



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 21 August 2018 commencing at 10.00am, at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 14 August 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 17 July 2018 (Appendix A). | 10.20-
10.25 |
| 5. COMMENTS AND COMPLAINTS: | To receive details of any comments or complaints for July/August 2018. | 10.25-
10.40 |
| | (i) Complaint from member of public re agenda for Community Wellbeing Committee agenda for meeting held on 14 August 2018 (Appendix B) | |
| | (ii) Any other comments or complaints received during July/August 2018 (to be tabled at the meeting). | |
| 6. FINANCE | | |
| | (i) Income and Expenditure accounts: To receive financial statements for July 2018 (Appendix C). | 10.40-
11.00 |
| | (ii) Health & Safety: To consider setting up a new budget line for Health & Safety by transferring £1500 from the Contingency budget line (currently £6,000). | |
| | (iii) Insurance policy: To confirm that the cover for Town Hall fixtures and fittings has been increased to £50k at no additional cost. | |
| | (iv) Internal Audit: To consider appointment for an internal auditor for the 2018/19 Financial year (Appendix D). | |
| 7. STAFFING AND TRAINING MATTERS | | 11.00- |
| | (i) Code of Conduct Training: To receive confirmation that Code of Conduct training will be held in the Town Hall on Thursday 18 October and consider inviting Councillors from neighbouring Parish and Town councils to attend. | 11.10 |
| | (ii) Deputy Town Clerk: To receive and approve Deputy Town Clerk's training programme (Appendix E) | |
| | (iii) ILCA: To receive request that both the Assistant Town Clerk and the Deputy Town Clerk are registered for Introduction to Local Councils at a cost of £99 per person. | |
| 8. WEBSITE AND IT | | 11.10- |
| | (i) Councillor Email addresses: To receive objection and agree way forward (Appendix F). | 11.20 |
| | (ii) Any other website or IT related matters. | |
| 9. SOUND AND AUDIO SYSTEM: | To receive report and agree way forward (Appendix G) | 11.20-
11.30 |
| 10. 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.

- 11. STAFFING** 11.30-
11.50
- (i) To receive response from Town Clerk with regard to advice received from the Council's solicitor (to be sent under separate cover).
 - (ii) To receive staffing report (to be tabled at the meeting).
 - (iii) To review outdoor work staffing requirements (to be sent under separate cover).
 - (iv) To review staff overtime report (to be sent separate from the agenda).
 - (v) To receive report with regard to Council vehicles (to be sent separate from the agenda).
- 12. OUTSTANDING INVOICES:** To receive report (to be sent under separate cover).
- 13. DATE OF NEXT MEETING:** Tuesday 18 September 2018 at 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.*



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 17 July 2018 at 10.00am at the Hayridge Centre

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

Judy Morris: Clerk

Also in attendance: Maria Weston, Deputy Town Clerk

- 1. APOLOGIES** were received and accepted from Cllrs: Eileen Andrews (personal), Gordon Guest (personal) and Mike Thompson (personal).
- 2. DECLARATIONS OF INTEREST:** None.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. None.
- 4. MINUTES:** The Minutes of the previous meetings held on 8 June and 19 June 2018 were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Lloyd Knight.
- 5. COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for June/July 2018:

Complaint One: Member of the public concerned that Minutes of meetings and associated documents are not being posted on the website promptly.

RESOLVED:

1. That the complainant is informed that the Committee has considered his complaint and can find no evidence that the Council is not complying with legislation.
2. That Minutes are not posted on the website until they have been approved.

RESOLVED: That 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 Lloyd Knight

The Clerk reported on a complaint and asked the Committee to note that an email from a member of the public had been forwarded to the Police for their information.

The meeting went back into public session.

6. FINANCE

- (i) Income and Expenditure accounts: To receive financial statements for June 2018:** Noted

NOTE: It was suggested that, in future, if adjustments are made to the accounts, a note is included with the accounts to explain why.

- (ii) Cullompton Crier: To review cost of printing and producing v advertising income:** Discussion about the most effective way of getting information out to people and whether the Crier is good value for money. Investigate the most effective ways to reach people. Focus on Facebook and promote local events on the Council's Facebook page.

RESOLVED: That £100 is transferred from the Crier budget line to a new "On-line advertising" budget to boost adverts for events in the town, anything that will benefit the town and community. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (iii) Insurance policy: To review:** Policy due for renewal on 1 September. Discussion ensued and it was

RESOLVED: That the Clerk obtains a quote to increase the Town Hall fixtures and fittings to £50k and reduce the cover for the Heritage Boards to £20k.

