



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 19 February 2019 commencing at 10am, at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 12 February 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Kerry Baldwin, Iain Emmett, Ian Findlay, 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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|--|---|-----------------|
| 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 30 January 2019 (Appendix A). | |
| 5. RESOLUTIONS: | To note resolutions sheet (Appendix B). | 10.15-
10.20 |
| 6. ITEMS DEFERRED FROM PREVIOUS MEETING | | 10.20- |
| (i) | To consider setting up an IT Committee (Cllr Mike Thompson). | 10.30 |
| 7. COMMENTS AND COMPLAINTS: | To receive details of any comments or complaints for January/February 2019. (to be tabled at the meeting). | 10.30-
10.35 |
| 8. FINANCE | | |
| (i) | To receive financial statement for January 2019 (Appendix C). | 10.35- |
| (ii) | Budgets and projections, including recommendations for transfers from Ear Marked Reserves (Appendix D) | 11.00 |
| (iii) | Projector: To consider purchase of replacement projector for main hall (Appendix E). | |
| (iv) | Card Payments: To receive report and agree way forward (Appendix F). | |
| (v) | Internet Banking: To consider granting the Finance Officer full delegate access. | |
| 9. STAFFING AND TRAINING MATTERS | | 11.00- |
| (i) | Update Report (Appendix G). | 11.15 |
| (ii) | Supervisory Visits: To consider keeping a record. | |
| (iii) | Staff mobile phones: To consider means by which Councillors contact a member of staff in an emergency situation. | |
| 10. DATA PROTECTION OFFICER: | To receive report and agree way forward (Appendix H). | 11.15-
11.25 |
| 11. WEBSITE AND IT: | To consider any matters brought to the attention of the Committee. | 11.25-
11.35 |
| 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 | | |
| (i) | To receive staffing report (part 2) (to be tabled at the meeting). | 11.35- |
| (ii) | Job Evaluations: To consider estimates (to be send under separate cover). | 11.50 |
| 14. OUTSTANDING INVOICES AND PAYMENTS: | To receive report (to be sent under separate cover). | 11.50-
11.55 |
| 15. DATE OF NEXT MEETING: | Tuesday 19 March at 10am | |

*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 Wednesday 30 January 2019 at 10am at the Town Hall

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin, Iain Findlay, Lloyd Knight and Mike Thompson.

Judy Morris: Clerk

Also in attendance: Two members of the public

1. **APOLOGIES:** Gordon Guest (unwell).
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.**
 - (a) **James Buczkowski** asked what the Council's policy was with regard to answering public questions during the Public Question Time section of a meeting.

Discussion ensued about who decides whether a question is answered there and then or a response is sent at a later date. It was felt that, at times, there is a lack of consistency and that straightforward questions with a simple answer should be answered immediately by the Town Clerk or a Councillor with the relevant knowledge but there will be times when complicated questions will need to be deferred and a response sent at a later date.

NOTE: It was suggested that the Council reviews its policy with regard to answering questions during the Public Question Time section of a meeting.

4. **MINUTES:** The Minutes of the previous meeting held on 15 January 2019 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Lloyd Knight.
5. **RESOLUTIONS:** Noted

Note: Clerk to contact website management company to ask about an ftp facility.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next

section of the meeting is conducted in private. Proposed Cllr Mike Thompson, seconded Cllr Kerry Baldwin.

NOTE: The two members of the public present left the meeting at this point.

ITEMS DEFERRED FROM PREVIOUS MEETING (15 January 2019)

6. STAFFING

(i) To receive staffing report: Clerk asked the Committee to consider having an independent job evaluation carried out for all staff roles and salaries, primarily because, when it comes to advertising for a replacement Town Clerk, or other member of staff, it can be ensured that the salary being offered attracts people that have the competency to take over the role.

RESOLVED: That the Clerk obtains quotes for an independent job evaluation of all staff roles, to be considered further at the next meeting.

(ii) To review staff overtime report: Cllr Mike Thompson raised concern about the amount of overtime carried out by maintenance staff. It was explained that this was due, in part, to the Sunday Remembrance Service and Saturday Christmas Lights event which were both held in November. Also there are times when staff are required to stay late in the cemetery to complete a burial e.g. backfill and tidy a grave.

It was suggested that there should be more flexibility in staff working hours and better management of time.

RESOLVED: That an item is included on the agenda for the next meeting to consider keeping a record of supervisory visits.

