



All members of Cullompton Town Council's
Policy, Finance and Personnel Committee
are hereby summoned to attend a meeting of the Committee to be held on
Tuesday 17 July 2018 commencing at 10.00am, at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 10 July 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, James Buczkowski, Iain Emmett, Gordon Guest and Lloyd Knight

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 INTERESTS:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

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|------------------------------------|--|-----------------|
| 3. PUBLIC QUESTION TIME: | To receive questions from member of the public present at the meeting. | 10.05- 10.20 |
| 4. MINUTES: | To consider and approve the Minutes of the previous meetings held on 8 June (Appendix A) and 19 June 2018 (Appendix B). | 10.20- 10.25 |
| 5. COMMENTS AND COMPLAINTS: | To receive details of any comments or complaints for June/July 2018 (to be tabled at the meeting). | 10.25- 10.35 |
| 6. FINANCE | | |
| (i) | Income and Expenditure accounts: To receive financial statements for June 2018 (Appendix C). | 10.35- 11.00 |
| (ii) | Cullompton Crier: To review cost of printing and producing v advertising income (Appendix D). | |
| (iii) | Insurance policy: To review (policy to be sent separately). | |
| 7. STAFFING MATTERS | | 11.00 |
| (i) | Health, safety and environmental review: To consider quotes for review of health & safety documentation (Appendix E). | 11.10 |
| 8. WEBSITE AND IT | | 11.10- |
| (i) | Councillor Email addresses: To agree way forward (Appendix F). | 11.15 |
| (ii) | Any other website or IT related matters. | |
| 9. CORRESPONDENCE | | |
| (i) | Any correspondence received after the date of this agenda. | |

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 | | 11.15- |
| (i) | To receive report (to be tabled at the meeting) | 11.45 |
| (ii) | To review staff and councillor training needs. | |
| (iii) | To review outdoor work staffing requirements. | |
| (iv) | To review staff overtime report. | |
| 11. OUTSTANDING INVOICES: | To receive report (to be sent under separate cover). | |
| 12. DATE OF NEXT MEETING: | Tuesday 21 August 2018 ay 10am at the Hayridge Centre | |

*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.*

APPENDIX A

POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of an Extraordinary Committee meeting held on Friday 8th May 2018 at 2pm in The Hayridge Centre

Present: Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett, Lloyd Knight and Martin Smith

Also Present: Mike Thompson.

1. APOLOGIES: Cllr Eileen Andrews.

2. CHAIRMAN: To appoint chairman for the meeting

RESOLVED: That Cllr Buczkowski is appointed chairman for this meeting. Proposed Cllr Iain Emmett seconded Cllr Martin Smith.

3. DECLARATIONS OF INTEREST: None.

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

CLLR LLOYD KNIGHT JOINED THE MEETING

4. MINUTES: The minutes of a meeting held on 2nd May 2018 were distributed and members were given the opportunity to read them.

RESOLVED: That the minutes of 2nd May 2018 are approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

5. STAFFING: To consider staff grievance report and agree way forward

RESOLVED: That the following steps are taken as a result of the Report and Recommendations of the Audit Sub-Committee;

- 1) Councillors are to be encouraged to ask questions 24 hours in advance of meetings, which will then be answered at the meeting. Other questions asked at meetings are to be directed to the chair of the meeting, who will respond if the information is readily available, otherwise a written response will be given within 10 days.
- 2) Any questions asked outside of meetings (Written, Email, Telephone) will be entered into a "Correspondence Book", if the Clerk is able to respond then they may do so and enter the response into the book. Otherwise the question will be passed to the most relevant committee to be responded to at the next meeting and an entry in the book made to confirm this. The Policy, Finance and Personnel Committee will review the "Correspondence Book" at each meeting.
- 3) That all chairs and vice chairs must attend the DALC Chairmanship course, so that all parties feel supported.
- 4) All questions raised in public question time must be submitted in writing (This has already been agreed by full Council).
- 5) That our Members Code of Conduct must be the current NALC model and if not, refer the matter to the Policy Review Working Group to adopt the current NALC model.

- 6) Any questions regarding staff activities or conduct should be directed to their line manager and a response will be given in writing.
- 7) The Mayor will remind all Councillors of their responsibilities under standing orders and the members code of conduct.
- 8) We take any accusation of bullying seriously, as we have identified that this is a complaint against a member, this is a code of conduct matter and it is for the MDDC monitoring officer to investigate and deal with as appropriate and it is for the complainant to refer the matter themselves.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

RESOLVED: That the clerk clarifies with employee 2 that councillors have not been told not to attend the cemetery while the employee is working there.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

RESOLVED: That the chairman of the meeting writes to the employees with the above outcomes of their grievances.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

The meeting was closed.

SIGNED: _____

DATE: _____



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 19 June 2018 at 10.00am at the Scout Hut, Cullompton

Present: Cllr Iain Emmett (in the chair) and Cllrs: James Buczkowski, Lloyd Knight and Mike Thompson

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllrs: Eileen Andrews (personal), Gordon Guest (personal) and Martin Smith (work).
2. **DECLARATIONS OF INTEREST:** None at this stage of the meeting.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
4. **MINUTES:** The Minutes of the meeting held on 15 May 2018 were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
5. **TERMS OF REFERENCE:** To approve

RECOMMENDATION: That the Committee's Terms of Reference are approved as follows (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson):

- a. **Administration and Asset Management**
 - i. To maintain a continuous general oversight on the Council's administration.
 - ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
 - iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a road worthy state.
- b. **Finance**
 - i. Control of the finances of the council including recommending and monitoring the annual budget.
 - ii. Proposing the precept demand for the billing authority to be put before the council.
 - iii. To undertake quarterly review of expenditure against the approved budget and to report to the council highlighting any variations.
 - vi. To ensure the proper arrangements for the conduct of the statutory annual audit including the appointment of an internal auditor.

