11/2017 008655 Honiton Town Band		130.00	
28/11/2017 008656 Cullompton Baptist Church		20.00	
			<u>10,812.70</u>
			226,380.05
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			226,380.05
		Balance per Cash Book is :-	226,380.05
		Difference is :-	0.00

Credit Card Purchases, November Statement 2017 - Breakdown

Supplier	Goods Description	Net	VAT	Gross
A-Z Software Sales	Adobe Software for Neighbourhood Plan	199.00		199.00
Baker Ross	Craft materials for Christmas Festival event	93.48	18.70	112.18
Electofix Shop	Mountfield clutch drive lever	18.95	-	18.95
North Wales Mowers Ltd	Mountfield clutch cable	11.99	2.40	14.39
		323.42	21.10	344.52

Detailed Income & Expenditure by Account 06/12/2017

Month No : 8

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4000 Advertising	0	0	400	400		400	0.0 %
4005 CCTV	0	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	2,084	3,500	1,416		1,416	59.5 %
4030 Councillor Allowances	0	290	600	310		310	48.3 %
4035 General Administration/Other	0	1,496	2,000	504		504	74.8 %
4037 Miscellaneous Expenditure	40	56	500	444		444	11.2 %
4045 Sundries	71	566	1,000	434		434	56.6 %
4048 Audit Costs	420	1,368	2,500	1,132		1,132	54.7 %
4050 Photocopier	0	685	1,200	515		515	57.1 %
4051 Postage	121	470	800	330		330	58.8 %
4052 Stationery	78	661	1,000	339		339	66.1 %
4055 Subscriptions	0	1,271	1,500	229		229	84.7 %
4060 Telephone & Broadband	493	1,739	2,500	761		761	69.5 %
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	3,669	6,500	2,831		2,831	56.4 %
4070 Office Equipment	166	166	500	334		334	33.2 %
4072 Recycling Bags Expenditure	0	1,355	0	-1,355		-1,355	0.0 %
4075 Grants	200	2,493	3,000	507		507	83.1 %
4085 Mayoralty Fund	55	734	1,500	766		766	49.0 %
4090 Payroll Expenses	16,080	132,170	214,000	81,830		81,830	61.8 %
4091 Payroll Additional	1,060	7,593	0	-7,593		-7,593	0.0 %
4095 Christmas Lights	300	667	8,000	7,333		7,333	8.3 %
4096 Christmas Lights Event	586	920	500	-420		-420	184.0 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	191	1,470	2,000	530		530	73.5 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115 Staff & Councillor Training	0	689	2,000	1,311		1,311	34.4 %
4120 Town Maintenance	249	4,516	6,500	1,984		1,984	69.5 %
4122 Grass/Verge Cutting	0	0	5,000	5,000		5,000	0.0 %
4125 Play Area Running Expenses	287	2,419	3,000	581		581	80.6 %
4126 Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4127 Play Area Projects	0	19,256	0	-19,256		-19,256	0.0 %
4130 Van Lease	277	2,216	3,324	1,108		1,108	66.7 %
4135 Van Running Expenses	110	1,433	2,000	567		567	71.7 %
4150 Public Toilets Contribution	4,469	7,993	13,265	5,272		5,272	60.3 %
4160 Community Wellbeing Committee	156	778	2,000	1,222		1,222	38.9 %
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 %

Detailed Income & Expenditure by Account 06/12/2017

Month No : 8

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4200 Allotment Expenses	57	192	500	308		308	38.5 %
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %
4310 Cemetery Running Expenses	1,783	12,184	15,000	2,816		2,816	81.2 %
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	582	3,740	10,000	6,260		6,260	37.4 %
4800 Outdoor Market expenses	245	345	0	-345		-345	0.0 %
4820 Neighbourhood Plan	2,544	4,950	4,000	-950		-950	123.7 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
4850 Youth Services	0	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	0	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	4,521	4,521		4,521	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	2,000	2,000		2,000	0.0 %
9048 EMR - Container	0	2,145	2,000	-145		-145	107.2 %
9050 EMR - Public Rights of Way	0	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	100	3,252	9,273	6,021		6,021	35.1 %
9075 EMR - Neighbourhood Plan	0	0	1,872	1,872		1,872	0.0 %
9078 EMR - Public Toilets	0	0	0	0		0	0.0 %
9080 EMR - J T Centre	0	779	6,426	5,648		5,648	12.1 %
9085 EMR - Town Team	40	1,468	5,784	4,316		4,316	25.4 %
Total OverHead	31,132	266,545	524,249	257,704	0	257,704	50.8 %

