



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 18 September 2018 commencing at 10.00am, at the Hayridge Centre**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**

**Date: 11 September 2018**

## **AGENDA**

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

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

***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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|--|--|-----------------|
| <b>3. PUBLIC QUESTION TIME:</b>  | To receive questions from member of the public present at the meeting.   | 10.05-<br>10.20 |
| <b>4. MINUTES:</b>   | To consider and approve the Minutes of the previous meetings held on 21 August 2018 (Appendix A).  | 10.20-<br>10.25 |
| <b>5. RESOLUTIONS:</b>   | To review resolutions sheet (Appendix B)   | 10.25-<br>10.35 |
| <b>6. COMMENTS AND COMPLAINTS:</b>   | To receive details of any comments or complaints for August/September 2018. (to be tabled at the meeting).   | 10.35-<br>10.40 |
| <b>7. FINANCE</b>  |  |                 |
| (i)  | To receive Income and Expenditure account for July 2018 (Appendix C).  | 10.40-          |
| (ii)   | To receive financial statements for August 2018 (Appendix D).  | 10.50           |
| (iii)  | To consider policy for use of Community Event budget lines (Appendix E).   |                 |
| (iv)   | Staff Christmas meal: To consider making a contribution to staff Christmas meal.   |                 |
| <b>8. STAFFING AND TRAINING MATTERS</b>  |  | 10.50-          |
| (i)  | <b>Update Report</b> (Appendix F).   | 11.00           |
| (ii)   | <b>Financial Software:</b> To consider arranging training for Deputy Town Clerk at a cost of £399 plus expenses.                                     |                 |
| (iii)  | <b>Society of Local Council Clerks:</b> To consider paying Town Clerk's membership fee.  |                 |
| <b>9. WEBSITE AND IT</b>   |  | 11.00-          |
| (i)  | To receive response from ICT Vision re setting up an automatic response to emails sent via the Council's website and agree way forward (Appendix G). | 11.10           |
| (ii)   | Any other website matters  |                 |
| <b>10. SOUND AND AUDIO SYSTEM:</b>   | To consider estimate and agree way forward.  | 11.10-<br>11.20 |
| <b>11. CORRESPONDENCE</b>  |  | 11.20-          |
| (i)  | <b>Mr Macllroy:</b> To acknowledge receipt of various documents.   | 11.25           |
| (ii)   | Any correspondence received after the date of this agenda.   |                 |
| <b>RECOMMENDATION:</b> 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. |  |                 |
| <b>12. STAFFING</b>  |  | 11.25-          |
| (i)  | To receive staffing report (to be tabled at the meeting).  | 11.45           |
| (ii)   | To review staff overtime report (to be sent separate from the agenda).   |                 |
| <b>13. OUTSTANDING INVOICES:</b>   | To receive report (to be sent under separate cover).   |                 |
| <b>14. DATE OF NEXT MEETING:</b>   | Tuesday 16 October 2018 at 10am at the Hayridge Centre   |                 |

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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 21 August 2018 at 10.00am at the Hayridge Centre

**Present:** Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Gordon Guest, Lloyd Knight and Mike Thompson

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllr James Buczkowski (personal).
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 previous meeting held on 17 July 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Lloyd Knight.
5. **COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for July/August 2018.**
  - (i) **Complaint from member of public re agenda for Community Wellbeing Committee meeting held on 14 August 2018:** It was noted that this complaint had been considered and dealt with by the Community Wellbeing Committee meeting.

Discussion about costings and asking Committees to address matters that are their responsibility and start working out costings. It was noted that the Neighbourhood Plan will require an issue of the Crier and that production costs can be charged back to the Neighbourhood Plan budget.

- (ii) **Any other comments or complaints received during July/August 2018:** Two compliments and one complaint about publishing Minutes on the Council website.

**RESOLVED:** That, as there is an item on the full Council agenda to consider carrying out an audit to ensure that the Council is complying with the Transparency Code, this complaint is deferred for further consideration once the audit has been completed.

## 6. FINANCE

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

**RESOLVED:** That, due to anomalies on the Balance Sheet this item is deferred until the next meeting in order for the Finance Officer to rectify the mistakes. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

- (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).**

**RESOLVED:** That a Health and Safety budget line is set up and £1500.00 is transferred from the Contingency budget to the new Health & Safety budget. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- (iii) **Insurance policy: To confirm that the cover for Town Hall fixtures and fittings has been increased to £50k at no additional cost.** Noted. It was further noted that the new telephone system has been added to the Council's insurance at an additional cost of £16.91 per annum.

- (iv) **Internal Audit: To consider appointment for an internal auditor for the 2018/19 Financial year:** Three estimates obtained. It was agreed that, although the Council has been more than happy with the service provided by its current internal auditor, as the Council has been using the same auditor for the past five years, it would be beneficial to have a change.

**RESOLVED:** That the Council contracts IAC Audit and Consultancy to carry out its 2018/19 internal audit at a cost of £760.00 for two visits. Proposed Cllr Lloyd Knight, seconded Cllr Gordon Guest.

## 7. STAFFING AND TRAINING MATTERS

- (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.**

**RESOLVED:** That the Council invites Councillors from neighbouring parishes to attend Code of Conduct training, to be delivered by MDDC Monitoring Officer at Cullompton Town Hall on Thursday 18 October 7pm-9pm. Town Council to provide refreshments.

- (ii) **Deputy Town Clerk: To receive and approve Deputy Town Clerk's training programme.**

**RESOLVED:** That the Deputy Town Clerk's training programme is approved.

**NOTE:** Clerk to find out the cost of an extra licence for the Council's finance software and also the cost of training.

