



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

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 9 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. **MINUTES:** To agree and sign, as a correct record, the minutes of the previous meetings held on 8 January (Appendix A) and 9 January 2018 (Appendix B).
5. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for December 2017/January 2018 (to be tabled at the meeting).
6. **FINANCE**
 - (i) **To receive financial reports for December 2017** (Appendix C).
 - (ii) **Internal Audit:** To receive confirmation that recommendations have been actioned. (Appendix D).
 - (iii) **Bank reconciliation:** To agree schedule (Appendix E).
 - (iv) **General Data Protection Regulations:** To consider quote for consultancy service.
 - (v) **Banking:** To review banking and fixed term deposit arrangements (Report at Appendix F).
 - (vi) **Councillor Allowances:** To receive the recommendations of the Mid Devon Parish Remuneration Panel (Appendix G).
 - (vii) To consider purchase of small fridge for Committee Room.
 - (viii) **Neighbourhood Plan:** To receive confirmation that MDDC has offered £5k now to allow the Steering Group to progress the Plan and a second tranche of £5k following discussion and checking what further funds are required.
7. **STAFFING MATTERS**
 - (i) **Training:** General Data Protection Regulations, Health & Safety and VAT.
 - (ii) **Street Cleaning:** To consider who is responsible for cleaning the pavement of pigeon droppings.
8. **WEBSITE AND IT:** To consider any website or IT related matters.

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

9. **STAFFING MATTERS**
 - (i) **Staff update report:** (to be tabled at the meeting), including review of role of Neighbourhood Plan Administrator.
10. **OUTSTANDING INVOICES:** To review.
11. **Date and time of next meeting:** Tuesday 20 February 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.



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Monday 8 January 2018 at 2pm in Cullompton Town Hall

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

Also in attendance: Cllr Lloyd Knight

Judy Morris: Clerk

NOTE: It was noted that Cllr Mike Thompson was recording the meeting for his personal use.

- 75. APOLOGIES:** Cllr Eileen Andrews (unwell).
- 76. DECLARATIONS OF INTEREST:** None.
- 77. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
- 78. MINUTES:** The minutes of the previous meeting held on 21 November 2017 were approved and signed as a correct record after adding to Item 69 (iv)a that "*Councillor Mike Thompson requested a recorded vote and voting was as follows: For: Cllrs James Buczkowski, Gordon Guest, Iain Emmett and Richard Thorne, against: Cllr Mike Thompson*". Proposed Cllr Iain Emmett seconded Cllr Richard Thorne.
- 79. STAFFING MATTERS**
- (i) Street Cleansing Contract: To receive report and consider whether to resume responsibility for the street cleaning or pass this responsibility back to Mid Devon District Council.** Report circulated to all members prior to the meeting and discussed. It was suggested that, returning responsibility for delivering the street cleansing service back to Mid Devon District Council, will enable the Town Council to concentrate on delivery of the services it is directly responsible for.

If considered necessary the Town Council will then have the ability to challenge the district council on the standard of the service.

RESOLVED: That the Town Council asks Mid Devon District Council to continue to provide the street cleansing service on the understanding that they will continue to deliver the standard of

service that they have been providing since 1 October 2017. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (ii) **Staff salary increase:** To note that the National Employers for Local Government Services has offered council employees a two-year pay increase from 2018. Employees earning £19430 or more will receive an uplift of 2% on 1 April 2018 and a further 2% on 1 April 2019, those on lower salaries will receive a higher increase.

RESOLVED: It was noted that council employees have been offered a pay increase from 1 April 2018 and that this has been provided for in the 2018/19 budget.