- v. To approve the Annual Statement of Accounts for submission to the council for adoption.
- vi. To consider virements as necessary.
- vii. To undertake regular review of the council's banking arrangements and investments.
- viii. To regularly review the council's insurance requirements.
- ix. To consider grant applications and make recommendations to the full council.
- x. To consider matters referred by the council.

c. Personnel:

- i. To recruit, retain and develop staff to undertake the work of the council.
- ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
- iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
- iv. To consider requests from members' and staff to attend conferences, courses and meeting relevant to the work of the council.
- v. To consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.
- vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
- vii. To deal with any staff complaint concerning the Town Clerk.
- viii. To deal with any staff matters referred by the Town Clerk.
- ix. To deal with any other personnel matters.
- x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
- xi. To ensure that the council complies with health and safety legislation.

d. Policy:

- i. To regularly review and update the policies of the Council.
- ii. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- iii. To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- iv. To consider and make recommendations to the Council on any policy or consultation documents received from other organisations and affecting the area and, in the event of time constraints which prevent consideration by the Council, making a direct response to those documents.

6. COMMENTS AND COMPLAINTS: None, Clerk reported that MDDC Monitoring Officer is dealing with one Code of Conduct complaint

7. FINANCE

(i) Income and Expenditure accounts: To receive financial statements for May 2018: Noted

NOTES: Find out why the credit card is shown as an asset and not a liability.

(ii) Committee expenditure report: To review format of report and agree committees

budget lines: Noted, Clerk explained that, in order to change some budget lines it will be necessary to make journal entries.

8. (iii) **Staff charge: To review charge for staff charge out to other organisations:** Discussion about charges made to outside organisations for staff time such as erection/dismantling of gazebos for Farmers' Market. It was felt that the council should be open and transparent about such costs and treat all organisations in the same way.

It was suggested that organisations should be charged the actual cost to the council in terms of staff salaries/overtime/van running expenses etc. Organisations could then apply for a grant to assist with the cost or, in the case of the Farmers' Market, apply for funding from the Market budget as this budget line was created from a grant provided by the 'Portas Fund' to assist with the management and promotion of markets.

RESOLVED: That, from 1 October 2018, and in order to cover overtime payments and staff add-on costs, staff time is charged out at £25 per hour plus VAT (minimum charge of one hour) to include van journey of up to 10 miles, any additional mileage to be charged at 45p per mile to cover van running expenses. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

NOTE: Administration charges for services such as for Gift of A Burrow for Allotments to be assessed and reviewed.

YOUTH SERVICES

- (i) **Youth Services Working Group:** To receive summary of meetings held on 10 May and 1 June 2018.

RESOLVED: That the summaries of Youth Services Working Group meetings held on 10 May and 1 June 2018 are noted.

- (ii) **Contract renewal: To agree way forward:** Cllr James Buczkowski explained that he fully supported the Town Council providing some form of youth service but he has a real concern about the direction of the working group as it had primarily been set up to look at alternative sources of funding for youth services.

Cllr Lloyd Knight asked why a group couldn't be set up to fund raise and Cllr Mike Thompson stated that he fully supported a service for young people but it should be paid for and run independently of the Council.

It was suggested that the renewal of the YMCA contract should be discussed at a full Council meeting to be held on 12 July 2018.

RECOMMENDATION: That the contract is not renewed to the YMCA, but the remainder of the youth services budget for 2018-2019 is used to provide grants, approved by full council, on the following basis;

- 1) Grants are only made to properly constituted, not for profit organisations;
- 2) Grants must be used to benefit the youth community (Under 24 years) within the Cullompton Parish;
- 3) Grant applications must include a clear and concise plan for the use of the money, who it will benefit and when it will benefit them;

- 4) Any funds not used by the applicant in accordance with the original plan, will be returned to the council.

Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

9. STAFFING MATTERS

- (i) **Deputy Town Clerk post: To receive update.** Clerk reported that Maria Weston has been appointed to the post of Deputy Town Clerk and is due to start on 16 July.

NOTE: Cllr Lloyd Knight declared a personal interest in respect of the following item as he is a representative of Utility Warehouse.

- (ii) **Phone and broadband service, to include staff mobile phones: To consider report and agree way forward.**

RESOLVED: That the estimate from BT to upgrade the Council's phone and broadband system and provide two incoming lines at a cost of £174.89 per month is accepted and the Council purchases up to 5 no. mobile contract phone at a cost of £18 per handset per month. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (i) **Health, safety and environmental review: To consider quotes for review of health & safety documentation.**

RESOLVED: That this item is deferred until the next meeting to give Councillors more time to consider the 4 no. quotes provided.

10. WEBSITE AND IT

- (i) **Councillor Email addresses: To agree way forward**

RESOLVED: That this item is deferred until the next meeting in order for Councillors to be provided with additional technical information to make an informed decision about which service provider to choose.

- (ii) **Any other website or IT related matters: None**

RESOLVED: That as the time is now 12 noon to extend the meeting for a further 15 minutes in order to complete the business on the agenda.

11. CORRESPONDENCE: 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 Lloyd Knight, seconded Cllr James Buczkowski.

12. STAFFING

- (i) **To receive report:** Report received and noted.
(ii) **To review staff training needs.**

RESOLVED: That staff training needs discussion is deferred until the next meeting and also includes Councillors and review of outdoor staffing levels.

- (iii) **To review staff overtime report:** Reviewed and noted.
- (iv) **Sick leave and phased return to work payment policy.**

RESOLVED: That the Clerk contacts MDDC to find out what their policy is with regard to payment for a phased return to work. Town Council policy should ensure that staff are not out of pocket and any pay difference is made up. Proposed Cllr Mike Thompson, seconded James Buczkowski.