7. STAFFING MATTERS

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

RESOLVED: That the Council accepts the quote from Atlas Safety Management Ltd to carry out an initial two day visit to review the Council's health and safety documentation at a cost of £570.00 plus £285 for an advisory report. Also annual review and retained service at a cost of £60 per month. Proposed Cllr James Buczkowski, seconded Cllr Lloyd Knight.

8. WEBSITE AND IT

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

RESOLVED: That the Council members are each provided with an individual email address, through ICT Vision, at a cost of £18 per email address, per year. To be reviewed in 12 months time.

NOTE: Consider policy review to require all Councillors to have a personal town council email address for all council communications, with Town Clerk having the authority to access those email addresses.

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

9. CORRESPONDENCE: 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 Iain Emmett, seconded Cllr Lloyd Knight.

PART 2: PRIVATE AND CONFIDENTIAL

10. STAFFING

- (i) **To receive report:** Report circulated at the meeting, included the following:
- Outdoor worker Terry Buse has now formally retired.
 - Deputy Town Clerk has joined the Council staff.
 - Work Stations: Consider assessment of work stations to include assessment of suitability of chairs.

RESOLVED: That Atlas Safety Management is contracted to carry out a full work station assessment of all administration staff work stations.

- (ii) **To review staff and councillor training needs:** Discussion included:
- Clerk to investigate brushcutter training, First Aid at Work, Safe use of chain saws, ladder work/working at heights.
 - Clerk to arrange Code of Conduct training for Councillors
 - Cllr Lloyd Knight would like to attend the Devon Association of Local Councils AGM on 3rd October at a cost of £25. He is willing to provide transport for anyone else that would like to attend.

RESOLVED: That Cllr Lloyd Knight attended the DALC AGM on 3rd October at a cost of £25.00.

NOTE: Cllr Lloyd Knight offered to represent the Council at the DALC Larger Local Councils Committee.

- (iii) **To review outdoor work staffing requirements:** Deferred until the next meeting.
(iv) **To review staff overtime report:** Noted.

11. OUTSTANDING INVOICES: Noted.

RESOLVED: That invoice for £30 outstanding since December 2017 is written off. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Debt recovery procedure to be followed, solicitors letter to be sent if £120 debt is not paid by the deadline stated in Council letter. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

DATE OF NEXT MEETING: Tuesday 21 August 2018 ay 10am at the Hayridge Centre

The meeting closed at 11.55am.

SIGNED: _____

DATE: _____

APPENDIX B

CULLOMPTON TOWN COUNCIL

COMMENTS AND COMPLAINTS COMMUNITY WELLBEING COMMITTEE AGENDA

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
Comments and complaints			
		<p>On 8 Aug 2018, at 19:00,</p> <p>To: Town Clerk , Town Mayor</p> <p>I have read the Agenda for the Community & wellbeing for 14-8-18 and have the following issues to be dealt with.</p> <p>The agenda item 7.3 Cullompton Crier: To consider merging the Crier with the Food & Drink Festival programme and paying the delivery costs</p> <p>The above is falling foul of the audit & finance regulations as the TOWN TEAM & the TOWN council accounts should be seperate.</p> <p>What you are considering is the taxpayers money to fund a town team initiative and the questionable declaration of interests of both the clerk & the 5 councillors .</p> <p>You are funding the delivery of both, from council funds.</p> <p>I would also like the issue of the Assistant to the town clerks time to be charged for the production of the town team food festival booklet & also the banners and material. This must be part of a chargeback for time taken in hours.</p> <p>Agenda item 12. PROTOCOLS: To consider first draft: (to be sent separately).</p> <p>After reading the public interest test and as there are no contract or personal details, this should be a normal agenda item.</p> <p>Agenda Item</p>	<p>At its meeting on 15 December 2016 the Town Council resolved as follows <i>“That the Town Council administers funds for the Town Team and the money currently held by MDDC is transferred to the Town Council”</i></p> <p>Community Wellbeing Committee 15 February 2018 resolution as follows: <i>“that the next issue of the Crier includes information about the SpringFest programme with advertising revenue to cover the cost of printing and delivery to be paid for from the Crier budget. Future editions to coincide with: June (Festival Week), September (Autumn Food & Drink Festival) and November (Christmas Festival).</i></p> <p><i>As the complainant has not seen the document then unsure how he can know this.</i></p>

Appendix B

The budget & Accounts for the committee seem to be missing the staff chargeback for the assistant clerk to produce & organise the town crier, this includes advertising calling time as well as producing booklets.

