



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 12 September 2019 commencing at 10.30am at the Town Hall

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 6 September 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Kerry Baldwin, James Buczkowski 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 8 August 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 August 2019 (Appendix C). | 10.50- |
| | (ii) To receive details of Freedom of Information requests for August 2019. | 11.00 |
| | (iii) To receive details of any Subject Access Requests for August 2019. | |
| 7. | FINANCE | |
| | (i) Financial Reports: To receive Financial Reports for August 2019: | 11.00- |
| | (a) Bank Reconciliation (Appendix D). | 11.10 |
| | (b) Balance Sheet (Appendix E). | |
| | (c) Income & Expenditure Report (Appendix F). | |
| | (d) August 2019 Payments (Appendix G). | |
| | (e) July 2019 Credit card payments (Appendix H). | |
| | (f) August 2019 Credit card payments (Appendix I). | |
| | (ii) Cemetery: To consider funding for improvement of the Cemetery Operatives' welfare facilities. | |
| 8. | STAFFING AND TRAINING MATTERS: | 11.10- |
| | (i) Emergency contacts procedure. | 11.20 |
| | (ii) To review any training needs. | |
| 9. | WEBSITE AND IT: | 11.20- |
| | (i) IT Review. | 11.25 |
| | (ii) To consider any IT or website related matters. | |
| 10. | POLICY: To receive Minutes of Police Review Working Group meeting held on 21 August 2019 (Appendix J). | 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.

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|------------|--|-----------------|
| 12. | STAFFING | |
| | (i) Staffing report: To receive update report (to be sent under separate cover). | 11.30- |
| | (ii) Groundsman & Assistant Maintenance Supervisor: To shortlist. | 11.40 |
| | (iii) Town Clerk Vacancy: To discuss arrangements for the Town Clerk succession and to agree actions to be taken. | 12.00-
12.20 |

- 13. OUTSTANDING INVOICES AND PAYMENTS** 12.20-
(i) To receive report (to be sent under separate cover). 12.25
- 14. DATE AND TIME OF NEXT MEETING:** Thursday 10 October 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.*



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Thursday 8 August 2019 at 10.30am in the Town Hall

Present: Cllr James Buczkowski (in the chair) and Cllrs: Kerry Baldwin and Gordon Guest

Judy Morris: Clerk

1. **APOLOGIES:** Cllrs: Eileen Andrews (health) and Lloyd Knight (work).
2. **CHAIRMAN:** Clerk reported that the Chairman has recently resigned from the Council and the Committee will need to elect a new Chairman in order to proceed with the meeting.

RESOLVED: That Cllr James Buczkowski is elected Chairman for the meeting. Proposed Cllr Kerry Baldwin, seconded Cllr Gordon Guest.

NOTE: Mr Thompson requested a point of order as the Council's Standing Orders require that the Committee Chairman is appointed by the full council. It was explained that Cllr Buczkowski had been elected as an interim measure, for this meeting only.

3. **DECLARATIONS OF INTERESTS:** None.

4. **PUBLIC PARTICIPATION:**

- (i) **Yousuf Quayum** stated that he has received correspondence from the Clerk which he considered to be inappropriate and has no idea why a particular comment had any relevance to his planning application.

The Clerk apologised as it was not her intention to cause offence.

RESOLVED: That the Chairman will liaise with the Clerk and review the letter that was sent.

He then explained that he has a track record of transforming old buildings and since 2012 has done everything he can to provide good quality development in Cullompton. He asked about the Council's policy with regard to planning policy and how the Town Council reconciles the decisions it makes. He felt it was difficult for Councillors to make decisions about planning matters if they don't understand all the planning policies and regulations. He requested clarification of the policy the Council is working to.

The Chairman thanked Mr Quayum for making the Committee aware of his concerns.

- (ii) **Cales Briddick** asked the Committee how the Council deals with the situation of criminal activity reported on Facebook. She reported that there has been a lot of negative comments on Facebook and suggested some form of compromise.
- (iii) **Mike Thompson:** Reported a complaint he has made to the External Auditor and felt that this matter should be discussed in the main section of the meeting and not in Part 2 so that the public can be made aware of his complaint which alleges possible criminal activities. He considered that the Clerk should make the Police aware of these allegations.

RESOLVED: That Agenda Item 14(ii) is brought forward and dealt with as the next item. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

5. **COMPLAINTS: External audit: To receive details of complaint made to the external auditor:** The complaint was considered, it was felt that the accounts had been subject to audit by both an internal and external auditor and no causes for concern had been found. The Council has also recently changed its internal auditor who felt that there was no problem with the accounts.