- (iii) **Council Administration: To receive details of apprenticeship schemes and consider employing an additional member of the Council's administration team:**

Details of Operational Delivery Officer Apprenticeship and Draft Job Description for above plus report had been circulated to all members prior to the meeting, discussion included:

- The Council's Admin staff are able to cover the roles of their colleagues for short term absences but if a staff member were off work for any length of time then this would put a strain on other staff members meaning that low priority work will not get done.
- The Council will benefit from having a member of staff that is IT savvy with sufficient time allocated specifically to update/improve the website and positively promote the Council particularly on social media sites such as Facebook and Twitter.
- The Council has recently resolved to hold two meetings each month, as an agenda needs to be prepared and distributed about a week before each meeting and then Minutes drafted and actioned immediately following each meeting it will be difficult for the Clerk to take any time off for holidays etc.
- The Council has recently resolved to set up a working group, to work with the John Tallack Youth & Community Centre, to look at alternative youth providers and find ways to improve the service and generate funding with a view to making youth provision self-funding and independent of the Council. If an existing staff member takes on this role then another aspect of their job role will suffer.
- At the present time the only member of staff able to clerk meetings of the full Council is the Town Clerk. The Town Clerk is also the only member of staff that has the qualifications required for the Council to use the General Power of Competence. If the Council were to ever decide to apply for a "Quality Award" then one of the requirements is a qualified clerk.
- At present, if the Town Clerk is not able to attend a Council meeting for any reason then the meeting will be cancelled as there is no other member of staff with the necessary experience to clerk the meetings.
- Neighbourhood Plan Administrator will be leaving at the end of February and there may still be a need for additional work to be carried out. It was noted that MDDC has offered £5k towards the cost of completing the Plan but unsure whether there will be any conditions about how the money is used. They have also allocated an additional £5k to be paid at a later stage following discussion about the remaining tasks and checking what further funds are required.
- The Garden Village initiative may mean additional administrative work for council staff.

The Committee was generally favour of apprenticeships as they provide good training opportunities and considered that apprenticeship schemes should be investigated in more detail but felt that an apprentice was a long term investment and wouldn't solve the council's current needs.

RESOLVED

1. That the Funding Officer takes on the role of supporting the working group to be set up to look at the provision of youth services and takes responsibility for the refurbishment of the Culm Lea play area project. Town Clerk, Assistant Town Clerk and Funding Officer to share the administration of the General Purposes Committee. Funding Officer's temporary additional 7 hours per week to be extended for a further six months from 1 April 2018 with sufficient budget funding to extend for 12 months should it be required. Review the situation after six months.
2. That an additional £23k is included in the payroll budget for an additional member of staff to support the Council in a role to be decided by the Committee at a later date. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Cllr Mike Thompson requested a recorded vote, voting was as follows:

For: Cllrs: James Buczkowski, Iain Emmett, Gordon Guest and Richard Thorne.

Against: Cllr Mike Thompson.

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.

80. STAFFING MATTERS

(ii) **Staffing Report:** Noted

(i) **Overtime/additional hours:** Update report. Clerk to check working time regulations.

The meeting closed at 4.10pm.

SIGNED: _____

DATE: _____



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 9 January 2018 at 10.00am in Cullompton Town Hall

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

Judy Morris: Clerk

Also in attendance: Cllr Lloyd Knight

NOTE: It was noted that Cllr Mike Thompson was recording the meeting for his personal use.

*in attendance for part only of the meeting.

81. **APOLOGIES:** Cllr Eileen Andrews (unwell).
82. **DECLARATIONS OF INTEREST:** None.
83. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. None.
84. **FINANCE**
 - (i) **Internal Audit:** To receive confirmation that recommendations have been actioned.

RESOLVED: That this item is deferred until the next meeting.

- (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.

RESOLVED: That it is noted that PKF Littlejohn LLP has been appointed as the external auditor to the Town Council from 1 April 2018.

- (iii) **To receive financial reports for November 2017**

Cllr Mike Thompson stated his concerns with regard to the Council's accounts. He considered that there were inaccuracies and that the situation ought to be reported to the Police. He requested that the accounts be audited and offered to pay the first £500 of audit fees. He also stated his intention to go public with his concerns.

Cllr Mike Thompson was challenged to substantiate his accusation but did not.

Cllr Mike Thompson left the meeting.

The Chairman asked that it be noted in the Minutes that, due to the seriousness of the allegation, it should be referred to full council to consider if an auditor should be called in and not decided by this Committee.

RESOLVED: That the Committee issues the following statement: *“That based on previous audits the Committee sees no evidence to support malpractice”* Proposed Cllr Richard Thorne, seconded Cllr Iain Emmett.

