



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 20 February 2018 commencing at 10.00am**  
at **The Hayridge Centre, Cullompton**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 13 February 2018**

## **AGENDA**

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

**Membership:** Councillors: Eileen Andrews, James Buczkowski, Gordon Guest, Lloyd Knight, 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 and a written response sent at a later date.***

**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 16 January 2018(Appendix A).
5. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for January/February 2018 (to be tabled at the meeting).
6. **FINANCE**
  - (i) **Banking and investments:** To receive finance report and agree way forward (Appendix B).
  - (ii) **To receive financial reports for January 2018** (Appendix C).
7. **STAFF**
  - (i) Review of staffing requirements for outdoor work (Appendix D).
  - (ii) Any other staffing matters
8. **TRAINING:** To consider draft training programme for 2018/19 (Appendix E).
9. **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.

10. **STAFFING MATTERS**
  - (i) **Staff update report:** (to be tabled at the meeting), including overtime review.
11. **OUTSTANDING INVOICES:** To review.
12. **To confirm the date and time of next meeting as** Tuesday 20 March at 10am and consider venue.

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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 16 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 the meeting was being recorded.

**86. APOLOGIES:** Cllr Eileen Andrews (unwell).

**87. DECLARATIONS OF INTEREST:** None.

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

**NOTE:** The wording of the Public Question Time item on the agenda was queried and it was agreed to reword this section adding "*and answered at a later date*".

**89. MINUTES:** To agree and sign, as a correct record, the minutes of the previous meetings held on 8 January and 9 January 2018.

#### **RESOLVED:**

1. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 8 January 2018 are approved and signed after adding to Item 79(iii) point 6 "*Cllr Mike Thompson stated that, if the Clerk is not present at the meeting, then a Councillor can minute the meeting*". Proposed Cllr Mike Thompson, seconded Cllr James Buczkowski.
2. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 9 January 2018 are approved and signed. Proposed Cllr Richard Thorne, seconded Cllr Gordon Guest (3 for, 1 against and 1 abstention).

**90. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for December 2017/January 2018:** Clerk circulated detail of comments as follows:

21 Nov	Mr & Mrs Holloway	Visited the cemetery to thank Perry for making sure everything ran smoothly at their son's funeral
8 Jan	Mrs Wasfi	Thanks to the gentlemen who do such a grand job of keeping Cullompton's streets tidy and litter free, and of course also to everyone at the Town Hall for their hard work on behalf of the town.

**RESOLVED:** That the comments are noted.

**91. FINANCE**

**(i) To receive financial reports for December 2017**

**RESOLVED:** That the Financial Reports for December 2017 are noted.

**NOTE:** It was agreed to provide Cllr Mike Thompson with details of a payment to D&H Plant Hire for £186.00.

**(ii) Internal Audit: To receive confirmation that recommendations have been actioned:** It was noted that the recommendations contained in the Internal Auditor's interim report had been actioned.

**(iii) Bank reconciliation: To agree schedule**

**RESOLVED:** That the schedule is revised to allow that only those members that are not signatories to the Council's bank account can sign-off the bank reconciliation account.

**(iv) General Data Protection Regulations: To consider quote for consultancy service.**

**RESOLVED:** That the quote from Microshade to carry out an audit to ensure that the Council complies with the General Data Protection Regulations, which come into force from May 2018, and also provides the Town Council with Data Protection Officer services at a cost of £995 for year one and then £350 in year two is accepted with the proviso that Microshade is asked to reword their quotation brief to make it clear that the service they will provide will be specifically designed to meet the needs of Cullompton Town Council and ensures that the Council complies with all aspects of the General Data Protection Regulations. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

**(v) Banking: To review banking and fixed term deposit arrangements:** Report circulated with the agenda.

**RESOLVED:** That, although Lloyds Bank will be closing its Cullompton branch in April 2018, the Council continues to use Lloyds Bank as its primary bankers. However, in order to reduce any financial risk to the Council, it looks to open an account with another banking institution that has FSCS protection and meets the Council's requirements. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

- (vi) **Councillor Allowances: To receive the recommendations of the Mid Devon Parish Remuneration Panel.**

**RESOLVED:** That the recommendations of the Mid Devon Parish Remuneration Panel are noted.

- (vii) **To consider purchase of small fridge for Committee Room.**

**RESOLVED:** That the Council purchases a small fridge for the Committee Room. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (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.** Cllr Gordon Guest explained the progress being made with the Plan and why there maybe a need to employ a consultant to undertake additional work. Cllr Mike Thompson stated his concerns that the various delays increased the expense to the Council..

