



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 16 April 2019 commencing at 10am, at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 9 April 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 19 March 2019 (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 March/April 2019. (to be tabled at the meeting). | 10.20-
10.25 |
| 7. | FINANCE | |
| | (i) To receive draft financial statements for March 2019 (Appendix C). | 10.25- |
| | (ii) To consider and approve transfers to Ear Marked Reserves for 2019.20 (Appendix D). | 10.50 |
| | (iii) Audit Arrangements: To receive confirmation of audit schedule (Appendix E). | |
| | (iv) Grants: To consider grant applications (Appendix F). | |
| | (v) Transfers to fixed term deposit accounts: To confirm | |
| | (vi) Photocopier: To consider draft tender for replacement photocopier (Appendix G). | |
| | (vii) South West Councils: To approve annual subscription payment (£425.00). | |
| 8. | STAFFING AND TRAINING MATTERS: | |
| | (i) Training: To consider 'Quotes, Contracts and Tendering' training for Town Clerk at a cost of £90 plus VAT | 10.50-
11.00 |
| | (ii) To consider any other training or staffing matters | |
| 9. | WEBSITE AND IT: | |
| | (i) To receive update report and consider purchase of 3 no. laptops to replace out of date machines (Appendix H). | 11.00-
11.10 |
| 10. | POLICY REVIEW WORKING GROUP | 11.10- |
| | (i) To receive draft Minutes of meeting held on 21 March 2019 (Appendix I). | 11.20 |
| | (ii) To receive revised Financial Regulation for approval by full council (Appendix J). | |
| | (iii) Public participation at meetings: To consider report (Appendix K). | |
| 11. | 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.

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|-----|---|-----------------|
| 12. | STAFFING | |
| | (i) Staffing report: To receive update report, including use of contract labour for outside work (to follow under separate cover). | 11.20-
11.45 |
| 13. | OUTSTANDING INVOICES AND PAYMENTS | 11.45- |
| | (i) To receive report (to be sent under separate cover). | 11.55 |

14. REPLACEMENT PROJECTOR FOR HALL: To consider estimates.

15. DATE OF NEXT MEETING: To be agreed

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 19 March 2019 at 10am at the Hayridge Centre

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

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Lloyd Knight (work).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 10 February 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

NOTE: Clerk to check the agreement for the website, for review at the next meeting.

5. **RESOLUTIONS: To note resolutions sheet:** Noted

6. **COMMENTS AND COMPLAINTS:** None

7. FINANCE

- (i) **To receive financial statement for February 2019:** Noted

NOTE: Clerk to circulate members with details of the following:

- Break down of van running expenses for February (£117).
- Details of payment for CCTV repair (£438).
- Details of monthly direct debit payment of £88.80 for mobile phones.

- (ii) **Projector: To consider purchase of replacement projector for main hall**

RESOLVED: To defer this item until the next meeting in order to obtain advice about specification to ensure that the Council purchases a projector that best meets its needs. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- (iii) **Photocopier: To consider draft tender for replacement photocopier:** Defer until the next

meeting as information missing from agenda pack.

8. STAFFING AND TRAINING MATTERS

- (i) **Training report: To receive and approve website training for staff:** Report circulated with the agenda.

RESOLVED: That the Council pays £225 for a half day website training for members of the Council's administration staff. Proposed Cllr Ian Findlay, seconded Cllr Gordon Guest.

Cllr Mike Thompson explained that he considered it would be helpful to Council staff if Councillors were able to assist with updating the website. He reported his concerns about the "Contact" form on the website not working consistently, it was suggested that a separate email address is set up for website emails.

- (ii) **Emergency contacts: To approve draft card :** Discussion about whether there is a need for Councillors to have emergency contact numbers for Council staff.

RESOLVED: That a call divert system is investigated so that the Office mobile phone can divert to the Town Clerk's phone out of office hours and also a similar facility for the Maintenance Supervisor.

