



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 8 August 2019 commencing at 10.30am at the Town Hall

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 2 August 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Kerry Baldwin, James Buczkowski, 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.

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|-----|---|-----------------|
| 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 11 July 2019 (Appendix A). | |
| 5. | RESOLUTIONS: To note resolutions sheet (Appendix B). | 10.45- 10.50 |
| 6. | COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS: | |
| | (i) To receive details of any comments and complaints for July 2019 (Appendix C). | 10.50- |
| | (ii) To receive details of Freedom of Information requests for July 2019 (Appendix D). | 11.00 |
| | (iii) To receive request for an internal review of Freedom of Information decision (Appendix E). | |
| | (iv) To receive details of any Subject Access Requests for July 2019. | |
| 7. | FINANCE | |
| | (i) Financial Reports: To receive Financial Reports for July 2019. | 11.00- |
| | (a) Bank Reconciliation (Appendix F). | 11.10 |
| | (b) Balance Sheet (Appendix G). | |
| | (c) Income & Expenditure Report (Appendix H). | |
| | (d) July 2019 Payments (Appendix I). | |
| | (e) June 2019 Credit card payments (Appendix J). | |
| | (f) July 2019 Credit card payments (Appendix K). | |
| | (ii) Devon Pension Fund Employer Briefing – 2019 Actuarial Valuation (Appendix L). | |
| 8. | STAFFING AND TRAINING MATTERS: | 11.10- |
| | (i) Retirement of Town Clerk: To receive formal notice that the Town Clerk intends to retire on 31 March 2020. | 11.20 |
| | (ii) Setting up a working group: To agree way forward. | |
| | (iii) To review any training needs. | |
| 9. | WEBSITE AND IT: To consider any IT or website related matters. | 11.20 11.25 |
| 10. | POLICY: To receive Minutes of Police Review Working Group meeting held on 31 July 2019 (Appendix M). | 11.25- 11.30 |
| 11. | 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. | |
| 12. | STAFFING | |
| | (i) Staffing report: To receive update report (to be sent under separate cover). | 11.30- 11.40 |
| 13. | ASSETS AND INSURANCE: To review asset register and consider insurance estimates (to be sent under separate cover). | 11.40- 12.00 |

- 14. COMPLAINTS:** 12.00-
- (i) **Head Weir Road:** To agree way forward with regard to complaint relating to Head Weir Road play area (reports to be send under separate cover). 12.20
 - (ii) External audit: To receive details of complaint made to the external auditor (details to be send under separate cover).
- 15. OUTSTANDING INVOICES AND PAYMENTS** 12.20-
- (i) To receive report (to be sent under separate cover). 12.25
- 16. DATE AND TIME OF NEXT MEETING:** Thursday 12 September at 10.30am

*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.*

APPENDIX A



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Thursday 11 July 2019 at 10.30am 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 (personal).
2. **DECLARATIONS OF INTERESTS:** None.
3. **PUBLIC PARTICIPATION:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 30 May 2019 were approved and signed as a correct record of that meeting. Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews.

Cllr Kerry Baldwin joined the meeting.

5. **RESOLUTIONS:** Noted
6. **COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS:** To receive details of any comments, complaints or Freedom of Information requests for May/June 2019

| DATE | NAME | |
|-------------------|------|---|
| COMPLAINTS | | |
| June 2019 | | Several emails relating to the Council's decision to recommend refusal of a planning application. It is understood that the member of the public has now made a formal complaint to the MDDC monitoring officer. RESOLVED: That, as the complaint is about the Council as a corporate body, the matter is left to the Monitoring Officer to deal with. |
| July | | Council van parked on pavement opposite the Town Hall, concern about |

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| 2019 | damage to pavements. RESOLVED: That a letter is sent to all Council employees pointing out that it is an offence to park on the pavement, in future when using the Council vehicle can it be ensured that it is parked in a dedicated parking space. Also, as staff and councillors are in the public eye it is advisable to do the same when using your personal vehicle. Copy to all Councillors. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews. |
| No Freedom of Information requests 1 no. request to inspect the Council's Accounts – (Local Audit and Accountability Act 2014) – inspected by member of the public 5 July 2019. Some documents copied. Refused access to some documents for reasons of confidentiality (personal data). | |

7. FINANCE

(i) **Internal Audit report: To receive and approve any action to be taken.** The report made the following observations:

- (a) 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).

RESOLVED: Bank reconciliation check list to be reviewed, as the Council now has new members, and regular reminders to be send to Councillors to remind them to call into the office to undertake the bank reconciliation. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

- (b) 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 been subject to formal review and approval by the Council.

RESOLVED: That the asset register will be reviewed at the next meeting, at the same time as the Committee reviews the insurance policy. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

- (c) It was noted that the copy of the Clerks contract of employment, reviewed during the audit visit, had not been signed.

RESOLVED: That the Town Clerk's contract of employment is signed. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

(ii) **Financial Reports: To receive Financial Reports for June 2019.**

- (a) Bank Reconciliation: Noted
(b) Balance Sheet: Noted
(c) Income & Expenditure Report: Noted

NOTE: Check why the Interest budget line has been debited with £101.

RESOLVED: That the Chairman will work with the Clerk to review the nominal code structure. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

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- (d) June 2019 Payments: Noted
- (e) June 2019 Credit card payments: Noted

(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.

RECOMMENDATION: That the balance of £5830.89 is transferred from the Town Council's accounts to the Town Team. Remind the Town Team that, as this is public money, there is an obligation to have a yearly independent inspection of the accounts carried out. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews.

(iv) Photocopier lease: To consider quotes

RESOLVED: That the Council accepts the lowest quote from Ricoh of £157.89 per quarter over a 5 year agreement, plus 0.24p for black and white copies and 2.42p for colour copies. Proposed Cllr Lloyd Knight, seconded Cllr Kerry Baldwin.

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

RESOLVED: That the Council renews its signature to the Charter for Employers who are Positive about Mental Health at a cost of £80 for three years. Clerk to complete the review. Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.

(ii) Training: To review any training needs and consider paying for the Deputy Town Clerk to attend CiLCA training at a cost of £390.

RESOLVED: That the Council pays the £390 cost, plus travelling expenses, for the Deputy Town Clerk to attend CiLCA training. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews.

NOTE: Bradninch Town Council has offered places on New Councillor training that it has organised. Clerk to remind the new councillors about this training.