**RESOLVED:** That the offer of a contribution from Mid Devon District Council towards the cost of any additional work required to progress the Neighbourhood Plan is noted. Cllr Gordon Guest offered to obtain clarification from MDDC about conditions for accessing the money.

## **92. STAFFING MATTERS**

- (i) **Training: General Data Protection Regulations, Health & Safety and VAT.**

**RESOLVED:** That Council staff attend training courses as follows:

- **General Data Protection:** Town Clerk and Administrative Assistant are to attend a training day organised by Devon Association of Local Councils on 13 March (£48 per person). Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.
- **VAT:** Town Clerk and the Finance Assistant to attend an "Introduction to VAT" training event organised by Devon Association of Local Councils on 29 March at a cost of £30 per person. Proposed Cllr Iain Emmett, seconded Cllr James Buczkowski.
- **Health & Safety:** Town Clerk and Assistant Town Clerk to attend seminar on Health & Safety matters at a cost of £30 per delegate. The seminar is organised by the Council's insurers (Zurich) and includes the following areas: Accident & Claims review, risk assessments, lone working and safeguarding. Proposed Cllr Richard Thorne, seconded Cllr Gordon Guest.

**NOTE:** Cllr Gordon Guest would like to attend GDPR training and will check his availability.

- (ii) **Street Cleaning: To consider who is responsible for cleaning the pavement of pigeon droppings.**

**RESOLVED:** That the matter of cleaning the pavement of pigeon droppings is passed to Mid Devon District Council to deal with. Ask the Street Cleansing Operative to identify the areas that require cleaning. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

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

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act

1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Iain Emmett, seconded Cllr Richard Thorne.

**94. STAFFING MATTERS**

(i) **Staff update report: including review of role of Neighbourhood Plan Administrator.**

**RESOLVED:**

1. That the staffing report, including staff sickness report, is noted.
2. As the role of the Neighbourhood Plan Administrator is to support the production of the Neighbourhood Plan and the Plan in its current version has now been completed, there is no further work for the Neighbourhood Plan Administrator after 28 February 2018. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
3. That the Committee further reviews overtime working at its next meeting, to include review of staffing requirements for outdoor work. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

**RESOLVED:** That as the time is 12noon, the meeting is extended for a further 10 minutes to complete the agenda. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

**95. OUTSTANDING INVOICES: To review.**

**RESOLVED:** That the outstanding invoices report is noted, Finance Officer to ensure that the Council's debt recovery procedures are followed.

**96. Date and time of next meeting:** Tuesday 20 February at 10am

The meeting closed at 12.10pm.

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

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

## CULLOMPTON TOWN COUNCIL

**REPORT TO:** Policy, Finance and Personnel Committee:

**PREPARED BY:** Town Clerk

**DATE:** February 2018

### FINANCE MATTERS

#### 1. Income & Expenditure Account:

**Contingency:** £4046 paid for election expenses, meaning that this budget heading will be overspent, an allowance has been made in the 2018/19 budget for election expenses.

**Miscellaneous expenses:** Over budget but off-set by income received in Miscellaneous income (Income £2146, expenditure £1539).

**Christmas Lights Event:** Expenditure £3266, offset by Income £3525.00

**Play Area projects:** Expenditure £19496.00 off-set by £22k income (Project Grants).

#### 2. Bank Accounts and Investments:

The Council funds are currently invested as follows:

Account Description	Amount	Interest rate
Debtors	2711.00	
VAT Control Account	2201.00	
Current account	101031.00	
Lloyds 12 month Deposit	75000.00	0.8% - maturity date 11 April 2018
Lloyds 3 month Deposit	100,000.00	0.5% maturity date 13 March 2018
Petty Cash	39.00	
Cambridge and Counties	75808.00	1.09%
Recycling bags float	40.00	
<b>Total</b>	<b>356829.00</b>	

The Council will receive 50% of its precept i.e. £147,000 at the beginning of April 2018 and the remaining 50% in October 2018.

At present the Council has the majority of its funds invested with Lloyds Bank. 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 and so it would be prudent to spread the money across other banks and building societies to ensure it is protected.