13. OUTSTANDING INVOICES: To receive report: Reviewed and noted.

14. DATE OF NEXT MEETING:

RESOLVED:

1. That meetings continue to be held on third Tuesday of each month at 10am at the Hayridge Centre, the next meeting to be held on 17 July 2018.
2. That meetings of the Policy Review Working Group are held on 4th Friday of each month at 10am in the Town Hall.

The meeting closed at 12.15pm.

SIGNED: _____

DATE: _____

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3

| <u>A/c</u> | <u>Account Description</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> |
|--|----------------------------|----------------|---------------|-----------------|
| <u>Current Assets</u> | | | | |
| 100 | Debtors | 1,266 | 0 | 1,266 |
| 105 | VAT Control Account | 2,245 | 0 | 2,245 |
| 200 | Current Bank Account | 57,086 | 0 | 57,086 |
| 220 | Lloyds 12 Month Deposit | 75,000 | 0 | 75,000 |
| 230 | Lloyds 6 Month Deposit | 50,000 | 0 | 50,000 |
| 240 | Lloyds 3 Month Deposit | 50,000 | 0 | 50,000 |
| 250 | Petty Cash | 88 | 0 | 88 |
| 260 | Cambridge & Counties Bank | 76,352 | 0 | 76,352 |
| 270 | Recycling Bags Float | 40 | 0 | 40 |
| 280 | Unity Bank Trust | 100,000 | 0 | 100,000 |
| Total Current Assets | | 412,078 | 0 | 412,078 |
| <u>Current Liabilities</u> | | | | |
| 210 | Credit Card | -299 | 0 | -299 |
| 500 | Creditors | 1,390 | 0 | 1,390 |
| Total Current Liabilities | | 1,091 | 0 | 1,091 |
| Net Current Assets | | 410,986 | 0 | 410,986 |
| Total Assets less Current Liabilities | | 410,986 | 0 | |
| <u>Represented By :-</u> | | | | |
| 300 | Current Year Fund | 97,325 | 0 | 97,325 |
| 310 | General Reserves | 150,498 | 0 | 150,498 |
| 320 | Earmarked Reserves | 162,566 | 0 | 162,566 |
| Total Equity | | 410,389 | 0 | 410,389 |

Bank Reconciliation Statement as at: 30/06/2018 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 | 30/06/2018 | | 57,257.68 |
| | | | <u>57,257.68</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 27/04/2018 008678 D & H Plant Ltd | | 196.20 | |
| 20/06/2018 008692 Mr A Dolbear, Alfies | | 193.95 | |
| 26/06/2018 008696 Unison | | 9.70 | |
| 27/06/2018 008695 Richard Stuchbery | | 176.00 | |
| | | | <u>575.85</u> |
| | | | 56,681.83 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 29/06/2018 | | 281.00 | |
| 29/06/2018 | | 123.60 | |
| | | | <u>404.60</u> |
| | | | 57,086.43 |
| | | Balance per Cash Book is :- | 57,086.43 |
| | | Difference is :- | 0.00 |

Month No : 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>Cemetery/Town Hall Committee</u> | | | | | | | |
| 300 Cemetery | | | | | | | |
| 4300 Cemetery Equipment | 485 | 485 | 1,000 | 515 | | 515 | 48.5 % |
| 4310 Cemetery Running Expenses | 483 | 5,687 | 13,580 | 7,893 | | 7,893 | 41.9 % |
| Cemetery :- Expenditure | 968 | 6,172 | 14,580 | 8,408 | 0 | 8,408 | 42.3 % |
| 1300 Burial Fees | 128 | 3,911 | 32,000 | -28,089 | | | 12.2 % |
| 1305 Cemetery Income, other | 552 | 552 | 0 | 552 | | | 0.0 % |
| Cemetery :- Income | 680 | 4,463 | 32,000 | -27,537 | | | 13.9 % |
| Net Expenditure over Income | 288 | 1,709 | -17,420 | -19,129 | | | |
| 400 Town Hall | | | | | | | |
| 4405 Town Hall Running Expenses | 301 | 1,864 | 11,500 | 9,636 | | 9,636 | 16.2 % |
| Town Hall :- Expenditure | 301 | 1,864 | 11,500 | 9,636 | 0 | 9,636 | 16.2 % |
| 1400 Town Hall Hire | 1,260 | 3,725 | 11,500 | -7,775 | | | 32.4 % |
| Town Hall :- Income | 1,260 | 3,725 | 11,500 | -7,775 | | | 32.4 % |
| Net Expenditure over Income | -959 | -1,861 | 0 | 1,861 | | | |
| Cemetery/Town Hall Committee :- Expenditure | 1,269 | 8,036 | 26,080 | 18,044 | 0 | 18,044 | 30.8 % |
| Income | 1,940 | 8,188 | 43,500 | -35,312 | | | 18.8 % |
| Net Expenditure over Income | -671 | -152 | -17,420 | -17,268 | | | |
| <u>Town Ctre/Econ Dev Committee</u> | | | | | | | |
| 800 Town Centre | | | | | | | |
| 4105 St Andrew's Car Park | 909 | 909 | 2,000 | 1,091 | | 1,091 | 45.4 % |
| 4110 St Andrew's Car Park Improv. | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4120 Town Maintenance | 1,645 | 1,645 | 6,500 | 4,855 | | 4,855 | 25.3 % |
| 9070 Market | 433 | 613 | 5,223 | 4,610 | | 4,610 | 11.7 % |
| Town Centre :- Expenditure | 2,986 | 3,166 | 15,723 | 12,557 | 0 | 12,557 | 20.1 % |
| 1005 Hanging Baskets | 1,034 | 1,004 | 500 | 504 | | | 200.8 % |
| 1800 Street Market Income | 285 | 737 | 0 | 737 | | | 0.0 % |
| Town Centre :- Income | 1,319 | 1,741 | 500 | 1,241 | | | 348.2 % |
| Net Expenditure over Income | 1,667 | 1,425 | 15,223 | 13,798 | | | |
| Town Ctre/Econ Dev Committee :- Expenditure | 2,986 | 3,166 | 15,723 | 12,557 | 0 | 12,557 | 20.1 % |
| Income | 1,319 | 1,741 | 500 | 1,241 | | | 348.2 % |
| Net Expenditure over Income | 1,667 | 1,425 | 15,223 | 13,798 | | | |
| <u>Community Wellbeing Committee</u> | | | | | | | |