9. WEBSITE AND IT:

(i) To consider changes to agendas to include a hyperlink to appendices: Clerk reported that the Council staff have been investigating adding a hyperlink to agendas so that appendices can be accessed remotely rather than having a multi-page agenda pack. Discussion about calendars and providing links to meeting dates etc. It was felt that hyperlinks were fine provided members had the option of having a multi-page agenda if preferred. More investigation to be carried out by Council staff.

(ii) To consider any other IT or website issues: None

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

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reported back to the PFP Committee in order for any remaining actions to be prioritised and assigned (Cllr K Baldwin).

RESOLVED: That the Council staff update the Transparency Audit Review check list to indicate what action has been taken and bring to the next meeting. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight

11 DATE AND TIME OF FUTURE MEETINGS: To agree schedule of meetings for 2019/20.

RESOLVED: That future meetings of the PFP Committee are held on the second Thursday of each month at 10.30am. Proposed Cllr Eileen Andrews, seconded Cllr Ian Findlay.

12. 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.

13. STAFFING

(i) Staffing report: To receive update report: The Report was discussed and it was

RESOLVED: That it is recommended to the Planning & Licensing Committee that, if it intends to go ahead and employ someone to complete the Neighbourhood Plan, the advice of South West Councils is accepted and the person is employed on a casual basis rather than self-employed. The contract to reflect that it is for a limited period only/specific period of time. The Chairman offered to attend the Planning & Licensing Committee meeting this evening to report this view. Proposed Cllr Ian Findlay, seconded Cllr Lloyd Knight.

(ii) Groundsman & Assistant Maintenance Supervisor: To review Job Description and agree way forward: Noted.

(iii) Job Evaluation: To approve way forward.

RESOLVED: That a Working Group is set up to look at the job evaluation report and decide on the action to be taken to replace the Town Clerk, review the staff structure and strengthen the Outdoor Maintenance Team. Proposed Cllr Ian Findlay, seconded Cllr Lloyd Knight.

14. OUTSTANDING INVOICES AND PAYMENTS

(i) To receive report: Noted

The meeting closed at 12.35pm

SIGNED: _____

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DATE: _____

DRAFT

| Date of Meeting | Resolution | Financial implications | To be actioned by | Priority | Remarks |
|-----------------|--|------------------------|-------------------|----------|---|
| 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 Council appoints South West Councils to undertake a job evaluation | | TC | Medium | Job Evaluation interviews with staff 8 & 13 August |
| 11/07/2019 | That a letter is sent to all Council employees pointing out that it is an offence to park on the pavement, in future when using the Council vehicle can it be ensured that it is parked in a dedicated parking space. Also, as staff and councillors are in the public eye it is advisable to do the same when using your personal vehicle. Copy to all Councillors. | Nil | TC | High | Completed |
| 11/07/2019 | Bank reconciliation check list to be reviewed, as the Council now has new members, and regular reminders to be send to Councillors to remind them to call into the office to undertake the bank reconciliation | Nil | FO | High | |
| 11/07/2019 | That the asset register will be reviewed at the next meeting, at the same time as the Committee reviews the insurance policy | Nil | TC | Medium | For review at 8 August meeting |
| 11/07/2019 | That the Town Clerk's contract of employment is signed. | Nil | TC | Medium | |
| 11/07/2019 | That the Chairman will work with the Clerk to review the nominal code structure. | Nil | TC | Medium | Some work completed, still work to do. |
| 11/07/2019 | That the Council accepts the lowest quote from Ricoh of £157.89 per quarter over a 5 year agreement, plus 0.24p for black and white copies and 2.42p for colour copies | £300 per quarter | ATA | Medium | Repalcement photocopier ordered, due to be delivered 6 August |

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|------------|---|------|--------|--------|--|
| 11/07/2019 | That the Council renews its signature to the Charter for Employers who are Positive about Mental Health at a cost of £80 for three years. | £80 | TC | Medium | |
| 11/07/2019 | That the Council pays the £390 cost, plus travelling expenses, for the Deputy Town Clerk to attend CiLCA training. | £500 | TC/DTC | High | |
| 11/07/2019 | That the Council staff update the Transparency Audit Review check list to indicate what action has been taken and bring to the next meeting. | Nil | TC/ATC | High | Review at Police Review Working Group meeting on 31 July. |
| 11/07/2019 | That future meetings of the PFP Committee are held on the second Thursday of each month at 10.30am. | Nil | TC/ATC | High | |
| 11/07/2019 | That it is recommended to the Planning & Licensing Committee that, if it intends to go ahead and employ someone to complete the Neighbourhood Plan, the advice of South West Councils is accepted and the person is employed on a casual basis rather than self-employed. The contract to reflect that it is for a limited period only/specific period of time. The Chairman offered to attend the Planning & Licensing Committee meeting this evening to report this view. | £700 | TC | High | Casual employee working to complete the Neighbourhood Plan ready for submission to MDDC. |
| 11/07/2019 | That a Working Group is set up to look at the job evaluation report and decide on the action to be taken to replace the Town Clerk, review the staff structure and strengthen the Outdoor Maintenance Team. | Nil | TC | High | Membership of Group still to be agreed |

APPENDIX C

CULLOMPTON TOWN COUNCIL

COMMENTS AND COMPLAINTS JULY 2019

| DATE | NAME | COMMENT/COMPLAINT | Council comment/action |
|--------------------------------------|------|---|---|
| COMPLAINTS | | | |
| <p>19 July 2019 By email</p> | | <p>Town Clerk & Mayor</p> <p>Its getting to be a bit of a issue that the Clerk is not following the openness & transparency act.</p> <p>Its very clear that the publishing of expenditure of over £500 WILL be published and if the council has a website, this is to be published there.</p> <p>The last report on the town council website shows from the 1st Jan 19 to march 31st 2019</p> <p>We are now into the 3rd week of July !!</p> <p>this report and its publishing top the website is no more that a 20 minute job.</p> <p>What are the delays ?</p> <p>This is not down to shortage of staff, as the TC website has had some changes done.</p> <p>The Publishing of the expenditure is statutory.</p> <p>Im not going to tolerate late publishing of these reports.</p> <p>Is the council trying to make it difficult for the public to comment or challenge the council ?</p> <p>I would appreciate a reply to this as im getting a big impression that the Town clerk & councillors are refusing to answer emails from certain members of the public.</p> <p>If this the case, I will take this matter up externally for a full investigation.</p> | <p>Response sent 23 July 2019 as follows:</p> <p>“I have attached a copy of the Local Government Transparency Code 2015 and would refer to you to page 11 Item 27 which states as follows:</p> <p><i>... and not later than one month after the quarter to which the data and information is applicable”</i></p> <p>As the Council has until the 31 July to publish the information then I would assume that the Council is complying with the Act.”.</p> |
| | | | |
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FREEDOM OF INFORMATION ACT