7. OUTSTANDING INVOICES AND PAYMENTS: To receive report: Noted

8. COMPLAINTS: To review recent complaints and agree way forward: Noted

NOTE: Cllr Mike Thompson declared a personal interest in respect of the following item as he is mentioned in the email.

9. VEXATIOUS COMPLAINANTS: To receive email relating to concerns about dealing with vexatious complainants and agree way forward. Discussion about the impact on staff moral.

RESOLVED: That this is not a matter that the Council has the ability to do anything about. Suggest that the complainant refers their concerns to the Monitoring Officer.

RESOLVED: That the Committee goes into open session.

The two members of the public re-entered the room.

10. PUBLIC QUESTIONS: To receive and respond to further questions from a member of the public

The meeting was closed to enable the member of the public to address the Committee in order to explain, in more detail, his concerns with regard to questions posed as listed below.

Town Team

You have previously provided me with a copy of the Town Team's constitution (These are not terms of reference in the Council sense, indeed they were not approved along with other "terms of reference" and membership), I was looking for confirmation that the Town Team was an external unincorporated association as the constitution suggests. As you have not confirmed that it is a sub group of the Council and it does not have any terms of reference, I will assume that it is.

The background to how the Town Team came into being was explained by Cllr Mike Thompson, it is accepted that the Town Team is not a sub group of the Town Council and that, in order to be transparent, the Council should either hold the Town Team money in a separate account or the Town Team open its own bank account.

Town Team / Crier Accounts

As the Town Team is external and the Council holds its funds on Trust, a journal entry is an inappropriate way of dealing with this transaction and there should have been a payment made to the Town Team and shown as an expense.

In order to be transparent it would be prudent to invoice the Town Team for expenses rather than create a journal entry.

Budget Setting Process

I apologise for not fully explaining my concern with the budget process, the lack of a three year plan is only one of the issues.

That I, along with all tax payers, have a reasonable expectation that Cullompton Town Council will follow their own published procedures and regulations along with statutory regulations. It is also a reasonable expectation that all members of Cullompton Town Council will act with diligence and care.

- 1) The Town Council's own financial regulations quite clearly state that the budget should have been drawn up after reference to the Council's three-year financial plan, no reference has been made to this three-year plan in Clerks Report, The Finance Committee meeting or the Full Council meeting which approved the budget, nor has it been published.

This is reinforced by there being no record of Committees discussing or approving a three-year financial plan for their areas of responsibility or a record of The Full Council (or Policy, Finance and Personnel Committee) reviewing these before approving the budget.

Concern about the budget setting process and the lack of a three year financial plan. Committee Chairman should be mindful that this is a requirement of the Council's Financial Regulations.

- 2) A budget has two sides, while detailed information was given and reviewed for the forecasted expenditure, a detailed and comprehensive review of the forecasted income for 2019-2020 was not undertaken, nor was detailed information provided; an arbitrary figure (£50,750) was presented by the Clerk with no breakdown or supporting notes as to how the £50,750 was derived; on this point alone it would have been impossible for members to correctly assess the budget for reasonableness.
- 3) The Budget does not include all expenditure that the Council expects to incur.

St. Andrews car park for example, this has nil expenditure, but it is quite foreseeable and

states quite clearly in the notes that the Clerk expects there to be expenditure on the car park. To say that this expenditure should not be included in the budget as it will be “offset” by income is quite wrong and *inconsistent* (you are not, for example, excluding cemetery costs as they will be offset by burial charges).

Consistency and reasonableness is key here, it is reasonable to expect that there would be a budget for St. Andrews car park expenditure and the effect of this on the overall budget would be countered by a budget for St. Andrews car park income (There may very well be a budget for St. Andrews car park income, but pursuant to point 2 it is impossible to tell, if there is, it raises the question of the income being accounted for twice).

There is also the issue of spending authority. If expenditure has not been set in the approved budget, then authority must be explicitly given by Full Council. Continuing the example of St. Andrews Car park, as there has been no budget set for 2019-2020, it is reasonable to expect any expenditure to be explicitly approved (by way of a tabled motion) by fully council before the expenditure is committed to.

Clerk explained that the budget approved by the Council is the precept budget and that the Committee will review the Council budget as soon as it has all the information it needs e.g. cost of setting up the new parking charges regime in St Andrews car park, the Council’s share of the income from charges for St Andrews car park and also other items such as the cost of running the public toilet for this financial year etc.