The complainant was asked if they were willing to share any evidence of misdoing as no evidence has yet been provided.

The complainant stated that he has reported this matter to the Council before and his complaints had fallen on 'deaf ears'. He suggested that he may take out a private prosecution.

RESOLVED: That the Council arranges for an independent internal audit of fuels costs/van usage to be carried out. Compare fuel costs for the past 4-5 years and van mileage (log-book) against fuel purchased. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

6. **MINUTES:** The Minutes of the previous meeting held on 11 July 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Gordon Guest.

7. **RESOLUTIONS: Noted.**

RESOLVED: That the Clerk purchases a filing cabinet for her office at a cost of no more than £200. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

8. **COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS:**

- (i) **To receive details of any comments and complaints for July 2019:** Noted
- (ii) **To receive details of Freedom of Information requests for July 2019:** Noted
- (iii) **To receive request for an internal review of Freedom of Information decision:** The Clerk's decision not to release the information was reviewed. The Clerk explained that she made the decision not to release the information because the Council does not hold the information.

RESOLVED: That, as the Committee is satisfied that the information doesn't exist then it can't be provided. However, the concern raised about the lack of a policy will be considered by the Council. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

- (iv) **To receive details of any Subject Access Requests for July 2019:** Noted.

9. FINANCE

(i) Financial Reports: To receive Financial Reports for July 2019.

(a) **Bank Reconciliation:** Noted

NOTE: Clerk explained the bank reconciliation did not balance as a receipt of £70 was added after the month had been closed down. She provided members with a bank reconciliation and balance sheet to show that this error has now been corrected.

(b) **Balance Sheet:** Noted.

(c) **Income & Expenditure Report:** Noted.

(d) **July 2019 Payments:** Noted.

(e) **June 2019 Credit card payments:** Noted.

(f) **July 2019 Credit card payments:** Noted.

(ii) **Devon Pension Fund Employer Briefing – 2019 Actuarial Valuation:** Noted.

10. STAFFING AND TRAINING MATTERS:

(i) **Retirement of Town Clerk: To receive formal notice that the Town Clerk intends to retire on 31 March 2020:** Noted.

(ii) **Setting up a working group: To agree way forward.**

RESOLVED: That, as Cllr Gordon Guest was involved in the two previous Town Clerk appointments, he is appointed as Chairman of a Staffing Working Group. In the initial stages the working group will focus solely on the appointment of a replacement Town Clerk. All Council members to be offered the opportunity join the group. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

NOTE: Member of the public stated that as there is public interest in council activities that the public should have some input.

(iii) **To review any training needs:** Clerk reported that she had attended a very comprehensive and worthwhile Emergency at Work First Aid training course the previous day along with two other staff members and three councillors.

11. **WEBSITE AND IT: To consider any IT or website related matters:** Discussion about improving the website to take account of social media.

RESOLVED: That an IT Review item is included on the agenda for a future meeting.

12. **POLICY: To receive Minutes of Policy Review Working Group meeting held on 31 July 2019:** Noted, recommendations to be referred to the full council for decision.

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 Kerry Baldwin, seconded Cllr Gordon Guest.

14. STAFFING: Staffing report: To receive update report

(i) **Complaint to the External Auditor:**

RESOLVED: That a response is sent to the complainant, with a copy to the External Auditor, as follows:

- The Council is satisfied that the Clerk has only used the Council's solicitor for Council business.
- The mobile phone contract was approved by the PFP Committee at a meeting on 19 June 2018 and will be reviewed when the contract comes up for renewal.
- The Committee regularly reviews staff overtime and will continue to do so.
- The Committee has instructed the Clerk to arrange for an independent audit of fuel usage.

(ii) **Contacting staff in an emergency.** Report of an incident on a Saturday afternoon which was dealt with promptly by staff. Discussion about the most effective means of ensuring that there is emergency out of hours cover. To be considered further at the next meeting.

(iii) **Training request:** Request from Deputy Clerk for one afternoon's study leave whilst she is studying for her CiLCA. This was agreed.

(iv) **Employing an additional member of the Outdoor Team:** Job Description and Person Specification reviewed at the previous meeting.

RESOLVED: That, subject to a review of the Job Description, the Clerk starts the process of advertising for an additional member of staff to join the Outdoor Team. Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin.

RESOLVED: That the as the time is 12.30pm that the meeting continues for a further 15 minutes to complete the business on the agenda.

