



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 15 January 2019 commencing at 7pm, at Community House.

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 8 January 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, 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.

- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. 10.00-10.15
- 4. MINUTES:** To consider and approve the Minutes of the previous meeting held on 15 November 2018 (Appendix A).
- 5. RESOLUTIONS:** To note resolutions sheet (Appendix B). 10.15-10.20
- 6. COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for November/December 2018 /January 2019. (to be tabled at the meeting). 10.20-10.35
- 7. FREEDOM OF INFORMATION:** To receive details of 1 no. Freedom of Information request (Appendix C).
- 8. FINANCE**
- (i) To receive financial statement for November (Appendix D). 10.35-
 - (ii) To receive financial statements for December 2018 (Appendix E). 11.00
 - (iii) **Internal Audit:** To receive report and agree any actions required (Appendix F)
 - (iv) **Sound & Audio System:** To confirm purchase of replacement conferencing and sound system.
 - (v) **Projector:** To consider purchase of replacement projector for main hall (Appendix G).
 - (vi) **Card Payments:** To receive report and agree way forward (Appendix H).
- 9. STAFFING AND TRAINING MATTERS** 11.00-
- (i) **Update Report** (Appendix I). 11.15
- 10. PUBLIC QUESTIONS:** To consider questions posed by Mr James Buczkowski (Appendix J) relating to: 11.15-11.30
- (i) Cullompton Town Team
 - (ii) Cullompton SpringFest
 - (iii) John Tallack Centre
 - (iv) Income from Crier Advertising
 - (v) Youth Service Provision
 - (vi) Budget and Precept process
- 11. WEBSITE AND IT:** Any website matters.
- 12. CORRESPONDENCE:** 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.
- 13. STAFFING** 11.30-
- (i) To receive staffing report (to be tabled at the meeting). 11.40
 - (ii) To review staff overtime report (to be sent separate from the agenda).

14. **OUTSTANDING INVOICES AND PAYMENTS:** To receive report (to be sent under separate cover). 11.40-11.45
15. **VEXATIOUS COMPLAINANTS:** To receive email relating to concerns about dealing with vexatious complainants and agree way forward. 11.45-11.55
16. **DATE OF NEXT MEETING:** To confirm.

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 20 November 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:** None
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 following meetings were approved and signed:
 - (i) 16 October 2018 - Proposed Cllr Gordon Guest, seconded Cllr Eileen Andrews.
 - (ii) 31 October – Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest
 - (iii) 5 November – Proposed Cllr Iain Emmett, seconded Cllr Lloyd Knight.
5. **RESOLUTIONS:** To review resolutions sheet: Noted
6. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for October/November 2018.

RESOLVED:

1. That the Committee accepts the advice of the Council's solicitor and responds to the Head Weir Road play area complainant as recommended by the solicitor. The situation with regard to the play equipment will be reviewed annually.
2. That the Committee waits until a response has been received from the complainant with regard to the John Tallack Youth & Community Centre and then agrees a way forward.

7. **FINANCE**

- (i) **To receive financial statements for September and October 2018:** Noted

NOTE:

1. Investigate adding the Credit Card to the Council's list of bank accounts.
2. It was noted that the cemetery running expenses budget is overspent.
3. Find out if it is possible to have a reduction in Business Rates for Cemetery and Town Hall if

the toilet facilities are open to the public to use.

4. Clerk to let Cllr Mike Thompson have a breakdown of van running expenses for October 2018.

5. Consider ways to combat the need for staff to use personal debit and credit cards to make purchases on behalf of the Town Council.

(ii) To confirm transfers to Fixed Term Deposit accounts.

RESOLVED: That the Council transfers £75k from its current account to a 3 month fixed term reserve account and £50k to a 6 month fixed term reserve account. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

(iii) Signatories: To review signing arrangements for Council bank accounts.

RECOMMENDATION: That the Council nominates five Councillors, to include the Town Mayor and Deputy Town Mayor, to become the signatories on all council bank accounts, including the registered charity Gift of A Burrow for Allotments. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

NOTE: Existing signatories: Cllrs: Eileen Andrews, Gordon Guest and Iain Emmett to remain and Cllr Lloyd Knight offered to become a signatory.

(iv) Budget Survey: To receive survey results. Noted, it was felt that the exercise had been very helpful in obtaining public opinion about funding for the services currently provided by the Town Council.

(v) 2019.20 Precept and Budget: To receive report and start to prepare draft budget:
Discussion included:

- Both DALC and NALC recommend increasing precepts as unsure what will happen with Brexit and there is a possibility that central government could decide to “cap” local councils.
- The majority of survey respondents supported a small increase in the precept to maintain local services and projects.
- It was acknowledged that the Town Hall requires some refurbishment, ask Cemetery and Town Hall Committee to come up with a list of priorities. Consider kitchen refurbishment to bring up to commercial standard, also front doors require attention.

RESOLVED: To add £3k to the draft budget for a short term/long term Town Hall feasibility study. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

- Considerable amount of work required in cemetery including: buttresses, footpaths and trees, two Grade 2 listed buildings require work, storage.
- Neighbourhood Plan: Plan should be completed February/March 2019. Town Council will then look to preparing a Neighbourhood Development Order for a swimming pool, it is thought that this will cost in the region of £9k. It was acknowledged that cost of completing the Plan could increase if there are any further delays. In response to a question it was explained that only a Town or Parish Council is legally able to create a Neighbourhood Development Order.
- Youth Services: Cllr Mike Thompson considered that is a service the Town Council

is not compelled to provide but the Council does have a responsibility to repair its buildings. However Cllr Iain Emmett thought that the Council does have a moral responsibility to provide a service for young people. It was agreed that whether or not to include a provision for youth services in the budget should be decided by the full council.

- Crier: Look at ways to make this more cost effective.
- Discussion about using contractors to carry out some of the Council's work such as installing Christmas Lights.
- Staffing contingency: As there is an Ear Marker Reserve of £10k as a staffing reserve it was thought this would be sufficient and there was no need to add any additional funds to this contingency fund.

RESOLVED: That the draft budget is amended as follows:

Town Hall improvements to be increased from £2k to £15k

Cemetery project to be increased from £2k to £20k

Add £3k for Town Hall feasibility study

Remove £5k for staffing contingency

Increase Town Maintenance budget from £6.5k to £7k to allow for additional floral displays in town centre.

(vi) Grants: To consider grant applications

RESOLVED: That, as the 1st Cullompton Rangers has now provided the additional information required about what resources they intend to buy with the grant then the grant of £150 is paid.

RECOMMENDATION: That the Council makes grant payments as follows:

Organisation	Purpose of grant	Amount Requested	Recommended grant 2018.19
3 rd Cullompton Brownies	To purchase resources to implement the new programme which was recently launched	£150	£150
1 st Cullompton Rainbows	To purchase resources to implement the new programme which was recently launched	£150	£150

Proposed Cllr Gordon Guest, seconded Cllr Eileen Andrews.

NOTE: £350 remaining in grants budget plus £200 received from sale of goods seized due to non- payment of hire charge for John Tallack Centre.

(vii) Internal Audit: To receive confirmation that the first part of the internal audit will be carried out on Wednesday 5 December. Noted

(viii) To approve payment of £1500 for legal services agreement.

RESOLVED: That the Council renews its annual subscription with Tozers Advise Service for the 12 months to 5 May 2019 at a cost of £1500 (plus VAT), review to carried out next year. Proposed

Cllr Iain Emmett, seconded Cllr Gordon Guest.

(ix) To consider accepting payment by credit/debit card

RESOLVED: That, in principle, the Council looks at accepting payment by credit/debit card. Staff to carry out a survey of customers between now and next Committee meeting to find out if they would prefer to pay using this method. Also find out what card machine services Lloyds Bank offer. Proposed Cllr Gordon Guest, seconded Cllr Lloyd Knight.

(x) To consider support for Falmouth Town Council proposal under the Sustainable Communities Act for legislative change to grant local (parish and town) councils mandatory 100% business rates relief on public toilets that they own or manage.