- (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.**

**RESOLVED:** That both the Assistant Town Clerk and the Deputy Town Clerk are registered for the Introduction to Local Government training at a cost of £99 per person. Feedback progress to the Committee's January 2019 meeting. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

## 8. WEBSITE AND IT

**NOTE:** Cllr Mike Thompson declared a personal interest in respect of the following item as he does not want to use a [cullomptontowncouncil.gov.uk](mailto:cullomptontowncouncil.gov.uk) email address.

- (i) **Councillor Email addresses: To receive objection and agree way forward:** A Report had been circulated with the agenda and was discussed. It was noted that there is no legal requirement to make Councillors use the Town Council email address. Cllr Mike Thompson assured those present that he has set up a separate email account for council business.

Discussion about district and county council email addresses and how these are used and also about computer security. It was noted that the Policy Review Working Group will be reviewing the Council's email and IT policy.

**RESOLVED:** That Council staff write a short summary (one side of A4) about General Data Protection awareness. This should include:

- Details of how district and county council email addresses are used.
- Computer security.
- Email security.

The summary to be considered as part of the Council's review of its email and IT policy.

- (ii) **Any other website or IT related matters:**

- Discussion about publishing some form of statement on the council's website about publishing minutes i.e. that Minutes will only be published once they have been approved. It was agreed to defer this until the Transparency Audit had been carried out.
- **Out of date information:** Concern that out-of-date information is not removed quickly enough.
- **Automatic response to email contact form:** Investigate setting up an automatic response to emails sent via the Council's website.
- **Information for Councillors without access to email:** Remember to send Councillors with no email access hard copies of emails circulated to other council members.

9. **SOUND AND AUDIO SYSTEM: To receive report and agree way forward:** Discussion about the most effective way to improve the existing system. Cllr Mike Thompson asked that the amplifier box is kept locked so that people can't twiddle with the set-up.

**RESOLVED:**

- (1) That the Council sources an effective microphone system to be used by both Councillors and members of the public. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.
- (2) That the Council works to provide a sound and audio system for the Town Hall that includes an effective:
  - Microphone system
  - Amplifier system
  - Recording system
  - Hearing loop: (get the current system working).

10. **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 Gordon Guest.

**PART 2: PRIVATE AND CONFIDENTIAL**

**11. STAFFING**

- (i) To receive response from Town Clerk with regard to advice received from the Council's solicitor (to be sent under separate cover).

**RESOLVED:** That the response is noted and that the Council reviews its Code of Conduct and media policy.

**RESOLVED:** That, as the time is 12noon, to extend the meeting for a further 15 minutes to complete the business on the agenda. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (ii) **To receive staffing report:** Noted
- (iii) **To review outdoor work staffing requirements:** Town Clerk and Maintenance Supervisor to review.
- (iv) **To review staff overtime report:** Noted

**NOTE:** Cllr Eileen Andrews thanked the Council for the loan of gazebos and staff time to erect and dismantle for the Cullompton Festival Fayre.

- (v) **To receive report with regard to Council vehicles:** Noted.

**12. OUTSTANDING INVOICES:** Noted

**13. DATE OF NEXT MEETING:** Tuesday 18 September 2018 at 10am at the Hayridge Centre

The meeting closed at 12.15pm.

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

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

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
21/08/2018	That, due to anomalies on the Balance Sheet this item is deferred until the next meeting in order for the Finance Officer to rectify the mistakes.	Nil	Finance Officer and Town Clerk	High	Completed
21/08/2018	That a Health and Safety budget line is set up and £1500.00 is transferred from the Contingency budget to the new Health & Safety budget.	Nil	Finance Officer and Town Clerk	High	Completed
21/08/2018	That the Council contracts IAC Audit and Consultancy to carry out its 2018/19 internal audit at a cost of £760.00 for two visits.	£760.00	Town Clerk	High	Both the new Internal Auditor and the previous Internal Auditor have been contacted and made aware of the Council's decision. Terms of engagement received from new Internal Auditor
21/08/2018	Clerk to find out the cost of an extra licence for the Council's finance software and also the cost of training.	£400	Town Clerk	High	RBS contacted by email, the Council has a five person licence and Deputy Town Clerk now has financial software on her computer. Training is £399 pe day plus travelling expenses.
21/08/2018	That the Council invites Councillors from neighbouring parishes to attend Code of Conduct training, to be delivered by MDDC Monitoring Officer at Cullompton Town Hall on Thursday 18 October 7pm-9pm. Town Council to provide refreshments.	£20.00 (Refreshments)	Town Clerk	Medium	Email invitation sent to neighbouring parish councils plus MDDC Parish Liaison Officer for inclusion in Parish Matters newsletter
21/08/2018	That both the Assistant Town Clerk and the Deputy Town Clerk are registered for the Introduction to Local Government training at a cost of £99 per person. Feedback progress to the Committee's January 2019 meeting.	£198.00	DTC/ATC	Medium	Completed