### INVESTMENT CHOICES

#### LLOYDS FIXED TERM DEPOSITS - INTEREST RATES (As at 13<sup>th</sup> February 2018)

3 months      0.45%

## APPENDIX B

6 months	0.55%
9 months	0.65%
12 months	0.80%

<b>BANK/BUILDING SOCIETY</b>	<b>DETAILS</b>	<b>INT RATE</b>
<b>Unity Trust Bank</b>	A commercial bank with a social conscience. Several Town & Parish Councils bank with them and they appear to understand how Town & Parish Councils operate. Apply on-line.	<b>0.20%</b> <b>Instant Access</b>
<b>Co-operative Bank</b>	Ethical policy, invest in organisations that embrace their ecological and social values	<b>0.03%</b> <b>Instant Access</b>
<b>Nationwide Building Society</b>	Business Fixed rate saver (6 months or 1 year) make a single deposit of between £10k and £10m no withdrawals.	<b>6 Months – 0.55%</b> <b>1 year – 0.75%</b>
<b>Santander</b>	Business Reward Savings Account. In a month in which funds are withdrawn the interest reduces to 0.01%	<b>0.35%</b>
<b>National Westminster</b>	Liquidity Manager 95 day Notice Account, minimum £25k	<b>0.10%</b>
<b>HSBC</b>	Business Money Manager 60 Day Notice	<b>0.04%</b>
<b>Barclays</b>	Business saver	<b>0.05%</b>

**Note:** Unfortunately the CAF Bank (Charities Aid Foundation) only accept funds from registered charities.



## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	2,711	0	2,711
105	VAT Control Account	2,201	0	2,201
200	Current Bank Account	101,031	0	101,031
220	Lloyds 12 Month Deposit	75,000	0	75,000
240	Lloyds 3 Month Deposit	100,000	0	100,000
250	Petty Cash	39	0	39
260	Cambridge & Counties Bank	75,808	0	75,808
270	Recycling Bags Float	40	0	40
<b>Total Current Assets</b>		<b>356,829</b>	<b>0</b>	<b>356,829</b>
<u>Current Liabilities</u>				
500	Creditors	4,215	0	4,215
<b>Total Current Liabilities</b>		<b>4,215</b>	<b>0</b>	<b>4,215</b>
<b>Net Current Assets</b>		<b>352,614</b>	<b>0</b>	<b>352,614</b>
<b>Total Assets less Current Liabilities</b>		<b>352,614</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	211,286	0	211,286
310	General Reserves	141,329	0	141,329
<b>Total Equity</b>		<b>352,614</b>	<b>0</b>	<b>352,614</b>

**Bank Reconciliation Statement as at: 31/01/2018 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	31/01/2018		102,995.16
			<u>102,995.16</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
24/01/2018 008665	Unison	9.70	
24/01/2018 008666	D & H Plant Ltd	198.00	
30/01/2018 BACS	J W Plumbing and Heating	792.00	
30/01/2018 BACS2060	Illuminations Ltd	864.76	
30/01/2018 BACS2061	Martin Hambly Ltd	55.20	
30/01/2018 BACS2064	Scrace, Tim	45.00	
			<u>1,964.66</u>
			101,030.50
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<u>0.00</u>
			101,030.50
	<b>Balance per Cash Book is :-</b>		<b>101,030.50</b>
	<b>Difference is :-</b>		<b>0.00</b>

**Credit Card Purchases, January Statement 2018 - Breakdown**

<b>Supplier</b>	<b>Goods Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Baker Ross	Craft materials for Christmas Lights event workshop	19.93	3.99	23.92
SLCC	Subscription	225.00		225.00
Tesco	Gifts for Santa's Grotto	37.79	7.56	45.35
Amazon	Heater for Committee Room	54.17	10.83	65.00
Amazon	Heater for cemetery toilet	25.87	5.17	31.04
Amazon	Computer virus software	22.37	4.47	26.84
		<b>385.13</b>	<b>22.38</b>	<b>417.15</b>