Month No : 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 200 Allotments | | | | | | | |
| 4200 Allotment Expenses | 0 | 18 | 330 | 312 | | 312 | 5.4 % |
| Allotments :- Expenditure | 0 | 18 | 330 | 312 | 0 | 312 | 5.4 % |
| 1200 Allotment Rents - Top Field | -18 | 475 | 350 | 125 | | | 135.7 % |
| 1205 Allotment Rents - Haymans | -13 | 109 | 150 | -41 | | | 72.7 % |
| Allotments :- Income | -31 | 584 | 500 | 84 | | | 116.8 % |
| Net Expenditure over Income | 31 | -566 | -170 | 396 | | | |
| 600 Community Wellbeing Miscellane | | | | | | | |
| 4020 Cullompton Crier | 588 | 588 | 3,500 | 2,912 | | 2,912 | 16.8 % |
| 4095 Christmas Lights | 1,042 | 1,042 | 7,000 | 5,958 | | 5,958 | 14.9 % |
| 4105 St Andrew's Car Park | -184 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4125 Play Area Running Expenses | 405 | 405 | 3,000 | 2,595 | | 2,595 | 13.5 % |
| 4126 Play Equipment Fund | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4127 Play Area Projects | 1,248 | 1,248 | 1,248 | 1 | | 1 | 100.0 % |
| 4160 Community Wellbeing Committee | 312 | 312 | 1,500 | 1,188 | | 1,188 | 20.8 % |
| 4165 Community Events | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 9050 Public Rights of Way | 290 | 290 | 5,949 | 5,659 | | 5,659 | 4.9 % |
| Community Wellbeing Miscellane :- Expenditure | 3,700 | 3,884 | 25,197 | 21,313 | 0 | 21,313 | 15.4 % |
| 1000 Crier Advertising | 50 | 50 | 500 | -450 | | | 10.0 % |
| 1049 Community Wellbeing Income | 100 | 100 | 0 | 100 | | | 0.0 % |
| 1050 Community Event Income | 0 | 0 | 500 | -500 | | | 0.0 % |
| Community Wellbeing Miscellane :- Income | 150 | 150 | 1,000 | -850 | | | 15.0 % |
| Net Expenditure over Income | 3,550 | 3,734 | 24,197 | 20,463 | | | |
| Community Wellbeing Committee :- Expenditure | 3,700 | 3,902 | 25,527 | 21,625 | 0 | 21,625 | 15.3 % |
| Income | 119 | 734 | 1,500 | -766 | | | 48.9 % |
| Net Expenditure over Income | 3,581 | 3,168 | 24,027 | 20,859 | | | |
| Pol/Fin/Pers Committee | | | | | | | |
| 100 Administration | | | | | | | |
| 4000 Advertising | 0 | 115 | 400 | 285 | | 285 | 28.8 % |
| 4005 CCTV | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4010 Contingency | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0 % |
| 4020 Cullompton Crier | 0 | 500 | 0 | -500 | | -500 | 0.0 % |
| 4030 Councillor Allowances | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4035 General Administration/Other | 15 | 50 | 2,000 | 1,950 | | 1,950 | 2.5 % |