4) There is also the concern of the Budget amendments not being approved by full council (£1,000 loan? From one heading to another, or perhaps even an external organisation).
This has been answered

5) The “Carry Forward” on the budget does not add up and is inconsistent, what exactly is being carried forward for the specified project OR is being returned to general funds.

11. **WEBSITE:** To consider setting up an IT Committee (Cllr Mike Thompson)

RESOLVED: That due to lack of time this item is deferred until the next meeting.

12. **DATE OF NEXT MEETING:** Tuesday 19 February at 10am at the Hayridge

The meeting closed at 12;20pm.

SIGNED: _____

DATE: _____

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
	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	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	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	Nil	TC	Medium	Emails sent to Vision ICT 04/02/2019, ftp facility set up to access documents on the website.
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 deferred until Feb meeting to find out the experiences of small retailers of using a card reader.

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	£5,666.00			Replacement sound and recording system installed February 2019.
15/01/2019	That the complaint from a street markets trader about erection of market stalls is referred to the Town Centre & Economic Development Committee to resolve practical issues.	Nil	TC		Dealt with by Town Centre & Economic Development Committee
15/01/2019	Recommendations of Internal Auditor report referred to full council for approval	Nil	TC		Completed
15/01/2019	Obtain three estimates for replacement projector for main hall , if possible a portable projector that is easy to use. Estimate to include cost of spare parts and insurance cover if it breaks down.				
15/01/2019	Questions from James Buczkowski relating to a number of different issues	Nil	TC		Questions relating to Youth Services referred to the Youth Services Working Group for response. Reponse sent to JB 18/01/2019
30/01/2019	Clerk to obtain quotes for job evaluation				Estimates to be considered at 19 Feb meeting.
30/01/2019	Item on the agenda for next meeting to consider keeping a record of supervisory visits.				

Bank Reconciliation Statement as at 08/02/2019
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2019		49,064.54
			<u>49,064.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/11/2018 008718 Cullompton Baptist Church		20.00	
22/01/2019 CHQ 008725 Unison		9.70	
31/01/2019 TRANSFER HMRC		3,617.68	
31/01/2019 TRANSFER Pensions		2,498.55	
			<u>6,145.93</u>
			42,918.61
<u>Receipts not Banked/Cleared (Plus)</u>			
05/02/2019 500462		2,138.00	
			<u>2,138.00</u>
			45,056.61
		Balance per Cash Book is :-	45,056.61
		Difference is :-	0.00

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	1,663	
105	VAT Control Account	9,189	
200	Current Bank Account	45,057	
220	Lloyds 12 Month Deposit	75,000	
230	Lloyds 6 Month Deposit	50,000	
240	Lloyds 3 Month Deposit	75,000	
250	Petty Cash	29	
260	Cambridge & Counties Bank	76,782	
270	Recycling Bags Float	40	
280	Unity Bank Trust	100,227	
	Total Current Assets		432,986
	<u>Current Liabilities</u>		
500	Creditors	42,859	
	Total Current Liabilities		42,859
	Net Current Assets		390,127
	Total Assets less Current Liabilities		<u>390,127</u>
	<u>Represented by :-</u>		
300	Current Year Fund	77,063	
310	General Reserves	150,498	
320	Earmarked Reserves	162,566	
	Total Equity		<u>390,127</u>

