



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
Thursday 30 May 2019 commencing at 1pm, at the Town Hall

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 23 May 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Kerry Baldwin, Ian Findlay and Gordon Guest

PUBLIC PARTICIPATION

15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters 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. CHAIRMAN:** To elect a Chairman for 2019/20.

3. **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.
4. **PUBLIC PARTICIPATION:** To allow members of the public present at the meeting to raise matters which are relevant to the Committee. Up to 3 minutes will be allowed for each person. 13.00-13.15
5. **MINUTES:** To consider and approve the Minutes of the previous meeting held on 16 April 2019 (Appendix A).
6. **TERMS OF REFERENCE:** To review (Appendix B). 13.15-13.25
7. **RESOLUTIONS:** To note resolutions sheet (Appendix C). 13.25-13.30
8. **COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS:** To receive details of any comments, complaints or Freedom of Information requests for April/May 2019 (Appendix D). 13.30-13.45
9. **FINANCE**
 - (i) To receive Income and Expenditure report for 2018/19 (Appendix E). 13.45-
 - (ii) To receive balance sheet for 2018/19 (Appendix F). 14.00
 - (iii) To receive and approve draft Annual Return for 2018/19 2019 (Appendix G).
 - (iv) To consider purchase of 3 no. laptops, printer and filing cabinet (Appendix H).
 - (v) Arts Council National Lottery grant application: To receive confirmation that an application has been submitted for Arts Council funding to provide workshops for the Christmas Lights event.
10. **STAFFING AND TRAINING MATTERS:**
 - (i) **Training:** To review training schedule (Appendix I). 14.00-14.10
11. **WEBSITE AND IT:** To consider any relevant matters. 14.10-14.15
12. **POLICY**
 - (i) **Quotes, contracts and tendering:** to ask the Policy Review Working Group to consider amending the Council's Financial Regulations and Standing Orders to enable the Council to receive tender documents by email and also consider how information about contracts and tenders is published on the Council's website. 14.15-14.25
 - (ii) **Freedom of Information requests:** to ask the Policy Review Working Group to consider how information is to be published on Council's website Appendix J).
13. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.

RECOMMENDATION: that due to the sensitive/commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

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| 14. STAFFING | | |
| (i) Staffing report: | To receive update report. | 14.25- |
| (ii) Job Evaluations: | To consider estimates (to be send under separate cover) and agree way forward. | 14.30 |
| 15. OUTSTANDING INVOICES AND PAYMENTS | | 14.30- |
| (i) | To receive report (to be sent under separate cover). | 14.35 |
| 16. COMPLAINTS | | 14.35- |
| (i) | To receive details of complaint relating to Head Weir Road play area and agree way forward. | 14.50 |
| (ii) | To review complaint relating to Council response to planning application and agree way forward. | |
| 17. CEMETERY GRASS CUTTING: | To consider estimates. | 14.40- |
| | | 14.55 |
| 18. REPLACEMENT PROJECTOR FOR HALL: | To consider estimates. | 14.55- |
| | | 15.00 |
| 19. 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 16 April 2019 at 10am at the Hayridge Centre

Present: Cllr Iain Emmett (in the chair) and Cllrs: Ian Findlay and Mike Thompson.

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Lloyd Knight (work), Cllr Gordon Guest (personal), Cllr Kerry Baldwin (personal) and Cllr Eileen Andrews (health).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 19 March 2019 were approved and signed as a correct record. Proposed Cllr Ian Findlay, seconded Cllr Mike Thompson.
5. **RESOLUTIONS: To note resolutions sheet:** Noted.
6. **COMMENTS AND COMPLAINTS:** None.
7. **FINANCE**
 - (i) **To receive draft financial statements for March 2019:** Noted.
 - (ii) **To consider and approve transfers to Ear Marked Reserves for 2019.20.**

RECOMMENDATION: That the balances from the following budget lines are carried forward from 2018/19 to 2019/20 as Ear Marked Reserves: (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

4005	CCTV
4090	Payroll
4068	IT Support
4085	Mayoralty Fund
4110	St Andrews car park Improvements
4120	Town Maintenance
4126	Play Equipment Fund
4300	Cemetery Equipment
4820	Neighbourhood Plan

4825	Townscape Heritage Scheme
4860	Election Contingency
9022	EMR Cemetery Project
9026	EMR Town Hall Improvements
9028	EMR Play Area Fund
9030	EMR Railway Feasibility
9032	EMR Car Park Improvements
9038	EMR Townscape Heritage
9040	EMR Van Fund
9044	EMR Christmas Lights
9046	EMR Community Events
9050	Public Rights of Way
9052	EMR Staffing contingency
9054	EMR Mayoralty Fund
9081	EMR Maintenance Equipment
9085	Town Team
9070	Market
9087	Christmas Event

(iii) **Audit Arrangements: To receive confirmation of audit schedule:** Noted.