- (iii) **New Councillor induction training schedule: to approve**

RESOLVED: That the draft induction training schedule, prepared by the Town Clerk, is approved. This includes meeting dates for May 2019 when full Town Council meetings will be held on 16 May and 30th May. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

9. WEBSITE AND IT:

- (i) **Meeting with website designer: to receive report and agree any actions required:** Summary of meeting circulated with the agenda, those that had attended found it to be a very useful meeting. It was good to be able to clarify some of the issues. The meeting looked at other Town Council websites and ways to improve the Council's own website. Some of these changes have been implemented by the Assistant Town Clerk.

It was suggested that members take a look at Thame Town Council and Salisbury Town Council websites.

The Council website provider has offered to improve the header display on the Council's website and also add further visuals to the site for £25.00.

RESOLVED: That the Council accepts the offer from VisionICT to improve the header display and add further visuals to the website for a cost of £25. However images to be approved by the Committee before submitting to VisionICT for display on website. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

10. POLICY REVIEW WORKING GROUP

- (i) **To receive draft Minutes of meeting held on 27 February**
(ii) **To receive revised Scheme or Delegation for approval by full council**

RESOLVED: That the revised Scheme of Delegation is recommended for approval by full council after deleting the recommendation to remove the reference to the Council's Sport and Leisure Strategy in the terms of reference for the Community Wellbeing Committee and rewriting the clause relating to non-councillor members of committees etc. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

Public Question Time: Cllr Mike Thompson suggested that the Council rethinks the format of its Public Question Time sessions at the beginning of meetings as there are occasions when a member of the public may wish to make a statement rather than ask a question.

RESOLVED: That the Clerk finds out how other Councils structure their public forums. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

11. CORRESPONDENCE:

(i) **Valuation Office** has stated that, based on the information they hold the rateable value for the cemetery has not changed. The Council has 4 months in which to challenge the decision.

RESOLVED: Council to challenge the decision not to change the cemetery's rateable value. Clerk to obtain professional advice.

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

12. STAFFING

(i) **Staffing report: To consider:** Noted.

(ii) **Job Evaluations: To consider estimates**

RESOLVED: To defer consideration of estimates for job evaluation exercise until after the elections. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

(iii) **Site and supervisory visits: To review procedures and forms:** Clerk to circulate forms to members for information.

13. OUTSTANDING INVOICES AND PAYMENTS

(i) **To receive report:** Discussion about outstanding invoices.

RESOLVED:

1. That a member of staff makes contact with the debtors and provides an opportunity to settle the invoice. If not settled then the council's solicitor to be instructed to attempt to recover the largest debt owing to the Council (£102). Proposed Cllr Ian Findlay, seconded Cllr Eileen Andrews.

2. That the following clause is added to the bottom of all invoices sent out by the Council *"Terms are strictly 30 days from invoice. Late payment will insure a surcharge of 8% over the Bank of England base rate for the total of the initial 30 days and every 30 days thereafter"*

(ii) **To review policy flowchart:** Noted (amend to make it clear what happens to a debt of exactly £50).

14. DATE OF NEXT MEETING: Tuesday 16 April 2019 at 10am

The meeting closed at 12.10pm.

SIGNED: _____

DATE: _____

DRAFT

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
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.				
30/01/2019	Clerk to obtain quotes for job evaluation				Quotes obtained, not considered at 19 Feb meeting due to time constraints, deferred until 19 March meeting, deferred until after the election.
30/01/2019	Item on the agenda for next meeting to consider keeping a record of supervisory visits.	Nil	TC		Discussed at 19 Feb meeting, Clerk to bring draft to 19 March meeting
19/02/2019	That a meeting is convened with the website host company. All Councillors to be invited to attend the meeting	Nil	TC		Meeting organised with VisionICT Tuesday 5 March at 10am
19/02/2019	Review cemetery budget at end of financial year	Nil	TC		
19/02/2019	That a new budget heading for St Andrews car park income is set up and reviewed at end of financial year to assess whether there is any requirement to transfer funds from EMR – Car Park Improvements.	Nil	TC/FO		New budget line set up
19/02/2019	That a budget of £1,000 is allocated for the purchase, installation and extended warranty. Clerk to investigate and come back to the next committee meeting with details of: compatibility with existing system, cable connections, extended warranty, best value for money and insurance costs.	1000	TC		Report to March meeting. Deferred until April meeting