RESOLVED: That the Council supports Falmouth Town Council proposal under the Sustainable Communities Act for legislative change to grant local (parish and town) councils mandatory 100% business rates relief on public toilets that they own or manage. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

8. STAFFING AND TRAINING MATTERS

(i) Update Report: Noted

RESOLVED: That a vote of thanks is recorded to the Deputy Town Clerk for putting together a very well received WW1 exhibition in the Town Hall to commemorate 100 years of the war ending. Also to all the Outdoor Team who also worked very hard to clear leaves and ensure the cleanliness of the pavements in the vicinity of the War Memorial on the morning of 11 November and assisted with the road closure for the Remembrance Service. Proposed Cllr Lloyd Knight, seconded Cllr Iain Emmett.

(ii) Outdoor Worker: To consider employing an additional member of the Outdoor Team: To be discussed further once budget has been approved.

(iii) To confirm that only council vehicles or leased vehicles can be used by Council staff for Council business.

RESOLVED: That only council vehicles or leased vehicles can be used by Council staff for Council activities. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

NOTE: Cllr Gordon Guest requested that it be recorded that he voted against.

9. TRANSPARENCY ACT REVIEW

(i) Model Publication Scheme: To approve revised document to include details of Council policy

RECOMMENDATION: That the revised document which includes details of Council policy is approved. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

(ii) Action Plan: To review and consider any actions required: Noted

10. WEBSITE AND IT: Any website matters: None

11. CORRESPONDENCE: Any correspondence received after the date of this agenda.

- (i) **John Hart, Leader Devon County Council:** Youth service provision: *Respond requesting date for meeting to discuss.*
- (ii) **Friends of Cullompton Library:** Disappointed not to receive a grant from the Town Council. *Noted*

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.

12. STAFFING

- (i) **To receive staffing report:** Noted
- (ii) **To review staff overtime report:** Noted

13. OUTSTANDING INVOICES: To receive report: Noted

14. SOUND AND AUDIO SYSTEM: To consider estimates and agree way forward: Three estimates obtained.

RESOLVED: That the estimate submitted by APi Communications appears to best meet the Council's needs and APi Communications are invited to attend a meeting with Committee members to discuss the Council's requirements. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

15. DATE OF NEXT MEETING: Tuesday 18 December 2018 at 10am at the Hayridge Centre (will only be held if considered necessary).

The meeting closed at 12.30pm.

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 - First part of internal audit to be carried out on 5 December COMPLETED
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. 18/09/2018 Agreed to pay for one days' training, training programme to be approved by the Committee. Training arranged for 14 Nov. COMPLETED
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 - Completed

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. 18/09/2018 The Council will accept Option One but would prefer Option Two providing it is free of charge. Email rec'e 20/09/2018 We'll get the option 1 set up for you. I'm afraid the cost for option two will still stand, if at any point you would like to take this option up, please do just let us know. If you could also let us know what you
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	Appointments made for 26/09/2018
18/09/2018	Income from the sale of boxing equipment from non payment of rent for JT Centre to be transferred to the grants budget to be used for the benefit of the local community		TC	Medium	
18/09/2018	Staff to be asked to record both milage and vehicle registration number when purchasing fuel using the fuel card		Main Super	High	Maintenance Supervisor has been reminded to to this.
18/09/2018	Process to be created to enable groups and organisations to apply for a grant from the Community Event budget towards the cost of organising a community event.		TC	Medium	Grants policy revised and approved by full council
18/09/2018	Council to make a contribution of £15 per staff member towards the cost of Christmas meal		AA	Medium	Completed
18/09/2018	Council to acknowledge receipt of documents received from Mr MacIlroy and file to be created and kept in safe.		TC	Medium	Letter sent to Mr MacIlroy 26 September 2018
18/09/2018	Committee to hold extraordinary meeting to review staffing levels		TC	High	Completed
16/10/2018	Obtain legal advice with regard to complaint relating to Head Weir Road play area		TC	High	Email to solicitor 19/10/2018, advice obtaine

16/10/2018	Write to complainant to explain that the Council is taking legal advice and accepts no liability for the broken light but does accept that it has a responsibility to lessen the impact of anti-social behaviour. Will work with MDDC to see what can be done.		TC	High	Email sent to complainant 19/10/2018. Also copied to MDDC and email sent offering to meet them to discuss. Legal advice received and letter sent to complainant based on that advice.
16/10/2018	It was acknowledged that it is not ideal to include Saturday when working out the three clear days' notice of a meeting but it is legitimate to do so. Also appendices,		TC	High	Email sent 19/10/2018
	The Transparency Act review documentation will be circulated with the agenda for the meeting, once the meeting date has been approved and will then be in the public domain.				Email sent 19/10/2018
	The Council refutes the accusation that there was in any way a breach of trust by the Clerk when processing and submitting the Annual Return to the external auditor. The Clerk acted as per legal requirements and the Council does not see that the Clerk has failed in her duty.		TC	High	Email sent 19/10/2018
	The times of the Committee meetings are determined for the convenience of the Committee members. It is not unusual for Councils to have a combination of both daytime and evening meeting, both Devon County Council and Mid Devon District Council do this.		TC	High	Email sent 19/10/2018

	There are a number of ways in which the public can engage with the Council and, if a member of the public is unable to attend a meeting then they are welcome to send a letter or email setting out the issue of concern for discussion by the relevant Committee or full Council meeting.				Email sent 19/10/2018
	The Clerk had previously invited Mr Snow to make an appointment to discuss his concerns about the JT Centre accounts. It was suggested that the Clerk reiterate this option to Mr Snow.	Nil			Email sent 19/10/2018 - Mr Snow then made a formal complaint which was dealt with by the Town Clerk and awaiting response from Mr Snow (20 Nov)
16/10/2018	Consideration of accounts deferred until November meeting	Nil			Completed
	Draft budget survey to be circulated	Nil			Survey form amended and submitted to full council for approval. Results of survey to be reported to PFP Committee at its November meeting.
16/10/2018	Grants policy to be amended to allow the Community Wellbeing Committee to provide grants from the Community Events budget	Nil	TC	Medium	Grants policy revised and submitted to full council for approval - Completed
16/10/2018	Write to Cllr John Hart as the Leader of Devon County Council (copy to Cllr John Berry) pointing out that Devon County Council has a duty to provide services and activities for young people. Cullompton is a growing town with a growing population with substantial youth needs and the Council would like a meeting with Cllr John Hart and an officer specialising in youth work to discuss this matter	Nil	TC	Medium	Email sent 19/10/2018, acknowledgement that DCC will come back to us with a date for the meeting - Email response received from John Hart, no mention of date for meeting have emailed him back to ask when he is available to meet with Councillors (20 November)

16/10/2018	Financial software training programme approved. Clerk to contact company to arrange date for training				Training held on 14 November - COMPLETED
16/10/2018	Clerk's appraisal to be carried out by Cllrs: Iain Emmett and Gordon Guest to then be approved by the Committee				Date agreed: Monday 29 October - appraisal approved at PFP Committee meeting on 5 November 2018 COMPLETED
16/10/2018	That the Council's website host is asked to provide the Council with an ftp account in order to upload the large files and also find out about increasing the upload size quoting the Litchfield Town Council website		TC	Medium	
16/10/2018	That Deputy Town Clerk becomes a permanent member of staff.				Completed
16/10/2018	That the Council offers a work placement to a Cullompton Community College student.				Completed
31/10/2018	Transparency Review - a large number of amendments agreed to the Model Publication Scheme and the website		TC/ATC	Medium	Revised Model Publication Scheme document to be submitted to PFP Committee for approval - also action plan
05/11/2018	Staffing Review meeting - a number of decisions relating to staff salaries to be actioned		TC	Medium	
20/11/2018	That the Council transfers funds to a fixed term deposit account				Completed
20/11/2018	Amendments to draft budget agreed		TC	High	To be approved by full council on 13 Dec - COMPLETED
20/11/2018	That, as the 1 st Cullompton Rangers has now provided the additional information required about what resources they intend to buy with the grant then the grant of £150 is paid.	150	TC	Medium	COMPLETED

