



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 11 July 2019 commencing at 10.30am at the Town Hall**

*Judy Morris*

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

**Date: 4 July 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. DECLARATIONS OF INTERESTS:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

- 3. PUBLIC 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. 10.30-10.45
- 4. MINUTES:** To consider and approve the Minutes of the previous meeting held on 30 May 2019 (Appendix A).
- 5. RESOLUTIONS:** To note resolutions sheet (Appendix B). 10.45-10.50
- 6. COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS:** To receive details of any comments, complaints or Freedom of Information requests for May/June 2019 (Appendix C). 10.50-11.00
- 7. FINANCE**
- (i)** Internal Audit report: To receive and approve any action to be taken. (Appendix D) 11.00-
  - (ii)** Financial Reports: To receive Financial Reports for June 2019. 11.30
    - (a) Bank Reconciliation (Appendix E).
    - (b) Balance Sheet (Appendix F).
    - (c) Income & Expenditure Report (Appendix G).
    - (d) June 2019 Payments (Appendix H).
    - (e) June 2019 Credit card payments (Appendix I).
  - (iii) Town Team:** To approve transfer of funds held on behalf of the Town Team to a new bank account set up by the Town Team (Appendix J).
  - (iv) Photocopier lease:** To consider quotes (Appendix K).
- 8. STAFFING AND TRAINING MATTERS:**
- (i) Mindful Employers:** To consider renewing the Council's signature to the Charter for Employers who are Positive about Mental Health (Appendix L). 11.30-11.40
  - (ii) Training:** To review any training needs and consider paying for the Deputy Town Clerk to attend CiLCA training at a cost of £390 (Appendix M).
- 9. WEBSITE AND IT:** 11.40
- (i)** To consider changes to agendas to include a hyperlink to appendices. 11.50
  - (ii)** To consider any other IT or website issues.
- 10. POLICY**
- (i) Transparency Audit Review:** To consider revisiting the findings reported in the Checklist report of the audit carried out in September 2018 and any subsequent actions taken recorded. Any outstanding findings, which have not yet been fully resolved, should be reported back to the PFP Committee in order for any remaining actions to be prioritised and assigned (Cllr K Baldwin). 11.50-12.00
- 11. DATE AND TIME OF FUTURE MEETINGS:** To agree schedule of meetings for 2019/20 (Appendix N). 12.00-12.05
- 12. 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.

**13. STAFFING**

- (i) **Staffing report:** To receive update report (to be sent under separate cover). 12.05-
- (ii) **Groundsman & Assistant Maintenance Supervisor:** To review Job Description and agree way forward (to be sent under separate cover). 12.20
- (iii) **Job Evaluation:** To approve way forward.

**14. OUTSTANDING INVOICES AND PAYMENTS**

- (i) To receive report (to be sent under separate cover). 12.20-12.25

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.  
Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*

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## POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on  
Thursday 30 May 2019 at 1pm in the Town Hall**

**Present:** Cllr Ian Findlay (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin and Lloyd Knight\*

Judy Morris: Clerk

\*In attendance for part only of the meeting

1. **APOLOGIES:** Cllr Gordon Guest (meeting).
2. **CHAIRMAN:** Cllr Ian Findlay was elected Chairman for the 2019/20 civic year. Proposed Cllr Eileen Andrews, seconded Cllr Kerry Baldwin
3. **DECLARATIONS OF INTERESTS:** None.
4. **PUBLIC PARTICIPATION:** None.
5. **MINUTES:** The Minutes of the previous meeting held on 16 April 2019 were approved and signed as a correct record of that meeting. Proposed Cllr Lloyd Knight, seconded Cllr Ian Findlay.
6. **TERMS OF REFERENCE: To review**

**RECOMMENDATION:** That the Committee's Terms of Reference are approved as follows (Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews).

**NOTE:** One minor change from the previous year: c (iv) the word '*members*' changed to '*councillors*' for clarity.

**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 Councillors 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.

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

**8. COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS: To receive details of any comments, complaints or Freedom of Information requests for April/May 2019 :** Received and noted as follows:

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
<b>COMPLAINTS</b>			
29/04 /2019		Lack of work being carried out in the cemetery	It was accepted that Council cemetery staff do work hard and are entitled to take breaks during their working day. Also staff shortages and holidays has meant that the Council has got behind with the grass cutting in the cemetery. Contractor to be employed to assist, short term, with grass cutting
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.	Contractor now being employed to clean the toilets two days each week to free Council staff up to

		carry out other tasks such as grass cutting. Monitor situation.
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## FREEDOM OF INFORMATION REQUESTS

**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 - Noted**

**11/05/2019 – Request for information relating to cemetery running costs – response sent 16/05/2019 – Further request received 22/05/2019 - Noted**

**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 - Noted**

**17/05/2019 – Request for clarification of the legal position for emergency vehicles that need to park on Fore Street - Noted**

**17/05/2019 – Request for information of car ownership in the town centre - Noted**

**22/05/2019 – Request for information relating to public toilet - Noted**

**The Council has also received one Subject Access Request – Noted**

## 9. FINANCE

**(i) To receive Income and Expenditure report for 2018.19:** Noted.

**(ii) To receive balance sheet for 2018/19:** Noted.

**(iii) To receive and approve draft Annual Return for 2018/19:** The Committee considered and discussed the questions in the Annual Governance Statement 2018/19.