Month No : 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4045 Room Hire | 83 | 91 | 1,000 | 909 | | 909 | 9.1 % |
| 4048 Audit Costs | 1,029 | 1,029 | 2,500 | 1,471 | | 1,471 | 41.1 % |
| 4050 Photocopier | 339 | 339 | 1,500 | 1,161 | | 1,161 | 22.6 % |
| 4051 Postage | 1 | 1 | 800 | 799 | | 799 | 0.2 % |
| 4052 Stationery | 236 | 429 | 1,000 | 571 | | 571 | 42.9 % |
| 4055 Subscriptions | 0 | 1,321 | 1,700 | 379 | | 379 | 77.7 % |
| 4060 Telephone & Broadband | 65 | 616 | 3,500 | 2,884 | | 2,884 | 17.6 % |
| 4065 Professional Fees | 0 | 995 | 2,500 | 1,505 | | 1,505 | 39.8 % |
| 4067 Tech Fund | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4068 IT Support | 454 | 1,221 | 6,500 | 5,279 | | 5,279 | 18.8 % |
| 4070 Office Equipment | 24 | 24 | 500 | 476 | | 476 | 4.9 % |
| 4075 Grants | 0 | 1,650 | 2,000 | 350 | | 350 | 82.5 % |
| 4085 Mayoralty Fund | 0 | 0 | 250 | 250 | | 250 | 0.0 % |
| 4090 Payroll Expenses | 15,043 | 44,941 | 220,000 | 175,059 | | 175,059 | 20.4 % |
| 4091 Payroll Additional | 450 | 1,726 | 0 | -1,726 | | -1,726 | 0.0 % |
| 4100 Public Works Loan Repayment | 0 | 8,823 | 17,750 | 8,927 | | 8,927 | 49.7 % |
| 4105 St Andrew's Car Park | -361 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4115 Staff & Councillor Training | 0 | 348 | 3,000 | 2,652 | | 2,652 | 11.6 % |
| 4120 Town Maintenance | -406 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4122 Grass/Verge Cutting | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4125 Play Area Running Expenses | -305 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4127 Play Area Projects | -1,248 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4130 Van Lease | 277 | 831 | 3,325 | 2,494 | | 2,494 | 25.0 % |
| 4135 Van Running Expenses | 97 | 220 | 2,000 | 1,780 | | 1,780 | 11.0 % |
| 4150 Public Toilets Contribution | 0 | 33 | 5,000 | 4,967 | | 4,967 | 0.7 % |
| 4160 Community Wellbeing Committee | -246 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4825 Townscape Heritage Sch | 0 | 0 | 6,500 | 6,500 | | 6,500 | 0.0 % |
| 4855 Youth Council | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4860 Election Contingency | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % |
| Administration :- Expenditure | 15,549 | 65,305 | 302,925 | 237,620 | 0 | 237,620 | 21.6 % |
| 1005 Hanging Baskets | -894 | 0 | 0 | 0 | | | 0.0 % |
| 1010 Interest Received | 0 | 600 | 1,800 | -1,200 | | | 33.3 % |
| 1020 Miscellaneous Income | 0 | 10 | 200 | -190 | | | 5.0 % |
| 1025 Photocopying Income | 0 | 0 | 50 | -50 | | | 0.0 % |
| 1030 Precept | 0 | 166,092 | 332,184 | -166,092 | | | 50.0 % |
| 1035 Council Tax Support Grant | 0 | 981 | 1,962 | -981 | | | 50.0 % |
| 1040 Recycling Bags | 280 | 577 | 0 | 577 | | | 0.0 % |
| 1045 Staff Charge Back | 0 | 105 | 500 | -395 | | | 21.0 % |
| Administration :- Income | -614 | 168,365 | 336,696 | -168,331 | | | 50.0 % |
| Net Expenditure over Income | 16,163 | -103,060 | -33,771 | 69,289 | | | |

Month No : 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 840 Youth Services | | | | | | | |
| 4850 Youth Services | 0 | 4,875 | 19,334 | 14,459 | | 14,459 | 25.2 % |
| Youth Services :- Expenditure | 0 | 4,875 | 19,334 | 14,459 | 0 | 14,459 | 25.2 % |
| Net Expenditure over Income | 0 | 4,875 | 19,334 | 14,459 | | | |
| 990 EMR | | | | | | | |
| 9022 EMR - Cemetery Project | 0 | 0 | 25,878 | 25,878 | | 25,878 | 0.0 % |
| 9024 EMR - Community Bus Service | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| 9026 EMR - Town Hall Improvements | 0 | 0 | 40,293 | 40,293 | | 40,293 | 0.0 % |
| 9028 EMR - Play Area Fund | 0 | 0 | 8,529 | 8,529 | | 8,529 | 0.0 % |
| 9030 EMR - Railway Feasibility | 0 | 0 | 6,359 | 6,359 | | 6,359 | 0.0 % |
| 9032 EMR - Car Park Improvements | 0 | 0 | 8,000 | 8,000 | | 8,000 | 0.0 % |
| 9034 EMR - Tech Fund | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 9038 EMR - Townscape Heritage | 0 | 0 | 13,500 | 13,500 | | 13,500 | 0.0 % |
| 9040 EMR - Van Fund | 0 | 0 | 2,696 | 2,696 | | 2,696 | 0.0 % |
| 9044 EMR - Christmas Lights | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 9046 EMR - Community Events | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 9052 EMR - Staffing Contingency | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| 9054 EMR - Mayoralty Fund | 0 | 0 | 750 | 750 | | 750 | 0.0 % |
| 9070 Market | -70 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9081 EMR - Maintenance Equipment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 9085 Town Team | -967 | 0 | 0 | 0 | | 0 | 0.0 % |
| EMR :- Expenditure | -1,037 | 0 | 135,505 | 135,505 | 0 | 135,505 | 0.0 % |
| Net Expenditure over Income | -1,037 | 0 | 135,505 | 135,505 | | | |
| 991 Available Funds | | | | | | | |
| 9070 Market | -125 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9085 Town Team | 0 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9086 Neighbourhood Plan | 0 | 316 | 0 | -316 | | -316 | 137391. |
| 9087 Christmas Events | 0 | 0 | 1,365 | 1,365 | | 1,365 | 0.0 % |
| Available Funds :- Expenditure | -125 | 316 | 1,365 | 1,049 | 0 | 1,049 | 23.2 % |
| Net Expenditure over Income | -125 | 316 | 1,365 | 1,049 | | | |
| Pol/Fin/Pers Committee :- Expenditure | 14,387 | 70,496 | 459,129 | 388,633 | 0 | 388,633 | 15.4 % |
| Income | -614 | 168,365 | 336,696 | -168,331 | | | 50.0 % |
| Net Expenditure over Income | 15,001 | -97,869 | 122,433 | 220,302 | | | |

Planning/Licensing Committee

Neighbourhood Plan :- Income 3,000 3,000 0 3,000

Net Expenditure over Income -5,153 -4,942 11,214 16,156

| | | | | | | | |
|---|-------|-------|--------|--------|---|--------|-------|
| Planning/Licensing Committee :- Expenditure | -153 | 58 | 11,214 | 11,156 | 0 | 11,156 | 0.5 % |
| Income | 5,000 | 5,000 | 0 | 5,000 | | | 0.0 % |