21/08/2018	That Council staff write a short summary (one side of A4) about General Data Protection awareness. This should include: Details of how district and county council email addresses are used and data and computer security. To form part of the Council's email and IT Security policy	Nil	TC/DTC	High	New IT and email policy to be considered by Policy Review Working Group on 13 September.
21/08/2018	Investigate setting up an automatic response to emails sent via the Council's website.	£150.00	TC/DTC	Medium	Regarding a response for people who complete the 'Contact Us' form you have 2 options: Option 2: We can build into the system a bespoke feature for you that will automatically generate an email to the person completing the enquiry form with any message to like on the email. The charge for this would be £150 + VAT.
21/08/2018	Information for Councillors without access to email: Remember to send Councillors with no email access hard copies of emails circulated to other council members.	Nil	All admin staff	High	Reminder sent to all Admin staff.
21/08/2018	The the Council sources an effective microphone system to be used by both Councillors and members of the public. Also that the Council works to provide a sound and audio system for the Town Hall that includes an effective; microhone system, amplifier system, recording system and hearing loop.		TC/ATC	Medium	Estimates/solution ideas being obtained

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Cemetery/Town Hall Committee</u></b>							
<b>300 Cemetery</b>							
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	<b>409</b>	<b>6,581</b>	<b>14,580</b>	<b>7,999</b>	<b>0</b>	<b>7,999</b>	<b>45.1 %</b>
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	<b>2,340</b>	<b>6,803</b>	<b>32,000</b>	<b>-25,197</b>			<b>21.3 %</b>
<b>Net Expenditure over Income</b>	<b>-1,932</b>	<b>-222</b>	<b>-17,420</b>	<b>-17,198</b>			
<b>400 Town Hall</b>							
4405 Town Hall Running Expenses	1,174	3,037	11,500	8,463		8,463	26.4 %
Town Hall :- Expenditure	<b>1,174</b>	<b>3,037</b>	<b>11,500</b>	<b>8,463</b>	<b>0</b>	<b>8,463</b>	<b>26.4 %</b>
1400 Town Hall Hire	1,730	5,455	11,500	-6,045			47.4 %
Town Hall :- Income	<b>1,730</b>	<b>5,455</b>	<b>11,500</b>	<b>-6,045</b>			<b>47.4 %</b>
<b>Net Expenditure over Income</b>	<b>-556</b>	<b>-2,418</b>	<b>0</b>	<b>2,418</b>			
Cemetery/Town Hall Committee :- Expenditure	<b>1,582</b>	<b>9,618</b>	<b>26,080</b>	<b>16,462</b>	<b>0</b>	<b>16,462</b>	<b>36.9 %</b>
Income	<b>4,070</b>	<b>12,258</b>	<b>43,500</b>	<b>-31,242</b>			<b>28.2 %</b>
<b>Net Expenditure over Income</b>	<b>-2,488</b>	<b>-2,640</b>	<b>-17,420</b>	<b>-14,780</b>			
<b><u>Town Ctre/Econ Dev Committee</u></b>							
<b>800 Town Centre</b>							
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	<b>1,557</b>	<b>4,756</b>	<b>20,723</b>	<b>15,967</b>	<b>0</b>	<b>15,967</b>	<b>23.0 %</b>
1005 Hanging Baskets	-30	974	500	474			194.8 %
1800 Street Market Income	170	907	0	907			0.0 %
Town Centre :- Income	<b>140</b>	<b>1,881</b>	<b>500</b>	<b>1,381</b>			<b>376.2 %</b>
<b>Net Expenditure over Income</b>	<b>1,417</b>	<b>2,875</b>	<b>20,223</b>	<b>17,348</b>			
Town Ctre/Econ Dev Committee :- Expenditure	<b>1,557</b>	<b>4,756</b>	<b>20,723</b>	<b>15,967</b>	<b>0</b>	<b>15,967</b>	<b>23.0 %</b>
Income	<b>140</b>	<b>1,881</b>	<b>500</b>	<b>1,381</b>			<b>376.2 %</b>
<b>Net Expenditure over Income</b>	<b>1,417</b>	<b>2,875</b>	<b>20,223</b>	<b>17,348</b>			
<b><u>Community Wellbeing Committee</u></b>							

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>200 Allotments</b>							
4200 Allotment Expenses	67	85	330	245		245	25.8 %
Allotments :- Expenditure	<b>67</b>	<b>85</b>	<b>330</b>	<b>245</b>	<b>0</b>	<b>245</b>	<b>25.8 %</b>
1200 Allotment Rents - Top Field	0	475	350	125			135.7 %
1205 Allotment Rents - Haymans	0	109	150	-41			72.7 %
Allotments :- Income	<b>0</b>	<b>584</b>	<b>500</b>	<b>84</b>			<b>116.8 %</b>
<b>Net Expenditure over Income</b>	<b>67</b>	<b>-499</b>	<b>-170</b>	<b>329</b>			
<b>350 Play Areas</b>							
9028 EMR - Play Area Fund	0	0	450	450		450	0.0 %
Play Areas :- Expenditure	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>450</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>			
<b>600 Community Wellbeing Miscellane</b>							
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	1,698	451		451	73.5 %
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	<b>1,229</b>	<b>5,113</b>	<b>25,647</b>	<b>20,534</b>	<b>0</b>	<b>20,534</b>	<b>19.9 %</b>
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	<b>165</b>	<b>315</b>	<b>1,000</b>	<b>-685</b>			<b>31.5 %</b>
<b>Net Expenditure over Income</b>	<b>1,064</b>	<b>4,798</b>	<b>24,647</b>	<b>19,849</b>			
Community Wellbeing Committee :- Expenditure	<b>1,296</b>	<b>5,198</b>	<b>26,427</b>	<b>21,229</b>	<b>0</b>	<b>21,229</b>	<b>19.7 %</b>
Income	<b>165</b>	<b>899</b>	<b>1,500</b>	<b>-601</b>			<b>59.9 %</b>
<b>Net Expenditure over Income</b>	<b>1,131</b>	<b>4,299</b>	<b>24,927</b>	<b>20,628</b>			