**RECOMMENDATION:** That the Council answers ‘Yes’ to questions 1-9 on the Annual Governance Statement and approves the Accounting Statements for 2018/19 for submission to the External Auditor (Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin).

**(iv) To consider purchase of 3 no. laptops, printer and filing cabinet:** The Council has three computers, two laptops and one tower, which are running Windows 7. Support for Windows 7 stops in January 2020. The Council’s IT advisor has suggested that these are upgraded as they are all more than five years old. New machines are all sold with Windows 10 by default and will be more efficient.

### RESOLVED:

**1.** That the Council purchases 3 no. laptop computers to replace out-of-date machines at a cost of £500 plus VAT per machine from a local supplier. Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.

**2.** That a colour laser printer is purchased for the Committee Room for 2 no. members of staff to share to replace black and white machine, maximum cost £250.00. Proposed Cllr Lloyd Knight,

seconded Cllr Eileen Andrews.

3. That, if possible, the Council purchases a second-hand filing cabinet for the Town Clerk's office. If not able to find a second-hand filing cabinet then refer back to Committee. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

(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.** Noted.

**10. STAFFING AND TRAINING MATTERS:**

(i) **Training: To review training schedule**

**RESOLVED:** That the draft training schedule is approved and

1. That the Clerk organises a First Aid at Work training session for staff and Councillors in the Town Hall at a cost of £300. (Proposed Cllr Lloyd Knight, seconded Cllr Kerry Baldwin).
2. That the Town Mayor is registered to undertake the Introduction to Local Councils (ILCA) training at a cost of £99 plus VAT to assist him in his role as Chairman of the Council. (Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay).

11. **WEBSITE AND IT: To consider any relevant matters.** Clerk reported that an IT specialist had been engaged to sort out an emergency situation when staff were unable to access the internet.

**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.
- (ii) **Freedom of Information requests:** to ask the Policy Review Working Group to consider how information is to be published on Council's website.

**RESOLVED:** That the Policy Review Working Group will meet on Wednesday 24 July at 10.30am to review policies and 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.
- Consider how information is to be published on Council's website and
- consider how the Council elects the Chairman of its Standing Committees.

13. **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 Lloyd Knight, seconded Cllr Kerry Baldwin

**14. STAFFING**

(i) **Staffing report: To receive update report.** Noted, Clerk to write draft Job Specification for next meeting.



- (ii) **Job Evaluations:** To consider estimates and agree way forward. Two estimates received, it was noted that this matter had been deferred from the meeting held on 19 March 2019.

**RESOLVED:** That the Council appoints South West Councils to undertake a job evaluation.  
Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.

15. **OUTSTANDING INVOICES AND PAYMENTS: To receive report;** deferred until the next meeting due to time constraints.

*Cllr Lloyd Knight left the meeting.*

16. **COMPLAINTS**

- (i) **To receive details of complaint relating to Head Weir Road play area and agree way forward.**

**RESOLVED:** That the complaint is noted and the response, drafted by the Town Clerk as advised by the Council's solicitor, is approved. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

- (ii) **To review complaint relating to Council response to planning application and agree way forward:** It was suggested that the names of the proposer and seconder of any response to a planning application are not included when then response is sent to Mid Devon District Council.

17. **CEMETERY GRASS CUTTING: To consider estimates:** Three estimates obtained.

**RESOLVED:** To accept the estimate from Plandscape to cut the grass in the middle top section of the old cemetery at a cost of £333.90 per occasion and find out what they would charge to cut the entire top section. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

18. **REPLACEMENT PROJECTOR FOR HALL: To consider estimates.** Three estimates obtained.

**RESOLVED:** That the middle of the three estimates from Sound & Light at a cost of £1442.16 plus installation (estimated at £350.00) plus VAT is accepted. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

19. **DATE OF NEXT MEETING:** Thursday 11 July at 10.30am.

The meeting closed at 3.40pm

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

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

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
30/05/2019	That the Council purchases 3 no. laptop computers at a cost of £500 per machine from a local supplier	£1,500.00	TC	Medium	Completed, laptops purchased and in use
30/05/2019	That a colour laser printer is purchased for the Committee Room for 2 no. members of staff to share to replace black and white machine, maximum cost £250	250	TC	Medium	Completed, printer purchased and in use
30/05/2019	That, if possible the Council purchases a second-hand filing cabinet for the Clerk's office. If not able to find a second-hand cabinet then refer back to the Committee.		TC	Medium	
30/05/2019	That the Policy Review Working Group will meet on 24 July to review policies and 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. Consider how the Council elects the Chairman of its Standing Committees.	Nil	TC	Medium	
30/05/2019	That the Council appoints South West Councils to undertake a job evaluation		TC	Medium	
30/05/2019	To accept estimate from Plandscape to cut the grass in the middle top section of the old cemetery at a cost of £333.90 per occasion and find out what they would charge to cut the entire top section	£333.90 per cut	TC	High	Grass cut and have now asked Plandscape to do a second cut.