19/02/2019	That the Council enters into a contract with WorldPay for 18 months. Committee to review costs at 6 months and again at 12 months.		TC		Worldpay contacted and contract agreed 25/02/2019
19/03/2019	That the Council pays for a half days' website training for staff	225	TC		Arranged for 29 March, completed
19/03/2019	That the draft Councillor induction training schedule is approved	Nil	TC		Completed
19/03/2019	That the Council accepts the offer from ICT Vision to improve the header display on website and add further visuals at a cost of £25. Committee to approved the images.	25	ATC		
19/03/2019	Revised scheme of delegation is recommended to full council for approval	Nil	TC		Approved at Town Council meeting 28 March
19/03/2019	That the Clerk finds out how other Council's structure their Public Question Time sessions and reports back to the Committee	Nil	TC		
19/03/2019	That a member of staff makes contact with the debtors and provides an opportunity to settle outstanding invoices. If not settled then the Council's solicitor to be instructed to attempt recovery	Nil			Largest debt recovered, also one other, others offered to pay as soon as they were able. Debts recovered
19/03/2019	That a clause is added to the bottom of all invoices sent out the Council as follows "Terms are strictly 30 days from invoice. Late payment will insure a surcharge of 8% over the Bank of England base rate for the total of the initial 30 days and every 30 days thereafter.	Nil	FO		Completed
19/03/2019	Council to challenge the decision not to change the cemetery's rateable value. Clerk to obtain professional advice				Professional advice obtained, advise that it would not not be financially viable to pay a consultant, they suggest that the Council staff complete the forms and submit.