(iv) **Grants: To consider grant applications.**

NOTE: 2019/20 grant budget is £2,000.

RECOMMENDATION: That grants are approved as follows: (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson).

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	£500.00
Cullompton Ace Majorettes	Themed outfits for routines	£300.00	£200	£200.00
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	£300.00
Cullompton Scout Group	4mx8m instant gazebo event tent for use as a field kitchen	Any	Nil	£300.00

	and eating area at camps, it will also be used for many outdoor events including sports and fun days.			
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	Defer – contact Cullompton Community College to find out if they support the scheme
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	£350.00
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	£200.00
Total				£1850.00

NOTE: Consider setting up a separate budget line for annual grants such as CAB and Culm Voluntary Car Scheme.

(v) Transfers to fixed term deposit accounts: To confirm.

RESOLVED: That the Council reinvests into another Lloyds Bank Fixed Term Deposit when funds mature. Review in 6 months. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

(vi) Photocopier: To consider draft tender for replacement photocopier.

RESOLVED: That the draft tender for replacement of photocopier is approved. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

(vii) South West Councils: To approve annual subscription payment (£425.00).

RESOLVED: That the Council continues its membership of South West Councils and pays the annual membership of £425.00. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

8. STAFFING AND TRAINING MATTERS:

- (i) Training: To consider 'Quotes, Contracts and Tendering' training for Town Clerk at a cost of £90 plus VAT**

RESOLVED: That the Clerk undertakes 'Quotes, Contracts and Tendering' training at a cost of £90 plus VAT. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (ii) To consider any other training or staffing matters:** Clerk to investigate First Aid and Working at Heights training for staff.

9. WEBSITE AND IT:

- (i) To receive update report and consider purchase of 3 no. laptops to replace out of date machines:** Report circulated with agenda. Discussion about upgrading 3 no. computers which are running Windows 7. The Council's IT advisor has suggested that they are replaced with up-to-date machines which are all sold with Windows 10 by default.

RESOLVED: That the Clerk investigates the cost of 3 no. good quality laptops, to possibly include an SSD Drive, and bring details to the next meeting. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

10. POLICY REVIEW WORKING GROUP

- (i) To receive draft Minutes of meeting held on 21 March 2019:** Noted
- (ii) To receive revised Financial Regulation for approval by full council:** Noted
- (iii) Public participation at meetings: To consider report:** Report circulated with agenda. Discussion about the format of public participation sessions.

RESOLVED: That, in order to encourage public participation in Council meetings, the Public Question Time section of full council and committee meetings is renamed 'Public Participation'.

11. CORRESPONDENCE: Any correspondence received after the date of this agenda: None

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

12. STAFFING

- (i) Staffing report: To receive update report, including use of contract labour for outside work:** Noted

13. OUTSTANDING INVOICES AND PAYMENTS

- (i) To receive report:** Noted

14. REPLACEMENT PROJECTOR FOR HALL: To consider estimates. Discussion about the specification of the projector, Clerk to obtain further estimates for consideration at the next meeting

15. DATE OF NEXT MEETING: To be advised.

Meeting closed at 11.50pm

SIGNED: _____

DATE: _____

DRAFT

APPENDIX B

CULLOMPTON TOWN COUNCIL

POLICY, FINANCE AND PERSONNEL COMMITTEE: TERMS OF REFERENCE

a. Administration:

- i. To maintain a continuous general oversight on the Council's administration.
- ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
- iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state.

b. Finance

- i. Control of the finances of the council including recommending and monitoring the annual budget.
- ii. Proposing the precept demand for the billing authority to be put before the council.
- iii. To undertake quarterly review of expenditure against the approved budget and to report to the council highlighting any variations.
- iv. To ensure the proper arrangements for the conduct of the statutory annual audit including the appointment of an internal auditor.
- v. To approve the Annual Statement of Accounts for submission to the council for adoption.
- vi. To consider virements as necessary.
- vii. To undertake regular review of the council's banking arrangements and investments.
- viii. To regularly review the council's insurance requirements.
- ix. To consider grant applications and make recommendations to the full council.
- x. To consider matters referred by the council.

c. Personnel:

- i. To recruit, retain and develop staff to undertake the work of the council.
- ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
- iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
- iv. To consider requests from members' and staff to attend conferences, courses and meetings relevant to the work of the council.
- v. To consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.

- vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
- vii. To deal with any staff complaint concerning the Town Clerk.
- viii. To deal with any staff matters referred by the Town Clerk.
- ix. To deal with any other personnel matters.
- x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
- xi. To ensure that the council complies with health and safety legislation.

d. Policy:

- i. To regularly review and update the policies of the Council.
- ii. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- iii. To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- iv. To consider and make recommendations to the Council on any policy or consultation documents received from other organisations and affecting the area and, in the event of time constraints which prevent consideration by the Council, making a direct response to those documents.

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.
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
19/03/2019	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.
16/04/2019	Recommendation to be confirmed by full ocuncil to transfer funds to Ear Marked Reserves				Completed
16/04/2019	Recommendation to be confirmed by full council to pay grants				Completed
16/04/2019	Clerk to undertake 'Quotes, Contracts and Tendering training	£90.00	TC		Training completed
16/04/2019	Clerk to investigate cost of replacing 3 no. laptops for next meeting				Agenda item 30/05/2019

16/04/2019	That, in order to encourage public participation at meetings, the Public Question Time section of full council and committee meetings is renamed "Public participation".				Agenda wording and form wording has been amended
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CULLOMPTON TOWN COUNCIL

COMMENTS AND COMPLAINTS APRIL/MAY 2019

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
COMPLAINTS			
29/04/2019		Lack of work being carried out in the cemetery	Staff were on a break when noticed by member of the public
17/05/2019		Filthy state of public toilets in Station Road, smells like someone is sleeping in there. Stains on the walls and floor has not been disinfected for a long while.	Toilets are cleaned/inspected everyday by a member of the Council's Outdoor Team. However, the Council has recently arranged for a contractor to clean the toilets on Tuesdays and Fridays in order to free-up staff time for grass cutting/ The toilet would benefit from a coat of paint as it does look 'shabby'. Could also consider a time-lock so that the toilets automatically lock themselves at night and open again in the morning.
FREEDOM OF INFORMATION REQUESTS			
<p>30/04/2019 – Request for information regarding the contract between Cullompton Town Council and the YMCA to provide youth services – response sent 21/05/2019 as information not available until the Contract was approved at a Town Council meeting on 16/05/2019</p> <p>11/05/2019 – Request for information relating to cemetery running costs – response sent 16/05/2019 – Further request received 22/05/2019</p> <p>17/05/2019 – Request for specific and legal policy information on the maximum distance that residential refuse wheelie bins can be located from the main road.</p> <p>17/05/2019 – Request for clarification of the legal position for emergency vehicles that need to park on Fore Street</p> <p>17/05/2019 – Request for information of car ownership in the town centre</p> <p>22/05/2019 – Request for information relating to public toilet</p> <p>The Council has also received one Subject Access Request</p>			

Working details for ANNUAL RETURN - Year ended 29 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	141,329	150,498	310	0	General Reserves
1	0	162,566	320	0	Earmarked Reserves
1	13,000	0	322	0	Cemetery Paths/Project
1	5,000	0	324	0	Community Bus Service
1	28,043	0	326	0	Town Hall Improvements
1	4,945	0	328	0	Play Area Fund
1	10,000	0	330	0	Railway Feasibility Study
1	6,000	0	332	0	St Andrews car park improvemen
1	2,000	0	334	0	TEC Fund
1	1,000	0	338	0	Townscape Heritage Scheme
1	5,845	0	340	0	Van Fund
1	3,878	0	342	0	Cemetery Extension
1	2,500	0	344	0	Christmas Lights
1	2,500	0	346	0	Community Events
1	2,000	0	348	0	Container
1	1,068	0	350	0	Public Rights of Way
1	5,000	0	352	0	Staffing Contingency
1	750	0	354	0	Mayoralty Fund
1	9,273	0	370	0	Market
1	1,872	0	375	0	Neighbourhood Plan
1	6,426	0	380	0	John Tallack Centre
1	5,784	0	385	0	Town Team
1	Balances brought forward	258,213	313,064	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	313,757	332,184	1030	100	Precept
2	Annual Precept	313,757	332,184	Total amount of Precept income received in the year	
3	235	0	1000	100	Crier Advertising
3	0	805	1000	600	Crier Advertising
3	483	0	1005	100	Hanging Baskets
3	0	974	1005	800	Hanging Baskets
3	2,100	2,424	1010	100	Interest Received
3	1,019	1,338	1020	100	Miscellaneous Income
3	31	17	1025	100	Photocopying Income
3	5,343	1,962	1035	100	Council Tax Support Grant
3	1,511	1,277	1040	100	Recycling Bags
3	877	0	1045	100	Staff Charge Back
3	0	1,336	1045	700	Staff Charge Back
3	0	100	1049	600	Community Wellbeing Income
3	1,818	0	1050	100	Community Event Income
3	0	462	1050	600	Community Event Income
3	4,025	0	1051	100	Christmas Lights event
3	0	895	1051	600	Christmas Lights event
3	0	31,178	1052	600	Play Area Income
3	0	768	1053	600	Christmas Trees