NOTE: It was suggested that, in future, when staff purchase fuel using the fuel card they identify where the fuel is to be used e.g. for the van, digger, cemetery machinery, quad bike etc.

(iv) 2018.19 budget and precept: To consider draft 2018.19 budget consider budget/financial report and approve recommendation to full council.

RECOMMENDATIONS:

1. That, as the Council does not have a project for the use of the Community Bus budget at present, the £10k in the Community Bus budget is transferred to a new “traffic management” budget line to be used to improve traffic management in the town centre. Proposed Cllr Iain Emmett, seconded Cllr James Buczkowski.
2. That the budget is approved as attached to these Minutes at Appendix A. Proposed Cllr Iain Emmett, seconded Cllr Richard Thorne.
3. That the Town Council precept for 2018/19 is £332,183.55 plus £1962.45 support grant making a total of £334,146.00 (details as attached at Appendix A). Proposed Cllr Iain Emmett, seconded Cllr Richard Thorne.

NOTES:

Precept

1. Due to an increase in the number of homes in the parish to share the precept cost between (Band D equivalent 3088.61 in 2017.18 and 3255.37 in 2018.19 the Council can increase its precept by approximately £15k without increasing the actual cost to the Council Tax payer.
2. 2017.18 Precept was £319,100 (£313757.28 plus support grant of £5342.72) – the percentage increase in 2018.19 precept is 0% due to the additional houses to share the cost between.

Budget Income

3. 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.
4. **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.
5. **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.

Budget Expenditure

- 6. 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.
- 7. CCTV:** An additional £1k included in the budget to allow for additional cameras to be installed in the town centre.
- 8. 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.
- 9. 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).
- 10. Public Toilet contribution:** £5k in the budget as it could be sometime before we know what the long term future of the toilet will be.
- 11. 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.
- 12. 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.
- 13. Data Protection services:** New budget line to allow for the introduction of the new data protection regulations from May 2018. Quote obtained
- 14. Traffic Management Policy:** New budget line to allow for consultation/development of Council traffic management policy

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

The meeting closed at 12.10pm.