15. ASSETS AND INSURANCE: To review asset register and consider insurance estimates (to be sent under separate cover). The asset list was reviewed, it was noted that recently purchased items such as new laptops have not yet been added.

RESOLVED: That the Council re-insures with Zurich for a period of three years at a cost of £3849.66 per year (subject to change if additional items are added or removed). Proposed Cllr James Buczkowski, seconded Cllr Kerry Baldwin

NOTE: Cllr Kerry Baldwin will meet with the Town Clerk to review the asset register in detail.

16. COMPLAINTS:

(i) **Head Weir Road: To agree way forward with regard to complaint relating to Head Weir Road play area**

RESOLVED: That the Council accepts the advice of its solicitor i.e. *"that if it's not your responsibility in the lease to maintain the boundary then there is no legal obligation to do so"* and the Council's solicitor is requested to relay this decision to the complainant's solicitor stating that the Council will not be making a contribution towards the cost of a new fence and that, if they would like to pursue Mid Devon District Council's offer to make a contribution then they should

contact Mid Devon District Council direct. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

(ii) **External audit: To receive details of complaint made to the external auditor:** Dealt with at Item 5 and Item 12.

17. OUTSTANDING INVOICES AND PAYMENTS

(i) **To receive report (to be sent under separate cover):** Noted.

18. DATE AND TIME OF NEXT MEETING: Thursday 12 September at 10.30am

The meeting closed at 12.45pm

SIGNED: _____

DATE: _____

DRAFT

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
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 Town Clerk's contract of employment is signed.	Nil	TC	Medium	Completed
11/07/2019	That the Chairman will work with the Clerk to review the nominal code structure.	Nil	TC	Medium	Completed
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	
08/08/2019	That the Chairman will liaise with the Clerk and review the letter that was sent.	Nil	Chairman	High	Letter reviewed and response sent to complainant 08/08/2019
08/08/2019	That the Council arranges for an independent internal audit of fuels costs/van usage to be carried out. Compare fuel costs for the past 4-5 years and van mileage (log-book) against fuel purchased.		TC	High	Review completed 28/08/2019
08/08/2019	That the Clerk purchases a filing cabinet for her office at a cost of no more than £200.		TC	Medium	Completed
08/08/2019	That, as the Committee is satisfied that the information doesn't exist then it can't be provided. However, the concern raised about the lack of a policy will be considered by the Council.	Nil	TC	High	Letter sent to complainant notifying of the decision 09/08/2019

08/08/2019	That, as Cllr Gordon Guest was involved in the two previous Town Clerk appointments, he is appointed as Chairman of a Staffing Working Group. In the initial stages the working group will focus solely on the appointment of a replacement Town Clerk. All Council members to be offered the opportunity join the group.	Nil	TC	High	Item on Town Council agenda (22/08/2019) to appoint members of Working Group
08/08/2019	That an IT Review item is included on the agenda for a future meeting	Nil	TC	Medium	On agenda
08/08/2019	That a response is sent to the complainant, with a copy to the External Auditor, as follows: The Council is satisfied that the Clerk has only used the Council's solicitor for Council business. The mobile phone contract was approved by the PFP Committee at a meeting on 19 June 2018 and will be reviewed when the contract comes up for renewal. The Committee regularly reviews staff overtime and will continue to do so. The Committee has instructed the Clerk to arrange for an independent audit of fuel usage.	Nil	TC	High	Letter sent to complainant with copy to External Auditor 09/08/2019
08/08/2019	That, subject to a review of the Job Description, the Clerk starts the process of advertising for an additional member of staff to join the Outdoor Team.		TC	High	Job advertised, applicants to be shortlisted at meeting
08/08/2019	That the Council re-insures with Zurich for a period of three years at a cost of £3849.66 per year (subject to change if additional items are added or removed)	3849.66	TC	High	Completed

08/08/2019	That the Council accepts the advice of its solicitor i.e. <i>“that if it’s not your responsibility in the lease to maintain the boundary then there is no legal obligation to do so”</i> and the Council’s solicitor is requested to relay this decision to the complainant’s solicitor stating that the Council will not be making a contribution towards the cost of a new fence and that, if they would like to pursue Mid Devon District Council’s offer to make a contribution then they should contact Mid Devon District Council direct.		TC	High	Letter sent
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CULLOMPTON TOWN COUNCIL