Requests for Information July 2019

| Date Received | Date Response Due | Date Response Sent | Information Requested | Information Supplied by Cullompton Town Council |
|---------------|-------------------|--------------------|---|---|
| 06/07/2019 | 02/08/2019 | 17/07/2019 | <ol style="list-style-type: none"> 1) All documentation and evidence of the wall being in place prior to the bollard being installed (pre 1963ish) 2) All documentation and evidence of the wall being removed. 3) All documentation and evidence of the bollard being installed and in place. (suspected of being during the 1960s) 4) All documentation and evidence of the bollard being removed. 5) Any correspondence and documentation held by the Town Council from Devon County Highways pertaining to of what is known as Shortlands Lane. 6) Please also provide details of whether the Town Council has any responsibility or obligation to ensure highway law is complied with. | <ol style="list-style-type: none"> 1) The Council holds no information relating to the wall being in place prior to the bollard being installed. 2) The Council holds no information relating to the wall being removed. 3) The Council holds no information relating to the bollard being installed. 4) The Council holds no information relating to the bollard being removed. 5) Copies of all correspondence held by the Town Council from Devon County Council which relates to Shortlands Lane are attached. 6) The Town Council has no responsibility or obligation to ensure that highway law is complied with. Devon County Council is the statutory authority with responsibility for highways. |

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| | | | <p>Meeting that took place today 11th July 2019.</p> <p>3. A report was submitted to Cullompton Town Council, dated September 2018, concerning this legislation [<i>Openness and Transparency Act</i>] and various recommendations were recommended to which the Town Council should comply with. As this matter within the report was of Public Interest and should in the main be complied with, can you please confirm when this was officially approved by the town council and implemented for general use. I am aware that the original meeting had 2 members leave during the meeting and it was NOT Quorate to pass this to Full Council as a recommendation, could you please confirm...</p> <p>a. That this has now been passed as a fully policy and produce details of date / committee approving it and when it was fully implemented.</p> | <p>is, therefore, unable to provide a copy of the audio recording.</p> <p>The Report was an audit of the Council's compliance with the Local Government Transparency Code 2015 and contained recommendations for ways in which the Council could improve access to information, including how it publishes information on its website. These recommendations are being actioned by Council staff as and when there is time available. There is no policy document.</p> |
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|--|--|--|---|---|
| | | | b. Please provide copy of full approved policy. | As explained above there is no specific policy relating to the Council's compliance with the Local Government Transparency Act as the Act is legislation and the Council is required to comply with it. |
|--|--|--|---|---|

NOTE: Also received 1 no. Subject Access Request, dated 1 August, requesting a transcript of part of the discussion at Town Council meeting held on 25 July.

APPENDIX E

Received via email: 2 August 2019

Dear Cullompton Town Council,

Please pass this on to the person who conducts Freedom of Information reviews.

I am writing to request an internal review of Cullompton Town Council's handling of my FOI request 'Audio Recordings / Openness & Transparency Act'.

Item 1, you replied [The recommendation of the Working Group has not been adopted by the full Council and the policy for recording of meetings will be reviewed at a meeting of the Working Group due to be held on Wednesday 24 July 2019.] The minutes of said meeting are not published and available, please provide.

Your comment [The recordings are destroyed once the Minutes have been approved and the only meeting for which the Council currently holds a recording is the full council meeting held on 27 June 2019.] My question "Why do you not keep records and publish as all other good councils do on their websites ?

Audio Recording were approved and The clerk/assistant to clerk & Deputy clerk have all used portable recording equipment specifically purchased for recording meetings prior to authorisation of £6000 to purchase and replace old equipment, this was approved spending for recording ALL MEETINGS, otherwise would not be cost-effective.

Local Government Openness and Transparency Act.

There is a requirement that all councils comply and a policy should be adopted and placed on Council website !

I ask that this review is done by an Independent person NOT connected to council as correct procedures are not being followed.

Thank you.

A full history of my FOI request and all correspondence is available on the Internet at this address:
https://www.whatdotheyknow.com/request/audio_recordings_openness_transp

Yours faithfully,

Mike Thompson

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Date: 02/08/2019

Cullompton Town Council

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Time: 12:29

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

User: JPM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|--|-------------------|
| Current Account | 31/07/2019 | | 148,817.48 |
| | | | <u>148,817.48</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 30/07/2019 CH 8748 Unison | | 9.70 | |
| | | | <u>9.70</u> |
| | | | 148,807.78 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 31/07/2019 500478 | | 79.90 | |
| 31/07/2019 500478 | | 543.20 | |
| | | | <u>623.10</u> |
| | | | 149,430.88 |
| | | Balance per Cash Book is :- | 149,500.88 |
| | | Difference Excluding Adjustments is :- | -70.00 |
| <u>Adjustments to Reconciliation</u> | | | |
| 31/07/2019 | | 0.00 | |
| 31/07/2019 | | 0.00 | |
| | | | <u>0.00</u> |
| | | Unreconciled Difference is :- | <u>-70.00</u> |

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02/08/2019

Cullompton Town Council

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 02/08/2019

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|---------------------------------------|---------------|---------|
| | <u>Current Assets</u> | | |
| 100 | Debtors | 3,412 | |
| 105 | VAT Control Account | 5,327 | |
| 200 | Current Bank Account | 149,561 | |
| 210 | Credit Card | (942) | |
| 220 | Lloyds 12 Month Deposit | 75,000 | |
| 250 | Petty Cash | 34 | |
| 260 | Cambridge & Counties Bank | 77,470 | |
| 270 | Recycling Bags Float | 40 | |
| 280 | Unity Bank Trust | 100,425 | |
| | Total Current Assets | | 410,328 |
| | <u>Current Liabilities</u> | | |
| 500 | Creditors | 10,180 | |
| | Total Current Liabilities | | 10,180 |
| | Net Current Assets | | 400,147 |
| | Total Assets less Current Liabilities | | 400,147 |
| | <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 64,203 | |
| 310 | General Reserves | 165,184 | |
| 320 | Earmarked Reserves | 170,760 | |
| | Total Equity | | 400,147 |