20/11/2018	That the Council renews its annual subscription with Tozers Advise Service for the 12 months to 5 May 2019 at a cost of £1500 (plus VAT), review to carried out next year	1500	TC	High	COMPLETED
20/11/2018	That, in principle, the Council looks at accepting payment by credit/debit card. Staff to carry out a survey of customers between now and next Committee meeting to find out if they would prefer to pay using this method. Also find out what card machine services Lloyds Bank offer.		ATC	Medium	Report to January 2019 meeting.
	That the Council supports Falmouth Town Council proposal under the Sustainable Communities Act for legislative change to grant local (parish and town) councils mandatory 100% business rates relief on public toilets that they own or manage.	Nil	TC	Medium	Completed
20/11/2018	That a vote of thanks is recorded to the Deputy Town Clerk for putting together a very well received WW1 exhibition in the Town Hall to commemorate 100 years of the war ending. Also to all the Outdoor Team who also worked very hard to clear leaves and ensure the cleanliness of the pavements in the vicinity of the War Memorial on the morning of 11 November and assisted with the road closure for the Remembrance Service.	Nil	TC		COMPLETED
20/11/2018	That only council vehicles or leased vehicles can be used by Council staff for Council activities.	Nil	TC		Council employees made aware of this policy

20/11/2018	That the estimate submitted by APi Communications appears to best meet the Council's needs and APi Communications are invited to attend a meeting with Committee members to discuss the Council's requirements				Me Co rec Jan
------------	--	--	--	--	------------------------

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: January 2019

Re: FREEDOM OF INFORMATION REQUEST

The Council received a Freedom of Information request on 19 December 2018 as follows:

Dear Cullompton Town Council,

please can you supply me with the following information;

- * Names and dates of resignations from councillors since 2015
- * Names of all councillors co-opted on to the town council since 2013

I look forward to hearing from you.

Brett Lewis

Reponse sent 21 December 2018.

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	2,306	16,240	32,000	15,760			50.8%	
1305 Cemetery Income, other	(1,430)	568	0	(568)			0.0%	
Cemetery :- Income	876	16,808	32,000	15,192			52.5%	0
4300 Cemetery Equipment	0	485	1,000	515		515	48.5%	
4310 Cemetery Running Expenses	160	13,908	13,580	(328)		(328)	102.4%	
9022 EMR - Cemetery Project	0	405	25,878	25,473		25,473	1.6%	
Cemetery :- Indirect Expenditure	160	14,798	40,458	25,660	0	25,660	36.6%	0
Movement to/(from) Gen Reserve	716	2,010						
<u>400 Town Hall</u>								
1400 Town Hall Hire	805	8,850	11,500	2,650			77.0%	
Town Hall :- Income	805	8,850	11,500	2,650			77.0%	0
4405 Town Hall Running Expenses	273	5,635	11,500	5,865		5,865	49.0%	
9026 EMR - Town Hall Improvements	0	5,419	40,293	34,874		34,874	13.4%	
Town Hall :- Indirect Expenditure	273	11,054	51,793	40,739	0	40,739	21.3%	0
Movement to/(from) Gen Reserve	532	(2,204)						
Cemetery/Town Hall Committee :- Income	1,681	25,658	43,500	17,842			59.0%	
Expenditure	434	25,852	92,251	66,399	0	66,399	28.0%	
Movement to/(from) Gen Reserve	1,247	(193)						
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	0	974	500	(474)			194.8%	
1800 Street Market Income	182	1,821	0	(1,821)			0.0%	
Town Centre :- Income	182	2,795	500	(2,295)			559.0%	0
4005 CCTV	45	245	3,000	2,755		2,755	8.2%	
4105 St Andrew's Car Park	184	1,971	2,000	29		29	98.5%	
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0%	
4120 Town Maintenance	385	4,117	6,500	2,383		2,383	63.3%	
4150 Public Toilets Contribution	0	64	5,000	4,936		4,936	1.3%	
9070 Market	615	2,202	5,223	3,021	425	2,595	50.3%	
Town Centre :- Indirect Expenditure	1,230	8,599	23,723	15,124	425	14,699	38.0%	0
Movement to/(from) Gen Reserve	(1,048)	(5,804)						
Town Ctre/Econ Dev Committee :- Income	182	2,795	500	(2,295)			559.0%	
Expenditure	1,230	8,599	23,723	15,124	425	14,699	38.0%	
Movement to/(from) Gen Reserve	(1,048)	(5,804)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Wellbeing Committee</u>								
<u>200 Allotments</u>								
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%	0
4200 Allotment Expenses	0	154	330	176		176	46.7%	
Allotments :- Indirect Expenditure	0	154	330	176	0	176	46.7%	0
Movement to/(from) Gen Reserve	0	430						
<u>600 Community Wellbeing Miscellane</u>								
1000 Crier Advertising	0	215	500	285			43.0%	
1049 Community Wellbeing Income	0	100	0	(100)			0.0%	
1050 Community Event Income	80	489	500	11			97.8%	
1051 Christmas Lights event	650	650	0	(650)			0.0%	
1052 Play Area Income	0	22,446	0	(22,446)			0.0%	
1053 Christmas Trees	105	245	0	(245)			0.0%	
Community Wellbeing Miscellane :- Income	835	24,145	1,000	(23,145)			2414.5%	0
4020 Cullompton Crier	(500)	1,438	3,400	1,962		1,962	42.3%	
4025 Social Media	0	19	100	81		81	19.0%	
4095 Christmas Lights	212	1,283	7,000	5,717		5,717	18.3%	
4125 Play Area Running Expenses	100	2,176	3,000	824		824	72.5%	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0%	
4127 Play Area Projects	0	1,698	1,698	1		1	100.0%	
4160 Community Wellbeing Committee	36	603	1,500	897		897	40.2%	
4165 Community Events	0	86	1,000	914		914	8.6%	
9050 Public Rights of Way	0	696	5,949	5,253		5,253	11.7%	
9087 Christmas Events	846	1,009	1,365	356		356	73.9%	
Community Wellbeing Miscellane :- Indirect Expenditure	694	9,008	27,012	18,004	0	18,004	33.4%	0
Movement to/(from) Gen Reserve	141	15,137						
Community Wellbeing Committee :- Income	835	24,729	1,500	(23,229)			1648.6%	
Expenditure	694	9,162	27,342	18,180	0	18,180	33.5%	
Movement to/(from) Gen Reserve	141	15,567						