I would like this addressed and also brought up in the Next Policy & finance meeting to discuss the above.

Regards

CS

Just in Regards to your final point and the cost of time to produce the crier, it's a council publication / initiative so I wouldn't expect to see a charge in the accounts, much the same as I wouldn't expect to see a charge for the Clerks time for Clerking the Committee or a charge in the cemetery accounts for the operative to dig a grave; it's a function of their job and this is taken into account when staffing levels are reviewed.

We have discussed this before, where we could apportion the entire staff budget to each function/cost centre of the Council rather than centrally; but I do not see any benefit of doing so with such a relatively small team / staff budget and I think the administration cost would outweigh any tangible benefit. (This is for internal functions, I fully agree that any time spent or work done for anyone or anything that is not an agreed function of the council should be charged for).

Control is provided for when the PFP review staff levels and functions.

This is my opinion, the question must of course be asked at PFP for the committee to agree a position.

Kind Regards

J

On 13 Aug 2018, at 09:13, J wrote:

Good Morning,

My opinion is 7.3 would require approval of full council as we have never agreed to financially support the food festival, nor have we set a budget.

At a push the PFP could be asked to agree a virement, but I can't see where from / to.

To be considered at the next meeting of the PFP Committee – please see response from Cllr below

It's also worthy to note it is not just the delivery cost but also the Councils Time in producing the Programme. I would expect to see a charge made to the festival for the assistant clerks time spent on the programme (they can apply for a grant, I believe the next grant round closes for applications at the end of September). I would note that this has already been resolved by the PFP committee and I further note that the assistant clerk has already spent time on the matter that I expect us to charge for.

I believe due to the nature of the complaint and my observations, it should at the very least be brought to the attention of full council.

Kind Regards

J

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 4

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	3,652	
105	VAT Control Account	311	
200	Current Bank Account	89,391	
220	Lloyds 12 Month Deposit	74,938	
230	Lloyds 6 Month Deposit	50,000	
240	Lloyds 3 Month Deposit	-125	
250	Petty Cash	88	
260	Cambridge & Counties Bank	76,352	
270	Recycling Bags Float	40	
280	Unity Bank Trust	100,000	
	Total Current Assets		394,647
	<u>Current Liabilities</u>		
500	Creditors	4,652	
	Total Current Liabilities		4,652
	Net Current Assets		389,995
	Total Assets less Current Liabilities		389,995
	<u>Represented By :-</u>		
300	Current Year Fund	76,930	
310	General Reserves	150,498	
320	Earmarked Reserves	162,566	
	Total Equity		389,995

Bank Reconciliation Statement as at: 31/07/2018 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	31/07/2018		88,804.68
			<u>88,804.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
27/04/2018 008678 D & H Plant Ltd		196.20	
18/07/2018 00008701 Westward Counties		21.00	
26/07/2018 008702 Unison		9.70	
			<u>226.90</u>
			88,577.78
<u>Receipts not Banked/Cleared (Plus)</u>			
27/07/2018		718.00	
27/07/2018		95.20	
			<u>813.20</u>
			89,390.98
		Balance per Cash Book is :-	89,390.98
		Difference is :-	0.00