**Judy Morris**

Town Clerk  
Cullompton Town Council  
1 High Street  
Cullompton  
Devon  
EX15 1AB

20th June 2019

Dear Judy,

Further to Paula's internal audit visit to the Council on 58th May I am pleased to submit my report.

Generally the records reviewed were found to be in good order. I have made three Observations, each of which I have classified as High Priority. These relate to independent review of bank reconciliations, the Council approval of the Asset Register, and the signing of your contract.

I would like to thank you and your staff for the hospitality extended to Paula during her visit.

Yours sincerely,



Kevin Rose ACMA  
Director

# Cullompton Town Council Internal Audit Report 2019



20 June 2019 at 15:15:

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
<b>A</b>	<i>Appropriate accounting records have been kept properly throughout the year.</i>	<i>The Council maintains its accounts using the Omega Accounting system. The accounting records reviewed were well maintained.</i>	<b>Yes</b>
<b>B</b>	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	<i>The Council maintains a set of Financial Regulations. A sample of bank payments was tested during the Interim Internal Audit visit. The Council should refer to the Interim Internal Audit Report.</i>	<b>Yes</b>
<b>C</b>	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	<i>The Council maintains a Risk Register which was subject to review by Council on 28 March 2019</i>	<b>Yes</b>
<b>D</b>	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	<i>The Council set the precept at a meeting held on 25 January 2018. Regular budget control reports have been subject to review by Finance Committee</i>	<b>Yes</b>

E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	<i>The Council receives significant income from lettings and burials in addition to precept and grants. Collection of income is monitored through the use of the Omega Sales Ledger.</i>	Yes
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	<i>The Council maintains a petty cash. Transactions through the petty cash are of small value and frequency and have been subject to review by Council.</i>	Yes
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	<i>The Council operates a PAYE scheme. Payroll is processed using Moneysoft payroll software. Regular payments of tax and national insurance have been made to HMRC. The Council should refer to the attached Internal Audit Observations.</i>	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	<i>The Council maintains an asset register which has been updated during the year. The Council should refer to the attached Internal Audit Observations.</i>	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	<i>Regular bank reconciliations have been undertaken. The year end bank reconciliation was reviewed and agreed. The Council should refer to the attached Internal Audit Observations.</i>	Yes
J	<i>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.</i>	<i>The Council reports on an Income and Expenditure basis. Year end Debtors, Creditors and Accruals were reviewed and agreed.</i>	Yes

K	<i>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>	<i>The Council did not certify itself as exempt</i>	N/A
L	<i>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.</i>	<i>Not applicable for 2019 audit</i>	N/A
K	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	<i>The Council is Sole Managing Trustee of two Trusts, Gift of a Burrow for Allotments and the Upcott Field Recreation Field. The Council has submitted the required returns to the Charities Commission.</i>	Yes

**Kevin Rose ACMA**  
**IAC Audit & Consultancy Ltd**  
 Thursday, June 20, 2019

## APPENDIX D



### Cullompton Town Council - Internal Audit Report 2018-19

#### Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
28 May 2019	H	It was noted that bank reconciliations and supporting bank statements have not been signed as evidence of independent review (This was also an Observation at the Interim Audit visit)	Bank reconciliations must be signed and dated as evidence of independent review. Supporting banks statements should be initialled.	Pending	
	H	The Council maintains an asset register which has been updated with additions and disposals in the year. As at the date of the year end audit visit the Asset Register had not be subject to formal review and approval by the Council.	The Council to formally review and approved the updated asset register	Pending	
	H	It was noted that the copy of the Clerks contract of employment, reviewed during the audit visit, had not been signed.	Council to review the contract and arrange for it to be signed.	Pending	

Kevin Rose ACMA  
Director  
IAC Audit & Consultancy Ltd

APPENDIX E

Date: 02/07/2019

Cullompton Town Council

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Time: 16:42

Bank Reconciliation Statement as at 02/07/2019  
for Cashbook 1 - Current Bank Account

User: JPM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2019		142,792.51
			142,792.51
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/06/2019 CH 8744	Walronds Preservation Trust	20.00	
18/06/2019 008745	Mr A Dolbear, Alfies	117.34	
28/06/2019 BACS	HMRC	3,671.46	
28/06/2019 BACS	Pensions	2,652.16	
28/06/2019 CH 8746	Unison	9.70	
			6,470.66
			136,321.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			136,321.85
	Balance per Cash Book is :-		136,321.85
	Difference Excluding Adjustments is :-		0.00
<u>Adjustments to Reconciliation</u>			
31/05/2019		0.00	
07/06/2019		0.00	
			0.00
	Unreconciled Difference is :-		0.00