COMMENTS AND COMPLAINTS AUGUST 2019

DATE	COMMENT/COMPLAINT	Council comment/action
22 August By email	I asked for an Independent review, this has NOT been done. The local Government Act is legislation that Councils MUST comply with, the web site is not complying and has no policy to ensure it complies with Stature Law which is above council policy	<p>The independent review was carried out by the Council's Policy, Finance and Personnel Committee which upheld the decision of the Clerk not to release the information as the Council does not hold the information.</p> <p>The Freedom of Information Act requires every public authority to have a publication scheme. The Council has a publication scheme which is available on the Council's website at:</p> <p>https://v6-5admin.visionict.com/Sites/1255/Policies_and_Procedures_7055.aspx</p> <p>The Local Government Transparency Code 2015 sets out the minimum data that the local authority should be publishing, the frequency it should be published and how it should be published.</p> <p>The Council's Standing Orders (also available on the Council's website at the link above) state as follows (Item 20 - page 20) "The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirement) (England) Regulations 2015.</p> <p>The Council does have a policy, albeit contained within its Standing Orders, which are the governing documents for the way in which the Council transacts its business, which states that the Council will comply with the Transparency Regulations.</p> <p>I hope this clarifies the situation for you.</p>

<p>20 August 2019 received by email</p>	<p>I have observed the debt that is owed to the council is growing at a alarming rate. councillors are not being advised or updated on this issue in the meetings.</p> <p>Take a look at the minutes & agendas for the P&F & Full council, and the accounts are just NOTED Its the responsibility of the clerk or the RFO to make aware to councillors the liabilities that are outstanding., and the reasons on how they occurred.</p> <p>It will be down to the councillors to decide if the debt is to be allowed and that the debt is managed to a acceptable level.</p> <p>its also been noted that there is no other separate report on the debt liabilities,</p> <p>Dec 18 Debtors 1,430 Jan 19 Debtors 1,663 Feb 19 Debtors 905 March 19 Debtors 1,893 June 19 Debtors 508 July 19 Debtors 3,412</p> <p>I have not seen any report to councillors and on the website agenda's for April & May 19 for the debtors and if there were any writeoffs and the reason & resolution that this has been agreed.</p> <p>please could you explain the above?</p>	<p>The list of debtors are considered in the Part 2 section of the PFP Committee meetings as the list includes people's personal information. The reason for the total amount owing for July being higher than previous months is that is includes an invoice to Devon County Council for £2562. As it is unlikely that DCC will pay this invoice promptly then it is quite likely that the debt will still be owing when the August list is published.</p> <p>Also in September we will be issuing all the Allotment rent invoices so again it is likely that the amount owed for that month will be higher than usual.</p> <p>We do our best to ensure that invoices are paid promptly but there will always be debts outstanding for the invoices that have only recently been issued.</p>
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Date: 03/09/2019

Cullompton Town Council

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Time: 13:58

Bank Reconciliation Statement as at 03/09/2019
for Cashbook 1 - Current Bank Account

User: CJN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2019		104,964.39
			<u>104,964.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/08/2019 CHQ 8749 Unison		9.70	
			<u>9.70</u>
			104,954.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			104,954.69
		Balance per Cash Book is :-	104,954.69
		Difference is :-	0.00

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	3,772	
105	VAT Control Account	2,977	
200	Current Bank Account	104,955	
210	Credit Card	(254)	
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		364,419
	<u>Current Liabilities</u>		
500	Creditors	6,586	
	Total Current Liabilities		6,586
	Net Current Assets		357,833
	Total Assets less Current Liabilities		<u>357,833</u>
	<u>Represented by :-</u>		
300	Current Year Fund	21,889	
310	General Reserves	165,184	
320	Earmarked Reserves	170,760	
	Total Equity		<u>357,833</u>