Net Expenditure over Income -5,153 -4,942 11,214 16,156

Town Team

830 Town Team

| | | | | | | | |
|------|-----------|-------|-------|-------|-------|-------|--------|
| 9085 | Town Team | 1,164 | 1,185 | 7,089 | 5,904 | 5,904 | 16.7 % |
|------|-----------|-------|-------|-------|-------|-------|--------|

| | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|----------|--------------|---------------|
| Town Team :- Expenditure | 1,164 | 1,185 | 7,089 | 5,904 | 0 | 5,904 | 16.7 % |
|--------------------------|--------------|--------------|--------------|--------------|----------|--------------|---------------|

| | | | | | | | |
|------|------------------|---|-----|---|-----|--|-------|
| 1820 | Town Team Income | 0 | 140 | 0 | 140 | | 0.0 % |
|------|------------------|---|-----|---|-----|--|-------|

| | | | | | | | |
|---------------------|----------|------------|----------|------------|--|--|--|
| Town Team :- Income | 0 | 140 | 0 | 140 | | | |
|---------------------|----------|------------|----------|------------|--|--|--|

Net Expenditure over Income 1,164 1,045 7,089 6,044

| | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|----------|--------------|---------------|
| Town Team :- Expenditure | 1,164 | 1,185 | 7,089 | 5,904 | 0 | 5,904 | 16.7 % |
|--------------------------|--------------|--------------|--------------|--------------|----------|--------------|---------------|

| | | | | | | | |
|--------|----------|------------|----------|------------|--|--|--------------|
| Income | 0 | 140 | 0 | 140 | | | 0.0 % |
|--------|----------|------------|----------|------------|--|--|--------------|

Net Expenditure over Income 1,164 1,045 7,089 6,044

Credit Card Purchases, June Statement 2018 - Breakdown

| Supplier | Goods Description | Net | VAT | Gross |
|-----------------|--|---------------|--------------|---------------|
| Solopress | Gift for Pooudalmezeau (Twin Town visit) | 66.00 | 13.20 | 79.20 |
| Amazon | Whiteboard | 20.33 | 4.06 | 24.39 |
| Amazon | Air Fresheners | 23.32 | 4.67 | 27.99 |
| | | 109.65 | 21.93 | 131.58 |

At : 14:31

Current Bank Account

List of Payments made between 01/06/2018 and 30/06/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/06/2018 | Mid Devon District Council | DD | 184.00 | | NNDR St Andrews Car Park |
| 04/06/2018 | Credit Card | CC | 131.58 | | Credit Card Payment |
| 06/06/2018 | Devon Commercial Stationers | BACS | 131.03 | | Stationery |
| 06/06/2018 | Microshade Business Contsultan | BACS2166 | 1,194.00 | | GDPR Service |
| 06/06/2018 | Labdon Building Supplies | BACS2167 | 75.14 | | Toilet Expenses |
| 06/06/2018 | Astra Printing Group | BACS2168 | 186.00 | | Trim Trail Leaflet |
| 06/06/2018 | Devon County Council | BACS2169 | 138.00 | | Vacancy Ad |
| 06/06/2018 | Mole Valley Farmers | BACS2171 | 33.96 | | Bait Boxes - Allotments |
| 06/06/2018 | Mole Valley Farmers | BACS2172 | 40.00 | | Cemetery Running Expenses |
| 06/06/2018 | Scrace, Tim | BACS2173 | 97.00 | | Town Maintenance |
| 06/06/2018 | Devon Commercial Stationers | BACS2176 | 7.20 | | Stationery |
| 06/06/2018 | Martin Hambly Ltd | BACS2178 | 169.20 | | Town Hall Running Expenses |
| 06/06/2018 | Mole End Plants and Ambrose Fo | BACS2179 | 62.50 | | Plants for tubs |
| 06/06/2018 | Perry Stickland | BACS2180 | 2.49 | | Town Hall Running Expenses |
| 06/06/2018 | Wasteology Ltd | BACS2181 | 372.00 | | Cemetery Running Expenses |
| 11/06/2018 | Opus Energy | DD2226 | 81.78 | | Gas 26.04.18-26.05.18 |
| 11/06/2018 | Scottish Power | DD | 145.00 | | Electric |
| 12/06/2018 | O2 | DD | 15.29 | | Mobile Phone - Perry |
| 13/06/2018 | Allstar | DD2225 | 40.37 | | Van Running Expenses |
| 15/06/2018 | British Telecom | DD2230 | 31.80 | | Telephone June 2018 |
| 19/06/2018 | Cullompton Scout Council | 008693 | 20.00 | | Committee Meeting Room Hire |
| 19/06/2018 | Mole Valley Farmers | BAC2219/20 | 50.32 | | Town Maintenance |
| 19/06/2018 | Labdon Building Supplies | BACA2218 | 37.51 | | Town Hall Running Expenses |
| 19/06/2018 | Landscaping & Grounds Maintena | BACS2207 | 119.81 | | Play Area Running Expenses |
| 19/06/2018 | The Gardeners Nursery | BACS2208 | 1,150.00 | | Hanging Baskets |
| 19/06/2018 | Auditing Solutions Ltd | BACS2210 | 504.00 | | Audit Costs |
| 19/06/2018 | Modes User Association | BACS2211 | 84.00 | | IT Support |
| 19/06/2018 | Microshade Business Contsultan | BACS2212 | 460.50 | | Hosting Service |
| 19/06/2018 | MST | BACS2213 | 582.00 | | Brushcutter |
| 19/06/2018 | Landscaping & Grounds Maintena | BACS2214 | 381.60 | | Cemetery Running Expenses |
| 19/06/2018 | Illuminations Ltd | BACS2215 | 1,250.10 | | Christmas Lights |
| 19/06/2018 | Rialtas Business Solutions Ltd | BACS2216 | 730.32 | | Audit Costs |
| 19/06/2018 | Ricoh UK Ltd | BACS2217 | 406.96 | | Photocopy Charges |
| 19/06/2018 | Petty Cash | 008694, PC | 100.00 | | Petty Cash cheque 8694 |
| 20/06/2018 | Mr A Dolbear, Alfies | 008692 | 193.95 | | Sundries |
| 20/06/2018 | A M Lane Ltd | BACS2221 | 564.00 | | Tree Report |
| 20/06/2018 | Libraries Unlimited South West | BACS2222 | 84.00 | | Room Hire 1st, 22nd & 29th May |
| 20/06/2018 | Spot On Supplies | BACS2231 | 26.18 | | Town Hall Running Expenses |
| 20/06/2018 | Allstar | DD2229 | 77.74 | | Cemetery/Van Running Expenses |
| 26/06/2018 | Salaries | BACS | 10,456.79 | | Salaries June 2018 |
| 26/06/2018 | Unison | 008696 | 9.70 | | Unison Subs June 2018 |
| 26/06/2018 | Pensions | BACS | 2,057.01 | | Pension Contributions June 18 |
| 26/06/2018 | HMRC | BACS | 3,069.38 | | Tax & NIC June 2018 |
| 26/06/2018 | ALD FORD LEASE | DD2227 | 332.47 | | Van Lease |
| 27/06/2018 | Richard Stuchbery | 008695 | 176.00 | | Install Sheep Notice Board |
| 27/06/2018 | Allstar | DD2239 | 35.33 | | Van Running Expenses |
| 28/06/2018 | D&G Heating Plan | DD | 24.18 | | Boiler Insurance |