APPENDIX F

02/07/2019

Cullompton Town Council

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Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 02/07/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	508	
105	VAT Control Account	4,703	
200	Current Bank Account	136,322	
210	Credit Card	(336)	
220	Lloyds 12 Month Deposit	75,000	
240	Lloyds 3 Month Deposit	50,000	
250	Petty Cash	34	
260	Cambridge & Counties Bank	77,470	
270	Recycling Bags Float	40	
280	Unity Bank Trust	100,325	
	Total Current Assets		444,067
	<u>Current Liabilities</u>		
500	Creditors	16,743	
	Total Current Liabilities		16,743
	Net Current Assets		427,324
	 Total Assets less Current Liabilities		427,324
	 <u>Represented by :-</u>		
300	Current Year Fund	91,380	
310	General Reserves	165,184	
320	Earmarked Reserves	170,760	
	Total Equity		427,324

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Administration</u>							
1010 Interest Received	(101)	923	2,100	1,177			
1020 Miscellaneous Income	(0)	(0)	200	200			
1025 Photocopying Income	42	42	0	(42)			
1030 Precept	0	184,800	369,600	184,800			
1040 Recycling Bags	146	323	0	(323)			
1055 Town Maintenance Income	0	0	2,000	2,000			
Administration :- Income	87	186,088	373,900	187,812			0
4000 Advertising	0	0	400	400		400	
4010 Contingency	56	806	3,000	2,195		2,195	
4030 Councillor Allowances	0	0	500	500		500	
4035 General Administration/Other	204	478	1,000	523		523	
4045 Room Hire	0	33	500	467		467	
4048 Audit Costs	0	0	3,000	3,000		3,000	
4050 Photocopier	389	389	1,500	1,111		1,111	
4051 Postage	0	61	400	339		339	
4052 Stationery	172	294	1,500	1,206		1,206	
4055 Subscriptions	0	1,392	1,600	208		208	
4060 Telephone & Broadband	0	416	2,600	2,184		2,184	
4061 Mobile phones	74	224	900	676		676	
4062 Insurance	0	0	1,500	1,500		1,500	
4063 Health & Safety Support	60	240	2,000	1,760		1,760	
4065 Professional Fees	0	0	1,500	1,500		1,500	
4067 Tech Fund	1,692	1,692	2,000	308		308	
4068 IT Support	400	2,117	6,500	4,383		4,383	
4070 Office Equipment	250	250	500	250		250	
4072 Recycling Bags Expenditure	0	945	0	(945)		(945)	
4075 Grants	0	1,850	2,000	150		150	
4085 Mayoralty Fund	20	233	1,000	767		767	
4090 Payroll Expenses	17,429	52,613	220,000	167,387		167,387	
4091 Payroll Additional	867	2,669	10,000	7,331		7,331	
4100 Public Works Loan Repayment	0	8,823	17,750	8,927		8,927	
4115 Staff & Councillor Training	300	401	3,000	2,599		2,599	
4122 Grass/Verge Cutting	0	0	3,000	3,000		3,000	
4130 Van Lease	277	831	3,325	2,494		2,494	
4135 Van Running Expenses	132	357	2,000	1,643		1,643	
4855 Youth Council	0	0	200	200		200	
4860 Election Contingency	0	0	10,000	10,000		10,000	
9040 EMR - Van Fund	0	0	(1,825)	(1,825)		(1,825)	
9056 EMR - Payroll	0	0	14,250	14,250		14,250	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
9058 EMR - Contingency (Office Equi	0	0	2,265	2,265		2,265	
9062 EMR - Election Contingency	0	0	5,000	5,000		5,000	
Administration :- Indirect Expenditure	22,321	77,116	322,865	245,749	0	245,749	0
Movement to/(from) Gen Reserve	(22,234)	108,972					
<u>200 Allotments</u>							
1200 Allotment Rents - Top Field	0	458	350	(108)			
1205 Allotment Rents - Haymans	0	98	150	52			
Allotments :- Income	0	556	500	(56)			0
4200 Allotment Expenses	20	70	500	430		430	
Allotments :- Indirect Expenditure	20	70	500	430	0	430	0
Movement to/(from) Gen Reserve	(20)	486					
<u>300 Cemetery</u>							
1300 Burial Fees	2,685	4,475	32,000	27,525			
Cemetery :- Income	2,685	4,475	32,000	27,525			0
4300 Cemetery Equipment	0	0	2,000	2,000		2,000	
4310 Cemetery Running Expenses	1,418	7,159	19,000	11,841		11,841	
9022 EMR - Cemetery Project	6,406	6,406	20,000	13,594		13,594	
Cemetery :- Indirect Expenditure	7,824	13,565	41,000	27,435	0	27,435	0
Movement to/(from) Gen Reserve	(5,139)	(9,090)					
<u>400 Town Hall</u>							
1400 Town Hall Hire	1,765	2,616	11,700	9,084			
Town Hall :- Income	1,765	2,616	11,700	9,084			0
4405 Town Hall Running Expenses	403	2,450	11,500	9,050		9,050	
4407 Town Hall Feasibility Study	0	0	3,000	3,000		3,000	
9026 EMR - Town Hall Improvements	1,530	1,530	18,000	16,470		16,470	
Town Hall :- Indirect Expenditure	1,933	3,980	32,500	28,520	0	28,520	0
Movement to/(from) Gen Reserve	(168)	(1,364)					
<u>600 Community Wellbeing Miscellane</u>							
1000 Crier Advertising	0	0	500	500			
1050 Community Event Income	0	0	500	500			
1052 Play Area Income	0	54,988	0	(54,988)			
Community Wellbeing Miscellane :- Income	0	54,988	1,000	(53,988)			0