**Pol/Fin/Pers 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
<b>100 Administration</b>							
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	4,500	4,500		4,500	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 %
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 %
4063 Health & Safety Support	0	0	1,500	1,500		1,500	0.0 %
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	<b>19,050</b>	<b>84,321</b>	<b>297,925</b>	<b>213,604</b>	<b>0</b>	<b>213,604</b>	<b>28.3 %</b>
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	<b>2,180</b>	<b>170,440</b>	<b>336,196</b>	<b>-165,756</b>			<b>50.7 %</b>
<b>Net Expenditure over Income</b>	<b>16,870</b>	<b>-86,119</b>	<b>-38,271</b>	<b>47,847</b>			

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>700</b> <u>Policy and Resources Miscellan</u>							
1045 Staff Charge Back	70	175	500	-325			35.0 %
Policy and Resources Miscellan :- Income	<b>70</b>	<b>175</b>	<b>500</b>	<b>-325</b>			<b>35.0 %</b>
<b>Net Expenditure over Income</b>	<b>-70</b>	<b>-175</b>	<b>-500</b>	<b>-325</b>			
<b>840</b> <u>Youth Services</u>							
4850 Youth Services	3,250	8,125	19,334	11,209		11,209	42.0 %
Youth Services :- Expenditure	<b>3,250</b>	<b>8,125</b>	<b>19,334</b>	<b>11,209</b>	<b>0</b>	<b>11,209</b>	<b>42.0 %</b>
<b>Net Expenditure over Income</b>	<b>3,250</b>	<b>8,125</b>	<b>19,334</b>	<b>11,209</b>			
<b>990</b> <u>EMR</u>							
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	<b>0</b>	<b>0</b>	<b>135,505</b>	<b>135,505</b>	<b>0</b>	<b>135,505</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>135,505</b>	<b>135,505</b>			
<b>991</b> <u>Available Funds</u>							
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	<b>-316</b>	<b>0</b>	<b>1,365</b>	<b>1,365</b>	<b>0</b>	<b>1,365</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>-316</b>	<b>0</b>	<b>1,365</b>	<b>1,365</b>			
Pol/Fin/Pers Committee :- Expenditure	<b>21,984</b>	<b>92,446</b>	<b>454,129</b>	<b>361,683</b>	<b>0</b>	<b>361,683</b>	<b>20.4 %</b>
Income	<b>2,250</b>	<b>170,615</b>	<b>336,696</b>	<b>-166,081</b>			<b>50.7 %</b>
<b>Net Expenditure over Income</b>	<b>19,734</b>	<b>-78,169</b>	<b>117,433</b>	<b>195,601</b>			

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
<b>820</b> <b>Neighbourhood Plan</b>							
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	<b>327</b>	<b>385</b>	<b>11,214</b>	<b>10,829</b>	<b>0</b>	<b>10,829</b>	<b>3.4 %</b>
1850 Neighbourhood Plan Income	0	5,000	0	5,000			0.0 %
Neighbourhood Plan :- Income	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>			
<b>Net Expenditure over Income</b>	<b>327</b>	<b>-4,615</b>	<b>11,214</b>	<b>15,829</b>			
Planning/Licensing Committee :- Expenditure	<b>327</b>	<b>385</b>	<b>11,214</b>	<b>10,829</b>	<b>0</b>	<b>10,829</b>	<b>3.4 %</b>
Income	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>327</b>	<b>-4,615</b>	<b>11,214</b>	<b>15,829</b>			
<b>Town Team</b>							
<b>830</b> <b>Town Team</b>							
9085 Town Team	299	1,484	7,089	5,605		5,605	20.9 %
Town Team :- Expenditure	<b>299</b>	<b>1,484</b>	<b>7,089</b>	<b>5,605</b>	<b>0</b>	<b>5,605</b>	<b>20.9 %</b>
1820 Town Team Income	25	165	0	165			0.0 %
Town Team :- Income	<b>25</b>	<b>165</b>	<b>0</b>	<b>165</b>			
<b>Net Expenditure over Income</b>	<b>274</b>	<b>1,319</b>	<b>7,089</b>	<b>5,770</b>			
Town Team :- Expenditure	<b>299</b>	<b>1,484</b>	<b>7,089</b>	<b>5,605</b>	<b>0</b>	<b>5,605</b>	<b>20.9 %</b>
Income	<b>25</b>	<b>165</b>	<b>0</b>	<b>165</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>274</b>	<b>1,319</b>	<b>7,089</b>	<b>5,770</b>			

<b>EXPLANATION OF MINUS FIGURES FOR JULY 2018 INCOME AND EXPENDITURE ACCOUNT</b>			
	<b>Town Centre/Econ Dev Committee</b>		
1005	Hanging baskets	-30	Refund of hanging basket
	<b>Administration</b>		
4020	<b>Cullompton Crier</b>	-500	Coding change to Community Wellbeing
1010	<b>Interest received</b>	-125	Error correction
	<b>Available Funds</b>		
9086	<b>Neighbourhood Plan</b>	-316	Coding change to Neighbourhood Plan