Month No : 4

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	0	485	1,000	515		515	48.5 %
4310 Cemetery Running Expenses	409	6,096	13,580	7,484		7,484	44.9 %
Cemetery :- Expenditure	409	6,581	14,580	7,999	0	7,999	45.1 %
1300 Burial Fees	2,340	6,251	32,000	-25,749			19.5 %
1305 Cemetery Income, other	0	552	0	552			0.0 %
Cemetery :- Income	2,340	6,803	32,000	-25,197			21.3 %
Net Expenditure over Income	-1,932	-222	-17,420	-17,198			
400 Town Hall							
4405 Town Hall Running Expenses	1,174	3,037	11,500	8,463		8,463	26.4 %
Town Hall :- Expenditure	1,174	3,037	11,500	8,463	0	8,463	26.4 %
1400 Town Hall Hire	1,730	5,455	11,500	-6,045			47.4 %
Town Hall :- Income	1,730	5,455	11,500	-6,045			47.4 %
Net Expenditure over Income	-556	-2,418	0	2,418			
Cemetery/Town Hall Committee :- Expenditure	1,582	9,618	26,080	16,462	0	16,462	36.9 %
Income	4,070	12,258	43,500	-31,242			28.2 %
Net Expenditure over Income	-2,488	-2,640	-17,420	-14,780			
<u>Town Ctre/Econ Dev Committee</u>							
800 Town Centre							
4105 St Andrew's Car Park	184	1,093	2,000	907		907	54.6 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4120 Town Maintenance	1,315	2,960	6,500	3,540		3,540	45.5 %
4150 Public Toilets Contribution	30	64	5,000	4,936		4,936	1.3 %
9070 Market	28	640	5,223	4,583		4,583	12.3 %
Town Centre :- Expenditure	1,557	4,756	20,723	15,967	0	15,967	23.0 %
1005 Hanging Baskets	-30	974	500	474			194.8 %
1800 Street Market Income	170	907	0	907			0.0 %
Town Centre :- Income	140	1,881	500	1,381			376.2 %
Net Expenditure over Income	1,417	2,875	20,223	17,348			
Town Ctre/Econ Dev Committee :- Expenditure	1,557	4,756	20,723	15,967	0	15,967	23.0 %
Income	140	1,881	500	1,381			376.2 %
Net Expenditure over Income	1,417	2,875	20,223	17,348			
<u>Community Wellbeing Committee</u>							

Month No : 4

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	67	85	330	245		245	25.8 %
Allotments :- Expenditure	67	85	330	245	0	245	25.8 %
1200 Allotment Rents - Top Field	0	475	350	125			135.7 %
1205 Allotment Rents - Haymans	0	109	150	-41			72.7 %
Allotments :- Income	0	584	500	84			116.8 %
Net Expenditure over Income	67	-499	-170	329			
600 Community Wellbeing Miscellane							
4020 Cullompton Crier	925	1,513	3,400	1,887		1,887	44.5 %
4025 Social Media	0	0	100	100		100	0.0 %
4095 Christmas Lights	0	1,042	7,000	5,958		5,958	14.9 %
4125 Play Area Running Expenses	304	709	3,000	2,291		2,291	23.6 %
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0 %
4127 Play Area Projects	0	1,248	1,248	1		1	100.0 %
4160 Community Wellbeing Committee	0	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	0	290	5,949	5,659		5,659	4.9 %
Community Wellbeing Miscellane :- Expenditure	1,229	5,113	25,197	20,084	0	20,084	20.3 %
1000 Crier Advertising	165	215	500	-285			43.0 %
1049 Community Wellbeing Income	0	100	0	100			0.0 %
1050 Community Event Income	0	0	500	-500			0.0 %
Community Wellbeing Miscellane :- Income	165	315	1,000	-685			31.5 %
Net Expenditure over Income	1,064	4,798	24,197	19,399			
Community Wellbeing Committee :- Expenditure	1,296	5,198	25,527	20,329	0	20,329	20.4 %
Income	165	899	1,500	-601			59.9 %
Net Expenditure over Income	1,131	4,299	24,027	19,728			
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	-500	0	0	0		0	0.0 %
4030 Councillor Allowances	0	0	500	500		500	0.0 %
4035 General Administration/Other	0	50	2,000	1,950		1,950	2.5 %