## Detailed Income &amp; Expenditure by Account 09/02/2018

Month No : 10

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>							
4000 Advertising	0	0	400	400		400	0.0 %
4005 CCTV	0	234	2,000	1,766		1,766	11.7 %
4010 Contingency	4,046	4,546	2,000	-2,546		-2,546	227.3 %
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	983	1,539	500	-1,039		-1,039	307.7 %
4045 Sundries	45	616	1,000	384		384	61.6 %
4048 Audit Costs	1,000	2,368	2,500	132		132	94.7 %
4050 Photocopier	389	1,074	1,200	126		126	89.5 %
4051 Postage	0	470	800	330		330	58.8 %
4052 Stationery	22	785	1,000	215		215	78.5 %
4055 Subscriptions	225	1,496	1,500	4		4	99.7 %
4060 Telephone & Broadband	52	1,897	2,500	603		603	75.9 %
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	525	4,563	6,500	1,937		1,937	70.2 %
4070 Office Equipment	54	220	500	280		280	44.0 %
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	809	1,500	691		691	54.0 %
4090 Payroll Expenses	15,700	164,211	214,000	49,789		49,789	76.7 %
4091 Payroll Additional	345	9,451	0	-9,451		-9,451	0.0 %
4095 Christmas Lights	2,909	6,311	8,000	1,689		1,689	78.9 %
4096 Christmas Lights Event	192	3,266	500	-2,766		-2,766	653.1 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	166	1,802	2,000	198		198	90.1 %
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	110	4,733	6,500	1,767		1,767	72.8 %
4122 Grass/Verge Cutting	2,561	2,561	5,000	2,439		2,439	51.2 %
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	0	19,496	0	-19,496		-19,496	0.0 %
4130 Van Lease	277	2,771	3,324	553		553	83.4 %
4135 Van Running Expenses	67	1,604	2,000	396		396	80.2 %
4150 Public Toilets Contribution	61	8,075	13,265	5,190		5,190	60.9 %
4160 Community Wellbeing Committee	0	1,343	2,000	657		657	67.2 %
4165 Community Events	-127	0	1,000	1,000		1,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %

## Detailed Income &amp; Expenditure by Account 09/02/2018

Month No : 10

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4200 Allotment Expenses	69	262	500	238		238	52.3 %
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %
4310 Cemetery Running Expenses	756	13,572	15,000	1,428		1,428	90.5 %
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	1,846	6,597	10,000	3,403		3,403	66.0 %
4820 Neighbourhood Plan	2,025	6,975	5,872	-1,103		-1,103	118.8 %
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	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	182	3,975	9,273	5,298		5,298	42.9 %
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	10	1,478	5,784	4,306		4,306	25.6 %
<b>Total OverHead</b>	<b>34,490</b>	<b>328,656</b>	<b>524,249</b>	<b>195,593</b>	<b>0</b>	<b>195,593</b>	<b>62.7 %</b>
<b>Income Detail</b>							
1000 Crier Advertising	0	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	817	2,146	500	1,646			429.2 %
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	92	1,447	0	1,447			0.0 %
1045 Staff Charge Back	70	807	500	307			161.3 %

## Detailed Income &amp; Expenditure by Account 09/02/2018

Month No : 10

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1050 Community Event Income	-45	511	500	11			102.1 %
1051 Christmas Lights event	0	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	1,975	32,765	23,000	9,765			142.5 %
1305 Cemetery Income, other	10	10	0	10			0.0 %
1400 Town Hall Hire	690	9,425	11,225	-1,800			84.0 %
1800 Street Market Income	305	2,767	0	2,767			0.0 %
1802 Street Market Income - Electri	15	162	0	162			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	22,000	0	22,000			0.0 %
1850 Neighbourhood Plan Income	0	8,598	0	8,598			0.0 %
<b>Total Income</b>	<b>3,929</b>	<b>423,057</b>	<b>387,100</b>	<b>35,957</b>			<b>109.3 %</b>
<b>Total Expenditure</b>	<b>34,490</b>	<b>328,656</b>	<b>524,249</b>	<b>195,593</b>	<b>0</b>	<b>195,593</b>	<b>62.7 %</b>
<b>Total Income</b>	<b>3,929</b>	<b>423,057</b>	<b>387,100</b>	<b>35,957</b>			<b>109.3 %</b>
<b>Net Expenditure over Income</b>	<b>30,561</b>	<b>-94,402</b>	<b>137,149</b>	<b>231,551</b>			