	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	1,637	1,800	163			90.9%	
1020 Miscellaneous Income	159	1,338	200	(1,138)			668.8%	
1025 Photocopying Income	17	17	50	33			33.3%	
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	81	1,248	0	(1,248)			0.0%	
1055 Town Maintenance Income	0	2,135	0	(2,135)			0.0%	
Administration :- Income	257	340,521	336,196	(4,324)			101.3%	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	250	500	250		250	50.0%	
4035 General Administration/Other	40	647	540	(107)		(107)	119.8%	
4037 Miscellaneous Expenditure	0	1,219	0	(1,219)		(1,219)	0.0%	
4045 Room Hire	49	559	1,000	441		441	55.9%	
4048 Audit Costs	0	2,509	2,500	(9)		(9)	100.3%	
4050 Photocopier	320	1,303	1,500	197		197	86.9%	
4051 Postage	118	395	500	105		105	79.1%	
4052 Stationery	157	1,317	1,300	(17)		(17)	101.3%	
4055 Subscriptions	0	1,562	1,700	138		138	91.9%	
4060 Telephone & Broadband	235	3,728	3,500	(228)		(228)	106.5%	
4062 Insurance	0	1,452	1,460	8		8	99.5%	
4063 Health & Safety Support	120	580	1,500	920		920	38.7%	
4065 Professional Fees	0	2,495	2,500	5		5	99.8%	
4067 Tech Fund	5,666	5,666	5,000	(666)		(666)	113.3%	
4068 IT Support	328	5,735	6,500	765		765	88.2%	
4070 Office Equipment	19	566	500	(66)		(66)	113.1%	
4072 Recycling Bags Expenditure	0	414	0	(414)		(414)	0.0%	
4075 Grants	0	2,100	2,000	(100)		(100)	105.0%	
4085 Mayoralty Fund	0	400	1,000	600		600	40.0%	
4090 Payroll Expenses	16,745	195,039	220,000	24,961		24,961	88.7%	
4091 Payroll Additional	499	10,692	0	(10,692)		(10,692)	0.0%	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	99.4%	
4115 Staff & Councillor Training	431	1,850	3,000	1,150		1,150	61.7%	
4122 Grass/Verge Cutting	0	2,638	2,500	(138)		(138)	105.5%	
4130 Van Lease	277	3,325	3,325	0		0	100.0%	
4135 Van Running Expenses	103	1,965	2,000	35		35	98.2%	
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	25,105	266,168	298,675	32,507	0	32,507	89.1%	0
Movement to/(from) Gen Reserve	(24,847)	74,353						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	226	330	104		104	68.4%	
Allotments :- Indirect Expenditure	0	226	330	104	0	104	68.4%	0
Movement to/(from) Gen Reserve	0	358						
<u>300 Cemetery</u>								
1300 Burial Fees	3,829	27,593	32,000	4,407			86.2%	
1305 Cemetery Income, other	0	916	0	(916)			0.0%	
Cemetery :- Income	3,829	28,509	32,000	3,491			89.1%	0
4300 Cemetery Equipment	0	485	1,000	515		515	48.5%	
4310 Cemetery Running Expenses	1,453	16,329	13,580	(2,749)		(2,749)	120.2%	
9022 EMR - Cemetery Project	550	1,705	25,878	24,173		24,173	6.6%	
Cemetery :- Indirect Expenditure	2,003	18,519	40,458	21,939	0	21,939	45.8%	0
Movement to/(from) Gen Reserve	1,826	9,990						
<u>350 Play Areas</u>								
9028 EMR - Play Area Fund	(740)	0	0	0		0	0.0%	
Play Areas :- Indirect Expenditure	(740)	0	0	0	0	0		0
Movement to/(from) Gen Reserve	740	0						
<u>400 Town Hall</u>								
1400 Town Hall Hire	490	12,325	11,500	(825)			107.2%	
Town Hall :- Income	490	12,325	11,500	(825)			107.2%	0
4405 Town Hall Running Expenses	384	8,401	11,500	3,099		3,099	73.0%	
9026 EMR - Town Hall Improvements	0	14,797	40,293	25,496		25,496	36.7%	
Town Hall :- Indirect Expenditure	384	23,198	51,793	28,595	0	28,595	44.8%	0
Movement to/(from) Gen Reserve	106	(10,873)						
<u>600 Community Wellbeing Miscellane</u>								
1000 Crier Advertising	25	265	500	235			53.0%	
1049 Community Wellbeing Income	0	100	0	(100)			0.0%	
1050 Community Event Income	0	462	500	38			92.4%	