SIGNED: _____

DATE: _____

Cullompton Town Council 2018-2019 Draft Budget Expenditure

	Heading	Provisional Budget 18/19	Brought Forward	From Reserves	Funding Requirement	2017-2018 Budget	Change
Revenue Expenditure	Advertising	£ 400.00	£ -		£ 400.00	£ 400.00	0%
	Allotment expenses	£ 330.00	£ -		£ 330.00	£ 500.00	-34%
	CCTV	£ 3,000.00	£ -		£ 3,000.00	£ 2,000.00	50%
	Cemetery Running Costs	£ 13,580.00	£ -		£ 13,580.00	£ 15,000.00	-9%
	Christmas Lights	£ 9,500.00	£ 2,500.00		£ 7,000.00	£ 10,500.00	-10%
	Community Events	£ 3,500.00	£ 2,500.00		£ 1,000.00	£ 3,500.00	0%
	Community Wellbeing Committee	£ 1,500.00	£ -		£ 1,500.00	£ 2,000.00	-25%
	Container	£ -	£ -145.00		£ -	£ 2,000.00	-100%
	Contingency	£ 6,000.00	£ -		£ 6,000.00	£ 2,000.00	200%
	Councillor Allowances	£ 800.00	£ 300.00		£ 500.00	£ 600.00	33%
	Cullompton Crier	£ 3,500.00	£ -		£ 3,500.00	£ 3,500.00	0%
	Data Protection Services	£ 1,000.00	£ -		£ 1,000.00	£ -	-
	Election Contingency	£ 5,000.00	£ -		£ 5,000.00	£ -	-
	General Administration	£ 14,000.00	£ -		£ 14,000.00	£ 13,000.00	8%
	Grants	£ 2,000.00	£ -		£ 2,000.00	£ 3,000.00	-33%
	Grass Verge cutting	£ 2,500.00	£ -		£ 2,500.00	£ 5,000.00	-50%
	IT Support and Hosting	£ 6,500.00	£ -		£ 6,500.00	£ 6,500.00	0%
	Legal advice contract	£ 1,500.00	£ -		£ 1,500.00	£ 1,500.00	0%
	Maintenance equipment	£ 1,000.00	£ -		£ 1,000.00	£ 1,000.00	0%
	Mayoralty Fund	£ 1,500.00	£ 1,250.00		£ 250.00	£ 2,250.00	-33%
	Neighbourhood Plan	£ 5,000.00	£ -		£ 5,000.00	£ 5,872.00	-15%
	Office Equipment	£ 500.00	£ -		£ 500.00	£ 500.00	0%
	Payroll Expenses	£ 220,000.00	£ -		£ 220,000.00	£ 214,000.00	3%
	Play Area running expenses	£ 3,000.00	£ -		£ 3,000.00	£ 3,000.00	0%
	Public Toilet Contribution	£ 5,000.00	£ -		£ 5,000.00	£ 10,000.00	-50%
	Public Works Loan repayment	£ 17,750.00	£ -		£ 17,750.00	£ 17,600.00	1%
	St Andrews Car Park Running expenses	£ 2,000.00	£ -		£ 2,000.00	£ 2,000.00	0%
	Staff & Councillor training	£ 3,000.00	£ -		£ 3,000.00	£ 2,000.00	50%
	Staffing contingency	£ 10,000.00	£ 5,000.00		£ 5,000.00	£ 5,000.00	100%
	Town Hall Running expenses	£ 11,500.00	£ -		£ 11,500.00	£ 10,000.00	15%
	Town Maintenance	£ 6,500.00	£ -		£ 6,500.00	£ 6,500.00	0%
	Van Lease	£ 6,021.00	£ 4,521.00		£ 1,500.00	£ 4,521.00	33%
Van Running Expenses	£ 2,000.00	£ -		£ 2,000.00	£ 2,000.00	0%	
Youth Council	£ 200.00	£ -		£ 200.00	£ -	-	
Youth Services	£ 19,500.00	£ 3,314.00		£ 16,186.00	£ 17,000.00	15%	
Capital Expenditure	Cemetery Improvement Project	£ 25,878.00	£ 25,878.00		£ -	£ 25,878.00	
	Play equipment fund	£ 7,445.00	£ 7,445.00		£ -	£ 7,445.00	
	St Andrews car park improvements	£ 4,000.00	£ 2,000.00		£ 2,000.00	£ 8,000.00	
	Tech Fund (website/recording)	£ 5,000.00	£ 3,000.00		£ 2,000.00	£ -	
	Town Hall Repairs / Maintenance	£ 30,293.00	£ 30,293.00		£ -	£ 43,048.00	
Reserves for Future Projects	Community Bus service	£ 10,000.00	£ 10,000.00		£ -	£ 10,000.00	
	Public Rights of Way	£ 949.00	£ 949.00		£ -	£ 1,068.00	
	Railway station feasibility study	£ 6,359.00	£ 6,359.00		£ -	£ 10,000.00	
	Townscape Heritage project	£ 19,000.00	£ 12,500.00		£ 6,500.00	£ 13,500.00	
	Traffic Management Policy	£ 2,000.00	£ -		£ 2,000.00	£ -	
		£ 500,005.00	£ 117,664.00		£ 382,196.00	£ 493,182.00	

Funding Requirement	£	382,196.00
Less Income	-£	48,050.00
Less Underspend	£	-
Less Grant	-£	1,962.45
Precept Requirement	£	332,183.55

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	3,196	
105	VAT Control Account	16,211	
200	Current Bank Account	113,019	
220	Lloyds 12 Month Deposit	75,000	
240	Lloyds 3 Month Deposit	100,000	
250	Petty Cash	94	
260	Cambridge & Counties Bank	75,808	
270	Recycling Bags Float	40	
	Total Current Assets		383,369
	<u>Current Liabilities</u>		
500	Creditors	101	
	Total Current Liabilities		101
	Net Current Assets		383,268
	Total Assets less Current Liabilities		383,268
	<u>Represented By :-</u>		
300	Current Year Fund	241,939	
310	General Reserves	141,329	
	Total Equity		383,268