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4045 Room Hire	123	214	1,000	786		786	21.4 %
4048 Audit Costs	0	1,029	2,500	1,471		1,471	41.1 %
4050 Photocopier	0	339	1,500	1,161		1,161	22.6 %
4051 Postage	51	52	800	748		748	6.5 %
4052 Stationery	75	504	1,000	496		496	50.4 %
4055 Subscriptions	8	1,329	1,700	371		371	78.2 %
4060 Telephone & Broadband	129	745	3,500	2,755		2,755	21.3 %
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	1,110	2,331	6,500	4,169		4,169	35.9 %
4070 Office Equipment	0	24	500	476		476	4.9 %
4072 Recycling Bags Expenditure	414	414	0	-414		-414	0.0 %
4075 Grants	0	1,650	2,000	350		350	82.5 %
4085 Mayoralty Fund	77	77	250	173		173	30.7 %
4090 Payroll Expenses	16,204	61,144	220,000	158,856		158,856	27.8 %
4091 Payroll Additional	940	2,666	0	-2,666		-2,666	0.0 %
4100 Public Works Loan Repayment	0	8,823	17,750	8,927		8,927	49.7 %
4115 Staff & Councillor Training	0	348	3,000	2,652		2,652	11.6 %
4122 Grass/Verge Cutting	0	0	2,500	2,500		2,500	0.0 %
4130 Van Lease	277	1,108	3,325	2,217		2,217	33.3 %
4135 Van Running Expenses	142	363	2,000	1,637		1,637	18.1 %
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	19,050	84,321	297,925	213,604	0	213,604	28.3 %
1010 Interest Received	-125	475	1,800	-1,325			26.4 %
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	170	747	0	747			0.0 %
1055 Town Maintenance Income	2,135	2,135	0	2,135			0.0 %
Administration :- Income	2,180	170,440	336,196	-165,756			50.7 %
Net Expenditure over Income	16,870	-86,119	-38,271	47,847			
700 Policy and Resources Miscellan							
1045 Staff Charge Back	70	175	500	-325			35.0 %
Policy and Resources Miscellan :- Income	70	175	500	-325			35.0 %
Net Expenditure over Income	-70	-175	-500	-325			

Month No : 4

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	3,250	8,125	19,334	11,209		11,209	42.0 %
Youth Services :- Expenditure	3,250	8,125	19,334	11,209	0	11,209	42.0 %
Net Expenditure over Income	3,250	8,125	19,334	11,209			
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 %
9081 EMR - Maintenance Equipment	0	0	1,000	1,000		1,000	0.0 %
EMR :- Expenditure	0	0	135,505	135,505	0	135,505	0.0 %
Net Expenditure over Income	0	0	135,505	135,505			
991 Available Funds							
9070 Market	0	0	0	0		0	0.0 %
9085 Town Team	0	0	0	0		0	0.0 %
9086 Neighbourhood Plan	-316	0	0	0		0	0.0 %
9087 Christmas Events	0	0	1,365	1,365		1,365	0.0 %
Available Funds :- Expenditure	-316	0	1,365	1,365	0	1,365	0.0 %
Net Expenditure over Income	-316	0	1,365	1,365			
Pol/Fin/Pers Committee :- Expenditure	21,984	92,446	454,129	361,683	0	361,683	20.4 %
Income	2,250	170,615	336,696	-166,081			50.7 %
Net Expenditure over Income	19,734	-78,169	117,433	195,601			

Planning/Licensing Committee

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
820 <u>Neighbourhood Plan</u>							
4820 Neighbourhood Plan	0	211	5,000	4,789		4,789	4.2 %
9086 Neighbourhood Plan	327	174	6,214	6,040		6,040	2.8 %
Neighbourhood Plan :- Expenditure	327	385	11,214	10,829	0	10,829	3.4 %
1850 Neighbourhood Plan Income	0	5,000	0	5,000			0.0 %
Neighbourhood Plan :- Income	0	5,000	0	5,000			
Net Expenditure over Income	327	-4,615	11,214	15,829			
Planning/Licensing Committee :- Expenditure	327	385	11,214	10,829	0	10,829	3.4 %
Income	0	5,000	0	5,000			0.0 %
Net Expenditure over Income	327	-4,615	11,214	15,829			
<u>Town Team</u>							
830 <u>Town Team</u>							
9085 Town Team	299	1,484	7,089	5,605		5,605	20.9 %
Town Team :- Expenditure	299	1,484	7,089	5,605	0	5,605	20.9 %
1820 Town Team Income	25	165	0	165			0.0 %
Town Team :- Income	25	165	0	165			
Net Expenditure over Income	274	1,319	7,089	5,770			
Town Team :- Expenditure	299	1,484	7,089	5,605	0	5,605	20.9 %
Income	25	165	0	165			0.0 %
Net Expenditure over Income	274	1,319	7,089	5,770			