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2019

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4020 Cullompton Crier	681	681	3,400	2,719		2,719	
4025 Social Media	0	0	100	100		100	
4095 Christmas Lights	0	0	8,000	8,000		8,000	
4096 Christmas Lights Event	0	0	0	0	1,123	(1,123)	
4125 Play Area Running Expenses	453	594	3,000	2,406		2,406	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	
4127 Play Area Projects	0	54,988	0	(54,988)		(54,988)	
4160 Community Wellbeing Committee	232	379	1,500	1,121		1,121	
4165 Community Events	0	0	1,000	1,000		1,000	
9028 EMR - Play Area Fund	3,500	3,500	12,113	8,613		8,613	
9050 Public Rights of Way	0	0	3,722	3,722		3,722	
9087 Christmas Events	0	0	3,734	3,734		3,734	
Community Wellbeing Miscellane :- Indirect Expenditure	<u>4,866</u>	<u>60,141</u>	<u>38,569</u>	<u>(21,572)</u>	<u>1,123</u>	<u>(22,695)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,866)</u>	<u>(5,153)</u>					
<u>700 Policy and Resources Miscellan</u>							
1045 Staff Charge Back	28	83	750	668			
Policy and Resources Miscellan :- Income	<u>28</u>	<u>83</u>	<u>750</u>	<u>668</u>			<u>0</u>
Movement to/(from) Gen Reserve	<u>28</u>	<u>82</u>					
<u>800 Town Centre</u>							
1005 Hanging Baskets	140	910	500	(410)			
1800 Street Market Income	200	669	0	(669)			
1802 Street Market Income - Electri	6	33	0	(33)			
Town Centre :- Income	<u>346</u>	<u>1,612</u>	<u>500</u>	<u>(1,112)</u>			<u>0</u>
4005 CCTV	0	1,375	3,000	1,625		1,625	
4105 St Andrew's Car Park	189	1,003	0	(1,003)		(1,003)	
4120 Town Maintenance	1,177	1,724	7,000	5,276		5,276	
4150 Public Toilets Contribution	204	322	5,000	4,678		4,678	
9060 EMR - Town Maintenance	0	0	2,104	2,104		2,104	
9070 Market	128	374	4,484	4,110	501	3,609	
9090 EMR - CCTV	0	0	2,360	2,360		2,360	
Town Centre :- Indirect Expenditure	<u>1,697</u>	<u>4,798</u>	<u>23,948</u>	<u>19,150</u>	<u>501</u>	<u>18,649</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,351)</u>	<u>(3,186)</u>					
<u>820 Neighbourhood Plan</u>							
4820 Neighbourhood Plan	120	160	9,000	8,840		8,840	
Neighbourhood Plan :- Indirect Expenditure	<u>120</u>	<u>160</u>	<u>9,000</u>	<u>8,840</u>	<u>0</u>	<u>8,840</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(120)</u>	<u>(160)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2019

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>830 Town Team</b>							
1820 Town Team Income	0	1,000	0	(1,000)			
Town Team :- Income	0	1,000	0	(1,000)			0
4830 Town Team Expenditure	0	159	0	(159)		(159)	
9085 Town Team	50	50	5,039	4,989		4,989	
Town Team :- Indirect Expenditure	50	209	5,039	4,831	0	4,831	0
Movement to/(from) Gen Reserve	(50)	792					
<b>840 Youth Services</b>							
4850 Youth Services	0	0	20,000	20,000		20,000	
Youth Services :- Indirect Expenditure	0	0	20,000	20,000	0	20,000	0
Movement to/(from) Gen Reserve	0	0					
<b>990 EMR</b>							
9022 EMR - Cemetery Project	0	0	24,173	24,173		24,173	
9026 EMR - Town Hall Improvements	0	0	25,496	25,496		25,496	
9030 EMR - Railway Feasibility	0	0	6,359	6,359		6,359	
9032 EMR - Car Park Improvements	0	0	8,000	8,000		8,000	
9038 EMR - Townscape Heritage	0	0	20,000	20,000		20,000	
9040 EMR - Van Fund	0	0	2,696	2,696		2,696	
9044 EMR - Christmas Lights	0	0	1,400	1,400		1,400	
9052 EMR - Staffing Contingency	0	0	15,000	15,000		15,000	
9054 EMR - Mayoralty Fund	0	0	600	600		600	
9081 EMR - Maintenance Equipment	0	0	1,500	1,500		1,500	
EMR :- Indirect Expenditure	0	0	105,224	105,224	0	105,224	0
Movement to/(from) Gen Reserve	0	0					
<b>991 Available Funds</b>							
9086 Neighbourhood Plan	0	0	9,676	9,676		9,676	
Available Funds :- Indirect Expenditure	0	0	9,676	9,676	0	9,676	0
Movement to/(from) Gen Reserve	0	0					
<b>Grand Totals:- Income</b>	<b>4,911</b>	<b>251,417</b>	<b>420,350</b>	<b>168,933</b>			
Expenditure	<b>38,831</b>	<b>160,038</b>	<b>608,321</b>	<b>448,283</b>	<b>1,624</b>	<b>446,659</b>	
Net Income over Expenditure	<b>(33,920)</b>	<b>91,380</b>	<b>(187,971)</b>	<b>(279,351)</b>			
Movement to/(from) Gen Reserve	<b>(33,920)</b>	<b>91,380</b>					