Pol/Fin/Pers Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
1010 Interest Received	0	1,381	1,800	419			76.7%	
1020 Miscellaneous Income	0	228	200	(28)			114.2%	
1025 Photocopying Income	0	0	50	50			0.0%	
1030 Precept	0	332,184	332,184	0			100.0%	
1035 Council Tax Support Grant	0	1,962	1,962	0			100.0%	
1040 Recycling Bags	135	1,075	0	(1,075)			0.0%	
1055 Town Maintenance Income	0	2,135	0	(2,135)			0.0%	
Administration :- Income	<u>135</u>	<u>338,965</u>	<u>336,196</u>	<u>(2,768)</u>			<u>100.8%</u>	<u>0</u>
4000 Advertising	0	115	400	285		285	28.8%	
4010 Contingency	0	0	4,500	4,500		4,500	0.0%	
4030 Councillor Allowances	0	150	500	350		350	30.0%	
4035 General Administration/Other	67	535	540	5		5	99.1%	
4037 Miscellaneous Expenditure	0	19	0	(19)		(19)	0.0%	
4045 Room Hire	33	456	1,000	544		544	45.6%	
4048 Audit Costs	0	2,029	2,500	471		471	81.1%	
4050 Photocopier	0	654	1,500	846		846	43.6%	
4051 Postage	4	220	500	280		280	44.0%	
4052 Stationery	79	952	1,300	348		348	73.2%	
4055 Subscriptions	233	1,562	1,700	138		138	91.9%	
4060 Telephone & Broadband	524	2,991	3,500	509		509	85.5%	
4062 Insurance	0	1,452	1,460	8		8	99.5%	
4063 Health & Safety Support	0	240	1,500	1,260		1,260	16.0%	
4065 Professional Fees	1,500	2,495	2,500	5		5	99.8%	
4067 Tech Fund	0	0	2,000	2,000		2,000	0.0%	
4068 IT Support	808	4,267	6,500	2,233		2,233	65.7%	
4070 Office Equipment	0	179	500	321		321	35.8%	
4072 Recycling Bags Expenditure	0	414	0	(414)		(414)	0.0%	
4075 Grants	150	1,800	2,000	200		200	90.0%	
4085 Mayoralty Fund	0	102	250	148		148	40.7%	
4090 Payroll Expenses	16,658	128,262	220,000	91,738		91,738	58.3%	
4091 Payroll Additional	2,657	8,507	0	(8,507)		(8,507)	0.0%	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	99.4%	
4115 Staff & Councillor Training	593	1,253	3,000	1,747		1,747	41.8%	
4122 Grass/Verge Cutting	2,638	2,638	2,500	(138)		(138)	105.5%	
4130 Van Lease	277	2,216	3,325	1,109		1,109	66.7%	
4135 Van Running Expenses	59	1,533	2,000	467		467	76.6%	
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 :- Indirect Expenditure	<u>26,278</u>	<u>182,687</u>	<u>294,925</u>	<u>112,238</u>	<u>0</u>	<u>112,238</u>	<u>61.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(26,143)</u>	<u>156,278</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Policy and Resources Miscellan								
1045 Staff Charge Back	160	605	500	(105)			121.0%	
Policy and Resources Miscellan :- Income	<u>160</u>	<u>605</u>	<u>500</u>	<u>(105)</u>			121.0%	<u>0</u>
Movement to/(from) Gen Reserve	<u>160</u>	<u>605</u>						
840 Youth Services								
4850 Youth Services	0	8,125	19,334	11,209		11,209	42.0%	
Youth Services :- Indirect Expenditure	<u>0</u>	<u>8,125</u>	<u>19,334</u>	<u>11,209</u>	<u>0</u>	<u>11,209</u>	42.0%	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(8,125)</u>						
990 EMR								
9024 EMR - Community Bus Service	0	0	10,000	10,000		10,000	0.0%	
9028 EMR - Play Area Fund	0	0	11,475	11,475		11,475	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 :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>72,280</u>	<u>72,280</u>	<u>0</u>	<u>72,280</u>	0.0%	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
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	0	0	0	0		0	0.0%	
9087 Christmas Events	0	0	(0)	(0)		(0)	0.0%	
Available Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Pol/Fin/Pers Committee :- Income	295	339,570	336,696	(2,873)			100.9%	
Expenditure	<u>26,278</u>	<u>190,812</u>	<u>386,539</u>	<u>195,727</u>	<u>0</u>	<u>195,727</u>	49.4%	
Movement to/(from) Gen Reserve	<u>(25,983)</u>	<u>148,758</u>						

Planning/Licensing Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>820 Neighbourhood Plan</u>								
1850 Neighbourhood Plan Income	0	5,000	0	(5,000)			0.0%	
Neighbourhood Plan :- Income	0	5,000	0	(5,000)				0
4820 Neighbourhood Plan	868	3,195	11,214	8,019		8,019	28.5%	
Neighbourhood Plan :- Indirect Expenditure	868	3,195	11,214	8,019	0	8,019	28.5%	0
Movement to/(from) Gen Reserve	(868)	1,805						
<hr/>								
Planning/Licensing Committee :- Income	0	5,000	0	(5,000)			0.0%	
Expenditure	868	3,195	11,214	8,019	0	8,019	28.5%	
Movement to/(from) Gen Reserve	(868)	1,805						
<hr/>								
<u>Town Team</u>								
<u>830 Town Team</u>								
1820 Town Team Income	0	1,220	0	(1,220)			0.0%	
Town Team :- Income	0	1,220	0	(1,220)				0
9085 Town Team	48	3,126	7,089	3,963		3,963	44.1%	
Town Team :- Indirect Expenditure	48	3,126	7,089	3,963	0	3,963	44.1%	0
Movement to/(from) Gen Reserve	(48)	(1,906)						
<hr/>								
Town Team :- Income	0	1,220	0	(1,220)			0.0%	
Expenditure	48	3,126	7,089	3,963	0	3,963	44.1%	
Movement to/(from) Gen Reserve	(48)	(1,906)						
<hr/>								
Grand Totals:- Income	2,993	398,973	382,196	(16,776)			104.4%	
Expenditure	29,552	240,746	548,158	307,412	425	306,987	44.0%	
Net Income over Expenditure	(26,559)	158,227	(165,962)	(324,188)				
Movement to/(from) Gen Reserve	(26,559)	158,227						

APPENDIX E

08/01/2019

Cullompton Town Council

Page 1

13:37

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 12/12/2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	1,430	
105	VAT Control Account	3,804	
200	Current Bank Account	55,777	
210	Credit Card	(239)	
220	Lloyds 12 Month Deposit	75,000	
230	Lloyds 6 Month Deposit	50,000	
240	Lloyds 3 Month Deposit	75,000	
250	Petty Cash	47	
260	Cambridge & Counties Bank	76,782	
270	Recycling Bags Float	40	
280	Unity Bank Trust	100,227	
	Total Current Assets		437,867
	<u>Current Liabilities</u>		
500	Creditors	593	
	Total Current Liabilities		593
	Net Current Assets		437,274
	Total Assets less Current Liabilities		<u>437,274</u>
	<u>Represented by :-</u>		
300	Current Year Fund	124,210	
310	General Reserves	150,498	
320	Earmarked Reserves	162,566	
	Total Equity		<u>437,274</u>

APPENDIX E

Date: 08/01/2019

Cullompton Town Council

Page 1

Time: 13:38

Bank Reconciliation Statement as at 08/01/2019
for Cashbook 1 - Current Bank Account

User: JPM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2018		55,806.83
			<u>55,806.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/11/2018 008718 Cullompton Baptist Church		20.00	
18/12/2018 CHQ 008724 Unison		9.70	
			<u>29.70</u>
			55,777.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,777.13
		Balance per Cash Book is :-	55,777.13
		Difference is :-	0.00

Cemetery/Town Hall Committee

300 Cemetery

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1300 Burial Fees	348	16,588	32,000	15,412			51.8%	
1305 Cemetery Income, other	0	568	0	(568)			0.0%	
Cemetery :- Income	348	17,156	32,000	14,844			53.6%	0
4300 Cemetery Equipment	0	485	1,000	515		515	48.5%	
4310 Cemetery Running Expenses	347	14,255	13,580	(675)		(675)	105.0%	
9022 EMR - Cemetery Project	750	1,155	25,878	24,723		24,723	4.5%	
Cemetery :- Indirect Expenditure	1,097	15,895	40,458	24,563	0	24,563	39.3%	0
Movement to/(from) Gen Reserve	(749)	1,261						

400 Town Hall

1400 Town Hall Hire	630	9,480	11,500	2,020			82.4%	
Town Hall :- Income	630	9,480	11,500	2,020			82.4%	0
4405 Town Hall Running Expenses	753	6,388	11,500	5,112		5,112	55.5%	
9026 EMR - Town Hall Improvements	9,378	14,797	40,293	25,496		25,496	36.7%	
Town Hall :- Indirect Expenditure	10,131	21,185	51,793	30,608	0	30,608	40.9%	0
Movement to/(from) Gen Reserve	(9,501)	(11,705)						

Cemetery/Town Hall Committee :- Income	978	26,636	43,500	16,864			61.2%	
Expenditure	11,228	37,080	92,251	55,171	0	55,171	40.2%	
Movement to/(from) Gen Reserve	(10,250)	(10,444)						