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02/08/2019

Cullompton Town Council

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Detailed Income & Expenditure by Budget Heading 02/08/2019

Month No: 4

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>Cemetery/Town Hall Committee</u> | | | | | | | |
| <u>300 Cemetery</u> | | | | | | | |
| 1300 Burial Fees | 355 | 4,830 | 32,000 | 27,170 | | | |
| 1305 Cemetery Income, other | 11 | 11 | 0 | (11) | | | |
| Cemetery :- Income | 366 | 4,841 | 32,000 | 27,159 | | | 0 |
| 4300 Cemetery Equipment | 0 | 0 | 2,000 | 2,000 | | 2,000 | |
| 4310 Cemetery Running Expenses | 1,665 | 8,824 | 19,000 | 10,176 | | 10,176 | |
| 4320 Cemetery Projects | 10,000 | 10,000 | 20,000 | 10,000 | | 10,000 | |
| 9022 EMR - Cemetery Project | (6,406) | 0 | 0 | 0 | | 0 | |
| Cemetery :- Indirect Expenditure | 5,259 | 18,824 | 41,000 | 22,176 | 0 | 22,176 | 0 |
| Movement to/(from) Gen Reserve | (4,893) | (13,983) | | | | | |
| <u>400 Town Hall</u> | | | | | | | |
| 1400 Town Hall Hire | 890 | 3,506 | 11,700 | 8,194 | | | |
| Town Hall :- Income | 890 | 3,506 | 11,700 | 8,194 | | | 0 |
| 4405 Town Hall Running Expenses | 526 | 2,976 | 11,500 | 8,524 | | 8,524 | |
| 4407 Town Hall Feasibility Study | 0 | 0 | 3,000 | 3,000 | | 3,000 | |
| 9026 EMR - Town Hall Improvements | 0 | 1,530 | 18,000 | 16,470 | | 16,470 | |
| Town Hall :- Indirect Expenditure | 526 | 4,506 | 32,500 | 27,994 | 0 | 27,994 | 0 |
| Movement to/(from) Gen Reserve | 364 | (1,000) | | | | | |
| Cemetery/Town Hall Committee :- Income | 1,256 | 8,347 | 43,700 | 35,353 | | | |
| Expenditure | 5,785 | 23,330 | 73,500 | 50,170 | 0 | 50,170 | |
| Movement to/(from) Gen Reserve | (4,529) | (14,983) | | | | | |
| <u>Town Ctre/Econ Dev Committee</u> | | | | | | | |
| <u>800 Town Centre</u> | | | | | | | |
| 1005 Hanging Baskets | 0 | 910 | 500 | (410) | | | |
| 1800 Street Market Income | 220 | 889 | 0 | (889) | | | |
| 1802 Street Market Income - Electri | 0 | 33 | 0 | (33) | | | |
| Town Centre :- Income | 220 | 1,832 | 500 | (1,332) | | | 0 |
| 4005 CCTV | 0 | 1,375 | 3,000 | 1,625 | | 1,625 | |
| 4105 St Andrew's Car Park | 189 | 1,192 | 0 | (1,192) | | (1,192) | |
| 4120 Town Maintenance | 150 | 1,874 | 7,000 | 5,126 | | 5,126 | |
| 4150 Public Convenience Running Exp | 90 | 412 | 5,000 | 4,588 | | 4,588 | |
| 9060 EMR - Town Maintenance | 0 | 0 | 2,104 | 2,104 | | 2,104 | |