## List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2019	British Telecom	DD2672	332.69		Telephone & Broadband
03/06/2019	Shire Leasing PLC	DD2318	237.71		Purchase Ledger DDR Payment
03/06/2019	Professional Hygiene	DD2649	10.61		Town Hall Sanitary Bin
03/06/2019	Mid Devon District Council	DD	79.92		Rent, Garage 2 Knightswood
03/06/2019	Mid Devon District Council	DD	189.00		NNDR St Andrews Car Park
03/06/2019	Credit Card	CC	269.78		Credit Card Payment
10/06/2019	Scottish Power	DD	165.22		Electric Town Hall
11/06/2019	Opus Energy	DD2703	87.34		Town Hall Gas 26.4.19-26.5.19
11/06/2019	Teleshore (UK) Ltd	008743	480.90		Cemetery equipment service
11/06/2019	Scrace, Tim	EP2668/702	142.00		Window Cleaning
11/06/2019	Atlas Safety Management Ltd	EP2670	72.00		Safety Services June 2019
11/06/2019	Mid Devon District Council	EP2666	556.20		Recycling Bags
11/06/2019	AS Signs & Graphics	EP2739	48.00		Book of condolence signs
11/06/2019	Rialtas Business Solutions Ltd	EP2665	773.82		RBS year end closedown
11/06/2019	Libraries Unlimited South West	EP2661/2	61.05		Neighbourhood Plan Room Hire
11/06/2019	Spot On Supplies	EP2667	67.81		Public Toilet Running Expenses
11/06/2019	The Little Bakery	EP2707	70.00		Catering for twinning event
11/06/2019	E K Ballantyne	EP2711	180.00		Upcott Field painting
11/06/2019	Natya Jyothi Dance School	EP2708	50.00		Springfest performance
11/06/2019	Marbles Cleaning Ltd	EP2701	48.00		Public Toilet Cleaning
11/06/2019	Rialtas Business Solutions Ltd	EP2664	198.00		RBS Annual Support Contract
11/06/2019	Spirebourne Ltd	EP2715	235.00		Cemetery sewerage removal
11/06/2019	Wasteology Ltd	EP2714	360.00		Cemetery skip
11/06/2019	Labdon Building Supplies	EP2713	13.01		Public toilet keys
11/06/2019	MST	EP2712	145.39		Service quad bike
11/06/2019	Image Playgrounds	EP2546	4,686.00		Full Sized Fergie Tractor
11/06/2019	The Bloom Berry Juice Company	EP2706	24.00		Twinning expenses
11/06/2019	Judy Morris	EP2705	40.69		Twinning expenses
11/06/2019	Outdoor Play Devon Ltd	EP2704	4,200.00		Installation of Fergie Tractor
11/06/2019	Libraries Unlimited South West	EP2661/2	0.03		Room Hire
12/06/2019	Allstar	DD2733	33.16		Van & Cemetery Fuel
12/06/2019	E K Ballantyne	EP2709	1,150.00		Work on Town Hall floor
12/06/2019	E K Ballantyne	EP2710	380.00		Town Hall boundary wall work
13/06/2019	EE & T Mobile	DD	88.80		Mobile Phones
13/06/2019	Petty Cash	CH 8741	50.00		Petty Cash 8741
17/06/2019	Walronds Preservation Trust	CH 8744	20.00		Loan of items for Twinning
18/06/2019	Mr A Dolbear, Alfies	008745	117.34		Town Maint & Town Hall Exp
19/06/2019	Allstar	DD2735	60.76		Van Running Expenses, Fuel
20/06/2019	Worldpay (UK) Ltd	DD2731	33.26		Worldpay Charges
21/06/2019	NPower	DD2734	231.47		Cemetery Electric 2.3.-1.6.19
26/06/2019	ALD FORD LEASE	DD2732	332.47		Van Lease
26/06/2019	Allstar	DD2740	80.09		Van/Cemetery Fuel
26/06/2019	Halcyon Landscapes Ltd	EP2722	163.50		Play area maintenance
26/06/2019	J Hewitt Maintenance Services	EP2737	927.32		Hanging Baskets and Tubs
26/06/2019	Mid Devon District Council	EP2729	300.00		First Aid training
26/06/2019	Ricoh UK Ltd	EP2728	466.98		Photocopier
26/06/2019	The Devon Molecatcher	EP2727	123.00		Cemetery molecatching