Bank Reconciliation Statement as at: 03/01/2018 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	31/12/2017		113,358.49
			<hr/> 113,358.49
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
18/12/2017 008662 Diamondshine Cleaning SW		304.50	
18/12/2017 008664 Culm Florist		25.00	
18/12/2017 008663 Unison		9.70	
			<hr/> 339.20
			113,019.29
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			113,019.29
		Balance per Cash Book is :-	113,019.29
		Difference is :-	0.00

At : 15:56

Current Bank Account

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Mid Devon District Council	DD	166.00		NNDR St Andrews
01/12/2017	Cullompton Ace Majorettes	008657	200.00		Grant
04/12/2017	Credit Card	DD2021-30	580.34		Various
06/12/2017	Cullompton Ace Majorettes	8603	-200.00		Chq 8603 deleted, pay by BACS
06/12/2017	Allstar	DD1994	40.00		Fuel
07/12/2017	J W Plumbing and Heating	BACS1989	672.00		Town Hall Running Expenses
07/12/2017	Edenvale Turf (SW) Ltd	BACS1990	22.93		Turf
07/12/2017	Devon Commercial Stationers	BACS1992	14.71		Stationery
07/12/2017	Scrace, Tim	BACS1993	97.00		Bus Shelter Cleaning
07/12/2017	Hi-Line	BACS1996	288.00		Tree Work
07/12/2017	Coach House Arts Ltd	BACS1997	1,974.98		Willow Workshops
07/12/2017	Francis Clark	BACS1998	400.00		Public Rights of Way Expense
07/12/2017	Ruth Dugdale	BACS1999	21.62		Film Show
07/12/2017	Labdon Building Supplies	BACS2000-1	120.24		Christmas Lights
07/12/2017	Mole Valley Farmers	BACS2002-3	74.27		Christmas Lights
07/12/2017	Wasteology Ltd	BACS2010	24.00		Skip
08/12/2017	Karl Zumar	CASH	40.00		Busker at Market
11/12/2017	Scottish Power	DD	190.08		Scottish Power
11/12/2017	Opus Energy	DD1983	208.82		TH Electric 27.10.17-25.11.17
13/12/2017	Lloyds 3 Month Deposit	11922340LS	100,000.00		Lloyds 3 Month Deposit
13/12/2017	Microshade Business Contsultan	BACS2004	443.72		Hosting Service
13/12/2017	D & H Plant Ltd	008659	186.00		Cemetery Running Expenses
13/12/2017	Tiverton Town Band	008658	30.00		Bugler for Armistice Service
13/12/2017	Allstar	DD2006	40.01		Van Running Expenses
13/12/2017	O2	DD	14.70		Mobile Phone - Perry
14/12/2017	Richard Grant	008660	780.00		War Memorial Cleaning
15/12/2017	British Telecom	DD1995	30.48		Telephone December 2017
18/12/2017	HMRC	BACS	3,494.19		Tax & NIC December 2017
18/12/2017	Wasteology Ltd	BACS2012	336.00		Cemetery Running Expenses
18/12/2017	MD Fabrications	BACS2013	13.08		Signs
18/12/2017	Devon Commercial Stationers	BACS2014/5	62.20		Stationery
18/12/2017	St John Ambulance	BACS2016	68.04		St John Ambulance
18/12/2017	Hi-Line	BACS2017	432.00		Tree Report
18/12/2017	Illuminations Ltd	BACS2018	3,140.86		Christmas Lights
18/12/2017	Diamondshine Cleaning SW	008662	304.50		Chair Cleaning
18/12/2017	Culm Florist	008664	25.00		Community Wellbeing Committee
18/12/2017	Unison	008663	9.70		Unison Subs Dec 2017
21/12/2017	Pensions	BACS	2,591.20		Pension Contribution Dec 2017
22/12/2017	Salaries	BACS	11,858.56		Salaries December 2017
27/12/2017	ALD FORD LEASE	DD2005	332.47		Van Lease
27/12/2017	Allstar	DD2031	44.70		Van Running Expenses
27/12/2017	ALD FORD LEASE	DD1960	10.00		Van Running Expenses
28/12/2017	D&G Heating Plan	DD	21.83		D&G Heating Plan

Total Payments	<u>129,204.23</u>
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Credit Card Purchases, December Statement 2017 - Breakdown