Working details for ANNUAL RETURN - Year ended 29 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	15,581	2,135	1055	100	Town Maintenance Income
3	395	475	1200	200	Allotment Rents - Top Field
3	82	109	1205	200	Allotment Rents - Haymans
3	41,274	28,168	1300	300	Burial Fees
3	10	916	1305	300	Cemetery Income, other
3	11,965	12,325	1400	400	Town Hall Hire
3	3,189	2,594	1800	800	Street Market Income
3	162	3	1802	800	Street Market Income - Electri
3	3,044	1,295	1820	830	Town Team Income
3	166	0	1830	840	John Tallack Centre Income
3	5,400	1,800	1835	835	Public Rights of Way
3	22,000	0	1845	100	Project Grants
3	8,598	5,000	1850	820	Neighbourhood Plan Income
3	0	3,102	1905	800	St Andrews car park income
3	Total other receipts	129,307	101,457	Total income or receipts as recorded in the cashbook minus the Precept	
4	196,261	195,039	4090	100	Payroll Expenses
4	10,366	10,692	4091	100	Payroll Additional
4	Staff costs	206,627	205,731	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	17,647	17,647	4100	100	Public Works Loan Repayment
5	Loan interest/Capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on borrowings	
6	0	115	4000	100	Advertising
6	614	0	4005	500	CCTV
6	0	640	4005	800	CCTV
6	4,546	2,921	4010	100	Contingency
6	2,584	0	4020	100	Cullompton Crier
6	0	2,510	4020	600	Cullompton Crier
6	0	19	4025	600	Social Media
6	440	250	4030	100	Councillor Allowances
6	1,928	728	4035	100	General Administration/Other
6	562	1,219	4037	100	Miscellaneous Expenditure
6	742	559	4045	100	Room Hire
6	2,368	2,509	4048	100	Audit Costs
6	1,407	1,303	4050	100	Photocopier
6	752	397	4051	100	Postage
6	942	1,317	4052	100	Stationery
6	1,496	1,562	4055	100	Subscriptions
6	2,477	3,802	4060	100	Telephone & Broadband
6	0	1,452	4062	100	Insurance
6	0	587	4063	100	Health & Safety Support
6	1,500	2,495	4065	100	Professional Fees