Continued over page

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 9070 Market | 231 | 605 | 4,484 | 3,879 | 501 | 3,378 | |
| 9090 EMR - CCTV | 0 | 0 | 2,360 | 2,360 | | 2,360 | |
| Town Centre :- Indirect Expenditure | 660 | 5,458 | 23,948 | 18,490 | 501 | 17,989 | 0 |
| Movement to/(from) Gen Reserve | (440) | (3,626) | | | | | |
| Town Ctre/Econ Dev Committee :- Income | 220 | 1,832 | 500 | (1,332) | | | |
| Expenditure | 660 | 5,458 | 23,948 | 18,490 | 501 | 17,989 | |
| Movement to/(from) Gen Reserve | (440) | (3,626) | | | | | |
| <u>Community Wellbeing Committee</u> | | | | | | | |
| <u>200 Allotments</u> | | | | | | | |
| 1200 Allotment Rents - Top Field | (18) | 440 | 350 | (90) | | | |
| 1205 Allotment Rents - Haymans | 0 | 98 | 150 | 52 | | | |
| Allotments :- Income | (18) | 538 | 500 | (38) | | | 0 |
| 4200 Allotment Expenses | 53 | 123 | 500 | 377 | | 377 | |
| Allotments :- Indirect Expenditure | 53 | 123 | 500 | 377 | 0 | 377 | 0 |
| Movement to/(from) Gen Reserve | (71) | 415 | | | | | |
| <u>600 Community Wellbeing Miscellane</u> | | | | | | | |
| 1000 Crier Advertising | 115 | 115 | 500 | 385 | | | |
| 1050 Community Event Income | 0 | 0 | 500 | 500 | | | |
| 1052 Play Area Income | 0 | 54,988 | 0 | (54,988) | | | |
| Community Wellbeing Miscellane :- Income | 115 | 55,103 | 1,000 | (54,103) | | | 0 |
| 4020 Cullompton Crier | 425 | 1,106 | 3,400 | 2,294 | | 2,294 | |
| 4025 Social Media | 0 | 0 | 100 | 100 | | 100 | |
| 4095 Christmas Lights | 100 | 100 | 8,000 | 7,900 | | 7,900 | |
| 4096 Christmas Lights Event | 0 | 0 | 0 | 0 | 1,123 | (1,123) | |
| 4125 Play Area Running Expenses | 140 | 734 | 3,000 | 2,266 | | 2,266 | |
| 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 | 0 | 379 | 1,500 | 1,121 | | 1,121 | |
| 4165 Community Events | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 9028 EMR - Play Area Fund | 0 | 3,500 | 12,113 | 8,613 | | 8,613 | |
| 9050 Public Rights of Way | 273 | 273 | 3,722 | 3,449 | | 3,449 | |
| 9087 Christmas Events | 0 | 0 | 3,734 | 3,734 | | 3,734 | |
| Community Wellbeing Miscellane :- Indirect Expenditure | 938 | 61,079 | 38,569 | (22,510) | 1,123 | (23,633) | 0 |
| Movement to/(from) Gen Reserve | (823) | (5,976) | | | | | |
| Community Wellbeing Committee :- Income | 97 | 55,641 | 1,500 | (54,141) | | | |
| Expenditure | 991 | 61,203 | 39,069 | (22,134) | 1,123 | (23,257) | |
| Movement to/(from) Gen Reserve | (894) | (5,561) | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|-----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>Pol/Fin/Pers Committee</u> | | | | | | | |
| <u>100 Administration</u> | | | | | | | |
| 1010 Interest Received | 212 | 1,135 | 2,100 | 965 | | | |
| 1020 Miscellaneous Income | 0 | (0) | 200 | 200 | | | |
| 1025 Photocopying Income | 0 | 42 | 0 | (42) | | | |
| 1030 Precept | 0 | 184,800 | 369,600 | 184,800 | | | |
| 1040 Recycling Bags | 157 | 480 | 0 | (480) | | | |
| 1055 Town Maintenance Income | 2,135 | 2,135 | 2,000 | (135) | | | |
| | | | | | | | |
| Administration :- Income | 2,505 | 188,592 | 373,900 | 185,308 | | | 0 |
| 4000 Advertising | 0 | 0 | 400 | 400 | | 400 | |
| 4010 Contingency | 0 | 806 | 3,000 | 2,195 | | 2,195 | |
| 4030 Councillor Allowances | 250 | 250 | 500 | 250 | | 250 | |
| 4035 General Administration/Other | 86 | 563 | 1,000 | 437 | | 437 | |
| 4045 Room Hire | 18 | 51 | 500 | 449 | | 449 | |
| 4048 Audit Costs | 0 | 0 | 3,000 | 3,000 | | 3,000 | |
| 4050 Photocopier | 0 | 389 | 1,500 | 1,111 | | 1,111 | |
| 4051 Postage | 0 | 61 | 400 | 339 | | 339 | |
| 4052 Stationery | 53 | 347 | 1,500 | 1,153 | | 1,153 | |
| 4055 Subscriptions | 0 | 1,392 | 1,600 | 208 | | 208 | |
| 4060 Telephone & Broadband | 0 | 416 | 2,600 | 2,184 | | 2,184 | |
| 4061 Mobile phones | 74 | 298 | 900 | 602 | | 602 | |
| 4062 Insurance | 0 | 0 | 1,500 | 1,500 | | 1,500 | |
| 4063 Health & Safety Support | 60 | 300 | 2,000 | 1,700 | | 1,700 | |
| 4065 Professional Fees | 0 | 0 | 1,500 | 1,500 | | 1,500 | |
| 4067 Tech Fund | 0 | 1,692 | 2,000 | 308 | | 308 | |
| 4068 IT Support | 328 | 2,445 | 6,500 | 4,055 | | 4,055 | |
| 4070 Office Equipment | 0 | 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 | 56 | 289 | 1,000 | 711 | | 711 | |
| 4090 Payroll Expenses | 18,301 | 70,914 | 220,000 | 149,086 | | 149,086 | |
| 4091 Payroll Additional | 2,049 | 4,718 | 10,000 | 5,282 | | 5,282 | |
| 4100 Public Works Loan Repayment | 0 | 8,823 | 17,750 | 8,927 | | 8,927 | |
| 4115 Staff & Councillor Training | 694 | 1,095 | 3,000 | 1,905 | | 1,905 | |
| 4122 Grass/Verge Cutting | 0 | 0 | 3,000 | 3,000 | | 3,000 | |
| 4130 Van Lease | 277 | 1,108 | 3,325 | 2,217 | | 2,217 | |
| 4135 Van Running Expenses | 146 | 503 | 2,000 | 1,497 | | 1,497 | |
| 4855 Youth Council | 0 | 0 | 200 | 200 | | 200 | |
| 4860 Election Contingency | 0 | 0 | 10,000 | 10,000 | | 10,000 | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 9040 EMR - Van Fund | 0 | 0 | (1,825) | (1,825) | | (1,825) | |
| 9056 EMR - Payroll | 0 | 0 | 14,250 | 14,250 | | 14,250 | |
| 9058 EMR - Contingency (Office Equi | 1,498 | 1,498 | 2,265 | 768 | | 768 | |
| 9062 EMR - Election Contingency | 0 | 0 | 5,000 | 5,000 | | 5,000 | |
| Administration :- Indirect Expenditure | <u>23,888</u> | <u>101,003</u> | <u>322,865</u> | <u>221,862</u> | <u>0</u> | <u>221,862</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(21,383)</u> | <u>87,589</u> | | | | | |
| <u>700 Policy and Resources Miscellan</u> | | | | | | | |
| 1045 Staff Charge Back | 70 | 153 | 750 | 598 | | | |
| Policy and Resources Miscellan :- Income | <u>70</u> | <u>153</u> | <u>750</u> | <u>598</u> | | | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>70</u> | <u>152</u> | | | | | |
| <u>840 Youth Services</u> | | | | | | | |
| 4850 Youth Services | 0 | 0 | 20,000 | 20,000 | | 20,000 | |
| Youth Services :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>20,000</u> | <u>20,000</u> | <u>0</u> | <u>20,000</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | | | | | |
| <u>990 EMR</u> | | | | | | | |
| 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 | <u>0</u> | <u>0</u> | <u>105,224</u> | <u>105,224</u> | <u>0</u> | <u>105,224</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | | | | | |
| <u>991 Available Funds</u> | | | | | | | |
| 9086 Neighbourhood Plan | 0 | 0 | 9,676 | 9,676 | | 9,676 | |
| Available Funds :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>9,676</u> | <u>9,676</u> | <u>0</u> | <u>9,676</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | | | | | |
| Pol/Fin/Pers Committee :- Income | 2,575 | 188,745 | 374,650 | 185,905 | | | |
| Expenditure | <u>23,888</u> | <u>101,003</u> | <u>457,765</u> | <u>356,762</u> | <u>0</u> | <u>356,762</u> | |
| Movement to/(from) Gen Reserve | <u>(21,313)</u> | <u>87,741</u> | | | | | |