APPENDIX D

CULLOMPTON CRIER PRODUCTION AND DISTRIBUTION COSTS

| | Format | Number Printed | Approx Number delivered | Delivery Charge | Printing Cost | Total | Income from Advertising |
|--|---------|----------------|-------------------------|-----------------|---------------|-------------------|-------------------------|
| SPRING 2017 A3 4pp | A3 4pp | 4200 | 4000 | £ 400.00 | £ 642.00 | £ 1,042.00 | £ 275.00 |
| SUMMER 2017 A3 4pp | A3 4pp | 4200 | 4000 | £ 400.00 | £ 642.00 | £ 1,042.00 | £ 235.00 |
| SPRING 2018 A5 20pp | A5 20pp | 4500 | 4000 | £ 500.00 | £ - | £ 500.00 | |
| Total 2017.18 (budget £3500.00) | | | | £ 1,300.00 | £ 1,284.00 | £ 2,584.00 | |
| SUMMER 2018 A5 16pp | A5 16pp | 4500 | 4250 | £ 425.00 | £ 481.00 | £ 906.00 | £ 215.00 |
| | | | | | | | |

Note: The advertising income from the Spring 2017 Crier is included in the 2016.17 Accounts

NOTES

1. The Spring 2018 Crier was merged with the SpringFest programme and changed from an A3 4page publication to an A5 booklet. The printing cost was paid for from the Town Team "Festival" budget and the Council paid the distribution costs. See Community Wellbeing Committee Minute No. 69(ii)
2. Distributor, in all cases, is Gillian Graham who collects and delivers to all EX15 1 addresses.
3. The remaining publications are hand delivered by volunteers to outlets such as doctor's surgeries, cafes, shops, library, hairdressers etc. (anywhere where people gather).
4. No delivery audits have been carried out but there is sufficient anecdotal evidence that the Crier reaches the vast majority of households.

APPENDIX E

CULLOMPTON TOWN COUNCIL

Report to: Policy, Finance and Personnel Committee

Prepared by: Town Clerk

Re: Health, Safety and environmental review

Date: June 2018

THE BRIEF

The Council was recently contacted by the Health & Safety Executive about a concern raised by a member of the public. The HSE were happy with the response provided by the Town Council and have closed the case but it did us thinking about whether it would be helpful to contract an independent health & safety advisor to carry out an audit of the Council's Health & Safety documentation and procedures: To this end four companies were contacted and provided with the following brief:

PHASE ONE

- a. An initial two day visit to establish exactly what activities the council carries out across all of its business (including but not limited to the Cemetery) that require a H&S Risk Assessment and/or Method Statement.
- b. An appraisal of our existing Risk Assessments and/or Method Statements to assess and improve the quality of processes and documentation that we have and to fill the gaps where a Risk Assessment is required but not in existence.
- c. An assessment of our Health and Safety Policy with an eye to making it bespoke for this council and its activities and written in plain English where possible.
- d. An assessment of other Health and Safety related matters (such as Fire Safety and the associated training, equipment checks etc) with a view to filling the gaps in our organisation and/or paperwork where required.

PHASE TWO

- e. An annual retainer that will include:
 - i. Two annual visits per year to assess and advise on the implementation of Policies, Risk Assessments etc.
 - ii. 24/7 telephone consultation as required – particularly important should the Emergency Plan be implemented and we may be required to conduct a quick Risk Assessment of an Emergency Plan related activity such as sending the outdoor workers to clear a blocked water course or for one off Risk Assessments such as the Lantern Parade and other singular events.
 - iii. Two way communication between the council and Atlas with questions answered and advice provided on changes to legislation that requires modification of our Policies, Risk Assessments and/or Method Statements.

SUMMARY OF ESTIMATES

| Company | Initial Audit and advice | Annual Review & retained service | Comment |
|----------------------------------|--------------------------------------|---|--|
| SZ Consulting | £2,000 | 750.00 per year | |
| Atlas Safety Management Ltd | 570.00 plus £285 for advisory report | £60 per month | Recommended by MDDC |
| SAAW Health & Safety Consultants | £2625 | £290 per month | |
| Peninsula | | £133 per month | Cost provided is a monthly fee for a 5 year contract for both services combined – very pushy sales ethic |

APPENDIX F

CULLOMPTON TOWN COUNCIL

TOWN COUNCIL EMAIL ADDRESSES

Report for: Policy, Finance and Personnel (PFP) Committee

Report prepared by: The Assistant Town Clerk (Updated July 2018)

Background

The PFP Committee tasked the Assistant Town Clerk to seek alternative email providers to RackSpace as they considered £18pa expensive. Internet research has been conducted and a conversation has taken place between the Assistant Town Clerk and VisionICT, the council's website and email host.