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Working details for ANNUAL RETURN - Year ended 29 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	5,666	4067	100	Tech Fund
6	5,461	5,735	4068	100	IT Support
6	533	566	4070	100	Office Equipment
6	1,355	414	4072	100	Recycling Bags Expenditure
6	2,493	2,100	4075	100	Grants
6	907	400	4085	100	Mayoralty Fund
6	6,661	0	4095	100	Christmas Lights
6	0	8,495	4095	600	Christmas Lights
6	3,287	0	4096	100	Christmas Lights Event
6	1,814	0	4105	100	St Andrew's Car Park
6	0	3,450	4105	800	St Andrew's Car Park
6	0	4,133	4110	800	St Andrew's Car Park Improv.
6	829	2,127	4115	100	Staff & Councillor Training
6	4,967	0	4120	100	Town Maintenance
6	0	5,010	4120	800	Town Maintenance
6	2,561	2,638	4122	100	Grass/Verge Cutting
6	2,421	0	4125	100	Play Area Running Expenses
6	0	3,016	4125	600	Play Area Running Expenses
6	19,668	0	4127	100	Play Area Projects
6	0	30,843	4127	600	Play Area Projects
6	3,325	3,325	4130	100	Van Lease
6	1,721	1,965	4135	100	Van Running Expenses
6	9,354	0	4150	100	Public Toilets Contribution
6	0	1,531	4150	800	Public Toilets Contribution
6	3,125	0	4160	100	Community Wellbeing Committee
6	0	781	4160	600	Community Wellbeing Committee
6	0	789	4165	600	Community Events
6	299	249	4200	200	Allotment Expenses
6	0	485	4300	300	Cemetery Equipment
6	15,981	16,705	4310	300	Cemetery Running Expenses
6	2,750	0	4400	400	Town Hall Improvements
6	8,251	8,567	4405	400	Town Hall Running Expenses
6	8,098	6,538	4820	820	Neighbourhood Plan
6	19,500	18,716	4850	840	Youth Services
6	0	1,705	9022	300	EMR - Cemetery Project
6	0	14,797	9026	400	EMR - Town Hall Improvements
6	3,641	0	9030	990	EMR - Railway Feasibility
6	2,145	0	9048	990	EMR - Container
6	0	4,027	9050	600	Public Rights of Way
6	519	0	9050	991	Public Rights of Way
6	0	3,336	9070	800	Market
6	7,401	0	9070	991	Market
6	779	0	9080	990	EMR - J T Centre
6	0	3,345	9085	830	Town Team
6	1,740	0	9085	991	Town Team

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Working details for ANNUAL RETURN - Year ended 29 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	1,546	9087	600	Christmas Events
6	163,940	187,383	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	313,064	335,944	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	151,022	35,742	200	0	Current Bank Account
8	75,000	75,000	220	0	Lloyds 12 Month Deposit
8	0	50,000	230	0	Lloyds 6 Month Deposit
8	23	27	250	0	Petty Cash
8	76,352	77,470	260	0	Cambridge & Counties Bank
8	40	40	270	0	Recycling Bags Float
8	0	100,325	280	0	Unity Bank Trust
8	0	820	299	0	Receipts not Banked
8	302,437	339,424	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	997,174	1,034,183	9	0	Total Fixed Assets
9	997,174	1,034,183	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	207,684	200,351	10	0	Total Borrowings
10	207,684	200,351	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

31st March 2018

31st March 2019

		31st March 2018			31st March 2019
Current Assets					
10,465	Debtors		1,893		
4,301	VAT Control Account		11,553		
136	Prepayments		0		
151,022	Current Bank Account		35,742		
75,000	Lloyds 12 Month Deposit		75,000		
0	Lloyds 6 Month Deposit		50,000		
23	Petty Cash		27		
76,352	Cambridge & Counties Bank		77,470		
40	Recycling Bags Float		40		
0	Unity Bank Trust		100,325		
0	Receipts not Banked		820		
		317,338			352,870
		317,338	Total Assets		352,870
Current Liabilities					
4,244	Creditors		16,223		
30	Receipts in Advance		140		
0	Credit Card		563		
		4,274			16,926
		313,064	Total Assets Less Current Liabilities		335,944
Represented By					
150,498	General Reserves				191,952
162,566	Earmarked Reserves				143,992
		313,064			335,944

The above statement represents fairly the financial position of the authority as at 31st March 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

RE: Purchase of office equipment

DATE: May 2019

1. REPLACEMENT LAPTOP COMPUTERS

Three of staff computers, two laptops and one tower, are running Windows 7. Support for Windows 7 stops in January 2010. The Council's IT advisor has suggested that these are all upgraded but as all the machines are more than 5 years old it has been recommended that they are replaced with up-to-date machine which are all sold with Windows 10 by default.

The cost of a new machine varies and at the last meeting it was resolved that "the Clerk investigates the cost of 3 no. good quality laptops, to possibly include an SSD Drive".

An SSD Drive is an internal memory that would replace the Hard Disk Drive and, whilst it doesn't increase the available memory, it does speed up boot times. Deep Blue Logic can supply a 5GB laptop (Siemens) which has Windows 10 professional and includes an SSD at a cost of £500 (plus VAT).

FINANCIAL IMPLICATIONS: Consider using either the "contingency" budget or the "Tec Fund" budget.

RISK: Updated machines will reduce the risk of staff not being able to complete tasks if a machine were to stop working and faster machines should improve efficiency.