At : 12:38

## Current Bank Account

## List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2018	Mid Devon District Council	DD	166.00		NNDR St Andrews Car Park
02/01/2018	Credit Card	DD2040-45	417.15		Various
05/01/2018	Nicholls Basker Partners	BACS2032	576.00		Cemetery Running Expenses
05/01/2018	Ricoh UK Ltd	BACS2033	466.73		Photocopier
05/01/2018	Mid Devon District Council	BACS2035	3,073.20		Grass Cutting
05/01/2018	Microshade Business Contsultan	BACS2038	443.72		Hosting Service
05/01/2018	Modes User Association	BACS2039	186.00		MODES
05/01/2018	Daniela Ruettinger	CASH	40.00		Daniela Ruettinger
10/01/2018	O2	DD	14.70		Mobile Phone - Perry
10/01/2018	Scottish Power	DD	190.08		TH Electric
11/01/2018	Opus Energy	DD2034	369.53		Gas 26.11.17 - 26.12.17
15/01/2018	British Telecom	DD2037	31.80		Telephone January 2018
17/01/2018	Daniela Ruettinger	CASH	40.00		Daniela Ruettinger
17/01/2018	MAT Electrics Ltd	BACS2036	1,179.02		Misc Expenditure
22/01/2018	South West Water	BACS2046	326.98		Water 06.09.17 to 31.12.17
22/01/2018	South West Water	BACS2047	69.25		Allotment Water Sep-Dec 2017
22/01/2018	Cullompton Glass & Glazing Ltd	BACS2048	88.50		Town Hall Running Expenses
22/01/2018	Labdon Building Supplies	BACS2049	80.55		Town Maintenance
22/01/2018	Weston, Paul	BACS2052	2,025.00		Neighbourhood Plan
22/01/2018	Wasteology Ltd	BACS2053	24.00		Skip
22/01/2018	Sparkx Ltd	BACS2054	2,608.20		Christmas Lights
22/01/2018	Spot On Supplies	BACS2055	94.26		Town Hall Running Expenses
22/01/2018	Ken White Signs	BACS2056	54.00		Sundries
22/01/2018	Hanover Lifts	BACS2057	192.00		Town Hall Running Expenses
22/01/2018	Grant Thornton UK LLP	BACS2058	1,200.00		Audit Costs
22/01/2018	Scrace, Tim	BACS2059	97.00		Town Maintenance
22/01/2018	Salaries	BACS	10,942.47		Salaries January 2018
23/01/2018	Pensions	BACS	2,291.07		Pension Contributions Jan 2017
23/01/2018	HMRC	BACS	2,876.45		Tax & NIC January 2018
23/01/2018	Pensions	BACS	-2,291.07		Amend due to incorrect date
23/01/2018	Pensions	BACS	2,291.07		Pension Contributions Jan 2018
24/01/2018	Allstar	BACS2063	40.01		Van Running Expenses
24/01/2018	Unison	008665	9.70		Unison Subs January 2018
24/01/2018	D & H Plant Ltd	008666	198.00		Cemetery Running Expenses
26/01/2018	ALD FORD LEASE	DD2051	332.47		Van Lease
29/01/2018	D&G Heating Plan	DD	24.18		Boiler Insurance
30/01/2018	J W Plumbing and Heating	BACS	792.00		Town Hall Running Expenses
30/01/2018	Illuminations Ltd	BACS2060	864.76		Christmas Lights
30/01/2018	Martin Hambly Ltd	BACS2061	55.20		Public Toilets
30/01/2018	Scrace, Tim	BACS2064	45.00		Town Hall Running Expenses
31/01/2018	Allstar	DD2067	40.01		Van Running Expenses
31/01/2018	Petty Cash	008667	50.00		008667

<b>Total Payments</b>	<u>32,614.99</u>
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**CULLOMPTON TOWN COUNCIL  
OUTDOOR WORKING**

## REQUIRED HOURS

	Spring		Summer		Autumn		Winter		Sub Total	Plus 10% Holidays/ sick	TOTAL		RESOURCES
	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly					
Street Cleansing	10		10		10		10		624	62	686		
DCC Lengthsman Including weed control, drain and ditch clearing)	5		5		5		5		260	26	286		
Public Toilet cleaning & checking	7		7		7		7		364	36.4	400.4		
Play Area Inspections	6		6		6		6		312	31.2	343.2		
Grass cutting (cemetery)	40		40		10		10		1300	130	1430		
Grave digging		60		60		60		90	810	81	891		
General cemetery maintenance	10		10		30		30		1040	104	1144		
Public Footpath maintenance		10		10		10		10	120	12	132		
Allotment maintenance		7		7		15		15	132	13.2	145.2		
St Andrews car park		7		7		15		15	132	13.2	145.2		
Town Hall	5		5		5		5		260	26	286		
Flower beds and floral displays		7		7		7		7	84	8.4	92.4		
Watering hanging baskets etc.			8						104	10.4	114.4		
Markets (erection/dismantling gazebos)	4	4	4	4	4	4	4	4	256	25.6	281.6		
Events		15		15		15		15	180	18	198		
Van maintenance		5		5		5		5	60	6	66		
Christmas lights								25	75	7.5	82.5		
Paperwork, timesheets, risk assessments etc (Maintenance Supervisor)	5		5		5		5		260	26	286		
<b>TOTAL HOURS REQUIRED</b>									<b>6373</b>	<b>636.9</b>	<b>7009.9</b>		