	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	7,176	23,764	32,000	8,236			74.3%	
1305 Cemetery Income, other	348	916	0	(916)			0.0%	
Cemetery :- Income	<u>7,524</u>	<u>24,680</u>	<u>32,000</u>	<u>7,320</u>			<u>77.1%</u>	<u>0</u>
4300 Cemetery Equipment	0	485	1,000	515		515	48.5%	
4310 Cemetery Running Expenses	406	14,661	13,580	(1,081)		(1,081)	108.0%	
9022 EMR - Cemetery Project	0	1,155	25,878	24,723		24,723	4.5%	
Cemetery :- Indirect Expenditure	<u>406</u>	<u>16,301</u>	<u>40,458</u>	<u>24,157</u>	<u>0</u>	<u>24,157</u>	<u>40.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>7,118</u>	<u>8,379</u>						
<u>400 Town Hall</u>								
1400 Town Hall Hire	1,205	10,685	11,500	815			92.9%	
Town Hall :- Income	<u>1,205</u>	<u>10,685</u>	<u>11,500</u>	<u>815</u>			<u>92.9%</u>	<u>0</u>
4405 Town Hall Running Expenses	1,107	7,495	11,500	4,005		4,005	65.2%	
9026 EMR - Town Hall Improvements	0	14,797	40,293	25,496		25,496	36.7%	
Town Hall :- Indirect Expenditure	<u>1,107</u>	<u>22,292</u>	<u>51,793</u>	<u>29,501</u>	<u>0</u>	<u>29,501</u>	<u>43.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>98</u>	<u>(11,607)</u>						
Cemetery/Town Hall Committee :- Income	<u>8,729</u>	<u>35,365</u>	<u>43,500</u>	<u>8,135</u>			<u>81.3%</u>	
Expenditure	<u>1,513</u>	<u>38,593</u>	<u>92,251</u>	<u>53,658</u>	<u>0</u>	<u>53,658</u>	<u>41.8%</u>	
Movement to/(from) Gen Reserve	<u>7,216</u>	<u>(3,227)</u>						
<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	260	2,151	0	(2,151)			0.0%	
Town Centre :- Income	<u>260</u>	<u>3,125</u>	<u>500</u>	<u>(2,625)</u>			<u>625.0%</u>	<u>0</u>
4005 CCTV	30	275	3,000	2,725		2,725	9.2%	
4105 St Andrew's Car Park	184	2,339	2,000	(339)		(339)	116.9%	
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0%	
4120 Town Maintenance	97	4,223	6,500	2,277		2,277	65.0%	
4150 Public Toilets Contribution	0	64	5,000	4,936		4,936	1.3%	
9070 Market	242	2,544	5,223	2,679	425	2,254	56.8%	
Town Centre :- Indirect Expenditure	<u>553</u>	<u>9,444</u>	<u>23,723</u>	<u>14,279</u>	<u>425</u>	<u>13,854</u>	<u>41.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(293)</u>	<u>(6,319)</u>						
Town Ctre/Econ Dev Committee :- Income	<u>260</u>	<u>3,125</u>	<u>500</u>	<u>(2,625)</u>			<u>625.0%</u>	
Expenditure	<u>553</u>	<u>9,444</u>	<u>23,723</u>	<u>14,279</u>	<u>425</u>	<u>13,854</u>	<u>41.6%</u>	
Movement to/(from) Gen Reserve	<u>(293)</u>	<u>(6,319)</u>						

	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	72	226	330	104		104	68.4%	
Allotments :- Indirect Expenditure	72	226	330	104	0	104	68.4%	0
Movement to/(from) Gen Reserve	(72)	358						
<u>350 Play Areas</u>								
9028 EMR - Play Area Fund	0	740	0	(740)		(740)	0.0%	
Play Areas :- Indirect Expenditure	0	740	0	(740)	0	(740)		0
Movement to/(from) Gen Reserve	0	(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	(30)	462	500	38			92.4%	
1051 Christmas Lights event	0	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	(30)	24,364	1,000	(23,364)			2436.4%	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	470	5,822	7,000	1,178		1,178	83.2%	
4096 Christmas Lights Event	(160)	0	0	0		0	0.0%	
4125 Play Area Running Expenses	280	2,501	3,000	499		499	83.4%	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0%	
4127 Play Area Projects	19,870	21,568	1,698	(19,870)		(19,870)	1270.2%	
4160 Community Wellbeing Committee	0	705	1,500	795		795	47.0%	
4165 Community Events	0	86	1,000	914		914	8.6%	
9050 Public Rights of Way	3,331	4,027	5,949	1,922		1,922	67.7%	
9087 Christmas Events	160	1,426	1,365	(61)		(61)	104.4%	
Community Wellbeing Miscellane :- Indirect Expenditure	23,951	37,592	27,012	(10,580)	0	(10,580)	139.2%	0
Movement to/(from) Gen Reserve	(23,981)	(13,228)						