## List of Payments made between 01/06/2019 and 30/06/2019

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2019	One Stop Promotions	EP2726	208.64		Flags
26/06/2019	Modes User Association	EP2724	86.40		Modes IT support
26/06/2019	Libraries Unlimited South West	EP2723	138.22		Room Hire, Neighbourhood Plan
26/06/2019	Microshade Business Contsultan	EP2721	393.24		Hosting Service
26/06/2019	Devon Commercial Stationers	EP2720	89.40		Stationery
26/06/2019	Edenvale Turf (SW) Ltd	EP2719	5.85		Cemetery, Turf
28/06/2019	D&G Heating Plan	DD	28.29		Boiler Insurance
28/06/2019	HMRC	BACS	3,671.46		Tax & NIC June 2019
28/06/2019	Pensions	BACS	2,652.16		Pensions Contributions June 19
28/06/2019	Salaries	BACS	12,061.97		Salaries June 2019
28/06/2019	Unison	CH 8746	9.70		Unison Subs June 2019

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Total Payments      37,727.65

## APPENDIX I

**Credit Card Purchases (Lloyds Bank) June Statement 2019 - Breakdown      Expenditure £335.62**

<b>Supplier</b>	<b>Goods Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
AMAZON	2 no. litter pickers	11.58	2.32	13.90
AMAZON	Safety boots	11.96	-	11.96
AMAZON	Rubber gloves (litter picking)	4.92	0.98	5.90
AMAZON	Printer	171.66	34.33	205.99
AMAZON	Toner for printer	53.25	10.65	63.90
AMAZON	Keyboard and mouse	14.99	3.00	17.99
AMAZON	Key Cabinet			15.98
<b>TOTAL</b>		<b>28.46</b>	<b>3.30</b>	<b>335.62</b>





Judy Morris  
Cullompton Town Clerk  
Cullompton Town Hall  
1 High Street  
Cullompton EX15 1AB

19<sup>th</sup> June 2019

At the meeting of the Town Team today it was unanimously agreed that I write to you formally requesting that the funds held by Cullompton Town Council on behalf of the Town Team be transferred to our new bank account:

Name: Cullompton Town Team

Bank Sort Code: 30-96-26

Account Number: 509 191 60

Lloyds Bank

On behalf of the Town Team, please convey our thanks to the Town Council for keeping the Town Team funds separately identifiable since MDDC ceased to hold our funds. This has enabled the work of the Town Team to continue with clearly identifiable independent income streams.

Thank you too Judy for all your financial and secretarial work to facilitate the Town Team's functions.

Yours sincerely



Chair of Cullompton Town Team

## APPENDIX K

### COUNCIL OFFICE MACHINE TENDER RESULTS

Report to: Policy, Finance and Personnel Committee

Report by: The Assistant Town Clerk

#### Background

The council leases an office machine for use by office staff to print (up to A3) and staple the majority of paper documents required and to scan images and documents for later use. In addition, a small charge is made to members of the public who require printing or photocopying. It is leased directly from RICOH at a cost of £144.15 per quarter with print costs of £0.05 per colour copy and £0.005p per monochrome copy. The current machine contains a basic staple finisher; the new tender includes a booklet stapler as more documents are now produced this way.

The machine has been on lease for approximately 5 years and is due for replacement in August 2019. Given the value of the lease, a tender specification was published and two companies have submitted tenders for the lease of the office machine; RICOH and BAYtek Office Solutions Ltd.

#### Cost Comparison

The following table illustrates the comparison in costs between RICOH and BAYtek together with current costs:

	Current	RICOH	BAYtek
Quarterly Rental (including finisher)	£144.15	£157.89	£259.17
Monthly Equivalent Rental	£48.05	£52.63	£86.39
Cost Per Copy (Colour)	£0.05	£0.0242	£0.0330
Cost Per Copy (Monochrome)	£0.005	£0.0024	£0.0033
<b>Total Rental Cost (60 months)</b>	<b>£2,883.00</b>	<b>£3,157.80</b>	<b>£5,183.40</b>
<b>Total Colour Cost (82,000)*</b>	<b>£4,100.00</b>	<b>£1,984.40</b>	<b>£2,706.00</b>
<b>Total Monochrome Cost (135,000)*</b>	<b>£675.00</b>	<b>£324.00</b>	<b>£445.50</b>
<b>Total Contract Cost</b>	<b>£7,658.00</b>	<b>£5,446.20</b>	<b>£8,334.90</b>
<b>Equivalent Monthly Contract Cost</b>	<b>£127.63</b>	<b>£90.77</b>	<b>£138.92</b>

\*Approximate costs based on the counter readings (rounded to the nearest 1,000) of the existing office machine. This represents the total number of copies over the life of the contract.

All prices include the cost of toner cartridges and, when required, engineer visits within 4-hours. The invitation to tender also includes toner cartridges and engineer visits but, at variance with the current contract, also includes facilities to return and recycle used toner cartridges.

#### Recommendation

That RICOH are contracted to supply a new office machine with booklet finisher for a period of 5 years.

## CHARTER FOR EMPLOYERS GENERAL INFORMATION

## APPENDIX L

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### ABOUT MINDFUL EMPLOYER:

Launched in 2004, Mindful Employer is a UK wide initiative run by Devon Partnership NHS Trust. Providing employers with easy access to professional workplace mental health training, information and advice; our goal is to help empower organisations – large or small – to take a lead in supporting the mental wellbeing of staff.