Email provision

The current email package is provided by RackSpace (www.rackspace.com). The following staff currently use official email addresses:

- The Town Clerk
- The Assistant Town Clerk
- The Administrative Assistant
- The Finance Officer
- The Project Funding Officer (although this will be deactivated shortly)
- The Maintenance Supervisor

RackSpace provides web hosting and email services at a price (currently £18pa per user) – the price currently paid by the council for the email address in the cullomptontowncouncil.gov.uk domain are provided at a reduced cost as VisionICT have negotiated a bulk email package and benefit from economies of scale – the Assistant Town Clerk has been assured that this is the most cost effective email package currently available.

Alternative *business* email services have been investigated online. Gmail provide the basic “G Suite” for business users and this costs £3.30 pcm (£39pa) per user; the Business edition with additional functionality costs £6.60 pcm (£79.20pa). Outlook.com provide similar services at a similar price. These prices are a reflection of the relatively small number of users, even with council members.

Another aspect to consider is the ability to host .gov.uk addresses. The internet domain name administrator (Internet Corporation for Assigned Names and Numbers (ICANN)) are stricter than usual on who may host .gov website and email services and the ability to host the council email will have to be investigated further if required.

In addition, VisionICT have informed the Assistant Town Clerk that they use RackSpace as the most cost effective supplier and, although it can be done, it will incur additional cost to have the email services divided between two or more suppliers as doing so will incur additional costs for them.

Disclaimer

It should be noted that there are cheaper options available but, prior to moving to VisionICT (based in Exeter) from Parishcouncil.net (based up country), we were having extraordinary trouble with their level of customer service – we only heard from them, despite repeated attempts to contact them by telephone, email and by their website embedded contact system, after we notified our intention to move to a new supplier. Parishcouncil.net supplied sufficient email addresses for all members and staff but there was a significant period last year when emails were unavailable or extremely difficult to use across all of the cullomptontowncouncil.gov.uk domain as the domain had been blacklisted by several of the email routers as having been used to transmit large quantities of spam. Considerations made for moving to VisionICT included the large number of local councils that do use them (particularly smaller Parish Councils without an IT Department), that they are very local to us and only a telephone call away if we needed them – I have had several discussions with them over the past year and they have been incredibly helpful. Where we differ to some of the larger councils hosted by, for example, seiretto.com is that many of the larger district and county councils have their own IT departments that write the code for their websites – Cullompton Town Council does not.

In conclusion, this report does lean toward continuing with VisionICT and they are a little more expensive than some of their competitors but they are still reasonably priced, are accustomed to the requirements of Parish and Town Councils, provide an excellent level of customer service when required and are local. All these things were considered when it was resolved to use them (they were also the cheapest when it came to the build of our relatively new website) to build and host the website for the council.

Update 10 July 2018

Following an email exchange between a Councillor and the Assistant Town Clerk, the following questions have been answered:

- With the Rackspace service, is it going to be on an exchange server or just a basic POP server? Rackspace use imap messaging but on a pop server. They aren't on an Exchange server (they can be, but the licensing will need to be via Microshade which will be expensive).
- What are the admin tools like (if you have experience of GSuite/Gmail enterprise - I would be looking for the same kind of Admin control) Admin services would be

provided, as they are now, by VisionICT. We tell them who needs an email address and what that address should be and they'll create and/or delete as appropriate.

- Can global signatures be set by the admin for all users; Not for the basic email accounts that will be provided. In order for global signatures to be set, all email is required to be within the Microsoft Exchange environment and this option will be prohibitively expensive.
- What are the spam filters like; Up to now, we have had no issues. As far as I am aware, a third party spam filter is used and we've all received several emails asking if we wish to allow or block a sender based on their logarithms.
- Will the messages between our own mail boxes be encrypted; Messages are encrypted at both ends.
- Is there and file sharing services associated with it? Microshade provide a file sharing service but it's been difficult to use it. There are those that prefer to use Dropbox (other providers are available) although I've found Microshade's to be both very easy to use and advert free! It also comes as part of the package that the council subscribes to.
- Any calendar service? An email client (such as Mozilla Thunderbird) will have a calendar facility and the meeting schedule, for example, can be made available in the iCal format. In addition, the council's Google Calendar, that is embedded into the website, is available.
- Can users be defined by the admin into groups (such as committee membership) so that an email can be sent to the group and then distributed to the correct users automatically? Yes they can both at the Administrator's end or by an individual user on whichever email client they prefer.

The gSuite for business users (as opposed to private users where there is no expense) costs £3.30 per user per month (or £39.60 per annum) for the basic suite with the Business edition costing £6.60 per user per month (£79.20 per annum). Multiplied by 15 members, this is likely to be considered a significant expense (£594.00 and £1,188.00 respectively).

The other thing to consider is the location of Google's servers. The council looked, when it was investigating the service that Microshade currently provide for it, at various suppliers including Google. However, the advice received from MDDC and others was that the servers on which council data was held were best located in the UK or the EU as the data protection regulations are far more robust than they are elsewhere. Google is a US Company but they may have servers in the India, Indonesia, Malaysia, China or anywhere there's relatively inexpensive labour and equipment costs but where data protection matters are not taken quite as seriously. This was one of the reasons that Microshade were chosen to hold our data and provide the productivity tools – they have all their servers, backups and personnel in Plymouth, albeit at several sites in the city. Likewise with VisionICT who have their facility in Exeter.