	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	0	1,400	0	(1,400)			0.0%	
Public Rights of Way :- Income	0	1,400	0	(1,400)				0
Movement to/(from) Gen Reserve	0	1,400						
Community Wellbeing Committee :- Income	(30)	26,348	1,500	(24,848)			1756.5%	
Expenditure	24,023	38,557	27,342	(11,215)	0	(11,215)	141.0%	
Movement to/(from) Gen Reserve	(24,053)	(12,210)						
<u>Pol/Fin/Pers Committee</u>								
<u>100 Administration</u>								
1010 Interest Received	(15)	1,467	1,800	333			81.5%	
1020 Miscellaneous Income	870	1,178	200	(978)			589.2%	
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	92	1,167	0	(1,167)			0.0%	
1055 Town Maintenance Income	0	2,135	0	(2,135)			0.0%	
Administration :- Income	947	340,093	336,196	(3,897)			101.2%	0
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	65	607	540	(67)		(67)	112.4%	
4037 Miscellaneous Expenditure	1,120	1,139	0	(1,139)		(1,139)	0.0%	
4045 Room Hire	26	511	1,000	489		489	51.1%	
4048 Audit Costs	480	2,509	2,500	(9)		(9)	100.3%	
4050 Photocopier	0	983	1,500	517		517	65.6%	
4051 Postage	0	278	500	222		222	55.6%	
4052 Stationery	50	1,035	1,300	265		265	79.6%	
4055 Subscriptions	0	1,562	1,700	138		138	91.9%	
4060 Telephone & Broadband	102	3,195	3,500	305		305	91.3%	
4062 Insurance	0	1,452	1,460	8		8	99.5%	
4063 Health & Safety Support	60	360	1,500	1,140		1,140	24.0%	
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	4,923	6,500	1,577		1,577	75.7%	
4070 Office Equipment	0	503	500	(3)		(3)	100.6%	
4072 Recycling Bags Expenditure	0	414	0	(414)		(414)	0.0%	
4075 Grants	0	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	0	202	1,000	798		798	20.2%	
4090 Payroll Expenses	16,823	161,646	220,000	58,354		58,354	73.5%	
4091 Payroll Additional	958	9,732	0	(9,732)		(9,732)	0.0%	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	99.4%	
4115 Staff & Councillor Training	0	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	554	3,048	3,325	277		277	91.7%	
4135 Van Running Expenses	(193)	1,468	2,000	532		532	73.4%	
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%	
9054 EMR - Mayoralty Fund	0	0	(750)	(750)		(750)	0.0%	
Administration :- Indirect Expenditure	<u>20,373</u>	<u>222,106</u>	<u>294,925</u>	<u>72,819</u>	<u>0</u>	<u>72,819</u>	<u>75.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(19,426)</u>	<u>117,987</u>						
<u>700 Policy and Resources Miscellan</u>								
1045 Staff Charge Back	0	605	500	(105)			121.0%	
Policy and Resources Miscellan :- Income	<u>0</u>	<u>605</u>	<u>500</u>	<u>(105)</u>			<u>121.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>605</u>						
<u>840 Youth Services</u>								
4850 Youth Services	10,591	18,716	19,334	618		618	96.8%	
Youth Services :- Indirect Expenditure	<u>10,591</u>	<u>18,716</u>	<u>19,334</u>	<u>618</u>	<u>0</u>	<u>618</u>	<u>96.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(10,591)</u>	<u>(18,716)</u>						
<u>990 EMR</u>								
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>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						

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

Month No: 10

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>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	947	340,698	336,696	(4,002)			101.2%	
Expenditure	30,964	240,822	386,539	145,717	0	145,717	62.3%	
Movement to/(from) Gen Reserve	(30,017)	99,876						
<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	0	4,151	11,214	7,063		7,063	37.0%	
Neighbourhood Plan :- Indirect Expenditure	0	4,151	11,214	7,063	0	7,063	37.0%	0
Movement to/(from) Gen Reserve	0	849						
<hr/>								
Planning/Licensing Committee :- Income	0	5,000	0	(5,000)			0.0%	
Expenditure	0	4,151	11,214	7,063	0	7,063	37.0%	
Movement to/(from) Gen Reserve	0	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)						

	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	9,906	411,756	382,196	(29,560)			107.7%	
Expenditure	57,053	334,693	548,158	213,465	425	213,040	61.1%	
Net Income over Expenditure	<u>(47,147)</u>	<u>77,063</u>	<u>(165,962)</u>	<u>(243,025)</u>				
Movement to/(from) Gen Reserve	<u>(47,147)</u>	<u>77,063</u>						