Date: 13/08/2018

Cullompton Town Council

Page No: 1

Time: 13:38

Cash Book No : 1

User : JPM

Current Bank Account

Payments made between 01/07/2018 and 31/07/2018

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/07/2018	Mid Devon District Council	DD	184.00			4105	800	184.00	NNDR St Andrews Car Park
03/07/2018	Credit Card	20180703	298.64			200		298.64	Credit Card Payment
04/07/2018	Veyseys Butchers	008697	54.29	54.29		500			Meat for BBQ
05/07/2018	Libraries Unlimited South West	BACS2240	46.20	46.20		500			Room Hire, Town Team
05/07/2018	Libraries Unlimited South West	BACS2241	11.20	11.20		500			Room Hire, Neighbourhood Plan
05/07/2018	Edenvale Turf (SW) Ltd	BACS2245	5.29	5.29		500			Turf
05/07/2018	Steve Goffey	BACS2247	22.42	22.42		500			Food for BBQ
05/07/2018	Steve Goffey	BACS2248	13.00	13.00		500			Mobile Phone Contrib - Steve G
05/07/2018	Scrace, Tim	BACS2249	97.00	97.00		500			Bus Shelters
05/07/2018	Landscaping & Grounds	BACS2250	239.64	239.64		500			Grass Cutting
05/07/2018	Rialtas Business Solutions Ltd	BACS2251	944.40	944.40		500			Hosting Service
09/07/2018	Scottish Power	566538	-117.99		-5.62	9070	800	-112.37	Refund overpayment market elec
10/07/2018	Scottish Power	DD	145.00		6.90	4405	400	138.10	Electric Town Hall
11/07/2018	O2	DD	15.29		2.55	4060	100	12.74	Mobile Phone - Perry
11/07/2018	Opus Energy	DD2246	3.14	3.14		500			Gas 27.05.18-25.06.18
11/07/2018	Allstar	DD2256	71.58	71.58		500			Cemetery/Van Running Expenses
13/07/2018	Richard Stuchbery	008698	264.00	264.00		500			Install Sheep Notice Board
13/07/2018	Mid Devon District Council	008699	639.36	639.36		500			Garage Rent
13/07/2018	Gillian Graham Distributor	008700	425.00	425.00		500			Crier Delivery
13/07/2018	Mole Valley Farmers	BAC2259/6	77.69	77.69		500			Town Maintenance
13/07/2018	Microshade Business Contsultan	BACS2253	387.84	387.84		500			Hosting Service
13/07/2018	Diamondshine Cleaning SW	BACS2254	150.00	150.00		500			Carpet Cleaning
13/07/2018	Labdon Building Supplies	BACS2257	15.24	15.24		500			Cemetery Running Expenses
13/07/2018	Labdon Building Supplies	BACS2258	70.47	70.47		500			Public Toilet Expenses
13/07/2018	Labdon Building Supplies	BACS2258	43.80	43.80		500			Public Toilet Expenses
13/07/2018	Labdon Building Supplies	BACS2258	21.40	21.40		500			Public Toilet Expenses
13/07/2018	Agrii	BACS2264	228.72	228.72		500			Weed Killer
13/07/2018	Earth Anchors Ltd	BACS2266	592.80	592.80		500			Notice Board
13/07/2018	Streamline Corporate	BACS2267	55.73	55.73		500			Safety Specs
13/07/2018	Wasteology Ltd	BACS2269	372.00	372.00		500			Skip
13/07/2018	Libraries Unlimited South West	BACS2270	112.00	112.00		500			Room Hire June 2018
13/07/2018	Spot On Supplies	BACS2271	33.36	33.36		500			Town Hall Running Expenses
13/07/2018	EE & T Mobile	DD2273	91.78	91.78		500			Mobile Phones July 2018
16/07/2018	British Telecom	DD2255	31.80	31.80		500			Telephone July 2018
Sub Total Carried Forward			5,646.09	5,121.15	3.83			521.11	