Planning/Licensing Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>820 Neighbourhood Plan</u> | | | | | | | |
| 4820 Neighbourhood Plan | 0 | 160 | 9,000 | 8,840 | | 8,840 | |
| Neighbourhood Plan :- Indirect Expenditure | 0 | 160 | 9,000 | 8,840 | 0 | 8,840 | 0 |
| Movement to/(from) Gen Reserve | 0 | (160) | | | | | |
| Planning/Licensing Committee :- Income | 0 | 0 | 0 | 0 | | | |
| Expenditure | 0 | 160 | 9,000 | 8,840 | 0 | 8,840 | |
| Movement to/(from) Gen Reserve | 0 | (160) | | | | | |
| <u>Town Team</u> | | | | | | | |
| <u>830 Town Team</u> | | | | | | | |
| 1820 Town Team Income | 0 | 1,000 | 0 | (1,000) | | | |
| Town Team :- Income | 0 | 1,000 | 0 | (1,000) | | | 0 |
| 4830 Town Team Expenditure | (159) | 0 | 0 | 0 | | 0 | |
| 9085 Town Team | 159 | 209 | 5,039 | 4,831 | | 4,831 | |
| Town Team :- Indirect Expenditure | 0 | 209 | 5,039 | 4,831 | 0 | 4,831 | 0 |
| Movement to/(from) Gen Reserve | 0 | 792 | | | | | |
| Town Team :- Income | 0 | 1,000 | 0 | (1,000) | | | |
| Expenditure | 0 | 209 | 5,039 | 4,831 | 0 | 4,831 | |
| Movement to/(from) Gen Reserve | 0 | 792 | | | | | |
| Grand Totals:- Income | 4,148 | 255,565 | 420,350 | 164,785 | | | |
| Expenditure | 31,324 | 191,362 | 608,321 | 416,959 | 1,624 | 415,335 | |
| Net Income over Expenditure | (27,177) | 64,203 | (187,971) | (252,174) | | | |
| Movement to/(from) Gen Reserve | (27,177) | 64,203 | | | | | |

APPENDIX I

Date: 02/08/2019

Cullompton Town Council

Page 1

Time: 12:24

Current Bank Account

List of Payments made between 01/07/2019 and 31/07/2019

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/07/2019 | Atlas Safety Management Ltd | EP2749 | 72.00 | | Health & Safety support July |
| 01/07/2019 | Halcyon Landscapes Ltd | EP2753 | 163.50 | | Play area maintenance |
| 01/07/2019 | E K Ballantyne | EP2754 | 6,405.96 | | Cemetery, buttresses |
| 01/07/2019 | Spot On Supplies | EP2745 | 116.71 | | Toilet supplies |
| 01/07/2019 | Marbles Cleaning Ltd | EP2752 | 96.00 | | Cleaning Public Toilets |
| 01/07/2019 | Wasteology Ltd | EP2751 | 24.00 | | Cemetery, skip |
| 01/07/2019 | Solopress | EP2744 | 680.55 | | Brochures, Cullompton Crier |
| 01/07/2019 | Mole Valley Farmers | EP2742/3 | 42.00 | | Town Maintenance, Compost |
| 01/07/2019 | Scrace, Tim | EP2767 | 97.00 | | Bus Shelter Cleaning |
| 01/07/2019 | Professional Hygiene | DD2699 | 10.61 | | Sanitary Bin, Town Hall |
| 01/07/2019 | Mid Devon District Council | DD | 53.28 | | Rent for Garage 2 Knightswood |
| 01/07/2019 | Mid Devon District Council | DD | 189.00 | | NNDR St Andrews Car Park |
| 03/07/2019 | Under Pressure Media Ltd | EP2750 | 55.50 | | School book scheme |
| 03/07/2019 | Landscaping & Grounds Maintena | EP2746 | 400.68 | | Old Cemetery Strimming |
| 03/07/2019 | Credit Card | CC 2019070 | 335.62 | | Credit Card Payment |
| 04/07/2019 | SW Sound and Light | EP2741 | 2,030.59 | | Sound System |
| 04/07/2019 | Oakwater Laboratories | EP2748 | 80.00 | | Water testing |
| 04/07/2019 | South West Water | EP2766 | 288.42 | | TH Water/Sewerage Apr-Jun 19 |
| 04/07/2019 | Labdon Building Supplies | EP2765 | 74.19 | | Play Area/Cemetery Running Exp |
| 04/07/2019 | Edenvale Turf (SW) Ltd | EP2764 | 5.87 | | Cemetery, seeded turf |
| 04/07/2019 | Wasteology Ltd | EP2763 | 24.00 | | Cemetery, Skip |
| 04/07/2019 | Halcyon Landscapes Ltd | EP2755 | 163.50 | | Play Area Grounds Maintenance |
| 04/07/2019 | Microshade Business Contsultan | EP2760 | 393.24 | | Hosting Service |
| 04/07/2019 | Libraries Unlimited South West | EP2758 | 17.50 | | Room Hire 11.06.19 |
| 04/07/2019 | Gillian Graham Distributor | EP2759 | 425.00 | | Crier Delivery |
| 04/07/2019 | Mid Devon District Council | BACS | 100.00 | | Return of duplicate payment |
| 08/07/2019 | Deep Blue Logic Ltd | CH 8747 | 1,797.00 | | Laptops |
| 10/07/2019 | Allstar | DD2757 | 55.24 | | Van Running Expenses, Fuel |
| 10/07/2019 | Scottish Power | DD | 165.22 | | Electric, Town Hall |
| 15/07/2019 | EE & T Mobile | DD | 88.80 | | Mobile Phones |
| 15/07/2019 | Devon Association of Local Cou | EP2779 | 120.00 | | Councillor training |
| 17/07/2019 | Allstar | DD2773 | 84.56 | | Van and cemetery fuel |
| 18/07/2019 | EDF | EP2774 | 104.88 | | Electric for Christmas lights |
| 18/07/2019 | Devon Commercial Stationers | EP2772 | 63.58 | | Stationery |
| 18/07/2019 | South West Water | EP2771 | 6.47 | | Cem Wtr/Swg 15.12.18-24.6.19 |
| 18/07/2019 | RS Agricultural & Technical Se | EP2776 | 327.36 | | Footpath Markers |
| 19/07/2019 | Worldpay (UK) Ltd | DD2762 | 33.31 | | Worldpay Card Charges |
| 24/07/2019 | Opus Energy | DD2777 | 35.63 | | Gas, TH, 27.5.19-25.6.19 |
| 24/07/2019 | Exeter Garden Maintenance Ltd | EP2792 | 1,260.00 | | Tree work at Cemetery |
| 26/07/2019 | ALD FORD LEASE | DD2756 | 332.47 | | Van Lease |
| 26/07/2019 | Bradninch Town Council | EP2783 | 25.00 | | Councillor Training |
| 26/07/2019 | Marbles Cleaning Ltd | EP2790 | 108.00 | | Public Toilet Cleaning July |
| 26/07/2019 | Atlas Safety Management Ltd | EP2789 | 72.00 | | Health & Safety Services Aug19 |
| 26/07/2019 | Landscaping & Grounds Maintena | EP2788 | 400.68 | | Grass Cutting |
| 26/07/2019 | Mole Valley Farmers | EP2786 | 10.00 | | Membership |
| 26/07/2019 | Gazeboshop | EP2785 | 91.03 | | Orange Canopy |
| 26/07/2019 | South West Water | EP2784 | 53.06 | | Water Tiverton Road Allotments |