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Credit Card	20190102	239.37		Credit Card Payment
02/01/2019	Professional Hygiene	DD2514	10.20		TH Sanitary Bin
02/01/2019	Mid Devon District Council	DD	184.00		NNDR St Andrews Car Park
07/01/2019	Western Towing	E2505	1,344.00		Trailer
09/01/2019	Allstar	DD2486	3.36		Fuel, Cemetery Running Exp
10/01/2019	Scottish Power	DD	145.00		Town Hall Electric
14/01/2019	EE & T Mobile	DD	88.80		Mobile Phones
15/01/2019	IAC Audit & Conculancy Ltd	BACS2487	456.00		Internal Audit
15/01/2019	Atlas Safety Management Ltd	BACS2488/9	192.00		H&S Support January
15/01/2019	Labdon Building Supplies	BACS2502/3	153.42		Cemetery, Padlocks
15/01/2019	Devon Commercial Stationers	BACS2501	48.86		Stationery
15/01/2019	Illuminations Ltd	BACS2500	564.00		Christmas Lights
15/01/2019	Wasteology Ltd	BACS2498	24.00		Cemetery, Skip Hire
15/01/2019	AS Signs & Graphics	BACS2497	36.00		CCTV A3 signs
15/01/2019	South West Water	BACS2496	656.83		Water & Sewerage
15/01/2019	Laser N Creations	BACS2494	180.00		Slate Plot Markers
15/01/2019	Microshade Business Consltan	BACS2493	393.24		Hosting Service
15/01/2019	Kevin Pilgrim Ltd	BACS2492	23,844.00		Culm Lea railings and gates
15/01/2019	Hanover Lifts	BACS2491	192.00		Lift Service
15/01/2019	Hi-Line	BACS2485	3,997.44		Work at Mill Stream
15/01/2019	Libraries Unlimited South West	BACS2484	26.25		Room Hire
15/01/2019	Scrace, Tim	BACS2482	97.00		Bus Shelter Cleaning
16/01/2019	Allstar	DD2495	41.22		Fuel, Van Running Expenses
17/01/2019	British Telecom	DD2499	33.60		Telephone January 2019
22/01/2019	Unison	CHQ 008725	9.70		Unison Subs Jan 2019
23/01/2019	Allstar	DD2509	19.03		Cemetery Running Exp, Fuel
28/01/2019	ALD FORD LEASE	DD2517	332.47		Van Lease
28/01/2019	D&G Heating Plan	DD	28.29		Boiler Insurance
30/01/2019	Allstar	DD2515	61.84		Fuel, Van & Cemetery
31/01/2019	HMRC	TRANSFER	3,617.68		Tax & NIC January 2019
31/01/2019	Pensions	TRANSFER	2,498.55		Pension Contributions Jan 2019
31/01/2019	Salaries	BACS	11,755.11		Salaries January 2019
Total Payments			51,273.26		

APPENDIX C

Credit Card Purchases, January 2019 Statement - Breakdown

Supplier	Goods Description	Net	VAT	Gross
Amazon	Stationery (prestige paper)	16.74	3.35	20.09
Amazon	Spare part for hoover	4.07	0.82	4.89
Tesco	Gifts for Santa's Grotto	38.50	7.70	46.20
W H Smith	Gift cards Town Mayor's Christmas Card competition	20.00	-	20.00
Tesco	Gifts for Santa's Grotto	66.67	13.33	80.00
Home Bargains	Gifts for Santa's Grotto	16.45	3.29	19.74
Home Bargains	Gifts for Santa's Grotto	18.72	3.74	22.46
Amazon	Emergency flashing light for van	25.99		25.99
		207.14	32.23	239.37

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: January 2019

Re: Budgets and projections

1. **CEMETERY:** Income less than predicted, expenditure more than predicted, possible shortfall £5k (expenditure comparison at Appendix D(i)).

Burial Fees: Predicted Income £32k, income to-date £25k.

Cemetery Expenses: Predicted £13580 – Expenses to-date £1466

RECOMMENDATION: Review at end of financial year

2. **ST ANDREWS CAR PARK:** Predicted expenditure £2,000, actual to-date £2,339

NOTE: Income share of “pay & display” meter not yet received (Approximately £3k for 4 months (Sept-Dec 2018 inclusive), anticipate a further £2.5k to end of financial year.

St Andrews Car Park improvements (budget £2k)

Set up costs £4132.95, Town Centre & Economic Development Committee has recently agreed to install a car park barrier at the far end of the car park, approximate cost £1k

RECOMMENDATION: Set up a new budget heading for St Andrews car park income and review at end of financial year to assess whether there is any requirement to transfer funds from EMR – Car Park Improvements (9032) - £8k

3. **CHRISTMAS LIGHTS** (Budget 7k) Spend to-date £5822.00 – 2 no. invoices to pay totalling approximately £2.6k.