Town Ctre/Econ Dev Committee

800 Town Centre

1005 Hanging Baskets	0	974	500	(474)			194.8%	
1800 Street Market Income	70	1,891	0	(1,891)			0.0%	
Town Centre :- Income	70	2,865	500	(2,365)			573.0%	0
4005 CCTV	0	245	3,000	2,755		2,755	8.2%	
4105 St Andrew's Car Park	184	2,155	2,000	(155)		(155)	107.7%	
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0%	
4120 Town Maintenance	8	4,126	6,500	2,374		2,374	63.5%	
4150 Public Toilets Contribution	0	64	5,000	4,936		4,936	1.3%	
9070 Market	100	2,302	5,223	2,921	425	2,495	52.2%	
Town Centre :- Indirect Expenditure	292	8,891	23,723	14,832	425	14,407	39.3%	0
Movement to/(from) Gen Reserve	(222)	(6,026)						

Town Ctre/Econ Dev Committee :- Income	70	2,865	500	(2,365)			573.0%	
Expenditure	292	8,891	23,723	14,832	425	14,407	39.3%	
Movement to/(from) Gen Reserve	(222)	(6,026)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Wellbeing Committee</u>								
<u>200 Allotments</u>								
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%	0
4200 Allotment Expenses	0	154	330	176		176	46.7%	
Allotments :- Indirect Expenditure	0	154	330	176	0	176	46.7%	0
Movement to/(from) Gen Reserve	0	430						
<u>350 Play Areas</u>								
9028 EMR - Play Area Fund	740	740	0	(740)		(740)	0.0%	
Play Areas :- Indirect Expenditure	740	740	0	(740)	0	(740)		0
Movement to/(from) Gen Reserve	(740)	(740)						
<u>600 Community Wellbeing Miscellane</u>								
1000 Crier Advertising	0	215	500	285			43.0%	
1049 Community Wellbeing Income	0	100	0	(100)			0.0%	
1050 Community Event Income	3	492	500	8			98.4%	
1051 Christmas Lights event	245	895	0	(895)			0.0%	
1052 Play Area Income	0	22,446	0	(22,446)			0.0%	
1053 Christmas Trees	0	245	0	(245)			0.0%	
Community Wellbeing Miscellane :- Income	248	24,394	1,000	(23,394)			2439.4%	0
4020 Cullompton Crier	0	1,438	3,400	1,962		1,962	42.3%	
4025 Social Media	0	19	100	81		81	19.0%	
4095 Christmas Lights	4,068	5,352	7,000	1,648		1,648	76.5%	
4096 Christmas Lights Event	160	160	0	(160)		(160)	0.0%	
4125 Play Area Running Expenses	45	2,221	3,000	779		779	74.0%	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0%	
4127 Play Area Projects	0	1,698	1,698	1		1	100.0%	
4160 Community Wellbeing Committee	102	705	1,500	795		795	47.0%	
4165 Community Events	0	86	1,000	914		914	8.6%	
9050 Public Rights of Way	0	696	5,949	5,253		5,253	11.7%	
9087 Christmas Events	256	1,265	1,365	100		100	92.7%	
Community Wellbeing Miscellane :- Indirect Expenditure	4,632	13,640	27,012	13,372	0	13,372	50.5%	0
Movement to/(from) Gen Reserve	(4,384)	10,753						

Detailed Income & Expenditure by Budget Heading 12/12/2018

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>835 Public Rights of Way</u>								
1835 Public Rights of Way	1,400	1,400	0	(1,400)			0.0%	
Public Rights of Way :- Income	<u>1,400</u>	<u>1,400</u>	<u>0</u>	<u>(1,400)</u>				<u>0</u>
Movement to/(from) Gen Reserve	<u>1,400</u>	<u>1,400</u>						
Community Wellbeing Committee :- Income	1,648	26,378	1,500	(24,878)			1758.5%	
Expenditure	5,372	14,534	27,342	12,808	0	12,808	53.2%	
Movement to/(from) Gen Reserve	<u>(3,724)</u>	<u>11,843</u>						
<u>Pol/Fin/Pers Committee</u>								
<u>100 Administration</u>								
1010 Interest Received	101	1,482	1,800	318			82.3%	
1020 Miscellaneous Income	80	308	200	(108)			154.2%	
1025 Photocopying Income	0	0	50	50			0.0%	
1030 Precept	0	332,184	332,184	0			100.0%	
1035 Council Tax Support Grant	0	1,962	1,962	0			100.0%	
1040 Recycling Bags	0	1,075	0	(1,075)			0.0%	
1055 Town Maintenance Income	0	2,135	0	(2,135)			0.0%	
Administration :- Income	<u>181</u>	<u>339,146</u>	<u>336,196</u>	<u>(2,949)</u>			<u>100.9%</u>	<u>0</u>
4000 Advertising	0	115	400	285		285	28.8%	
4010 Contingency	0	0	4,500	4,500		4,500	0.0%	
4030 Councillor Allowances	0	150	500	350		350	30.0%	
4035 General Administration/Other	7	542	540	(2)		(2)	100.4%	
4037 Miscellaneous Expenditure	0	19	0	(19)		(19)	0.0%	
4045 Room Hire	29	485	1,000	515		515	48.5%	
4048 Audit Costs	0	2,029	2,500	471		471	81.1%	
4050 Photocopier	329	983	1,500	517		517	65.6%	
4051 Postage	58	278	500	222		222	55.6%	
4052 Stationery	33	985	1,300	315		315	75.7%	
4055 Subscriptions	0	1,562	1,700	138		138	91.9%	
4060 Telephone & Broadband	102	3,093	3,500	407		407	88.4%	
4062 Insurance	0	1,452	1,460	8		8	99.5%	
4063 Health & Safety Support	60	300	1,500	1,200		1,200	20.0%	
4065 Professional Fees	0	2,495	2,500	5		5	99.8%	
4067 Tech Fund	0	0	2,000	2,000		2,000	0.0%	
4068 IT Support	328	4,595	6,500	1,905		1,905	70.7%	
4070 Office Equipment	324	503	500	(3)		(3)	100.6%	
4072 Recycling Bags Expenditure	0	414	0	(414)		(414)	0.0%	
4075 Grants	300	2,100	2,000	(100)		(100)	105.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Mayoralty Fund	101	202	250	48		48	80.9%	
4090 Payroll Expenses	16,561	144,823	220,000	75,177		75,177	65.8%	
4091 Payroll Additional	267	8,774	0	(8,774)		(8,774)	0.0%	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	99.4%	
4115 Staff & Councillor Training	143	1,395	3,000	1,605		1,605	46.5%	
4122 Grass/Verge Cutting	0	2,638	2,500	(138)		(138)	105.5%	
4130 Van Lease	277	2,494	3,325	831		831	75.0%	
4135 Van Running Expenses	128	1,660	2,000	340		340	83.0%	
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 :- Indirect Expenditure	19,045	201,732	294,925	93,193	0	93,193	68.4%	0
Movement to/(from) Gen Reserve	(18,864)	137,413						
700 Policy and Resources Miscellan								
1045 Staff Charge Back	0	605	500	(105)			121.0%	
Policy and Resources Miscellan :- Income	0	605	500	(105)			121.0%	0
Movement to/(from) Gen Reserve	0	605						
840 Youth Services								
4850 Youth Services	0	8,125	19,334	11,209		11,209	42.0%	
Youth Services :- Indirect Expenditure	0	8,125	19,334	11,209	0	11,209	42.0%	0
Movement to/(from) Gen Reserve	0	(8,125)						
990 EMR								
9024 EMR - Community Bus Service	0	0	10,000	10,000		10,000	0.0%	
9028 EMR - Play Area Fund	0	0	11,475	11,475		11,475	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 :- Indirect Expenditure	0	0	72,280	72,280	0	72,280	0.0%	0
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>991 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	(0)	(0)		(0)	0.0%	
Available Funds :- Indirect Expenditure	0	0	0	0	0	0	0.0%	0
Movement to/(from) Gen Reserve	0	0						
<hr/>								
Pol/Fin/Pers Committee :- Income	181	339,751	336,696	(3,054)			100.9%	
Expenditure	19,045	209,857	386,539	176,682	0	176,682	54.3%	
Movement to/(from) Gen Reserve	(18,864)	129,893						
<hr/>								
<u>Planning/Licensing Committee</u>								
<u>820 Neighbourhood Plan</u>								
1850 Neighbourhood Plan Income	0	5,000	0	(5,000)			0.0%	
Neighbourhood Plan :- Income	0	5,000	0	(5,000)				0
4820 Neighbourhood Plan	956	4,151	11,214	7,063		7,063	37.0%	
Neighbourhood Plan :- Indirect Expenditure	956	4,151	11,214	7,063	0	7,063	37.0%	0
Movement to/(from) Gen Reserve	(956)	849						
<hr/>								
Planning/Licensing Committee :- Income	0	5,000	0	(5,000)			0.0%	
Expenditure	956	4,151	11,214	7,063	0	7,063	37.0%	
Movement to/(from) Gen Reserve	(956)	849						
<hr/>								
<u>Town Team</u>								
<u>830 Town Team</u>								
1820 Town Team Income	0	1,220	0	(1,220)			0.0%	
Town Team :- Income	0	1,220	0	(1,220)				0
9085 Town Team	0	3,126	7,089	3,963		3,963	44.1%	
Town Team :- Indirect Expenditure	0	3,126	7,089	3,963	0	3,963	44.1%	0
Movement to/(from) Gen Reserve	0	(1,906)						
<hr/>								
Town Team :- Income	0	1,220	0	(1,220)			0.0%	
Expenditure	0	3,126	7,089	3,963	0	3,963	44.1%	
Movement to/(from) Gen Reserve	0	(1,906)						