	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	2,455	7,285	32,000	24,715			
1305 Cemetery Income, other	0	11	0	(11)			
Cemetery :- Income	<u>2,455</u>	<u>7,296</u>	<u>32,000</u>	<u>24,704</u>			<u>0</u>
4300 Maintenance Equipment	0	0	2,000	2,000		2,000	
4310 Cemetery Running Expenses	1,338	10,163	19,000	8,837		8,837	
4320 Cemetery Projects	0	10,000	20,000	10,000		10,000	
9022 Cemetery Project - EMR	0	0	24,173	24,173		24,173	
Cemetery :- Indirect Expenditure	<u>1,338</u>	<u>20,163</u>	<u>65,173</u>	<u>45,010</u>	<u>0</u>	<u>45,010</u>	<u>0</u>
Net Income over Expenditure	<u>1,117</u>	<u>(12,867)</u>	<u>(33,173)</u>	<u>(20,306)</u>			
<u>400 Town Hall</u>							
1400 Town Hall Hire	490	3,996	11,700	7,704			
Town Hall :- Income	<u>490</u>	<u>3,996</u>	<u>11,700</u>	<u>7,704</u>			<u>0</u>
4400 Town Hall Improvements	5,447	5,447	18,000	12,553		12,553	
4405 Town Hall Running Expenses	912	3,888	11,500	7,612		7,612	
4407 Town Hall Feasibility Study	0	0	3,000	3,000		3,000	
9026 Town Hall Improvements EMR	(1,530)	0	25,496	25,496		25,496	
Town Hall :- Indirect Expenditure	<u>4,829</u>	<u>9,335</u>	<u>57,996</u>	<u>48,661</u>	<u>0</u>	<u>48,661</u>	<u>0</u>
Net Income over Expenditure	<u>(4,339)</u>	<u>(5,339)</u>	<u>(46,296)</u>	<u>(40,957)</u>			
Cemetery/Town Hall Committee :- Income	2,945	11,292	43,700	32,408			
Expenditure	6,168	29,498	123,169	93,671	0	93,671	
Movement to/(from) Gen Reserve	<u>(3,223)</u>	<u>(18,206)</u>					