Income Detail

1000 Crier Advertising	0	185	500	-315			37.0 %
1005 Hanging Baskets	0	483	500	-18			96.5 %
1010 Interest Received	0	1,433	1,500	-67			95.5 %
1020 Miscellaneous Income	0	79	500	-421			15.9 %
1025 Photocopying Income	0	0	75	-75			0.4 %
1030 Precept	0	313,758	313,757	0			100.0 %
1035 Council Tax Support Grant	0	5,342	5,343	0			100.0 %

Detailed Income & Expenditure by Account 06/12/2017

Month No : 8

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1040 Recycling Bags	207	1,355	0	1,355			0.0 %
1045 Staff Charge Back	70	320	500	-180			64.0 %
1050 Community Event Income	198	429	500	-71			85.7 %
1051 Christmas Lights event	517	1,792	0	1,792			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	6,995	29,300	23,000	6,300			127.4 %
1400 Town Hall Hire	1,005	7,790	11,225	-3,435			69.4 %
1800 Street Market Income	319	2,312	0	2,312			0.0 %
1802 Street Market Income - Electri	24	138	0	138			0.0 %
1820 Town Team Income	0	1,389	0	1,389			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	8,598	0	8,598			0.0 %
Total Income	9,335	400,957	387,100	13,857			103.6 %
Total Expenditure	31,132	266,545	524,249	257,704	0	257,704	50.8 %
Total Income	9,335	400,957	387,100	13,857			103.6 %
Net Expenditure over Income	21,797	-134,412	137,149	271,561			

At : 14:07

Current Bank Account

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	Allstar	DD1932	61.32		Cemetery Running Expenses
01/11/2017	Mid Devon District Council	DD	166.00		NNDR St Andrews
02/11/2017	Credit Card	CC1985-88	344.52		Cemetery Running Expenses
03/11/2017	Mid Devon District Council	BACS1933	5,290.21		Public Toilet Contributions
03/11/2017	Landscaping & Grounds Maintena	BACS1934/5	459.73		Cemetery Running Expenses
03/11/2017	Scrace, Tim	BACS1936	97.00		Town Maintenance
03/11/2017	John Tallack Centre	BACS	40.00		Paid to Town Council in error
03/11/2017	Cullompton Community Assoc	BACS	200.00		Grant to Cull Comm Assoc
08/11/2017	Deep Blue Logic Ltd	008651	199.00		Office Equipment
10/11/2017	Daniela Ruettinger	CASH	40.00		Busker at Market 25.10.17
10/11/2017	Scrace, Tim	BACS1938	45.00		Town Hall Running Expenses
10/11/2017	Landscaping & Grounds Maintena	BACS1939	228.24		Play Area Running Expenses
10/11/2017	Wasteology Ltd	BACS1940	336.00		Cemetery Running Expenses
10/11/2017	Edenvale Turf (SW) Ltd	BACS1942	8.82		Cemetery Running Expenses
10/11/2017	Microshade Business Contsultan	BACS1944	443.72		Hosting Service
10/11/2017	Mole Valley Farmers	BACS1946-8	87.50		Town Maintenance
10/11/2017	Labdon Building Supplies	BACS1949	502.29		Various
10/11/2017	O2	DD	14.70		Mobile Phone - Perry
10/11/2017	Scottish Power	DD	190.08		Town Hall Electric
13/11/2017	Opus Energy	DD1937	52.80		Gas 26.09.17 to 26.10.17
15/11/2017	British Telecom	DD1941	30.48		Telephone 01.11.17-30.11.17
15/11/2017	Allstar	DD1950	40.01		Van Running Expenses
20/11/2017	Total Safety Training & Consul	BACS1951	60.00		Town Hall Running Expenses
20/11/2017	Auditing Solutions Ltd	BACS1952	504.00		Audit Costs
20/11/2017	AS Signs & Graphics	BACS1953&7	120.00		Christmas Event Expenses
20/11/2017	Mid Devon District Council	BACS1954	427.70		Cemetery Running Expenses
20/11/2017	Bradninch Millers Morris	BACS1955-6	80.00		Morris Dancers
20/11/2017	Local World Ltd	BACS1958	259.20		Neighbourhood Plan Expenses
20/11/2017	Spirebourne Ltd	BACS1961	235.00		Cemetery Running Expenses
20/11/2017	Pensions	BACS	2,411.38		Pension Contributions Nov 2017
20/11/2017	HMRC	BACS	3,292.94		Tax & NIC November 2017
20/11/2017	Cullompton Arts House	BACS	58.29		Poppy Project
22/11/2017	Daniela Ruettinger	CASH	40.00		Busker at Market 22.11.17
22/11/2017	Salaries	BACS	11,576.46		Salaries November 2017
22/11/2017	Allstar	DD1959	40.01		Van Running Expenses
24/11/2017	Royal British Legion	008652	50.00		Poppy Appeal
24/11/2017	Unison	008653	9.70		Unison Subs Nov 2017
24/11/2017	D & H Plant Ltd	008654	204.00		Cemetery Running Expenses
27/11/2017	ALD FORD LEASE	DD1945	332.47		Van Lease
27/11/2017	Honiton Town Band	008655	130.00		Honiton Town Band
28/11/2017	D&G Heating Plan	DD	21.83		D&G Heating Plan
28/11/2017	Cullompton Baptist Church	008656	20.00		Cullompton Baptist Church
29/11/2017	Allstar	DD1971	24.46		Cemetery Running Expenses
30/11/2017	British Telecom	DD1965	546.48		Telephone 01.11.17-31.01.18
Total Payments			29,321.34		