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	1,185	0	1,185
105	VAT Control Account	1,248	0	1,248
200	Current Bank Account	67,887	0	67,887
220	Lloyds 12 Month Deposit	75,000	0	75,000
230	Lloyds 6 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	100,043	0	100,043
<b>Total Current Assets</b>		<b>371,842</b>	<b>0</b>	<b>371,842</b>
<u>Current Liabilities</u>				
500	Creditors	412	0	412
<b>Total Current Liabilities</b>		<b>412</b>	<b>0</b>	<b>412</b>
<b>Net Current Assets</b>		<b>371,430</b>	<b>0</b>	<b>371,430</b>
<b>Total Assets less Current Liabilities</b>		<b>371,430</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	58,366	0	58,366
310	General Reserves	150,498	0	150,498
320	Earmarked Reserves	162,566	0	162,566
<b>Total Equity</b>		<b>371,430</b>	<b>0</b>	<b>371,430</b>



**Bank Reconciliation Statement as at: 05/09/2018 for Cash Book 1 Current Bank Account**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2019		71,562.29
			<hr/> 71,562.29
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
15/08/2018 008704 Martin Smith		138.19	
24/08/2018 008703 Teleshore (UK) Ltd		264.12	
28/08/2018 008705 Unison		9.70	
			<hr/> 412.01
			71,150.28
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<hr/> 0.00
			71,150.28
		<b>Balance per Cash Book is :-</b>	<b>71,150.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Cemetery/Town Hall Committee</u></b>							
<b>300 Cemetery</b>							
4300 Cemetery Equipment	0	485	1,000	515		515	48.5 %
4310 Cemetery Running Expenses	1,412	7,508	13,580	6,072		6,072	55.3 %
Cemetery :- Expenditure	<b>1,412</b>	<b>7,993</b>	<b>14,580</b>	<b>6,587</b>	<b>0</b>	<b>6,587</b>	<b>54.8 %</b>
1300 Burial Fees	2,860	9,111	32,000	-22,889			28.5 %
1305 Cemetery Income, other	17	568	0	568			0.0 %
Cemetery :- Income	<b>2,877</b>	<b>9,679</b>	<b>32,000</b>	<b>-22,321</b>			<b>30.2 %</b>
<b>Net Expenditure over Income</b>	<b>-1,464</b>	<b>-1,686</b>	<b>-17,420</b>	<b>-15,734</b>			
<b>400 Town Hall</b>							
4405 Town Hall Running Expenses	728	3,765	11,500	7,735		7,735	32.7 %
Town Hall :- Expenditure	<b>728</b>	<b>3,765</b>	<b>11,500</b>	<b>7,735</b>	<b>0</b>	<b>7,735</b>	<b>32.7 %</b>
1400 Town Hall Hire	775	6,230	11,500	-5,270			54.2 %
Town Hall :- Income	<b>775</b>	<b>6,230</b>	<b>11,500</b>	<b>-5,270</b>			<b>54.2 %</b>
<b>Net Expenditure over Income</b>	<b>-47</b>	<b>-2,465</b>	<b>0</b>	<b>2,465</b>			
Cemetery/Town Hall Committee :- Expenditure	<b>2,140</b>	<b>11,758</b>	<b>26,080</b>	<b>14,322</b>	<b>0</b>	<b>14,322</b>	<b>45.1 %</b>
Income	<b>3,652</b>	<b>15,909</b>	<b>43,500</b>	<b>-27,591</b>			<b>36.6 %</b>
<b>Net Expenditure over Income</b>	<b>-1,512</b>	<b>-4,151</b>	<b>-17,420</b>	<b>-13,269</b>			
<b><u>Town Ctre/Econ Dev Committee</u></b>							
<b>800 Town Centre</b>							
4005 CCTV	200	200	0	-200		-200	0.0 %
4105 St Andrew's Car Park	264	1,357	2,000	643		643	67.8 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4120 Town Maintenance	436	3,396	6,500	3,104		3,104	52.2 %
4150 Public Toilets Contribution	0	64	5,000	4,936		4,936	1.3 %
9070 Market	200	840	5,223	4,383		4,383	16.1 %
Town Centre :- Expenditure	<b>1,100</b>	<b>5,856</b>	<b>20,723</b>	<b>14,867</b>	<b>0</b>	<b>14,867</b>	<b>28.3 %</b>
1005 Hanging Baskets	0	974	500	474			194.8 %
1800 Street Market Income	210	1,117	0	1,117			0.0 %
Town Centre :- Income	<b>210</b>	<b>2,091</b>	<b>500</b>	<b>1,591</b>			<b>418.2 %</b>
<b>Net Expenditure over Income</b>	<b>890</b>	<b>3,765</b>	<b>20,223</b>	<b>16,458</b>			
Town Ctre/Econ Dev Committee :- Expenditure	<b>1,100</b>	<b>5,856</b>	<b>20,723</b>	<b>14,867</b>	<b>0</b>	<b>14,867</b>	<b>28.3 %</b>
Income	<b>210</b>	<b>2,091</b>	<b>500</b>	<b>1,591</b>			<b>418.2 %</b>
<b>Net Expenditure over Income</b>	<b>890</b>	<b>3,765</b>	<b>20,223</b>	<b>16,458</b>			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Community Wellbeing Committee</u></b>							
<b><u>200 Allotments</u></b>							
4200	Allotment Expenses	33	118	330	212	212	35.9 %
	Allotments :- Expenditure	<b>33</b>	<b>118</b>	<b>330</b>	<b>212</b>	<b>0</b>	<b>35.9 %</b>
1200	Allotment Rents - Top Field	0	475	350	125		135.7 %
1205	Allotment Rents - Haymans	0	109	150	-41		72.7 %
	Allotments :- Income	<b>0</b>	<b>584</b>	<b>500</b>	<b>84</b>		<b>116.8 %</b>
	<b>Net Expenditure over Income</b>	<b>33</b>	<b>-466</b>	<b>-170</b>	<b>296</b>		
<b><u>350 Play Areas</u></b>							
9028	EMR - Play Area Fund	0	0	450	450	450	0.0 %
	Play Areas :- Expenditure	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>		
<b><u>600 Community Wellbeing Miscellane</u></b>							
4020	Cullompton Crier	0	1,513	3,400	1,887	1,887	44.5 %
4025	Social Media	0	0	100	100	100	0.0 %
4095	Christmas Lights	29	1,071	7,000	5,929	5,929	15.3 %
4125	Play Area Running Expenses	592	1,300	3,000	1,700	1,700	43.3 %
4126	Play Equipment Fund	0	0	2,000	2,000	2,000	0.0 %
4127	Play Area Projects	450	1,698	1,698	1	1	100.0 %
4160	Community Wellbeing Committee	255	567	1,500	933	933	37.8 %
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	<b>1,326</b>	<b>6,439</b>	<b>25,647</b>	<b>19,208</b>	<b>0</b>	<b>25.1 %</b>
1000	Crier Advertising	115	330	500	-170		66.0 %
1049	Community Wellbeing Income	0	100	0	100		0.0 %
1050	Community Event Income	10	10	500	-490		2.0 %
1052	Play Area Income	2,576	2,576	0	2,576		0.0 %
	Community Wellbeing Miscellane :- Income	<b>2,701</b>	<b>3,016</b>	<b>1,000</b>	<b>2,016</b>		<b>301.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,375</b>	<b>3,423</b>	<b>24,647</b>	<b>21,224</b>		
<b>Community Wellbeing Committee :- Expenditure</b>							
		<b>1,359</b>	<b>6,557</b>	<b>26,427</b>	<b>19,870</b>	<b>0</b>	<b>24.8 %</b>
<b>Income</b>							
		<b>2,701</b>	<b>3,600</b>	<b>1,500</b>	<b>2,100</b>		<b>240.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,342</b>	<b>2,957</b>	<b>24,927</b>	<b>21,970</b>		
<b><u>Pol/Fin/Pers Committee</u></b>							