2. REPLACEMENT PRINTER

Two members of the admin staff (Finance Officer and Deputy Town Clerk) share a black and white printer which they would like to replace with a colour/black and white multi-function machine. Laser printers are generally more economical to run over time and the cost of a suitable model is as follows (Amazon):

Samsung C1860FW – 4 in 1 Colour Laser Multi-printer £171.65 (plus VAT)

Samsung C480FW – Colour multi-function printer £195 (plus VAT)

Xerox Work Centre 6027ni A4 Colour multifunction printer £227.26 (plus VAT)

FINANCIAL IMPLICATIONS: Purchase using some of the £500 available in "Office Equipment" budget plus additional cost of toner etc.

APPENDIX H

RISK: None but good for staff moral

3. LOCKABLE FILING CABINET

The Clerk has a lockable two-drawer filing cabinet in which the staff record files, staff salary records and other confidential documents are stored. The filing cabinet is fell and the Clerk struggles to get all the confidential documents in it. She would like to replace the two drawer filing cabinet with a 4 drawer one. The two drawer cabinet will be moved to the large first floor office for staff to lock handbags and other vaulables.

Cost of a 4 drawer filing cabinet to match existing is £130 (plus VAT)

FINANCIAL IMPLICATIONS: Purchase using some of the £500 available in "Office Equipment" budget

RISK: That not all confidential documents are kept in a locked cabinet and the Clerk won't have to keep picking up the cabinet each time it topples over when she opens it due to weight of documents in top drawer.

APPENDIX I

CULLOMPTON TOWN COUNCIL TRAINING BUDGET AND STRATEGY 2019/20

2019.20 BUDGET £3,000.00

Councillor Induction training	All new Councillors	To understand the function, procedures and governance of the Town Council (who we are and what we do)	In-house Town Clerk & Assistant Town Clerk	TBA	0.00	
Being a Good Councillor	All new Councillors	To gain a more general understanding of local councils, their functions and governance arrangements	Devon Ass of Local Councils (DALC)	TBA	350.00	Cllrs Kerry Baldwin, Mel Davey and Will Jones to attend on 29 June
Chairmanship Training	Town Mayor, Deputy Town Mayor and Committee Chairmen	To enable effective Chairing of meetings.	DALC	TBA	100.00	Cllrs Kerry Baldwin and Will Jones to attend on 12 June
Planning Training	All Councillors that have not attended Planning training in the past 2 years	To enable appropriate response to planning applications and other planning consultation documents	DALC	TBA	150.00	Cllrs Kerry Baldwin and Will Jones to attend on 4 July
Finance for Councillors	All members of Policy, Finance & Resources Committee	To assist members of the PFP Committee when considering the Council's financial responsibilities	DALC		150.00	Cllr Kerry Baldwin to attend on 18 June
Code of Conduct Training	All Councillors that have not previously attended training	To ensure that Councillors understand their responsibilities	MDDC	TBA	0.00	

APPENDIX I

COUNCILLORS AND STAFF CULLOMPTON TOWN COUNCIL TRAINING BUDGET AND STRATEGY 2019/20						
Local government conferences	Town Clerk, Assistant Town Clerk and Councillors	To keep up-to-date with what is happening in the local government world			150.00	
STAFF						
Manual Handling	Manual staff	Required annually	MDDC			
COSHH	Maintenance Supervisor				100.00	
Fire extinguisher training	All staff					
Chapter 8 Training	Manual staff	In order to work on the public highway, also useful for anyone willing to act as a steward at events -	DCC		400.00	
Safe use of chain saws	Maintenance Supervisor & Cemetery Operative				200.00	
Brush cutting Refreshers	Maintenance Supervisor and Outdoor Worker	Refresher recommended every 5 years			200.00	
Equality & Diversity	All Staff					
First Aid at Work Training	Any staff or Councillors that would like to attend	Refresher training for some, it is helpful if staff have completed a one-day First Aid at Work course	MDDC		300.00	MDDC can arrange a one-day course in the Town Hall that both staff and Councillors can attend. Individual courses cost about £100 per person
Routine Play Area Inspections (refresher)		Refresher required	RoSPA		250.00	

APPENDIX I

Safe Use of Pesticides (refresher)	CULLOMPTON TOWN COUNCIL TRAINING	Refresher would be beneficial	BUDGET AND STRATEGY	2019/20	200.00	
Asbestos awareness	Maintenance staff					
Working at heights	Maintenance staff	Advisable for any member of staff that uses a ladder	Atlas Safety Advisors		190.00	

2740.00

2740.00