1051 Christmas Lights event	0	895	0	(895)			0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1052 Play Area Income	0	31,178	0	(31,178)			0.0%	
1053 Christmas Trees	0	785	0	(785)			0.0%	
Community Wellbeing Miscellane :- Income	25	33,686	1,000	(32,686)			3368.6%	0
4020 Cullompton Crier	647	2,085	3,400	1,315		1,315	61.3%	
4025 Social Media	0	19	100	81		81	19.0%	
4095 Christmas Lights	0	8,495	8,100	(395)		(395)	104.9%	
4125 Play Area Running Expenses	144	3,016	3,000	(16)		(16)	100.5%	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0%	
4127 Play Area Projects	56,453	78,761	2,438	(76,323)		(76,323)	3230.6%	
4160 Community Wellbeing Committee	7,810	8,515	1,500	(7,015)		(7,015)	567.7%	
4165 Community Events	0	86	1,000	914		914	8.6%	
9050 Public Rights of Way	0	4,027	5,949	1,922		1,922	67.7%	
9087 Christmas Events	121	1,546	1,365	(181)		(181)	113.3%	
Community Wellbeing Miscellane :- Indirect Expenditure	65,175	106,550	28,852	(77,698)	0	(77,698)	369.3%	0
Movement to/(from) Gen Reserve	(65,150)	(72,864)						
<u>700 Policy and Resources Miscellan</u>								
1045 Staff Charge Back	0	849	500	(349)			169.8%	
Policy and Resources Miscellan :- Income	0	849	500	(349)			169.8%	0
Movement to/(from) Gen Reserve	0	849						
<u>800 Town Centre</u>								
1005 Hanging Baskets	140	1,114	500	(614)			222.8%	
1800 Street Market Income	128	2,544	0	(2,544)			0.0%	
1905 St Andrews car park income	0	3,102	0	(3,102)			0.0%	
Town Centre :- Income	268	6,760	500	(6,260)			1351.9%	0
4005 CCTV	0	640	3,000	2,360		2,360	21.3%	
4105 St Andrew's Car Park	45	2,454	2,000	(454)		(454)	122.7%	
4110 St Andrew's Car Park Improv.	0	4,133	2,000	(2,133)		(2,133)	206.6%	
4120 Town Maintenance	671	4,994	6,500	1,506		1,506	76.8%	
4150 Public Toilets Contribution	31	101	5,000	4,899		4,899	2.0%	
9070 Market	75	3,085	5,223	2,138	425	1,713	67.2%	
Town Centre :- Indirect Expenditure	822	15,407	23,723	8,316	425	7,890	66.7%	0
Movement to/(from) Gen Reserve	(554)	(8,648)						
<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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4820 Neighbourhood Plan	82	6,258	11,214	4,956		4,956	55.8%	
Neighbourhood Plan :- Indirect Expenditure	82	6,258	11,214	4,956	0	4,956	55.8%	0
Movement to/(from) Gen Reserve	(82)	(1,258)						
<u>830 Town Team</u>								
1820 Town Team Income	0	1,295	0	(1,295)			0.0%	
Town Team :- Income	0	1,295	0	(1,295)				0
9085 Town Team	218	3,345	7,089	3,744		3,744	47.2%	
Town Team :- Indirect Expenditure	218	3,345	7,089	3,744	0	3,744	47.2%	0
Movement to/(from) Gen Reserve	(218)	(2,050)						
<u>835 Public Rights of Way</u>								
1835 Public Rights of Way	400	1,800	0	(1,800)			0.0%	
Public Rights of Way :- Income	400	1,800	0	(1,800)				0
Movement to/(from) Gen Reserve	400	1,800						
<u>840 Youth Services</u>								
4850 Youth Services	0	18,716	19,334	618		618	96.8%	
Youth Services :- Indirect Expenditure	0	18,716	19,334	618	0	618	96.8%	0
Movement to/(from) Gen Reserve	0	(18,716)						
<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	(740)	7,339	8,079		8,079	(10.1%)	
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%	
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	1,400	1,400		1,400	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%	
9081 EMR - Maintenance Equipment	0	0	1,000	1,000		1,000	0.0%	
EMR :- Indirect Expenditure	0	(740)	63,294	64,034	0	64,034	(1.2%)	0
Movement to/(from) Gen Reserve	0	740						
<u>991 Available Funds</u>								
9070 Market	0	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 29/03/2019