Detailed Income & Expenditure by Budget Heading 12/12/2018

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,877	401,850	382,196	(19,653)			105.1%	
Expenditure	36,894	277,640	548,158	270,518	425	270,093	50.7%	
Net Income over Expenditure	<u>(34,017)</u>	<u>124,210</u>	<u>(165,962)</u>	<u>(290,171)</u>				
Movement to/(from) Gen Reserve	<u>(34,017)</u>	<u>124,210</u>						

APPENDIX E

Credit Card Purchases, December Statement 2018 - Breakdown

Supplier	Goods Description	Net	VAT	Gross
Office Furniture	Office chair	135.00	27.00	162.00
Mid Devon District Council	Temporary Event Notice for Christmas Market	21.00		21.00
Amazon	Fluorescent lamps and DVD 50 disk spindle	19.83	2.92	22.75
Office Furniture	Office chair	189.00	37.80	226.80
Amazon	Christmas tree for main hall			96.67
		364.83	67.72	529.22

05/12/2018	Petty Cash	CHQ 8720	50.00		250		50.00	Petty Cash
10/12/2018	Scottish Power	DD	145.00		24.17	4405 400	120.83	Town Hall Electric
12/12/2018	N Stevens	E2468	1,080.00	1,080.00	500			Christmas Trees
12/12/2018	Crooked Tempo	E2461	175.00	175.00	500			Christmas Event, Samba Band
12/12/2018	Scrace, Tim	E2469	45.00	45.00	500			Town Hall, Window Cleaning
12/12/2018	Libraries Unlimited South West	E2467	28.70	28.70	500			Room Hire November 2018
12/12/2018	Edenvale Turf (SW) Ltd	E2466	8.82	8.82	500			Cemetery, turf
12/12/2018	Solopress	E2464	102.00	102.00	500			Town Walk Leaflet
12/12/2018	Smith of Derby Ltd	E2463	604.80	604.80	500			Clock Service Agreement
12/12/2018	Illuminations Ltd	E2462	3,576.00	3,576.00	500			Christmas Lights
12/12/2018	Weston, Paul	E2460	956.25	956.25	500			Neighbourhood Plan support
12/12/2018	D & H Plant Ltd	E2459	179.60	179.60	500			Cemetery, digger hire 7.11.18
12/12/2018	Microshade Business Contsultan	E2458	393.24	393.24	500			IT Hosting Service
12/12/2018	Atlas Safety Management Ltd	E2457	72.00	72.00	500			H&S Support December 2018
12/12/2018	Tozers	E2456	880.00	880.00	500			Professnl fee play area lease
12/12/2018	Wicksteed Leisure Ltd	E2454	54.00	54.00	500			Play Area inspection
12/12/2018	Morris, Steve	E2453	137.34	137.34	500			Christmas Lights expenses
12/12/2018	Playsafety Ltd	E2452	166.00	166.00	500			Training, playground inspect
12/12/2018	E K Ballantyne	E2472	9,378.13	9,378.13	500			Town Hall Improvements
12/12/2018	Labdon Building Supplies	E2473	203.00	203.00	500			Town Hall running expenses
12/12/2018	Allstar	DD2480	40.37	40.37	500			Van Running Expenses, Fuel
13/12/2018	EE & T Mobile	DD	88.80		14.80	4060 100	74.00	Mobile Phones
14/12/2018	1st Cullompton Rainbows	CHQ 8722	150.00			4075 100	150.00	Grant Payment
14/12/2018	3rd Cullompton Brownies	CHQ 8723	150.00			4075 100	150.00	Grant Payment
17/12/2018	British Telecom	DD2465	33.60	33.60	500			Telephone December 2018
17/12/2018	Nicholls Basker Partners	E2477	900.00	900.00	500			Minutes 8.12.18 no 5 (b)
17/12/2018	Devon Commercial Stationers	E2474	76.94	76.94	500			Postage & Stationery
17/12/2018	Wasteology Ltd	E2475	24.00	24.00	500			Skip Hire
17/12/2018	Ricoh UK Ltd	E2476	395.16	395.16	500			Photocopying
17/12/2018	Salaries	TRANSFER	11,245.14			4090 100	10,878.16	Salaries December 2018
						4091 100	266.98	Additional Payroll December 20
						9070 800	100.00	Gazebo Staff Chargeback

Continued on Page 3

21/12/2018	Thorne & Carter	CHQ 8721	21.00		100	21.00	Refund due to overpayment
21/12/2018	NPower	DD2479	177.93	177.93	500		LGU92M78/2479/NPower
27/12/2018	ALD FORD LEASE	DD2470	332.47	332.47	500		Van Lease
27/12/2018	Allstar	DD2481	41.21	41.21	500		Van Running Expenses, Fuel
28/12/2018	D&G Heating Plan	DD	24.18		4405 400	24.18	Boiler Insurance

Total Payments for Month 38,988.38 20,349.85 38.97 18,599.56

Balance Carried Fwd 55,777.13

Cashbook Totals 94,765.51 20,349.85 38.97 74,376.69

APPENDIX F



Cullompton Town Council - Internal Audit Report 2018-19

Interim Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
5 December 2018	H	It is not current practice for bank reconciliations and supporting bank statements to be signed as evidence of independent review.	All bank reconciliations and supporting bank statements must be subject to independent review and signed as evidence of review.	Pending	
	H	It is not current practice for receipts to be issued for cash receipts including donations.	The Council should maintain a receipt book for cash income. A receipt should be issued for all cash income.	Pending	
	H	The Council reviewed Risk at a meeting of Audit Sub Committee on 23rd March 2018. A review of Risk has not been undertaken during the current financial year.	The Council must ensure a review of risk is undertaken prior to the end of the 2018-19 Financial Year in order to comply with the requirements of the Annual Governance Statement	Pending	
	H	It is not currently practice for Direct Debits payments to be independently reviewed and authorised.	All payments, including those made by Direct Debit, should be reviewed and authorised.	Pending	
	M	It was noted that at present the uploaded bank payment application is printed off. It is not current practice for the online payment authorisation which details who actually approved a payment to be printed off. (These are only available online for a limited period)	A printout of the payment approval should be taken and kept on file for audit purposes	Pending	
	M	The internal financial controls were last reviewed 23 March 2018 at the Audit Sub Committee, to be formally approved at full council. Review of the full council minutes established that these have not been formally adopted.	The internal financial controls should be reviewed and formally adopted in the current financial year.	Pending	
	M	It was noted on review of the aged creditor analysis report that there were 7 outstanding creditors balances from August 2018. It appears that there is not a current process for the regular review of the creditors ledger	The Council should ensure all outstanding creditor balances are regularly reviewed and cleared.	Pending	

	M	It is understood that in future the Finance Officer will prepare the payroll, currently this is done by the Town Clerk. Overtime sheets are signed by Maintenance Supervisor and the Town Clerk. The Monthly payroll payment application is signed by two Councillors, but not the payroll summary.	Under the new arrangements when the Finance Officer prepares the payroll, the Payroll summary should be signed as approved by the Town Clerk.	Pending	
	M	The Council last reviewed Financial Regulations in 2017.	The Council to review Financial Regulations prior to the end of the Financial Year.	Pending	

APPENDIX G

Report to; Policy, Finance and Personnel Committee

Date: January 2019

Re: Town Hall projector and the noise it makes.