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>100 Administration</b>							
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	4,500	4,500		4,500	0.0 %
4030 Councillor Allowances	150	150	500	350		350	30.0 %
4035 General Administration/Other	1,617	1,667	2,000	333		333	83.4 %
4045 Room Hire	138	352	1,000	648		648	35.2 %
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	40	91	800	709		709	11.4 %
4052 Stationery	171	675	1,000	325		325	67.5 %
4055 Subscriptions	0	1,329	1,700	371		371	78.2 %
4060 Telephone & Broadband	1,518	2,262	3,500	1,238		1,238	64.6 %
4063 Health & Safety Support	0	0	1,500	1,500		1,500	0.0 %
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	252	2,583	6,500	3,917		3,917	39.7 %
4070 Office Equipment	12	36	500	464		464	7.2 %
4072 Recycling Bags Expenditure	0	414	0	-414		-414	0.0 %
4075 Grants	0	1,650	2,000	350		350	82.5 %
4085 Mayoralty Fund	0	77	250	173		173	30.7 %
4090 Payroll Expenses	16,998	78,142	220,000	141,858		141,858	35.5 %
4091 Payroll Additional	1,612	4,278	0	-4,278		-4,278	0.0 %
4100 Public Works Loan Repayment	0	8,823	17,750	8,927		8,927	49.7 %
4115 Staff & Councillor Training	298	646	3,000	2,354		2,354	21.5 %
4122 Grass/Verge Cutting	0	0	2,500	2,500		2,500	0.0 %
4130 Van Lease	277	1,385	3,325	1,940		1,940	41.7 %
4135 Van Running Expenses	111	474	2,000	1,526		1,526	23.7 %
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	<b>23,193</b>	<b>107,514</b>	<b>297,925</b>	<b>190,411</b>	<b>0</b>	<b>190,411</b>	<b>36.1 %</b>
1010 Interest Received	230	705	1,800	-1,095			39.2 %
1020 Miscellaneous Income	199	209	200	9			104.7 %
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	88	835	0	835			0.0 %
1055 Town Maintenance Income	0	2,135	0	2,135			0.0 %
Administration :- Income	<b>518</b>	<b>170,958</b>	<b>336,196</b>	<b>-165,239</b>			<b>50.9 %</b>
<b>Net Expenditure over Income</b>	<b>22,675</b>	<b>-63,443</b>	<b>-38,271</b>	<b>25,172</b>			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>700</b> <u>Policy and Resources Miscellan</u>							
1045 Staff Charge Back	70	245	500	-255			49.0 %
Policy and Resources Miscellan :- Income	<b>70</b>	<b>245</b>	<b>500</b>	<b>-255</b>			<b>49.0 %</b>
<b>Net Expenditure over Income</b>	<b>-70</b>	<b>-245</b>	<b>-500</b>	<b>-255</b>			
<b>840</b> <u>Youth Services</u>							
4850 Youth Services	0	8,125	19,334	11,209		11,209	42.0 %
Youth Services :- Expenditure	<b>0</b>	<b>8,125</b>	<b>19,334</b>	<b>11,209</b>	<b>0</b>	<b>11,209</b>	<b>42.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>8,125</b>	<b>19,334</b>	<b>11,209</b>			
<b>990</b> <u>EMR</u>							
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	<b>0</b>	<b>0</b>	<b>135,505</b>	<b>135,505</b>	<b>0</b>	<b>135,505</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>135,505</b>	<b>135,505</b>			
<b>991</b> <u>Available Funds</u>							
9070 Market	0	0	0	0		0	0.0 %
9085 Town Team	0	0	0	0		0	0.0 %
9086 Neighbourhood Plan	0	0	0	0		0	0.0 %
9087 Christmas Events	0	0	1,365	1,365		1,365	0.0 %
Available Funds :- Expenditure	<b>0</b>	<b>0</b>	<b>1,365</b>	<b>1,365</b>	<b>0</b>	<b>1,365</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>1,365</b>	<b>1,365</b>			
Pol/Fin/Pers Committee :- Expenditure	<b>23,193</b>	<b>115,639</b>	<b>454,129</b>	<b>338,490</b>	<b>0</b>	<b>338,490</b>	<b>25.5 %</b>
Income	<b>588</b>	<b>171,203</b>	<b>336,696</b>	<b>-165,494</b>			<b>50.8 %</b>
<b>Net Expenditure over Income</b>	<b>22,605</b>	<b>-55,563</b>	<b>117,433</b>	<b>172,996</b>			