Continued on Page 2

List of Payments made between 01/07/2019 and 31/07/2019

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|------------------------------|
| 26/07/2019 | Devon Association of Local Cou | EP2782 | 96.00 | | Councillor Training |
| 29/07/2019 | D&G Heating Plan | DD | 28.29 | | Boiler Insurance |
| 30/07/2019 | Unison | CH 8748 | 9.70 | | Unison Subs July 2019 |
| 31/07/2019 | Salaries | BACS | 13,445.94 | | Salaries July 2019 |
| 31/07/2019 | HMRC | BACS | 4,308.40 | | Tax & NIC July 2019 |
| 31/07/2019 | Pensions | BACS | 2,960.74 | | Pension Contributions Jul 19 |
| 31/07/2019 | Allstar | DD2787 | 60.08 | | Van Running Expenses, Fuel |
| Total Payments | | | <u>38,488.16</u> | | |

APPENDIX J

APPENDIX

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

| Supplier | Goods Description | Net | VAT | Gross |
|-----------------|--------------------------------|---------------|--------------|---------------|
| 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 | - | 15.98 |
| TOTAL | | 284.34 | 51.28 | 335.62 |

APPENDIX K

Credit Card Purchases (Lloyds Bank) July Statement 2019 - Breakdown Expenditure £942.38

| Supplier | Goods Description | Net | VAT | Gross |
|----------------------|---|---------------|---------------|---------------|
| Veyseys | Meat for Festival Ealk BBQ | 43.77 | - | 43.77 |
| SLCC | ILCA training (Town Mayor) | 99.00 | 19.80 | 118.80 |
| ALDI | Rolls for BBQ | 12.00 | - | 12.00 |
| Frames Express | Group Council photo frame | 47.24 | 9.45 | 56.69 |
| ESE Direct | Flammable storage bin and oil and fuel spill kit for cemetery | 169.70 | 33.94 | 203.64 |
| Bailey Sport Therapy | Eye wash pods | 2.91 | 0.58 | 3.49 |
| SLCC | CI LCA Training (Deputy Town Clerk) | 390.00 | 78.00 | 468.00 |
| AMAZON | Cable tidy for market cables | 29.99 | 6.00 | 35.99 |
| TOTAL | | 794.61 | 147.77 | 942.38 |

Devon Pension Fund Employer Briefing

2019 Actuarial Valuation - Outlook for employers – Key points

We are conscious that employers will be looking to build the cost of employer contributions into their medium-term planning for the next three years but the position cannot be known with certainty at this stage of the exercise. We have had some initial discussions with the Fund Actuary and he has provided some initial thoughts on the assumptions and issues that will impact on the 2019 Valuation. These can be summarised as follows:

- **Investment return since 2016 Valuation** – Over the inter-valuation period is 9.1% against the actuarial assumption of 5.5%. This should improve the funding position.
- **Longevity** - The rate of improvement in life expectancy has slowed in recent years, and this will have the effect of reducing the Fund's liabilities, and hence reducing the deficit position.
- **Future investment returns / discount rate** - The Actuary has reviewed the economic model used to forecast future investment returns and proposes to use an overall discount rate to assess the liabilities of 5.2%, rather than the 5.5% used last time. This is likely to increase the primary rate.
- **Inflation** – The Actuary proposes to use a CPI assumption of 2.6% p.a., compared with 2.4% at last valuation.
- **Salary increases** – The Actuary proposes to use an assumption of 3.6% p.a., compared with 3.9% (with a short-term CPI overlay to 2020) at the 2016 valuation.
- **Deficit recovery period** - It is proposed to further reduce the recovery period from an average of 22 years at the last valuation to 19 at this valuation, to reflect progress in moving towards full funding.
- **Overall Funding Level** – The Actuary expects the funding level to have improved from 84% at the last valuation to around 90% at this valuation.
- **Member Data** – This has yet to be analysed and will have an impact, for example the actual experience of the fund in terms of the number of deaths in the inter-valuation period against the assumptions made in 2016 is not yet known.
- **Impact of McCloud/Sargeant cases** – Transitional arrangements put in place when the Career Average scheme was introduced have been found to be age discriminatory by the Courts. Remedies will have to be applied which will add to Fund liabilities.

To conclude, it must be emphasised that these are only preliminary indications which will need further review when all the fund data has been analysed. We must stress that these are also high level indicators and there will be variation of results amongst employers.

It is therefore too early to forecast the impact on employer contribution rates, other than it seems likely that primary rates will increase, and deficit contributions will decrease.

The final assumptions used by the Actuary will be built into a revised Funding Strategy Statement that will accompany the Actuarial Valuation. If you have any observations or comments on either the valuation process or the assumptions, please forward them via martyn.williams@devon.gov.uk

2019 Employer Covenant Risk Assessment

In preparation for the three-yearly Actuarial Valuation, the Devon Pension Fund in conjunction with Barnett Waddingham has carried out an exercise using Dun & Bradstreet commercial data to monitor the financial strength of employers with active members to support the continuing accrual of further defined benefit pension liabilities. Employer covenant assessments have become an important element of risk management in the Local Government Pension Scheme.