Town Centre/Econ Dev Committee

<u>800 Town Centre</u>							
1005 Hanging Baskets	0	910	500	(410)			
1800 Street Market Income	246	1,135	0	(1,135)			
1802 Street Market Income - Electri	6	39	0	(39)			
Town Centre :- Income	<u>252</u>	<u>2,084</u>	<u>500</u>	<u>(1,584)</u>			<u>0</u>
4005 CCTV	200	1,575	3,000	1,425		1,425	
4105 St Andrew's Car Park	289	1,481	0	(1,481)		(1,481)	
4120 Town Maintenance	813	2,687	9,104	6,417		6,417	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4150 Public Convenience Running Exp	35	447	5,000	4,553		4,553	
9070 Market	681	1,286	4,484	3,198	501	2,697	
9090 EMR - CCTV	0	0	2,360	2,360		2,360	
Town Centre :- Indirect Expenditure	2,018	7,475	23,948	16,473	501	15,972	0
Net Income over Expenditure	(1,766)	(5,391)	(23,448)	(18,057)			
Town Ctre/Econ Dev Committee :- Income	252	2,084	500	(1,584)			
Expenditure	2,018	7,475	23,948	16,473	501	15,972	
Movement to/(from) Gen Reserve	(1,766)	(5,391)					
<u>Community Wellbeing Committee</u>							
<u>200 Allotments</u>							
1200 Allotment Rents - Top Field	0	440	350	(90)			
1205 Allotment Rents - Haymans	0	98	150	52			
Allotments :- Income	0	538	500	(38)			0
4200 Allotment Expenses	273	397	500	103		103	
Allotments :- Indirect Expenditure	273	397	500	103	0	103	0
Net Income over Expenditure	(273)	141	0	(141)			
<u>600 Community Wellbeing Miscellane</u>							
1000 Crier Advertising	0	115	500	385			
1050 Community Event Income	0	0	500	500			
1051 Christmas Lights event	1,000	1,000	0	(1,000)			
1052 Play Area Income	0	54,988	0	(54,988)			
Community Wellbeing Miscellane :- Income	1,000	56,103	1,000	(55,103)			0
4020 Cullompton Crier	0	1,106	3,400	2,294		2,294	
4025 Social Media	0	0	100	100		100	
4095 Christmas Lights	0	100	8,000	7,900		7,900	
4096 Christmas Lights Event	0	0	3,734	3,734	1,123	2,611	
4125 Play Area Running Expenses	826	1,560	3,000	1,440		1,440	
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	0	273	3,722	3,449		3,449	
Community Wellbeing Miscellane :- Indirect Expenditure	826	61,906	38,569	(23,337)	1,123	(24,460)	0
Net Income over Expenditure	174	(5,802)	(37,569)	(31,767)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Community Wellbeing Committee :- Income	1,000	56,641	1,500	(55,141)			
Expenditure	1,100	62,302	39,069	(23,233)	1,123	(24,356)	
Movement to/(from) Gen Reserve	<u>(100)</u>	<u>(5,661)</u>					
<u>Pol/Fin/Pers Committee</u>							
<u>100 Administration</u>							
1010 Interest Received	0	1,135	2,100	965			
1020 Miscellaneous Income	4	4	200	196			
1025 Photocopying Income	0	42	0	(42)			
1030 Precept	0	184,800	369,600	184,800			
1040 Recycling Bags	60	540	0	(540)			
1055 Town Maintenance Income	0	2,135	2,000	(135)			
Administration :- Income	<u>64</u>	<u>188,656</u>	<u>373,900</u>	<u>185,244</u>			<u>0</u>
4000 Advertising	0	0	400	400		400	
4010 Contingency	0	806	3,000	2,195		2,195	
4030 Councillor Allowances	0	250	500	250		250	
4035 General Administration/Other	1,390	1,953	1,000	(953)		(953)	
4045 Room Hire	18	68	500	432		432	
4048 Audit Costs	380	380	3,000	2,620		2,620	
4050 Photocopier	0	389	1,500	1,111		1,111	
4051 Postage	0	61	400	339		339	
4052 Stationery	158	506	1,500	994		994	
4055 Subscriptions	0	1,392	1,600	208		208	
4060 Telephone & Broadband	511	927	2,600	1,673		1,673	
4061 Mobile phones	74	372	900	528		528	
4062 Insurance	0	0	1,500	1,500		1,500	
4063 Health & Safety Support	0	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	483	2,927	6,500	3,573		3,573	
4070 Office Equipment	11	261	500	239		239	
4072 Recycling Bags Expenditure	0	945	0	(945)		(945)	
4075 Grants	0	1,850	2,000	150		150	
4085 Mayoralty Fund	0	289	1,000	711		711	
4090 Payroll Expenses	17,810	88,724	220,000	131,276		131,276	
4091 Payroll Additional	878	5,596	10,000	4,404		4,404	
4100 Public Works Loan Repayment	0	8,823	17,750	8,927		8,927	
4115 Staff & Councillor Training	0	1,095	3,000	1,905		1,905	
4122 Grass/Verge Cutting	0	0	3,000	3,000		3,000	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4130 Van Lease	277	1,385	3,325	1,940		1,940	
4135 Van Running Expenses	723	1,226	2,000	774		774	
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	871	871		871	
9056 EMR - Payroll	0	0	14,250	14,250		14,250	
9058 Office Equipment - EMR	0	1,498	2,265	768		768	
9062 Election Contingency - EMR	0	0	5,000	5,000		5,000	
Administration :- Indirect Expenditure	22,712	123,715	325,561	201,846	0	201,846	0
Net Income over Expenditure	(22,648)	64,941	48,339	(16,602)			
<u>700 Policy and Resources Miscellan</u>							
1045 Staff Charge Back	320	473	750	278			
Policy and Resources Miscellan :- Income	320	473	750	278			0
Net Income	320	473	750	278			
<u>840 Youth Services</u>							
4850 Youth Services	9,177	9,177	20,000	10,824		10,824	
Youth Services :- Indirect Expenditure	9,177	9,177	20,000	10,824	0	10,824	0
Net Expenditure	(9,177)	(9,177)	(20,000)	(10,824)			
<u>990 EMR</u>							
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	
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	52,859	52,859	0	52,859	0
Net Expenditure	0	0	(52,859)	(52,859)			
<u>991 Available Funds</u>							
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
Net Expenditure	0	0	(9,676)	(9,676)			
Pol/Fin/Pers Committee :- Income	384	189,129	374,650	185,521			
Expenditure	31,888	132,892	408,096	275,204	0	275,204	
Movement to/(from) Gen Reserve	(31,504)	56,237					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Planning/Licensing Committee</u>							
<u>820 Neighbourhood Plan</u>							
4820 Neighbourhood Plan	41	201	9,000	8,799		8,799	
Neighbourhood Plan :- Indirect Expenditure	41	201	9,000	8,799	0	8,799	0
Net Expenditure	(41)	(201)	(9,000)	(8,799)			
<hr/>							
Planning/Licensing Committee :- Income	0	0	0	0			
Expenditure	41	201	9,000	8,799	0	8,799	
Movement to/(from) Gen Reserve	(41)	(201)					
<hr/>							
<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
9085 Town Team	5,831	6,039	5,039	(1,000)		(1,000)	
Town Team :- Indirect Expenditure	5,831	6,039	5,039	(1,000)	0	(1,000)	0
Net Income over Expenditure	(5,831)	(5,039)	(5,039)	0			
<hr/>							
Town Team :- Income	0	1,000	0	(1,000)			
Expenditure	5,831	6,039	5,039	(1,000)	0	(1,000)	
Movement to/(from) Gen Reserve	(5,831)	(5,039)					
<hr/>							
Grand Totals:- Income	4,581	260,146	420,350	160,204			
Expenditure	47,045	238,407	608,321	369,914	1,624	368,290	
Net Income over Expenditure	(42,464)	21,739	(187,971)	(209,710)			
Movement to/(from) Gen Reserve	(42,464)	21,739					