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	5,269	431,328	382,196	(49,131)			112.9%	
Expenditure	93,049	457,646	544,762	87,116	425	86,691	84.1%	
Net Income over Expenditure	<u>(87,780)</u>	<u>(26,318)</u>	<u>(162,566)</u>	<u>(136,247)</u>				
Movement to/(from) Gen Reserve	<u>(87,780)</u>	<u>(26,318)</u>						

List of Payments made between 01/03/2019 and 29/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	Shire Leasing PLC	DD2318	237.71		Telephone Sept 18-Jun 19
01/03/2019	Libraries Unlimited South West	EP2549	37.45		Room Hire
01/03/2019	Spot On Supplies	EP2550	64.46		Cleaning Supplies
01/03/2019	Devon Commercial Stationers	EP2552	115.35		Postage & Stationery
01/03/2019	SLCC	EP2555	350.00		CiLCA qualification M Weston
01/03/2019	John Batten	EP2554	54.00		St Andrews CP, Hedge Trimming
01/03/2019	Mr A Dolbear, Alfies	8727	77.74		Various Items
04/03/2019	Image Playgrounds	EP2546	4,686.00		Full Sized Fergie Tractor
12/03/2019	Deep Blue Logic Ltd	8728	22.29		8 port gigabit network switch
14/03/2019	Wasteology Ltd	EP2566	372.00		Cemetery, skip rental
14/03/2019	Scrace, Tim	EP2576	190.00		Town Hall, window cleaning
14/03/2019	Maria Weston	EP2575	21.11		Staff training
14/03/2019	St John Ambulance	EP2574	144.90		1st aid cover, Christmas event
14/03/2019	Devon Commercial Stationers	EP2573	22.25		Stationery
14/03/2019	South West Water	EP2572	366.14		CemWater/Sewer 16.1.17-14.12.18
14/03/2019	D & H Plant Ltd	EP2567	72.00		Cemetery, digger hire
14/03/2019	Spot On Supplies	EP2565	94.54		Town Hall toilet supplies
14/03/2019	Streamline Corporate	EP2562	66.62		Cemetery, Protective clothing
14/03/2019	Labdon Building Supplies	EP2560	64.90		Various items, TH & TM
14/03/2019	Mole Valley Farmers	EP2559	8.70		Cemetery, Protective Clothing
14/03/2019	A M Lane Ltd	EP2557	591.90		Survey/ Report, Cemty/Allotmnt
15/03/2019	APi Communications Ltd	EP2558	6,799.20		Sound System
29/03/2019	Salaries	BACS	11,458.15		Salaries March 2019
29/03/2019	HMRC	BACS	3,410.65		Tax & NIC March 2019
29/03/2019	Pensions	BACS	2,439.61		Pension Contribution Mar 2019
29/03/2019	Unison	CHEQUE	9.70		Unison Subs March 2019
Total Payments			31,777.37		

APPENDIX D

CULLOMPTON TOWN COUNCIL					
EAR MARKED RESERVES 2019.20					
		2018.19 Balance remaining			Carry Forward
4005	CCTV	2360.00			2360.00
4090	Payroll	14269.00			14250.00
4068	IT Support	765.00			765.00
4085	Mayoralty Fund	600.00	See below		
4110	St Andrews car park Improvements	2000.00	See below		
4120	Town Maintenance	1500.00			1500.00
4126	Play Equipment Fund	2000.00	See below		
4300	Cemetery Equipment	500.00	See below		
4820	Neighbourhood Plan	4956.00	5000.00	9956.00	9956.00
4825	Townscape Heritage Scheme	6500.00	See below		
4860	Election Contingency	5000.00			5000.00
9022	EMR Cemetery Project	24173.00			24173.00
9026	EMR Town Hall Improvements	25496.00			25496.00
9028	EMR Play Area Fund	7339.00	2000.00		9339.00
9030	EMR Railway Feasibility	6359.00			6359.00
9032	EMR Car Park Improvements	8000.00	2000.00		10000.00
9038	EMR Townscape Heritage	13500.00	6500.00		20000.00
9040	EMR Van Fund	2696.00			2696.00
9044	EMR Christmas Lights	1400.00			1400.00
9046	EMR Community Events	3000.00	To Xmas Events		3000.00
9050	Public Rights of Way	1922.00	1800.00		3722.00
9052	EMR Staffing contingency	1000.00	5000.00		15000.00
9054	EMR Mayoralty Fund	0.00	600.00		600.00
9081	EMR Maintenance Equipment	1000.00	500.00		1500.00
		Balance	Income	Total	
9085	Town Team	3744.00	1295.00	5039.00	5039.00
9070	Market	2138.00	2544.00	4682.00	4682.00
9087	Christmas Event	-181.00	895.00	714.00	714.00
					167551.00