The results of the exercise found a small number of employer bodies in the Fund to be in the higher risk range. To quantify this in monetary terms, the total deficit of these entities was assessed at the 2016 Fund Valuation as £4.25m. This is out of a total Fund deficit at that time of £628m, representing 0.68% of the whole. What is more, the pension liabilities of each of these employers is underpinned by a guarantor.

It can be seen from this that, overall, the employer covenant with the Fund is strong. Nevertheless, there will be further analysis of the results for employers constituting the higher risk range and where appropriate they will be communicated with ahead of the 2019 assessment in order to improve the information held by the Fund.

Risk controls are in place, but by carrying out this Employer Covenant Risk Assessment, the Fund's knowledge of its employers is increased, and we are well placed to plan and prepare to minimise any eventuality of unrecoverable deficits that may develop as a result of the failure of a member organisation. The exercise will be synchronised every three years with the Fund Valuation.

Mark Gayler
Assistant County Treasurer, Investments
Devon County Council

July 2019



POLICY REVIEW WORKING GROUP

Minutes of a meeting held at the Town Hall on Wednesday 31 July 2019 at 10.30am

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

1. **APOLOGIES** received from Cllr Eileen Andrews (unwell).
2. **CHAIRMAN:** Cllr Lloyd Knight was elected Chairman for the meeting. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay
3. **DECLARATIONS OF INTEREST:** None
4. **MINUTES:** The Minutes of the previous meeting held on 21 March 2019 were approved and signed as a correct record. Proposed Cllr Lloyd Knight, seconded Cllr Kerry Baldwin.

5. TERMS OF REFERENCE

RECOMMENDATION: That the Working Group's terms of reference are approved as follows "to review Cullompton Town Council policies and related documentation as required and report back to the Policy, Finance and Personnel Committee.

6. PROTOCOL ON RECORDING OF MEETINGS: Discussion included:

- (i) **Filming of meetings:** Discussion about whether Councillors can refuse to be filmed.

RESOLVED: That the Town Clerk obtains advice from the Devon Association of Local Councils and the Council's solicitor about the filming of meetings and whether a Councillor has the right to refuse to be filmed.

- (ii) **Recording of meetings:** The Council's Standing orders state as follows:

12 (f) *"Subject to the publication of draft Minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed"*

At a previous meeting of the Working Group it was recommended that the protocol is revised to state that the Council will record all meetings of the council and its Committees. This issue was discussed at length.

RECOMMENDATION: That the Council retains the option to record or not record, depending on the situation and that the relevant clause in the protocol i.e. *"That the Council may itself photograph,*

APPENDIX M

film, record or broadcast its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies” is revised to read

“That the Council may itself photograph, film, record or broadcast its meetings and can retain, use or dispose of such material in accordance with its *standing orders*”

RESOLVED: That the protocol will be further reviewed at the next meeting once the Clerk has obtained advice relating to the filming of meetings.

7. QUOTES, CONTRACTS AND TENDERS

(i) **To consider amending the Council’s Standing Orders and Financial Regulations to allow the Council to receive tenders electronically:** Companies prefer to send tenders etc. electronically and this method is also better for the environment (less paper). Clerk has made enquiries and it has been suggested to her that the Council sets up a dedicated email address for tenders. This way it can be ensured that tenders are not opened before the submission deadline.

Discussion about whether a dedicated email address is needed for each individual contract. Is there a way to prove the time/date an email is opened and provide a verification report if needed.

RECOMMENDATION:

1. That the Council amends its Standing Orders and Financial Regulations to allow the Council to receive tenders electronically.
2. That a dedicated email address is set up for the receipt of tenders e.g. tenders@cullomptontowncouncil.gov.uk. If necessary set up a dedicated email address for each contract if there is more than one at any given time.
3. Clerk to investigate whether it is possible to have a facility that provides verification of the time/date an email is opened and report back to the Working Group at the next meeting.

(ii) **To consider how information relating to contracts and tenders is displayed on the council’s website.**

The Local Government Transparency Code 2015 sets out the following requirements for the publishing of contracts and tenders:

Procurement information

31. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published:

- *reference number*
- *title*
- *description of the goods and/or services sought*
- *start, end and review dates, and*

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- *local authority department responsible.*

32. *Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:*

- *reference number*
- *title of agreement*
- *local authority department responsible*
- *description of the goods and/or services being provided*
- *supplier name and details*
- *sum to be paid over the length of the contract or the estimated annual spending or budget for the contract*
- *Value Added Tax that cannot be recovered*
- *start, end and review dates*
- *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and*
- *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.*

RECOMMENDATION: That the Council publishes information relating to contracts and tender as per the requirements of the Local Government Transparency Code 2015.

8. **COMMITTEES AND SUB-COMMITTEES:** To review the Council's Standing Orders and Scheme of Delegation to ensure that they are in accord.

Standing orders state *"The Council shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee. The Chairman must be a member of the Council;"* whereas the Scheme of Delegation states *"Each Committee shall be responsible for the election of Committee Chairman and, if required, Vice-Chairman annually"*.

Discussion about the most effective way to elect the Committee Chairman and Vice-Chairman. It was felt that it was more straightforward to allow each Committee to elect its Chairman and Vice-Chairman.

RECOMMENDATION: That the Council's Standing Orders are amended to allow for each Standing Committee to elect its Chairman and, if required, Vice Chairman.

9. **LOCAL GOVERNMENT TRANSPARENCY CODE 2015:** The list of actions to-date was reviewed

RECOMMENDATIONS:

- (i) That, on the website, the Council's governing documents are separated from the Council's

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other policies and procedural documents to make it clear that they are the Council's Governing Documents.

(ii) That the Publication Scheme is the policy document and, as such, should be included with the Council's policy documents. The list of documents published on the website to be renamed the "Guide to Information" and this could be published within the transparency section and, if time ever permits, include a link to all the documents listed.

(iii) Clerk to check the calendar format on the website.

(iv) Clerk to investigate whether the Council's financial software provides "datasets".

10. **FUTURE POLICY REVIEW:** It was agreed that all the communication policies will be reviewed at the next meeting. Look at simplifying and merging. Clerk to also report back on filming of meetings and whether it is possible to have a date/time stamp for emails.

11. **DATE AND TIME OF NEXT MEETING:** Wednesday 21 August at 10.30am.

DRAFT