BACKGROUND

- Current projector:
 - It is either a Sanyo PLV-75 or Sanyo PLV-80. Without getting on a ladder and checking which, I can say that they are broadly similar but one has a slightly brighter lamp and the lens technology is slightly different. They are similar enough that there is a common user guide for both.
 - It has a brightness of 3,000 lumens (the bigger the number the better).
 - It has a contrast ratio of 1,000:1 (1:1 would be all white and the contrast ratio of 1,000:1 would mean that whites are 1,000 times brighter than blacks which has an impact on how, particularly, text and graphics appears on screen). The bigger the ratio the better although it should be noted that the contrast ratio is a guide only as the testing methods vary from manufacturer to manufacturer.
 - It's old and tired. The average lamp life on it should be c4,000 hours and I've been unable to establish how many hours the lamp in the current projector has been used for. The lamp indicator shows 465 hours but I find this difficult to believe over the in excess of a decade that the projector has been in use – it's probably been done more than that since I've been here and probably reset itself in the many years that it was lying on Ray Weinstein's garage floor...
 - I have been unable to source a new fan unit (and it is making far more noise than it used to).
- A new projector, sourced from wherever:
 - It should be noted that, in the 10-15 years that the existing projector has been in use, projector manufacturers have increased significantly in terms of their numbers and projector lamp, lens and LCD technology has improved at a rate not dissimilar to that of PCs. As an example, a projector suitable for home use can be obtained for less than £100 – I wouldn't recommend one of these in this case because of the use it will get – but, in years past, a similar projector would have cost many hundreds and even thousands of pounds.
 - LED lamp technology has a far greater life than older, halogen, lamp technology. LED lamps generate far less heat than halogen ones and heat dissipation from LED lamps is also far easier requiring smaller fans that make far less noise.
 - Higher brightness and contrast ratios are possible from much smaller units.

In terms of costs for the original projector (which has been out of production for many years), a new, pattern (non-original) part for the lamp unit in the existing projector can be sourced. Prices range from c£100-£250. As stated previously, I have been unable to source a replacement fan unit.

In terms of costs for a replacement projector, there are many available in the c£250-350 price range and will cost less, in my opinion, than replacing the lamp and, potentially, getting the fan unit replaced (should a suitable unit be sourced from somewhere that I haven't yet seen and paying somebody to do the replacement – the light is designed to be replaced by the user, the fan isn't).

RECOMMENDATION: That the Town Hall projector is replaced with a new LED projector, particularly if we are hiring the Town Hall with audio and video projection equipment available.

APPENDIX H

CREDIT AND DEBIT CARD PAYMENTS

Report to the Policy, Finance and Personnel Committee.

Report prepared by the Assistant Town Clerk. Updated January 2018 by Town Clerk to include Lloyds Bank Cardnet service

Background

Payment by cash and cheque is becoming increasingly rare with more and more people opting to pay for goods and services with credit and debit cards. For the council, this situation has been exacerbated by the closure of all high street banking facilities and the long-term closure of the Post Office resulting in very little opportunity to obtain the required cash, particularly change.

There has been a significant increase in requests from customers to pay by card rather than cash or cheque and recent European regulation changes forbidding outlets setting a floor limit before card payments will be accepted. Card payments will further result in payments being able to be taken over the telephone and increased security of council funds in that there will be far less cash in the offices – although cash is secured and alarmed when not attended, there still remains the possibility of a break in.

Card payments used to be relatively expensive, typically 10% of the transaction value with a minimum charge of £0.50 per transaction. However, there are other, less expensive, alternatives in today's market.

The Assistant Town Clerk was tasked by the Town Clerk to investigate what card payment facilities are available to the council.

Alternatives Available

Several alternatives have been found online as follows (all costs subject to VAT):

	Upfront/Monthly Cost	Ongoing Cost	Annual Cost (c£5,000pa)	Annual Cost (c£10,000pa)	Minimum length of contact
Payment Sense	£14.05+VAT pcm rental	0.89% (Debit) 1.49% (Credit) per transaction	£223.90 (Debit) £253.90 (Credit)	£268.40 (Debit) £328.40 (Credit)	
SumUp	£29.00 (One-off)	1.69% per transaction	Upfront cost plus £84.50pa	Upfront cost plus £169.00	
IZettle Go	£29.00 (Offer) £59.00 (RRP)	1.75% per transaction	Upfront cost plus £87.50pa	Upfront cost plus £175.00pa	
Lloyds Cardnet	Joining fee £50 £23 per month (plus VAT) for hire of card reader	Complicated raft of percentage charges for transactions dependent on the card used ranging from 0.74% to 2.31%. Minimum	Upfront cost plus: £180.00 pa based on the £15.00pcm minimum charge plus Authorisation Fee.	Upfront cost plus: Maximum £231.00. Minimum £180.00 pa based on the £15.00pcm minimum charge plus Authorisation Fee.	36 months

		<p>£15.00 pcm charge.</p> <p>Authorisation Fee of £0.03 per transaction.</p>			
--	--	--	--	--	--

Projected spend to predict annual costs are arbitrary figures and are for comparison purposes only. In addition, the annual costs for the Payment Sense machine is likely to be somewhere between the two figures as payments are likely to be a mix of Debit and Credit Card payments – if anything it is likely to be toward the Debit figure rather than the Credit.

Scrutiny of the Town Hall and Cemetery Fees budget lines alone could see this figure towards the higher prediction. Costs will increase accordingly but convenience to both the customer (particularly large payments from, for example, Funeral Directors) and the council will also increase. For example, should 50% of payments be made as card payments for Cemetery income, Town Hall Hire income and the sale of biodegradable bags then the total spent would be in excess of £9,000 that would reduce the percentile differential between the Payment Sense (with lower, particularly Debit Card, transactional costs) and other alternatives. In addition, the Payment Sense machine (as a rental) would be replaced at no charge should it break down; the others (as bought machines) will need to be purchased again in the event of a break down.

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: January 2019

1. TRAINING

Training: Both the Assistant Town Clerk and the Deputy Town Clerk have completed the ILCA (Introduction to Local Council Administration) and the Deputy Town Clerk will soon be starting the CiLCA course. She has also been booked to attend the following half day courses organised by the Devon Association of Local Councils:

Clerk's Basic (6/2/2019)

Clerk's Boost (3/4/2019)

CiLCA Part 1 (6/3/2019)

NOTE: What is ILCA?

This level 2 online sector specific learning tool will support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their level 3 CiLCA qualification. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.

2. WORK STATION ASSESSMENTS

Work Station Assessments were carried out by the Council's Health & Safety Consultants on 13 December 2018. Comments as follows:

"Please find the dse assessments completed yesterday. Unfortunately as two of the users where not in the office it was not possible to get there feed back but the reports were completed form discussions with their colleagues.

The following recommendations have been made; some of the office chairs are damaged (both in the upstairs office) and should be replaced I attach examples of type of chairs 8 hour usage.

<https://www.officefurnitureonline.co.uk/office-chairs/operator-chairs/operator-chairs-75-100/fully-loaded-comfort-ergo-operator-chairs.html>

The office upstairs would benefit form a draught excluder fitted to the door and one user has requested a document holder.

The office down stairs used by your colleague who is currently off ill , I would suggest looking at the lighting levels to see if this is the cause , install diffusers so the light is not as bright or directly on her monitor and surround. Adjusting the contrast, brightness on the screen may help with eyestrain/ headaches, tilting or repositioning the screen may also reduce the strain due to the light from the window behind her screen".