Date: 03/09/2019

Cullompton Town Council

APPENDIX G

Time: 15:16

Current Bank Account

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	Professional Hygiene	DD2768	10.61		Town Hall Sanitary Bin June 19
01/08/2019	Mid Devon District Council	DD	53.28		Rent, Garage 2, Knightswood
01/08/2019	Mid Devon District Council	DD	189.00		NNDR St Andrews Car Park
05/08/2019	Credit Card	CC20190805	942.38		CC Payment
05/08/2019	Libraries Unlimited South West	EP2802	41.13		Room Hire, 12th & 25th June
05/08/2019	Devon Commercial Stationers	EP2801	12.02		Stationery
05/08/2019	Halcyon Landscapes Ltd	EP2799	163.50		Play area grounds maintenance
05/08/2019	Modes User Association	EP2798	186.00		MODES IT support
05/08/2019	Scottish Power	EP2797	32.58		Market Electric
05/08/2019	South West Water	EP2795	260.28		Water, Tiv Rd Allotmts Apr-Jul
05/08/2019	Labdon Building Supplies	EP2794	298.15		Items for THall, Cem, Pub T
05/08/2019	Wasteology Ltd	EP2796	24.00		Cemetery, skip rental
06/08/2019	D & H Plant Ltd	EP2803	84.00		Digger Hire
07/08/2019	Allstar	DD2827	49.44		Fuel
12/08/2019	Scottish Power	DD	165.22		Town Hall Electric
12/08/2019	Opus Energy	DD2800	0.57		Town Hall Gas 26.6.19-26.7.19
13/08/2019	EE & T Mobile	DD	88.80		Mobile Phones
14/08/2019	Allstar	DD2809	6.35		Cemetery Fuel
16/08/2019	Zurich Municipal	EP	942.02		Vehicle Ins 20.9.19-19.9.20
16/08/2019	Zurich Municipal	EP2817	3,849.66		Insurance 01.09.19-31.08.20
16/08/2019	Scrace, Tim	EP2814	97.00		Bus Shelter cleaning
16/08/2019	J Hewitt Maintenance Services	EP2813	562.32		Watering baskets & tubs
16/08/2019	IAC Audit & Consultancy Ltd	EP2812	456.00		Internal Audit
16/08/2019	Halcyon Landscapes Ltd	EP2811	108.00		Hedge cutting
20/08/2019	Worldpay (UK) Ltd	DD2804	21.11		Worldpay card charges
21/08/2019	Allstar	DD2810	53.34		Van & Cemetery, Fuel
21/08/2019	Microshade Business Consltan	EP2826	393.24		Hosting Service
21/08/2019	Libraries Unlimited South West	EP2825	17.50		Room Hire 23.07.19
22/08/2019	Unison	CHQ 8749	9.70		Unison Subs Aug 2019
23/08/2019	YMCA Dulverton Group	EP2815-6	11,011.80		SLA Youth Services Jul-Sep 19
23/08/2019	George Little	EP2819	3,917.00		Town Hall decorating
27/08/2019	ALD FORD LEASE	DD2824	332.47		Van Lease
28/08/2019	D&G Heating Plan	DD	28.29		Boiler Insurance
30/08/2019	Salaries	BACS	12,537.40		Salaries August 2019
30/08/2019	Pensions	BACS	2,645.26		Pension Contributions Aug 19
30/08/2019	HMRC	BACS	3,595.33		Tax & NIC Aug 19
30/08/2019	British Telecom	DD2820	612.68		Telephone May to Oct 19

Total Payments	43,797.43
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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

Credit Card Purchases (Lloyds Bank) August Statement 2019 - Breakdown Expenditure £254.09

Supplier	Goods Description	Net	VAT	Gross
Amazon	Monitor cable	4.99	1.00	5.99
EIS	Monitor switch	4.99	1.00	5.99
Go-pak	Table and chair leg inserts	42.50	8.50	51.00
Amazon	Allotment chain and padlock	10.82	2.17	12.99
Amazon	Long arm stapler	12.84	2.57	15.41
Amazon	Wireless Router	124.41	24.88	149.29
Amazon	Notebooks	11.18	2.24	13.42
TOTAL		211.73	42.36	254.09