Planning/Licensing Committee

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>820 Neighbourhood Plan</b>							
4820 Neighbourhood Plan	0	211	5,000	4,789		4,789	4.2 %
9086 Neighbourhood Plan	11	185	6,214	6,029		6,029	3.0 %
Neighbourhood Plan :- Expenditure	<b>11</b>	<b>396</b>	<b>11,214</b>	<b>10,818</b>	<b>0</b>	<b>10,818</b>	<b>3.5 %</b>
1850 Neighbourhood Plan Income	0	5,000	0	5,000			0.0 %
Neighbourhood Plan :- Income	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>			
<b>Net Expenditure over Income</b>	<b>11</b>	<b>-4,604</b>	<b>11,214</b>	<b>15,818</b>			
Planning/Licensing Committee :- Expenditure	11	396	11,214	10,818	0	10,818	3.5 %
Income	0	5,000	0	5,000			0.0 %
<b>Net Expenditure over Income</b>	<b>11</b>	<b>-4,604</b>	<b>11,214</b>	<b>15,818</b>			
<b>Town Team</b>							
<b>830 Town Team</b>							
9085 Town Team	115	1,599	7,089	5,490		5,490	22.6 %
Town Team :- Expenditure	<b>115</b>	<b>1,599</b>	<b>7,089</b>	<b>5,490</b>	<b>0</b>	<b>5,490</b>	<b>22.6 %</b>
1820 Town Team Income	0	165	0	165			0.0 %
Town Team :- Income	<b>0</b>	<b>165</b>	<b>0</b>	<b>165</b>			
<b>Net Expenditure over Income</b>	<b>115</b>	<b>1,434</b>	<b>7,089</b>	<b>5,655</b>			
Town Team :- Expenditure	115	1,599	7,089	5,490	0	5,490	22.6 %
Income	0	165	0	165			0.0 %
<b>Net Expenditure over Income</b>	<b>115</b>	<b>1,434</b>	<b>7,089</b>	<b>5,655</b>			

At : 14:26

## Current Bank Account

## List of Payments made between 01/08/2018 and 31/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2018	Allstar	DD2284	60.58		Cemetery/Van Running Expenses
01/08/2018	Mid Devon District Council	DD	184.00		Rates St Andrews Car Park
02/08/2018	Credit Card	20180802	614.89		Credit Card Payment
08/08/2018	Allstar	DD2324	18.16		Cemetery Running Expenses
10/08/2018	Lloyds 3 Month Deposit	Correction	62.33		Correction - 3 Month dep Int
10/08/2018	Scottish Power	DD	145.00		Town Hall Electric
13/08/2018	Opus Energy	DD2322	1.24		Town Hall Gas 26.06-26.07.18
13/08/2018	EE & T Mobile	DD2323	88.80		Mobile Phones August 2018
15/08/2018	Wasteology Ltd	BACS2290	24.00		Cemetery Skip Hire
15/08/2018	Vision ICT Ltd	BACS2293	302.40		IT Support
15/08/2018	Devon Commercial Stationers	BACS2294	21.86		Stationery
15/08/2018	Devon Commercial Stationers	BACS2295	39.50		Postage
15/08/2018	Devon Commercial Stationers	BACS2296	53.59		Stationery
15/08/2018	Devon Commercial Stationers	BACS2297	13.86		Stationery
15/08/2018	Scrace, Tim	BACS2298	97.00		Window Cleaning
15/08/2018	Labdon Building Supplies	BACS2299	231.86		Play Area Running Expenses
15/08/2018	Mole Valley Farmers	BACS2300	30.78		Town Maintenance
15/08/2018	Mole Valley Farmers	BACS2301	17.76		Allotment Expenses Haymans
15/08/2018	Mole Valley Farmers	BACS2302	49.99		Cemetery Running Expenses
15/08/2018	Mole Valley Farmers	BACS2303	2.28		Allotment Expenses
15/08/2018	Mole Valley Farmers	BACS2304	25.28		Town Maintenance
15/08/2018	A M Lane Ltd	BACS2305	540.00	Item 11 GP Com 25/2	Play Area Projects
15/08/2018	MST	BACS2306	199.99		Town Maintenance
15/08/2018	Spot On Supplies	BACS2307	26.45		Play Area Running Expenses
15/08/2018	Mid Devon District Council	BACS2309	120.00		Staff & Councillor Training
15/08/2018	Professional Hygiene	BACS2310	10.20		Town Hall Running Expenses
15/08/2018	Martin Smith	008704	138.19		Sheep Notice Board Expenses
15/08/2018	British Telecom	DD2289	31.80		Telephone August 2018
15/08/2018	Allstar	DD2308	40.37		Van Running Expenses
17/08/2018	Libraries Unlimited South West	BACS	24.33		Room Hire 11th & 17th July 18
17/08/2018	Libraries Unlimited South West	BACS2287	11.20		Room Hire 25th July 2018
17/08/2018	Libraries Unlimited South West	BACS2288	113.76		Room Hire Jul to Dec 2018
22/08/2018	Allstar	DD2320	40.37		Van Running Expenses
24/08/2018	Teleshore (UK) Ltd	008703	264.12		Cemetery Running Expenses
28/08/2018	ALD FORD LEASE	DD2291	332.47		Van Lease
28/08/2018	Wasteology Ltd	BACS2311	348.00		Cemetery Skip
28/08/2018	Wasteology Ltd	BACS2312	48.00		Play Area Running Expenses
28/08/2018	EDF	BACS2313	30.57		Christmas Lights
28/08/2018	MST	BACS2314	107.65		Cemetery Running Expenses
28/08/2018	SLCC	BACS2315/6	237.60		Staff Training
28/08/2018	British Telecom	BACS2317	262.71		Telephone Aug-Oct 2018
28/08/2018	HMRC	BACS	4,150.14		Tax & NIC August 2018
28/08/2018	Pensions	BACS	2,602.62		Pension Contribs Aug 2018
28/08/2018	Salaries	BACS	12,122.28		Salaries August 2018
28/08/2018	Unison	008705	9.70		Unison Subs August 2018
29/08/2018	British Telecom	DD2319	270.12		Telephone & Broadband
29/08/2018	Allstar	DD2321	40.37		Van/Cemetery Running Expenses