APPENDIX J

Dear Judy and Councillor Emmett (Chair of PFP committee),

I had hoped to ask the below questions at meeting of the Policy, Finance and Personnel Committee that was listed on cullomptontowncouncil.gov.uk as being held on 19th December, alas no meeting took place (I accept that no agenda was published, but it was still listed on the Town Councils website; I accept I probably should of double checked, knowing the historical accuracy of the website, before I travelled).

I am unable to attend the next meeting, scheduled for 15th January, due to being away with work. Considering the above circumstances, I do hope it will be acceptable to the committee to consider these written questions.

I look forward to hearing from you.

Kind Regards

James Buczkowski

1. Town Team

- 1) The Town Team is advertising itself as a "Sub Group of the Council", please could the PFP committee confirm to where this sub group reports and provide its terms of reference. If it is not a sub group of the Council, what action will be taken in regards to this misrepresentation?

2. "Spring Fest"

At the Community Wellbeing Committee meeting on 11th December 2018 it was resolved to "Loan" the "Spring Fest" organising committee £1,000.

It is concerning that this was this not included in the 2019/2020 budget presented to and approved by Full Council on 13th December 2018 (any member present could have tabled an amendment to include this), indeed the approved budget includes £10,000 for the Community Bus Services, but no mention of the "loan" to the "Spring Fest" working Group; the approved budget is £1,000 short before the year has already started.

Is the "Spring Fest" an external organisation (I understood it to be organised the by the Town Team, question 1 may assist here)?

If so,

- a) Has full council approved the lending of money?
- b) Has any due diligence been undertaken to safeguard public money?
- c) What is the interest rate?
- d) Why is "Spring Fest" not applying for a grant like everyone else (was there not a specific community events grant set up in October 2018)?

If it is not an external organisation, have members seriously resolved that the council should lend money to its self? or is the language intended to mislead and it is not a loan but the Council is actually underwriting the cost of the Festival?

In any event, would the Virement not need to be approved by the Policy, Finance and Personnel Committee?

APPENDIX J

3. John Tallack Centre

I understand the 'JTC' is a separate organisation to the Town Council, please could the committee confirm why the Town Clerk is listed in several publications as the contact point (some that have been published as recently as this month,) along with the Town Hall telephone number for enquiries into the 'JTC'.

If the Town Council is now providing secretarial support for the JTC, please you confirm the rate of remuneration and whether this service is available to other local charities. If this is erroneous, please confirm what steps the Council has taken / will take.

4. Town Councils Published "In-Year" Accounts, Month 7

Please could the Town Council Explain why the Town Councils accounts only show £215 for "Crier Income" year to date, the advertising income for the October edition should have been in excess of £600 (ex VAT) on its own.

- 1) If it has not been realised as income on the Councils Income Statement, please could the council direct me to where it is and what accounting convention is being used to allow income to be shown as anything other than income (I am assuming that it should be recorded as income for the Town Council as I am led to believe that the invoices were made out from the Town Council, included VAT and the Town Councils VAT number). Indeed, the following resolution of the Council would suggest that it should be shown as income with an expense payment made to the Town Team (once approved by Council);

"RESOLVED: That the Festival programme and the Crier are merged. The Town Team, as the organisers of the Food & Drink Festival, to pay the printing costs and the Town Council will pay the distribution costs. All advertising revenue to be held by the Town Council and any residue handed over to the Town Team once a charge has been taken for the cost of staff time to produce the Festival programme section. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews." Community Wellbeing committee 14/08/2018

5. Youth Service Provision

(As per scheme of delegation dated May 2018 and PFP resolution 131 of 17/04, YSWG reports into PFP – Therefore I ask the question to the PFP, AND it does largely relate to the POLICY of Cullompton Town Council...but the actual answers are more important than who gives them)

I note the £20,000 budget for youth is not supported by any policy or strategy, please do remember that as a councillor I always voted in favour of the youth service and made many successful proposals to ensure continuation of the service; this is not an "attack" on the provision per se and should not be construed as one to avoid the question(s), the provision of a youth club seems to be quite a white elephant (indeed, this very phrase was used by a Councillor when voting in favour of the budget!) and is clearly lacking direction and control.

As the biggest single expenditure of the Town Council (Other than staff costs) it needs to be urgently addressed (I have been calling for this since January 2017!).

The youth services working group seem more interested who they report to rather than the service they are delivering. (Motion 11.ii at full council on 13th December 2018, was almost identical to

APPENDIX J

motion 131 of the PFP committee on 17th APRIL 2018 when the terms of reference were set, giving the working group all of the “authority” they needed to get on with the job, instead they copied word for word a City Centre, multi-agency strategy, from four years ago and threw their toys out of the pram when it was unanimously rejected for its unsuitability).

The currently reality is that it costs the Town Council and therefore the residents of Cullompton £481 per week to provide 4hrs of unstructured supervision.

The average cost for one person to attend a two-hour session (to “Chill out with mates”) is currently £12.69.

- 1) Does the Council believe that this offers value to the tax payers of Cullompton?
- 2) Does the Council believe that this offers value to the young people of Cullompton? (What would they like to spend ~£500 per week on...)
- 3) Why has the Town Council not provided direction and support for Young Devon?
- 4) Does the Council employ any officer or member of staff with any experience of delivering youth services or are qualified in youth work?
- 5) Why is there not a plan in place that specifically addresses the needs of the young people of CULLOMPTON, before committing to spend £20,000; the youth services working group has had 12 months to do this?
- 6) Why has the Town Council not taken steps to encourage the growth of the youth club, at present it only benefits a very small percentage of our youth (and has done for a number of years)? Again, this youth services working group has had 12 months to address this?
- 7) Does the provision of a non-statutory service, that only benefits, on average, two groups of 20 young people for two hours per week each, justify an increase to the precept demand of £20,000?
- 8) Has the Town Council put in place a Youth Strategy to guide and shape future provisions, as it previously committed to doing ***BEFORE*** committing additional funding and if not, why not? (It would be a rather poor cop out to suggest that it is because a copied version of Exeter’s youth strategy was rejected as being unsuitable for the needs of Cullompton....)?
- 9) What steps have the Town Council taken to ensure our young people are safe while using the service, from both a physical perspective and safeguarding perspective? (Both reports from young Devon suggest that neither the Town Council (through its youth services working group) or The John Tallack Centre Trustees have shown any interest in the youth club and several issues with the premises remain unfixed, despite being raised. Are 2 adults supervising 38 young people enough to ensure the safeguarding of all those present?

It is simply not acceptable to state that it is somebody else’s problem (as was done in the Full Council meeting on 13th December 2018), the Town Council DOES have a duty to act where it can to ensure the safeguarding of ALL young persons.

APPENDIX J

10) In the impact assessment that Devon County Council used to justify cutting the youth service in 2014, Cullompton was identified as low risk and low impact in all areas of review. With the very real issues many of our young people are now currently facing such as bullying, mental health, sexual health and some very new risks to a quiet Devon town including the very real risk of exploitation (including the “County Lines” modus operandi), should the town Council now **demand** that Devon County Council (who have a statutory duty to provide youth services, which include so much more than a “youth club”) revisit the impact of failing to provide any youth services to the town; this is not instead of the Town Council providing funding for a youth service, this should be done in conjunction with providing funding for our youth.

6. The Budget and Precept Process

The correct procedure for setting the annual budget and annual precept demand, as set out in the “Cullompton Town Council Financial Regulations” was not followed prior to the council approving the budget and precept demand for 2019-2020.

In addition to the departure from the established and correct process, sufficient information was not included in the budget presentation to enable members to test the budget for reasonableness and therefore allow members to make an informed decision.

As you have not followed your own established procedures for setting the annual budget and precept for 2019/2020, Will the Council now undertake to complete the correct process to set the budget, **before** issuing the precept demand, in accordance with the above regulations or will members risk the possibility of a Judicial Review (on the basis of procedural impropriety and legitimate expectations) by going ahead and issuing the precept demand?

In addition to this, will Councillors apologise for failing to follow the established and correct procedure before making a decision regarding public money and for not thoroughly assessing the budget for reasonableness and therefore not being fully informed before making a decision to spend public money and setting the precept demand?