Cullompton Town Council
DRAFT BUDGET 2018.19

	Carry Forward 2016.17	Precept Budget 2017.18	Total Budget	Estimated Expenditure to 31 Mar 18	Estimated Carry Forward 2017/18	2018.19 Provisional budget
CAPITAL EXPENDITURE						
St Andrews car park improvements	£ 6,000.00	£ 2,000.00	£ 8,000.00	£ 6,000.00	£ 2,000.00	£ 2,000.00
Town Hall improvements	£ 28,043.00	£ 15,000.00	£ 43,043.00	£ 12,750.00	£ 30,293.00	£ -
Cemetery project	£ 16,878.00	£ 9,000.00	£ 25,878.00	£ -	£ 25,878.00	£ -
Play equipment fund	£ 4,945.00	£ 2,500.00	£ 7,445.00	£ -	£ 7,445.00	£ 2,000.00
EAR MARKED RESERVES						
Van Lease	£ 5,845.00	£ 2,000.00	£ 7,845.00	£ 3,324.00	£ 4,521.00	£ 1,500.00
Community Bus service	£ 5,000.00	£ 5,000.00	£ 10,000.00	£ -	£ 10,000.00	£ -
Railway station feasibility study	£ 10,000.00	£ -	£ 10,000.00	£ 3,641.00	£ 6,359.00	£ -
Townscape Heritage project	£ 1,000.00	£ 12,500.00	£ 13,500.00	£ 1,000.00	£ 12,500.00	£ 6,500.00
Tech Fund (website/recording)	£ 2,000.00	£ 1,000.00	£ 3,000.00	£ -	£ 3,000.00	£ 2,000.00
Mayoralty Fund	£ 750.00	£ 1,500.00	£ 2,250.00	£ 1,000.00	£ 1,250.00	£ 250.00
Christmas Lights	£ 2,500.00	£ 8,000.00	£ 10,500.00	£ 8,000.00	£ 2,500.00	£ 7,000.00
Community Events	£ 2,500.00	£ 1,000.00	£ 3,500.00	£ 1,000.00	£ 2,500.00	£ 1,000.00
Container	£ 2,000.00	£ -	£ 2,000.00	£ 2,145.00	-£ 145.00	£ -
Staffing contingency	£ 5,000.00	£ -	£ 5,000.00		£ 5,000.00	£ 5,000.00
Youth Services (JT Centre)	£ 5,814.00	£ 17,000.00	£ 22,814.00	£ 19,500.00	£ 3,314.00	£ 16,186.00
ESTIMATED RUNNING EXPENSES						
Advertising		£ 400.00	£ 400.00	£ -	£ 400.00	£ 400.00
Allotment expenses		£ 500.00	£ 500.00	£ 500.00	£ -	£ 330.00
CCTV		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ 3,000.00
Maintenance equipment		£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
Cemetery Running Costs		£ 15,000.00	£ 15,000.00	£ 15,000.00	£ -	£ 13,580.00
Contingency		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ 6,000.00
Cullompton Crier		£ 3,500.00	£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00
General Administration		£ 13,000.00	£ 13,000.00	£ 13,000.00	£ -	£ 14,000.00
Councillor Allowances		£ 600.00	£ 600.00	£ 300.00	£ 300.00	£ 500.00
Legal advice contract		£ 1,500.00	£ 1,500.00	£ 1,500.00	£ -	£ 1,500.00
IT Support and Hosting		£ 6,500.00	£ 6,500.00	£ 6,000.00	£ 500.00	£ 6,500.00
Office Equipment		£ 500.00	£ 500.00	£ 500.00	£ -	£ 500.00
Grants		£ 3,000.00	£ 3,000.00	£ 2,500.00	£ 500.00	£ 2,000.00