Supplier	Goods Description	Net	VAT	Gross
Amazon	Caution Trip Hazard boards for market	55.96		55.96
Lawnmower spares UK	Cable for lawnmower	24.99		24.99
MDDC	Temp Event Notice for Christmas Lights Event	21.00	-	21.00
Solopress	Printing Christmas event programme	398.00		398.00
Amazon	Printer ink	37.85	7.56	45.41
sofa-furniture4u	Rubber tyre for sack truck	9.99		9.99
Amazon	Air Fresheners	20.83	4.16	24.99
		568.62	-	580.34

Detailed Income & Expenditure by Account 03/01/2018

Month No : 9

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	500	556	500	-56		-56	111.2 %
4045 Sundries	0	566	1,000	434		434	56.6 %
4048 Audit Costs	0	1,368	2,500	1,132		1,132	54.7 %
4050 Photocopier	0	685	1,200	515		515	57.1 %
4051 Postage	0	470	800	330		330	58.8 %
4052 Stationery	102	763	1,000	237		237	76.3 %
4055 Subscriptions	0	1,271	1,500	229		229	84.7 %
4060 Telephone & Broadband	94	1,832	2,500	668		668	73.3 %
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	4,038	6,500	2,462		2,462	62.1 %
4070 Office Equipment	0	166	500	334		334	33.2 %
4072 Recycling Bags Expenditure	0	1,355	0	-1,355		-1,355	0.0 %
4075 Grants	0	2,493	3,000	507		507	83.1 %
4085 Mayoralty Fund	0	734	1,500	766		766	49.0 %
4090 Payroll Expenses	16,341	148,511	214,000	65,489		65,489	69.4 %
4091 Payroll Additional	1,513	9,106	0	-9,106		-9,106	0.0 %
4095 Christmas Lights	2,735	3,402	8,000	4,598		4,598	42.5 %
4096 Christmas Lights Event	2,154	3,074	500	-2,574		-2,574	614.8 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	166	1,636	2,000	364		364	81.8 %
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	107	4,623	6,500	1,877		1,877	71.1 %
4122 Grass/Verge Cutting	0	0	5,000	5,000		5,000	0.0 %
4125 Play Area Running Expenses	0	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	240	19,496	0	-19,496		-19,496	0.0 %
4130 Van Lease	277	2,494	3,324	830		830	75.0 %
4135 Van Running Expenses	104	1,537	2,000	463		463	76.9 %
4150 Public Toilets Contribution	21	8,013	13,265	5,252		5,252	60.4 %
4160 Community Wellbeing Committee	565	1,343	2,000	657		657	67.2 %
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 03/01/2018

Month No : 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4200 Allotment Expenses	0	192	500	308		308	38.5 %
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %
4310 Cemetery Running Expenses	632	12,816	15,000	2,184		2,184	85.4 %
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	1,011	4,751	10,000	5,249		5,249	47.5 %
4800 Outdoor Market expenses	-345	0	0	0		0	0.0 %
4820 Neighbourhood Plan	0	4,950	5,872	922		922	84.3 %
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	400	519	1,068	549		549	48.6 %
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	541	3,793	9,273	5,480		5,480	40.9 %
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	0	1,468	5,784	4,316		4,316	25.4 %
Total OverHead	27,528	294,073	524,249	230,176	0	230,176	56.1 %

Income Detail

1000 Crier Advertising	50	235	500	-265			47.0 %
1005 Hanging Baskets	0	483	500	-18			96.5 %
1010 Interest Received	0	1,433	1,500	-67			95.5 %
1020 Miscellaneous Income	1,250	1,329	500	829			265.9 %
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 %
1040 Recycling Bags	0	1,355	0	1,355			0.0 %