APPENDIX J

POLICY REVIEW WORKING GROUP

Minutes of a meeting held at the Town Hall on Wednesday 21 August 2019 at
10.30am

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

1. **APOLOGIES:** None
2. **CHAIRMAN:** Cllr Lloyd Knight was elected Chairman for the 2019/20 civic year. Proposed Cllr Eileen Andrews, seconded Cllr Kerry Baldwin
3. **DECLARATIONS OF INTEREST:** None
4. **MINUTES:** The Minutes of the previous meeting held on 31 July 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

5. MATTERS DEFERRED FROM THE PREVIOUS MEETING

- (i) **Protocol on recording of meetings: To receive confirmation that Councillors are not able to refuse to be filmed and consider any changes to the policy.**

RESOLVED: That, as amendments to the policy will be considered at the full council meeting on 22 August, this matter is deferred until the next meeting.

- (ii) **Contracts: To receive details of how verification of the time/date an email is opened can be obtained:** Clerk reported that it should be possible to set up the email facility so that it cannot be opened until the deadline date/time.

6. POLICY REVIEW

- i. **IT Policy to replace current Email Policy:**

RESOLVED:

- Rename "Information & Communication Technology" policy.

Amend the policy aim to read: *"The Council recognises that email and internet are important information and communication systems which are used during the course of Council business. This policy provides guidelines and procedures to protect both users and the Council and it should be read in conjunction with the Council's **Information & Information security** Policy and Disciplinary Procedure"*

- **Item 1.2 (line 1)** Change Data Protection to read General Data Protection Regulations
- Add a clause which clarifies that hall users, wanting to use the Council's wi-fi, will be issued with a different password from that used by Council staff.

RESOLVED: That the Cemetery and Town Hall Committee are asked to consider public wi-fi access when reviewing the Town Hall policy. Also look at revising the hall hire form to include details of what facilities the hirer requires e.g. projector and screen. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

- **Item 2:** Rename " IT Equipment use".
 - **Item 2.2:** Amend to read "*Use of Council ICT devices*
 - **2.3:** Amend to read "*Your device*
 - Clerk to check that the designated Officer has the ability to reset passwords and give access to email accounts, where needed (Item 3.3).
 - 3.13: Delete (*Internet & computer facilities*).
 - Clerk to check that staff mobile phones are password protected (Item 2.2).
- ii. **Information and Information Security policy, revised to incorporate Data Protection policy.**

RESOLVED:

- Add dates of legislation listed in the Introduction section.
- Clerk to check whether a charge can be made for information requested by means of a Subject Access Request.
- 2.13: Reorder the wording. Move "*If you have an allotment or grave it is important that you inform the Council of your up-to-date contact details*" to the end of the item.
- 4: Replace "Publication Scheme" with "Guide to information", check administration costs amend if necessary.

iii. **Media Communications policy**

- **Introduction:** replace "put out" with "released".
- **Item 5 Press Releases (a):** Replace "Town Clerk" with "Proper Officer".
- When reviewing the Code of Conduct consider including the following "*Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make it clear that he or she disagreed with a policy and voted against it (if this took place in open session), they should not seek to undermine a decision through the news media*".
- **Item 14:** Replace "Data Protection Act 1998" with "General Data Protection Regulations".

RECOMMENDATION: That, with the changes agreed above:

- (i) The Council's Email policy is replaced with a new Information and Communications Technology (ICT) policy.
- (ii) The Council's Information and Information Security Policy is revised to incorporate the Council's Data Protection Policy.
- (iii) That the Council's Media Communications Policy is revised as per the minor amendments above.

7. LOCAL GOVERNMENT TRANSPARENCY CODE 2015: To review actions to-date: Clerk confirmed that Freedom of Information requests will be added to the website, clerk to investigate data sets link. Table produced with links to information published to the website

was circulated and approved.

RESOLVED: That the Working Group's thanks are recorded to the Assistant Town Clerk for producing the list with links to information published on the website.

8. **FUTURE POLICY REVIEW: To agree timeline for review of Council policies and procedures:** It was agreed that, as revised Financial Regulations have recently been published, that it would be timely to revise the Council's Financial Regulations plus the Councillors & Staff Allowances and Expenses Policy and the Council's Asset Register.
9. **DATE AND TIME OF NEXT MEETING:** Wednesday 25 September at 10.30am.