Date: 13/08/2018

Cullompton Town Council

Page No: 2

Time: 13:38

Cash Book No : 1

User : JPM

Current Bank Account

Payments made between 01/07/2018 and 31/07/2018

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
18/07/2018	Westward Counties	00008701	21.00		3.50	1050	600	17.50	Refund of overpayment
18/07/2018	Allstar	DD2268	40.37	40.37		500			Van Running Expenses
24/07/2018	Salaries	BACS	11,262.93			9070	800	100.00	Market Gazebo Charge Jul 18
						4091	100	940.00	Additional Salaries July 2018
						4090	100	10,222.93	Salaries July 2018
25/07/2018	South West Water	BACS2274	67.45	67.45		500			Allotment Water 6 Mar-30 Jun18
25/07/2018	South West Water	BACS2275	315.10	315.10		500			TH Water/Sewerage Mar-Jun 18
25/07/2018	Streamline Corporate	BACS2276	42.77	42.77		500			PPE
25/07/2018	MST	BACS2278	324.00	324.00		500			Water Pump
25/07/2018	Mole Valley Farmers	BACS2279	10.00	10.00		500			Mole Valley Subscription
25/07/2018	Allstar	DD2277	40.37	40.37		500			Van Running Expenses
26/07/2018	Unison	008702	9.70			4090	100	9.70	Unison Subs July 2018
26/07/2018	Pensions	BACS	2,373.73			4090	100	2,373.73	Pension Contributions Jul 18
26/07/2018	HMRC	BACS	3,597.16			4090	100	3,597.16	Tax & NIC July 2018
26/07/2018	ALD FORD LEASE	DD2265	332.47	332.47		500			Van Lease
30/07/2018	D&G Heating Plan	DD	24.18			4405	400	24.18	Boiler Insurance
Total Payments :			24,107.32	6,293.68	7.33			17,806.31	

Credit Card Purchases, July Statement 2018 - Breakdown

Supplier	Goods Description	Net	VAT	Gross
Amazon	Ink Cartridges for printer	68.32	13.67	81.99
Solopress	Invoice/receipt pads	168.00	33.60	201.60
Amazon	Camera cable (CCTV cemetery)	2.14	0.43	2.57
Amazon	DVR power supply adaptor for camera (CCTV cemetery)	10.40	2.08	12.48
		248.86	49.78	298.64

DEPUTY TOWN CLERK; TRAINING PROGRAMME/STRATEGY

IN HOUSE

Induction training	To understand the function, procedures and governance of the Town Council (who we are and what we do)	Town Clerk	Completed
Using the Phone system	To understand how to transfer calls etc.	Admin Assist	Completed
GDPR	An understanding of the new GDPR regulations and when to redact signatures, Fol requests, Data requests, protecting information	Town Clerk	
Updating Website	To post agenda and minutes and make simple changes to update the website	Assistant TC	
Using Citrx and transferring information in/out of Citrix	To transfer information in and out of Citrix	Town Clerk/Assistant Town Clerk	
Facebook and Social Media	Add as administrator of Council Facebook pages and explanation of the type of information the council posts on its social media pages	Town Clerk	
Archive Project	Using the Modes software, how the archive project works and procedures for recording and storing information. How to transfer data to be new website	Finance Officer	
Wages and Salaries	Using the software, timesheets and overtime payments, RTI	Town Clerk	
Finance Software	Invoicing, understanding how to obtain financial reports	Finance Officer and Town Clerk	
Planning	Basic understanding of the Planning system	Town Clerk and Assistant Town Clerk	
Cemetery	Basic understanding of the cemetery management/administration		
Allotments	Basic understanding of allotment management/administration		

DEPUTY TOWN CLERK; TRAINING PROGRAMME/STRATEGY

Risk Assessments	To familiarise with forms to be completed and understand when it is necessary to complete a risk assessment	Town Clerk	
Site Visits	Cemetery, allotments, car park, play areas	Town Clerk	
Finance Software	Invoicing, understanding how to obtain financial reports	Finance Officer and Town Clerk	

EXTERNAL

New Clerks	The course covers: The role of the Clerk, powers and duties of local councils and the importance of good procedures: agendas, minutes, standing orders etc.	Devon Ass of Local Councils	Booked 6 Nov 2018
Clerk's Essentials	A follow-up to the above course. No courses available at present	Devon Ass of Local Councils	
Budgets and Precepts	Budgeting, consideration for projects, grants, the precept, financial monitoring, employment matters, borrowing, risk management, financial regulations and internet banking	Devon Ass of Local Councils	Booked 2 Oct 2018
ILCA Level 2	Intruduction to Local Councils - On-line, five modules: Core roles, law and procedures, finance, management and community, cost £99	Society of Local Council Clerks	
CIICA Level 3	Certificate in Local Council Administration - as above but more in-depth, cost £250 must be completed within one year of registration.	Society of Local Council Clerks	

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee: **PRIVATE AND CONFIDENTIAL**

PREPARED BY: Town Clerk

DATE: August 2018

PRIVATE AND CONFIDENTIAL

Re: Councillor email addresses

One of the recommendations that came from a GDPR audit was to consider providing all Councillors with Town Council @cullomptontowncouncil.gov.uk email accounts.

The reason given is that this will enable proactive control and deletion of emails when Members cease to be on the Town Council and will ensure deletion of potentially sensitive data thus avoiding a Data Breach.