Detailed Income & Expenditure by Account 03/01/2018

Month No : 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1045 Staff Charge Back	417	737	500	237			147.3 %
1050 Community Event Income	127	556	500	56			111.1 %
1051 Christmas Lights event	1,734	3,525	0	3,525			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	1,490	30,790	23,000	7,790			133.9 %
1400 Town Hall Hire	945	8,735	11,225	-2,490			77.8 %
1800 Street Market Income	150	2,462	0	2,462			0.0 %
1802 Street Market Income - Electri	9	147	0	147			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	12,000	22,000	0	22,000			0.0 %
1850 Neighbourhood Plan Income	0	8,598	0	8,598			0.0 %
Total Income	18,171	419,129	387,100	32,029			108.3 %
Total Expenditure	27,528	294,073	524,249	230,176	0	230,176	56.1 %
Total Income	18,171	419,129	387,100	32,029			108.3 %
Net Expenditure over Income	9,356	-125,056	137,149	262,205			

Review of Accounting Arrangements and Bank Reconciliations

- R1 The Council should comply with the requirements of the Governance and Accountability Manual ensuring that bank reconciliations are subject to periodic, ideally at least quarterly, independent review, agreement and sign-off by the Council or a nominated councillor.

Draft schedule at Appendix

Review of Expenditure and VAT

- R2 The apparent anomaly between the second quarter's VAT reclaim and the Omega control account balance as at 30th September should be examined and corrected as necessary.

To be corrected by software provider when the next VAT return is completed which is now due.

Assessment and Management of Risk

- R3 **The Council should consider increasing the “Business Interruption – loss of Revenue” cover bringing it into lien with the annual income generated by hire of the facilities.**

*Increased from £8k to £11.5k cost £3.77 per annum,
no additional premium 2017/18*

CULLOMPTON TOWN COUNCIL BANK RECONCILIATION SIGN-OFF SHEET

At its meeting on the Council's Policy Review Group, it was agreed to set up a rota for the reconciliation of the Council's bank account to be approved each month by 2 members of the Council.

Month	Name and Date	Signature	Name and Date	Signature
January 2018	Councillor Iain Emmett Date:		Councillor Danny Barnes Date:	
February 2018	Councillor Eileen Andrews Date:		Councillor James Buczkowski Date:	
March 2018	Councillor Gordon Guest Date:		Councillor Kate Haslett Date:	
April 2018	Councillor Janet Johns Date:		Councillor Will Jones Date:	
May 2018	Councillor Liza Oxford-Booth Date:		Councillor Rachel Sinclair Date:	
June 2018	Councillor Martin Smith Date:		Councillor Mike Thompson Date:	
July 2018	Councillor Richard Thorne Date:		Councillor Lloyd Knight Date:	
August 2018	Councillor Iain Emmett Date:		Councillor Danny Barnes Date:	
September 2018	Councillor Eileen Andrews Date:		Councillor James Buczkowski Date:	
October 2018	Councillor Gordon Guest Date:		Councillor Kate Haslett Date:	
November 2018	Councillor Janet Johns Date:		Councillor Will Jones Date:	
December 2018	Councillor Liza Oxford-Booth Date:		Councillor Rachel Sinclair Date:	

APPENDIX E

January 2019	Councillor Martin Smith Date:		Councillor Mike Thompson Date:	
February 2019	Councillor Richard Thorne Date:		Councillor Lloyd Knight Date:	
March 2019	Councillor Iain Emmett Date:		Councillor Danny Barnes Date:	
April 2019	Councillor Eileen Andrews Date:		Councillor James Buczkowski Date:	

APPENDIX F

CULLOMPTON TOWN COUNCIL

INVESTMENT OF RESERVES

Report to: Policy, Finance and Personnel Committee

Prepared by: Town Clerk

Date: January 2018

CURRENT SITUATION

At its meeting on 17 October 2017 the Committee resolved to invest £50,000 with Nationwide Building Society and £50,000 with Cambridge and Counties Bank. Unfortunately we were not able to open accounts with either of these institutions as:

- Nationwide refused to open the account unless all Councillors were willing to have a security check carried out. Although not all Councillors are able to sign cheques, the Nationwide and other similar institutions will insist on carrying out a security check on all members of the Council as they all have decision making powers. Unfortunately one member of the Council refused to provide the information necessary to carry out the check and the Nationwide refused to open the account.
- The product that the Cambridge Building Society offer is not available to Councils.

The Council's current bankers are Lloyds but they will be closing their Cullompton branch in April, we understand that they will provide a mobile banking service in Tesco car park on one day per week but this has yet to be confirmed.