### ABOUT THE CHARTER FOR 'EMPLOYERS POSITIVE ABOUT MENTAL HEALTH':

As part of our service to employers, we administer the nationally recognised 'Charter for Employers Positive about Mental Health'. Different to an accreditation or set of quality standards, the charter is about recognising those employers working towards better mental health at work, no matter of where they are in their journey.

By signing the charter, employers are making a public declaration of their ambition to support the mental wellbeing of their staff by following the values set out by the charter. Signing up is completely voluntary and is not legally enforceable; nor does it require the employer to have already met certain benchmarks.

### VALUES:

Organisations who have signed the charter have agreed to commit to the following values:

- To provide non-judgemental and proactive support to staff experiencing mental ill-health.
- To not make assumptions about a person with a mental health condition and their ability to work.
- To be positive and enabling towards all employees and job applicants with a mental health condition.
- To support line managers in managing mental health in the workplace.
- To ensure they are fair in the recruitment of new staff in accordance with the Equality Act (2010).
- To make it clear that people who have experienced mental ill-health will not be discriminated against, and that disclosure of a mental health condition will enable both the employee and employer to assess and provide the right level of support or adjustment.

## BENEFITS:

By signing the charter, you will receive:

- Personalised printed and digital copies of the charter to display in your premises.
- Copies of the Mindful Employer logo to display on your website and/or other literature.
- Recognition as a charter signatory through our website.
- A copy of our 'Line Managers Resource' and 'Keeping Well at Work' publications.
- A 10% discount on all Mindful Employer publications and 5% discount on all Mindful Employer training.

You will also become eligible to sign up to our **Mindful Employer Plus** service; an independent and confidential helpline for staff and managers. For more information, please visit our website: <https://www.dpt.nhs.uk/mindful-employer/services>

## REVIEWING THE CHARTER:

All charter signatories are required to complete a 'Charter Review' two years after initially signing – then every three years thereafter. Although completion of the review is required to remain a charter signatory, in keeping with Mindful Employer's philosophy, the review process is not intended as an inspection, and as such, there are no 'pass or fail' marks.

Instead, the review is about self-assessment and has been designed to help you to reflect on current practice and policies. Not only does this help you to evidence the progress you are making, but through the review process we are able to provide you with feedback on the things you're doing well, and offer support or advice around areas where you might be struggling.

Further information on the review process will be sent to all new signatories as part of their 'Digital Charter Pack'.



## CHARTER ADMINISTRATION FEE:

Payment of an administration fee is required to become a charter signatory.

All fees are subject to VAT and a 5% discount will be applied for registered charities.

No. of Employees	New Signatory Fee*	Charter Review Fee*
Less than 10	£40.00	£75
10 to 50	£55.00	£80
51 to 250	£85.00	£120
251 to 1,000	£110.00	£160
1,001 to 5,000	£150.00	£170
5,001 to 10,000	£200.00	£180
Over 10,000	£250.00	£190

\* The above fees are not an annual payment.

\* New Signatory Fee: paid on completion of your application to join the charter.

\* Charter Review Fee: paid two years after your initial signing date – then every three years thereafter.

## APPLYING TO THE CHARTER:

Should your organisation wish to become a charter signatory, please complete the 'New Charter Signatory Form' overleaf, and return this to us at [dpt.mindfulemployer@nhs.net](mailto:dpt.mindfulemployer@nhs.net). Please note that all fields marked with a red asterisk (\*) are mandatory and should be completed.

## **CULLOMPTON TOWN COUNCIL**

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

**PREPARED BY:** Town Clerk

**DATE:** June 2019

**RE:** Training

Several Councillors have recently attended training courses organised by the Devon Association of Local Councils. This includes the Good Councillor training for new Councillors (Cllr Ian Findlay), Chairmanship (Cllr Kerry Baldwin and Cllr Will Jones), Finance (Cllr Kerry Baldwin) and Planning (Cllr Kerry Baldwin and Will Jones).

All new Councillors have also completed a short induction with the Town Clerk.

A one day First Aid at Work course has been arranged for Wednesday 7 August in the Town Hall. The course will be led by Mid Devon District Council and a maximum of 8 people can attend. Two Councillors have expressed an interest in attending plus 4 members of the Council staff.

The Deputy Town Clerk would like to attend CiLCA training. The Society of Local Council Clerks organise 4 day courses (one day each month for four months) which cover all the questions within the five sections of the Portfolio of evidence required for CiLCA. The cost is £390 and the next available course is being held in Nailsea starting 23 September.

Some work will be needed between each course day to write or gather evidence needed for the Portfolio submission.

## **CULLOMPTON TOWN COUNCIL**

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

**PREPARED BY:** Town Clerk

**DATE:** June 2019

**RE:** Meeting Dates

As this meeting is being held on the second Thursday at 10.30am I would suggest that we continue with that schedule in mind and hold meetings as follows:

Thursday 8 August at 10.30am  
Thursday 12 September at 10.30am  
Thursday 10 October at 10.30am  
Thursday 14 November at 10.30am  
Thursday 12 December at 10.30am  
Thursday 9 January at 10.30am  
Thursday 13 February at 10.30am  
Thursday 12 March at 10.30am