Payroll Expenses		£ 214,000.00	£ 214,000.00	£ 210,000.00	£ 4,000.00	£ 220,000.00
Public Works Loan repayment		£ 17,600.00	£ 17,600.00	£ 17,646.00	-£ 46.00	£ 17,750.00
St Andrews Car Park Running expenses		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
Staff & Councillor training		£ 2,000.00	£ 2,000.00	£ 1,500.00	£ 500.00	£ 3,000.00
Town Maintenance		£ 6,500.00	£ 6,500.00	£ 6,500.00	£ -	£ 6,500.00
Grass Verge cutting		£ 5,000.00	£ 5,000.00	£ 3,000.00	£ 2,000.00	£ 2,500.00
Play Area running expenses		£ 3,000.00	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00
Van Running Expenses		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
Public Toilet Contribution		£ 10,000.00	£ 10,000.00	£ 10,000.00	£ -	£ 5,000.00
Community Wellbeing Committee		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ 1,500.00
Neighbourhood Plan		£ 4,000.00	£ 4,000.00	£ 4,000.00	£ -	£ 5,000.00
Town Hall Running expenses		£ 10,000.00	£ 10,000.00	£ 9,500.00	£ 500.00	£ 11,500.00
Youth Council		£ -	£ -	£ -	£ -	£ 200.00
Election Contingency						£ 5,000.00
Data Protection Services						£ 1,000.00
BUDGET SUB TOTALS		404100.00	£ 502,375.00	£ 377,306.00	£ 8,654.00	£ 382,196.00
						£ 382,196.00
Less estimated income		£63,500.00				£ 48,050.00
		340600.00				£ 334,146.00
Less underspend 2016/17		15000.00				0.00
		325600.00				334,146.00
Less grant		5342.72				1,962.45
		320257.28				332,037.55

**Cullompton Town Council
BUDGET PLANNING NOVEMBER 2017**

	PRECEPT	CARRY FORWARD	TOTAL BUDGET	INCOME 1.4.17 - 31.11.17	REVISED BUDGET 17.18	PROVISIONAL BUDGET 18.19
INCOME						
Allotment rents	£ 500.00		£ 500.00	£ 508.00	£ 508.00	£ 500.00
Burial Fees	£ 23,000.00		£ 23,000.00	£ 29,300.00	£ 32,000.00	£ 32,000.00
Crier Advertising	£ 500.00	£ -	£ 500.00	£ 185.00	£ 500.00	£ 500.00
Hanging Baskets	£ 500.00		£ 500.00	£ 483.00	£ 500.00	£ 500.00
Interest	£ 1,500.00	£ -	£ 1,500.00	£ 1,433.00	£ 1,800.00	£ 1,800.00
Misc Income	£ 500.00	£ -	£ 500.00	£ 39.00	£ 236.00	£ 200.00
Photocopying	£ 75.00		£ 75.00	£ -	£ 50.00	£ 50.00
Staff charge back	£ 500.00	£ -	£ 500.00	£ 320.00	£ 500.00	£ 500.00
Christmas Lights	£ 500.00		£ 500.00	£ 429.00	£ 600.00	£ 500.00
Town Hall Hire	£ 11,225.00		£ 11,225.00	£ 7,790.00	£ 11,225.00	£ 11,500.00
Town Maintenance	£ 29,200.00	£ -	£ 29,200.00	£ 15,581.00	£ 15,581.00	
	£ 68,000.00		£ 68,000.00	£ 56,068.00	£ 63,500.00	£ 48,050.00
					£ 68,000.00	
			£ 68,000.00		-£ 4,500.00	£ 48,050.00