Play Area Income

APPENDIX E

Report to: Policy, Finance and Personnel Committee

Re: Audit Arrangements

Prepared by: Town Clerk

Date: April 2019

The arrangements for completion of the Annual Return are as follows:

Monday 20 May 2019 – Year End closedown (RBS)

Tuesday 28 May 2019 – Internal Audit (IAC Audit & Consultancy Ltd)

Thursday 13 June 2019 – Approval of Annual Governance Statement and Annual Return by full council

Friday 14 June 2019 – Submit Annual Return to External Auditor (PKF Littlejohn)

APPENDIX F

CULLOMPTON TOWN COUNCIL

GRANT APPLICATIONS APRIL 2019

2019/20 Budget: £2,000

Organisation	Purpose of grant	Amount requested	Grant paid 2018.19	Recommended grant 2019.20
Citizens' Advice Bureau	To provide an outreach service in Cullompton for the benefit of the local community providing free, independent advice and information.	£500	£500	
Cullompton Ace Majorettes	Themed outfits for routines	£300.00	£200	
Culm Voluntary Car Scheme	To help towards general running expenses of this essential service for local residents who would find it difficult to get to hospitals, doctors' surgeries and other health visits by any other means.	£300	£300	
Cullompton Scout Group	4mx8m instant gazebo event tent for use as a field kitchen and eating area at camps, it will also be used for many outdoor events including sports and fun days.	Any	Nil	
Cullompton & Tiverton Red Box Project	Provide boxes and bins that are placed at donation points and in schools, and to cover the cost of printing and laminating information leaflets and posters that are placed in schools and donation points.	Any	Nil	
Cullompton Family Centre	Keeping the centre open and regular sessions for the many who attend (very busy as other groups closing). Ongoing costs, refreshments, equipment	£500	£250	
Cullompton Walronds Preservation Trust	<ol style="list-style-type: none"> 1. Provision of 3 additional interpretation boards. 2. Course for young parents to prepare, cook and serve family meals suitable for all the family to include weaning babies onto healthy solid food. The course was requested by the health team from College Surgery. 	£200 (£100 for each project)	Nil	
Total				

INVITATION TO TENDER FOR THE LEASE OF A NETWORKED MULTIFUNCTIONAL OFFICE DEVICE

1. Tenders are invited for the supply, on a 5-year lease, of a multifunction office device. The installation of this device will be in August 2019 when the existing lease of a RICOH MPC3503 with staple finisher expires. The new device will have a foot print no greater than the existing.
2. The device will have the following capabilities:
 - a. Scanning:
 - i. Scan documents through an auto sheet feeder up to A3 in size together with traditional flat-bed scanning.
 - ii. Scanning resolution will be variable with the maximum scanning resolution being no less than 600dpi.
 - iii. Scanning will be in full colour.
 - iv. Scanned documents will be saved to a USB drive or networked to a specific computer via the existing LAN.
 - v. Auto sheet feeder will have auto duplex capability.
 - b. Printing:
 - i. Colour network printing up to A3 in size.
 - ii. Multiple paper input trays (current machine has 4) for A4 and A3 paper with a bypass tray.
 - iii. Copy finishing with capability of stapling finished copies in various ways including up to A4 (folded) booklets (A3 unfolded). Folding is not necessary as this will be done by hand.
 - iv. Paper stock will be from 75gsm (plain paper) up to 300gsm. Automatic duplex is required on all paper stock.
 - c. The ongoing support should include in the monthly rental cost:
 - i. 4-hour response to requests for engineering support Monday to Friday 08:00-16:00. Requests received after Monday to Friday 16:00 or on Saturday, Sunday and on Public Holidays may be dealt within 4 hours commencing from 08:00 on the next working day.
 - ii. Supply, including carriage, of CMYK Toner Cartridges as requested.
 - iii. Supply, including carriage, of replacement staple cartridges as requested.
 - iv. Facilities, including carriage, for the return and recycling of used CMYK Toner Cartridges.
3. There will, obviously, be variables when these tenders are produced. However, the council will consider, primarily, the monthly or quarterly rental together with the per-page printing

costs based on the usage of the existing machine over the past 12 months in order to provide parity of comparison of ongoing revenue costs.