RECOMMENDATION: Transfer £1.5k from EMR Christmas Lights (9044) - £2.5k

APPENDIX E

TOWN HALL PROJECTOR UPGRADE

Report to: Policy, Finance and Personnel Committee

Report by: Assistant Town Clerk

Date: February 2019

Background

The existing projector in the Town Hall:

- 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 c3,000 lumens (generally speaking, the bigger the number the better).
- It has a contrast ratio of 1,000:1 (1:1 would be entirely black and the contrast ratio of 1,000:1 would indicate that whites are 1,000 times brighter than blacks which has an impact on how, particularly, text and graphics appears on screen). Generally speaking, 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 in order to achieve bigger numbers! For example, some large screen TV manufacturers are quoting contrast ratios of 1,000,000:1 which is difficult to measure let alone believe.
- 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 used for more hours than that since I've been working for the council (Nov 2011) and probably reset itself in the many years that it was lying, unused, on a garage floor. New, non-original equipment manufacturer, lamp units are available from c£120 to c£250 each.
- I have been unable to source a new fan unit (this being the significant issue with it and it is making far more noise than it used to).
- It projects onto a screen with a c170" image capacity from a distance of c7.5 metres.

Alternative New Projection Equipment

- 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 number 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 although, even these, are more efficient than in the past. LED lamps generate far less heat than halogen

APPENDIX E

ones and heat dissipation from LED lamps is also far easier requiring smaller fans that make far less noise although fan and heat dissipation technology has been vastly improved.

- Higher brightness and contrast ratios are possible from much smaller units.
- A replacement was quoted by the same company contracted for the Town Hall PA system modifications who would supply a Panasonic PT-RZ570 but it is considered that this is excessive for the requirements of the Town Council (laser projection, for example) and, at c£4,500 including installation, is expensive – even purchase alone would cost c£2,700.
- It is considered that a suitable, branded, item can be purchased for c£300-£400 – unbranded or unknown brand items are available for less but will be of an unknown quality, are usually manufactured cheaply in the far east and will have unknown customer support and spares availability. Brands such as Epson and Acer are known brands with a UK or EU presence and with widely available customer support and spares. Each are recommended for education and small business use and support modern equipment (such as HDMI connections, laptops and tablets) although the image quality, whilst acceptable, will be less than that quoted above. Even should the projectors only last the length of the Warranty, 9 could be purchased (at £300 each) before the cost of the PT-RZ570 is reached.
- For insurance purposes, a new projector in the £300-£400 is very unlikely to increase the premium and, in all probability when taken in conjunction with the new sound system, may reduce it.
- For comparison purposes, the following models have been investigated:

	Existing Sanyo PLV 75	Optoma H184X	Acer H5382BD	Epson EB-W05	BenQ TW533
Native resolution (pixels)	1024 x 768 ¹	1280 x 800	1280 x 720	1280 x 800	1280 x 800
Brightness (Lumens)	c3,000	3,600 (+20%)	3,300 (+10%)	3,300 (+10%)	3,300 (+10%)
Contrast Ratio	1,000:1	23,000:1	20,000:1	15,000:1	15,000:1
Lamp Life ²	c4,000 ³	6,000	5,000	c6,000	c4,500
Connections	DVI/VGA	HDMI/VGA	HDMI/VGA	HDMI/VGA	HDMI/VGA

¹ Although capable of processing full HD images and supplied with a DVI socket, the projector “downscales” images to 1024 x 768 pixels.

² The quoted lamp life figures are for maximum brightness (alternative projectors have an “eco” mode with reduced brightness and, consequently, extended lamp life. For example, a 6,000 lamp life is equivalent to 8 years on the basis of the projector being used for 2 hours per day, every day.

³ This figure is obtained from the user manual but the number of hours used is not known.

APPENDIX E

Min Throw Distance	Unknown	1	1	1	2
Max Throw Distance	Unknown	12	10.3	10.5	10.5
Max Screen Size	Unknown	300"	300"	320"	300"
New Lamp Cost	C£150-250	c£100	c£100	c£60	c£100
Price	NA	c£300	c£300	c£320	c£300

APPENDIX F

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

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 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 now forbid outlets from setting a floor limit before card payments will be accepted. Payment can be taken over the telephone and having less cash in the offices will increase security, 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 now less expensive, alternatives in today's market.