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: January 2018

FINANCE MATTERS

1. PRECEPT 2018.19:

- The Revenue Support grant has been reduced from £5342.72 (2017.18) to £1962.45 (2018.19). The grant will disappear completely from 2019/20.
- There are now more houses in Cullompton parish to share the precept cost between (Band D equivalent 3088.61 in 2017.18 and 3255.37 in 2018.19).

This means that, even taking into the account the 64% reduction in the grant, the Council can increase its precept by approximately £15k without increasing the actual cost to the Council Tax payer.

Any increase above that amount will cost the average Band D Council Tax payer about 0.31p per year per £1k

2. BUDGET CONSIDERATIONS

Income

- (i) As MDDC has taken responsibility for street cleansing for the second half of 2017.18 the Council will not receive the income it had anticipated (about £13,500). However this can be offset as the Council will receive more income than it had anticipated in cemetery fees and by an underspend on payroll and other expenses.
- (ii) **Service Agreements:** The 2018/19 budget assumes that MDDC will continue to carry out the street cleansing function and that DCC will not make a contribution towards the lengthsman work carried out by the Town Council. If the Council does decide to take back responsibility for street cleaning this is unlikely to change the final budget figure due to increase in staff costs.
- (iii) **St Andrews car park:** From 1 April 2018 (provisional date) DCC will take on responsibility for management of St Andrews car park and a pay and display machine will be installed. It is anticipated that the Council will receive an income from this which, in future years will offset the running costs. No allowance has been made for this in the 2018/19 budget as it is still very much an unknown.

Expenditure

- (iv) **Townscape Heritage project:** The Council agreed to contribute £26k to the project. £1k in the first financial year and then £12.5k per year in the second and third years. The Council currently has £13.5k in its ear marked reserves for the first and second year costs. As the project has now been delayed by a year the Council can spread the cost and put say £6.5k into its ear marked reserves in the 2018.19 budget and the final £6k in its 2019.20 budget.

APPENDIX C

- (v) **CCTV:** An additional £1k included in the budget to allow for additional cameras to be installed in the town centre.
- (vi) **Payroll budget:** An allowance has been made in the 2018.19 budget to employ an additional member of the Administration Team. No funding has been included in the 2018.19 budget for a Neighbourhood Plan Administrator.
- (vii) **Grass verge cutting:** 2017/18 cost £2561, MDDC has stated that the 2018/19 cost for the same number of cuts will be £2521.74 (although they also state that this is an increase of 3% so unsure how they worked that out unless DCC are making a higher contribution).
- (viii) **Public Toilet contribution:** £5k included in the budget as it could be sometime before we know what the long term future of the toilet will be.
- (ix) **Neighbourhood Plan:** £5k has been included in the budget as the Neighbourhood Plan process will now continue into 2018.19. MDDC has stated that it will contribute £5k to allow the Neighbourhood Plan Steering Group to progress the Plan further and a further £5k at a later stage dependent on progress and remaining tasks and checking what further funds are required.
- (x) **Election contingency:** Due to having an election to pay for this year and, in hindsight, the Council ought to have a contingency for future years £5k has been included in the budget.
- (xi) **Data Protection services:** New budget line to allow for the introduction of the new data protection regulations from May 2018. Quote obtained.
- (xii) **Traffic Management Policy:** New budget line to allow for consultation/development of Council traffic management policy