4. Tenders for this work, in envelopes marked "TENDER SUBMISSION – OFFICE MACHINE" are to be received by the Town Council offices no later than 12 Noon on Friday 28 June 2019. The preferred tender submission will be notified as soon as practicable following the meeting of the Policy, Finance and Personnel Committee due to be held on 16 July 2019.

I look forward to hearing from you.

Yours faithfully

Judy Morris BA(Hons)
Town Clerk

DRAFT

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

RE: Website and IT Equipment

DATE: April 2019

1. **Website:** Training completed and work started on updating the website.

The Council's current website host is VisionICT – the annual cost is £220 for hosting and support. There is no formal contract.

2. **Upgrading the computers:** Three of the staff computers, two laptops and one tower, are running Windows 7. Support for Windows 7 stops in January 2020. The Council's IT advisor has suggested that these are upgraded but as all the machines are more than 5 years old it has been recommended that they are replaced with up-to-date machines which are all sold with Windows 10 by default.

Cost of a new machine varies, but the cost of refurbished machine starts from approximately £260 (14" 8GB Memory) or £340 for a new machine (15.6" 4GB RAM). It would cost about £220 to upgrade the existing machine and due to their age it would seem more cost effective to purchase three new/refurbished machines.

There is £765 remaining in the IP Support budget (2018.19). Could this be used towards the cost of replacing the computers?

APPENDIX I



POLICY REVIEW WORKING GROUP

Summary of a meeting held at Town Hall on Thursday 21 March 2019 at 2pm

Those present: Councillors: Kerry Baldwin and Lloyd Knight
Judy Morris (Town Clerk)

1. **Apologies** received from Cllrs: Iain Emmett (personal) and Eileen Andrews (personal).
2. **Declarations of Interest:** None
3. **Minutes:** The Minutes of the previous meeting held on 27 February 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.
4. **Policy Review:**
 - (i) **FINANCIAL REGULATIONS:** Several minor amendments were recommended as per the attached revised Financial Regulations at Appendix A.
 - (ii) **INFORMATION AND INFORMATION SECURITY:** Defer for review at next meeting.
5. **To agree policies to be reviewed at the next meeting:** Information and Information Security policy and any associated policies to compare for consistency.
6. **Date and time of next meeting:** Thursday 18 April at 2pm.

APPENDIX K

Report to: Policy, Finance and Personnel Committee

Re: Format for public participation at council meetings

Prepared by: Town Clerk

Date: April 2019

Following discussion at the PFP Committee meeting held on 19 March 2019 I looked at how a number of different town councils structure their public participation forums. All the Councils I looked at allowed time at the beginning of their meetings to enable members of the public to ask questions or raise matters relating to the town (See South Molton).

A sample of what I found is detailed below:

HONITON TOWN COUNCIL

Public Question Time for items on the agenda - adjournment for 15 minutes.

Questions relating to items on the agenda may be asked at the meeting at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking. The council may respond verbally at the meeting or subsequently in writing. Persons wishing to ask a question should notify the Clerk before the meeting so that they can be called and should fill out a Public Question form which will be available at the meeting, giving name, agenda item to be addressed and contact details in the event of a written response.

OTTERY ST MARY

To allow members of the public present to submit questions/comments for consideration Individual contributions will be limited to 3 minutes

CREDITON TOWN COUNCIL

Public Question Time - To receive questions from members of the public relevant to the work of the Council. (A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

DARTMOUTH TOWN COUNCIL

QUESTIONS TO THE MAYOR BY MEMBERS OF THE PUBLIC

SOUTH MOLTON TOWN COUNCIL

PUBLIC PARTICIPATION: The meeting will adjourn for a period of fifteen minutes, or longer at the discretion of the Chairman if circumstances determine. This will enable any member of the public to raise matters relating to the town.