Alternatives Available

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

	Upfront/Monthly Cost	PCI Fee	Authorisation fee	Transaction charges	Minimum length of contact
Worldpay	No joining fee 17.95 terminal hire (four months free)	£29.99 per annum (or free on line)	4.5p per transaction	Credit consumer 1.5% Credit commercial 1.9% Debit card 0.65%	18 months
Barclays	£25 per month for terminal Minimum monthly transactions charge £20	£4.80 per month plus VAT	3p per transaction	Credit consumer 1.02% Credit commercial 2.7% Debit card 1.02%	18 months
Lloyds Cardnet	Joining fee £50 £23 per month (plus VAT) for hire of card reader Minimum	£5.50 per month	3p per transaction		36 months

EXPERIENCES OF LOCAL TRADERS

Trader	Method used	Comment
Mandy's Must Haves (Market Trader) iZettle	Purchased a card reader from ebay which is linked by 'blue tooth' to her phone. She paid about £30 for the card reader. There is no monthly fee, she simply pays 2.75% fee for every transaction.	Appears to have good customer reviews, need to download an App onto a mobile phone to use and relies on mobile network
Deep Blue Logic	Worldpay – which he recommends, they will negotiate and looks more professional to have a formal card machine. Money in your account immediately (this is not the case with some).	Most independent retailers appear to use Worldpay.

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: January 2019

1. TRAINING

- Deputy Town Clerk recently attended the Clerk's Basic course.
- Culmstock Parish Clerk has organised a presentation "Cemetery Management Made Easy" at Kentisbeare Parish Hall on 15 March, the Admin Assistant would like to attend (no charge and includes lunch).
- Schedule of training for new Councillors to be drafted.
- Staff to put together a new Councillors pack to be given to all Councillors following the May election.

2. **STAFFING SCHEDULES:** Slight confusion as Cemetery and Town Hall Committee approved new check list schedule for cemetery staff. Please can it be noted that the Cemetery and Town Hall Committee is responsible for the physical buildings and that staffing matters should be dealt with by the Policy, Finance and Personnel Committee.

Policy Review Working Group to review the Council's Scheme of Delegation, which includes the terms of reference for the committees, before the May election to ensure that the responsibilities of all committees are clear and there is no cross-over between committees.

3. **OUTDOOR STAFF:** Additional funding included in the 2019/20 budget to either pay for an additional member of the Outdoor Staff or pay contractors to carry out some tasks to reduce staff overtime etc.

Consider an agenda item for the next meeting, or arrange a special meeting to consider all options. Issues to consider include:

Grave digging: only one member of staff has received all the training required to be able to dig a grave.

Chapter 8 lighting and signing: Only one member of staff is now Chapter 8 qualified as the Maintenance Supervisors licence has expired and he doesn't wish to renew.

Play Area Inspections: Only one member of staff has received recent training.

4. **STAFF PENSION SCHEME:** Every three years' employers are required to re-enrol any eligible employees in the pension scheme. Employees then have the ability to opt-out if they wish to. The 3rd anniversary of the council's original staging date is 1 August 2019 and the re-enrolment window opens 1 May 2019 and closes 31 October 2019.

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: February 2019

Re: Data Protection Officer

BACKGROUND

When the GDPR Regulations were introduced in May 2018 Town and Parish Councils were required to appoint a Data Protection Officer. This was to avoid a conflict of interests. Following pressure from Town and Parish Councils the government withdrew this requirement as many of the smaller parish councils were concerned about cost.

As the Council is no longer obliged to have a DPO under the revised legislation the Council may not wish to continue with the services of the DPO at the end of the first year (May 2019).

The Cullompton Town Council appointed Paul Russell as its DPO and currently the roles are as follows:

- The Data Controller is the Town Council
- The Data Processors are town council employees who process data as part of their duties. This will include the Town Clerk.
- The Data Protection Officer is an advisor only and has to be independent of the Council and any data processing. They can advise but any investigation MUST be carried out by the Town Council via its employees.
- If someone making a Freedom of Information or Subject Access Request is unhappy with the response they receive, which will usually be generated by the Town Clerk, then that person can ask the DPO to carry out a review.

The cost of continuing the with the services of the DPO is £350 (per year) and the service provided is as follows:

- 3 monthly remote desktop security audit
- Data Protection Officer Service
- Updated Template Documentation
- Email support