At the last meeting of the PFP Committee it was resolved as follows: *“That the Council members are each provided with an individual email address, through ICT Vision, at a cost of £18 per email address, per year. To be reviewed in 12 months time”.*

The Committee also made the following suggestion *“Consider policy review to require all Councillors to have a personal town council email address for all council communications, with Town Clerk having the authority to access those email addresses”*

All Councillors have now been issued with Town Council email addresses but one Councillor intends to continuing using his/her current email address as he/she considers that *“this is my choice and right there is no law that compels me to use a council derived address, if there is let me have details”.*

As far as I am aware there is no legal requirement to make Councillors use the email address provided by the Town Council it is simply good practice. If, for instance a “private and confidential” document should get into the public domain then the Councillor responsible for that disclosure would need to bear the consequences but they could also put the Council at risk.

The Freedom of Information Act applies to official information held in private email accounts (and other media formats) when held on behalf of the public authority. Such information may be exempt and will not necessarily have to be disclosed. However, there have been situations where it has been necessary to request Councillors to search their private email accounts. It is far easier to do this if the Town Council emails are kept separately from a Councillor’s private emails.

APPENDIX F

The Council has received the following advice from the Council's Data Protection Officer with regard to this matter

"Thanks for your email. Apologies for the delay in replying but this is a very challenging question.

I am not sure you can force a member to use the official address for a couple of reasons. Firstly there may be an IT reason (using an Apple MacBook) and secondly the user may not be IT literate.

However, refusing to use the email account, paid for by the public purse, because it may be monitored by staff is not a reason. I suggest you contact the email provider and ask them to provide reassurance to the member that the email account is secure.

I think an IT policy and usage protocol needs to be adopted which provides guidance on IT usage and email address usage.

I presume the member is aware that in the case of an FOI request his personal email account has to be made available for scrutiny if relevant?

I would also suggest gentle persuasion by the Mayor as it is important that members understand and acknowledge their responsibilities as elected representatives.

Finally it might be worth asking your county association if they have any advice or printed material you could pass on to your member.

If I have a sudden brainwave I'll email again".

RECOMMENDATION:

1. That, for the present, Councillors are able to use their own personal email addresses if they wish to, provided that they accept that they do so at their own risk.
2. That the Council drafts an IT policy and usage protocol.
3. That the form below is issued to both Councillors and members of staff as a reminder of the requirements of the GDPR.

General Data Protection Awareness Checklist for Councillors and Council staff

The General Data Protection Regulations (GDPR) apply in the UK from 25 May 2018. Whilst Town and Parish Councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities).

The following measures are recommended to help councillors comply with GDPR:

Action	Noted
Set up a separate email account for parish council correspondence	

APPENDIX F

Ensure that all devices (computers, laptops, phones) are password protected	
Do not forward on emails or email threads as they may contain personal data	
Copy and paste information from an email if you want to pass it on, rather than forwarding on an email to remove the IP address from the header.	
Where possible direct all correspondence to the clerk who can obtain the necessary consent	
Where possible avoid holding an individual's information in a councillor's home or on a councillor's own PC. If a councillor has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder.	
Make sure your antivirus software and operating system is up-to-date	
Make sure your computer's firewall is turned on	
Inform the Data Protection Officer of any breaches within 48 hours	

I confirm that I have read the information above and understand my responsibility as a parish councillor for protecting personal data.

Signed:

Date:

APPENDIX G

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee: **PRIVATE AND CONFIDENTIAL**

PREPARED BY: Town Clerk

DATE: August 2018

PRIVATE AND CONFIDENTIAL

Re: Sound and recording systems

- The Council staff were recently required to prepare a transcript of part of a recording of a Council meeting. We found that parts of the recording were inaudible, mainly the voices of those sitting furthest away from the recording device.
- It would be helpful to find out if the hearing loop can be made to work as this would benefit those that use hearing aids etc.

The Council has £5,000 in its “Tech Fund” budget to upgrade the sound system. £2k in the current year’s budget and £3k in Ear Marked Reserves.

About a year ago we obtained an estimate to install a sound system in the Town Hall. Would the Committee like to obtain advice and further estimates in order to improve the quality of the meeting recordings and also improve the microphone system?

We could purchase a more powerful voice recorder and put in the centre of the tables or some wireless microphones or upgrade the entire system.

How would the committee like to proceed with this?