Continued on Page 2

At : 14:26

## Current Bank Account

## List of Payments made between 01/08/2018 and 31/08/2018

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/08/2018	Allstar	DD2321	24.23		Van/Cemetery Running Expenses
29/08/2018	D&G Heating Plan	DD	24.18		Boiler Insurance
31/08/2018	Zurich Municipal	BACS2325	3,723.46		St Andrews Car Park
<b>Total Payments</b>			<u>27,980.04</u>		

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

<b>Supplier</b>	<b>Goods Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Amazon		68.32	13.67	69.95
Solopress	Invoice/receipt pads	168.00	33.60	33.94
Amazon	Camera cable (CCTV cemetery)	2.14	0.43	45.90
Amazon	DVR power supply adaptor for camera (CCTV cemetery)	10.40	2.08	82.13
Amazon	Lumbar roll (back support)	11.54	2.31	13.85
Amazon	Mobile phone screen protectors and cases	32.58	6.52	39.10
Frame Express	Photo frames	94.69	18.94	113.63
Solopress	(Public Footpath walks leaflets	187.00	-	187.00
Amazon	Printer ink	24.49	4.90	29.39
		<b>248.86</b>	<b>49.78</b>	<b>614.89</b>

## APPENDIX E

### CULLOMPTON TOWN COUNCIL

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

**PREPARED BY:** Town Clerk

**DATE:** September 2018

**Re:** Community Event Budgets

The Council currently has two Community Event budget lines:

2018.19 Budget £1000.00

Ear Marked Reserves: ££3,000.00

**THOUGHT:** Consider allowing both internal, such as Town Team, and external organisations to apply for funding from this budget to assist with the cost of organising community events. This could include costs such as council staff time to erect and dismantle gazebos.

This could include events such as SpringFest, Festival Week, Autumn Food & Drink Festival and Christmas Festival but also any other events being organised in the town for the benefit of the local community. The grants policy can be adapted to make provision for this.

## **APPENDIX F**

### **CULLOMPTON TOWN COUNCIL**

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

**PREPARED BY:** Town Clerk

**DATE:** September 2018

**Re: Training update**

Cllr Kerry Baldwin attended New Councillors training, organised by DALC, on 4 September 2018.

Cllrs Jordann Barge and Janet Johns attended Chairmanship training, organised by DALC, on 11 September 2018.

Assistant Town Clerk and Deputy Town Clerk registered for Introduction to Local Council Administration course.

Deputy Town Clerk booked to attend Budgets and Precept training and New Clerks training both organised by DALC.

Code of Conduct training for both Councillors and Officers organised for Thursday 18 October 7pm-9pm in the Town Hall – Neighbouring parish council have been invited; Halberton, Silverton and Hemyock have, to-date, accepted the invitation.

Maintenance Supervisor booked to attend playground inspection refresher training in November.

Maintenance Supervisor's Chapter 6 Certification has now expired, only one member of staff now has this qualification.

# **APPENDIX G**

## **CULLOMPTON TOWN COUNCIL**

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

**PREPARED BY:** Town Clerk

**DATE:** August 2018

**Re: Website contact form**

### **Response from ICT Vision**

Thanks for your call. Regarding a response for people who complete the 'Contact Us' form you have 2 options:

Option 1: When a visitor completes the form and clicks submit we can display any message on the screen. There will be no charge for this – just let us know which message you would like us to add.

Option 2: We can build into the system a bespoke feature for you that will automatically generate an email to the person completing the enquiry form with any message to like on the email. The charge for this would be £150 + VAT.