## CONTRACTED HOURS

Maintenance Supervisor	37	1924
Cemetery Operative	37	1924
Cemetery/outdoor Worker	37	1924
Play Area Inspector	2	104
Part-time Outside worker	12	624
<b>TOTAL CONTRACTED HOURS</b>		<b>6500</b>
<b>DIFFERENCE CONTRACTED vs REQUIRED (Hours)</b>		<b>-509.9</b>
<b>DIFFERENCE CONTRACTED vs REQUIRED (Weeks)</b>		<b>-13.8</b>

## TRAINING

Chapter 8  
Weed Control  
Playground Inspections  
First Aid  
Risk Assessments  
Use of brushcutter  
Digger driving  
Quad bike driving  
Use of chainsaws  
Grave digging



## FIRST DRAFT

## 2018.19 BUDGET £3,000.00

TRAINING TYPE	WHO SHOULD ATTEND	WHY	TRAINER	DATE	COST	COMMENT
Councillor Induction training	All new Councillors	To understand the function, procedures and governance of the Town Council (who we are and what we do)	In-house Town Clerk & Assistant Town Clerk	TBA	0.00	
New Councillor Training	All new Councillors	To gain a more general understanding of local councils, their functions and governance arrangements	Devon Ass of Local Councils (DALC)	TBA	60.00	
Chairmanship Training	Town Mayor, Deputy Town Mayor and Committee Chairmen	To enable effective Chairing of meetings.	DALC	TBA	60.00	
Planning Training	All Councillors that have not attended Planning training in the past 2 years	To enable appropriate response to planning applications and other planning consultation documents	13 March 2018 Cullompton Community Centre	MDDC	0.00	Town Clerk, Assistant Town Clerk, Admin Assist and and Cllrs: Janet Johns, Liza Oxford-Booth and Martin Smith booked to attend
			26 April and 1 Nov at Exeter Court Hotel	DALC	30.00	
Code of Conduct Training	All Councillors that have not previously attended training	To ensure that Councillors understand their responsibilities	MDDC	TBA	0.00	

## FIRST DRAFT

Local Council Finance	All members of Policy, Finance & Resources Committee	To gain an understanding of the regulations and administration of the Council's finances	DALC	TBA	60.00	
<b>COUNCILLORS AND STAFF</b>						
Local government conferences	Town Clerk, Assistant Town Clerk and Councillors	To keep up-to-date with what is happening in the local government world			150.00	
<b>STAFF</b>						
Manual Handling & Lifting	All staff	Required annually	MDDC/Nuco Training	Friday 25 May	348.00	6 hour course for up to 8 people
COSHH	Maintenance Supervisor				100.00	
Fire extinguisher training	All staff				100.00	
Chapter 8 Training	Manual staff	In order to work on the public highway, also useful for anyone willing to act as a steward at events -	DCC		400.00	Maintenance Supervisor may require refresher
Safe use of chain saws	Maintenance Supervisor & Cemetery Operative				200.00	
Brush cutting Refreshers	Maintenance Supervisor and Outdoor Worker	Refresher recommended every 5 years			200.00	
Equality & Diversity	All Staff					
First Aid at Work Training	Admin Assistant Cemetery Worker	Admin Assistant's qualification has expired	MDDC		150.00	Town Clerk, Assistant Town Clerk and Maintenance Supervisor have a current qualification

## FIRST DRAFT

Routine Play Area Inspections (refresher)	Maintenance Supervisor	Refresher required	RoSPA		250.00	
Safe Use of Pesticides (refresher)	Maintenance Supervisor	Refresher would be beneficial			200.00	
Asbestos awareness	Maintenance staff					
Working at heights	Maintenance staff					
Health & Safety	All staff					
					<b>2308.00</b>	
<b>STAFF, COUNCILLORS AND VOLUNTEERS</b>						
Chapter 8 Steward Training	Anyone volunteering at a community event	To increase awareness of H&S matters	Devon CC			Trying to arrange a course at the Town Hall
<b>Also arranged in 2017.18</b>						
General Data Protection Training	Town Clerk and Admin Assistant		DALC	13-Mar		
Inroduction to VAT	Town Clerk and Finance Officer		DALC	29-Mar		