The Council could consider transferring its account to a different bank but none now have branches in Cullompton. There are several community banks such as CAF (Charities Aid Foundation) and Unity Bank (a commercial bank with a social conscience) which are not for profit and use their funds to assist charities etc. interest rates are low but they do provide a social benefit to the community.

At present the Council's funds are invested as follows:

Account Description	Amount	Interest rate
Debtors	3196.00	
VAT Control Account	16211.00	
Current account	113019.00	
Lloyds 12 month Deposit	75000.00	0.80% - maturity date 11 April 2018
Lloyds 3 month Deposit	100,000.00	0.50% maturity date 13 March 2018
Petty Cash	94.00	
Cambridge and Counties	75808.00	1.09%
Recycling bags float	40.00	
Total	383368.00	

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

Although Lloyds give a higher rate of interest on fixed term deposits there is a risk as the Council currently had more than £85k invested with them. However as the bank is government owned the risk is low.

LLOYDS FIXED TERM DEPOSITS - INTEREST RATES (As at 10th Jan 2018)

3 months	0.50%
6 months	0.60%
9 months	0.70%
12 months	0.85%

BANK/BUILDING SOCIETY	PRODUCT	INT RATE
Nationwide Building Society	Business Fixed rate saver (6 months or 1 year) make a single deposit of between £10k and £10m no withdrawals	6 Months – 0.55% 1 year – 0.75%
Santander	Business Reward Savings Account. In a month in which funds are withdrawn the interest reduces to 0.01%	0.35%
National Westminster	Liquidity Manager 95 day Notice Account, minimum £25k	0.20%
HSBC	Business Money Manager 60 Day Notice	0.05%
Barclays	Business Instant Access Business Premium Account	0.20%

OPTIONS

Barclays have an Business Instant Access deposit account which gives 0.20% interest. The Council could transfer £85k from its current account to this account but Barclays like all other financial institutions will probably only open an account if all the Councillors are willing to undergo a security check.

MID DEVON PARISH REMUNERATION PANEL

1. The **Parish Remuneration Panel** met on **8th November 2017** to review the current scheme of allowances for the area of Mid Devon District Council. The Panel is required to recommend allowances where Town and Parish Councils wish to introduce a scheme.
2. **The Regulations make clear that the Panel has to express an allowance for Town and Parish Councils and that this should be a monetary sum as well as a % of the District Council basic allowance.**
3. The Panel set out the following as a guide to Town and Parish Councils should they determine to introduce a scheme of basic allowances. The recommended levels are made in response to submissions made (mainly by Town Councils) to better reflect the workload, responsibilities and budgets of these Councils. All or part of the basic allowance may reflect any incidental costs and time commitment of members.

Electorate	% of District Basic	Amount per Councillor p.a. £ (up to) *
0 – 5000	1%	£49
5001 – 10,000	2%	£97
10,001 – 15,000	3%	£146
15,001 and above	4%	£195

*** Calculated on a District Basic Allowance for 2017/18 of £4,865 p.a.**

4. The Panel recommend that any scheme of **travel allowances** that is introduced should be based on H M Revenue and Customs mileage rate (updated each year on 1 April), currently of 45p per mile for cars for the first 10,000miles, 25p per mile thereafter. 5p per mile per passenger carried, 25p per mile for bicycles and 24p per mile for motorcycles. **Subsistence** should be based on reimbursement of receipted expenditure within the maximum limits as set out in the District Council 'officer' scheme. The Panel suggest a list of 'Approved Duties' similar to that of the District Council, which should be kept under regular review by the Council.
5. The Panel feel that in view of the number and the differences in both size and scale of activity each Town and Parish Council should determine the actual allowances within these overall parameters. They are in the best position to make a judgement based on individual circumstances whether it is appropriate to pay:
 - A basic allowance to all members or just the Chairman or Mayor.
 - A higher amount to Chairman or Mayor if all members are entitled to receive an allowance.
6. The Panel recognise that many Parish Councils in Mid Devon are small and run with small precepts. **They wish to emphasise that they are not suggesting that it is appropriate for all Town and Parish Councils to pay allowances. Their guideline is a maximum figure within which each Council should determine its own scheme, if this is felt justified.**

