



Town Clerk: Miss Joy Norris MSc ACG

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Notice is hereby given that a meeting of the **Resources Committee** will take place on **Thursday 13th January 2022** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will help the meeting run as smoothly as possible.

The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

Joy Norris

Town Clerk

Date: 7th January 2022

AGENDA

Resources Committee 13th January 2022

Committee Membership: Councillors: E Andrews, J Buczkowski, A Connolly, M Dale, K Haslett, J Johns, M Rowe and C Snow (Vice-Chair)

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item and must be present in the Town Hall at the meeting or have made their submission in writing prior to the meeting.

- 1. Election of Chair**
To consider the election of a Committee Chair (following the resignation of Cllr Beckwith from the Town Council).
- 2. Chair's Announcements**
The Chair may make announcements relevant to the work of the Committee.
Note: announcements are for information only and not for debate, discussion or questioning.
- 3. Apologies For Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
- 4. Declarations of Interests**
To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
Councillors and Officers 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.
- 5. Public Participation**
To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person. (Please note people must either be present in the Town Hall or have made a written submission.)
- 6. Minutes:**
To confirm the Draft Minutes of the meeting held on 21st December 2021 as a correct record.
(Supporting Paper A)
- 7. Action List**
To receive and review the Action List relating to the Resources Committee. (Supporting Paper B)
- 8. Financial Matters**
To receive and review information on current financial matters including the current balance sheet income and expenditure reports, details of current creditors, earmarked reserves and other supporting information. (Supporting Paper C)

9. 22/23 Budget

To consider budget lines within the Committee's remit as referred to at Council on 6 January 2022.
(Supporting Paper D)

10. Emergency Contacts

To consider an emergency contact system.
(Supporting Paper E)

11. Comments and Complaints Log

To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper F)

12. Working Group to Consider Councillor Recruitment and Retention

To consider setting up a working group to consider ways of improving Councillor Recruitment and Retention.
(Supporting Paper G)

13. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose for obtaining information and not for debate nor discussion.

14. Exclusion of the Press and Public

To consider passing a resolution in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 15 Debtors, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal and financial information)
- Agenda Item 16 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda No 17

The reports relating to these items have been withheld from public circulation and deposit.

15. Debtors

To consider the current list of debtors and any action that is required. (Supporting Paper H confidential for Councillors on the Committee only)

16. Staffing Report

To receive an update report (Supporting Paper I, confidential for Councillors on the Committee only) which includes:

- i) Training
- ii) Overtime Incurred
- iii) Annual Leave
- iv) Confirmation of Appointment and Associated Salary Review
- v) Permission for additional employment
- vi) Work Experience Request

17. Complaint

To receive information relating to a complaint regarding the holding and handling of electronic information and to make any associated decisions. (Supporting Paper J)

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 during the Public Participation session listed on the Agenda



RESOURCES COMMITTEE

Minutes of a Committee meeting held on
Tuesday 21st December 2021 in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor Snow

Committee Members: Councillors: Buczkowski and Rowe

In Attendance:

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Councillors:

Officers J Norris (Town Clerk)

1 Member of the public attended the meeting.

The start of the meeting was delayed from 10:00hrs until 10:15hrs so that it was quorate.

R 81. The Vice – Chair did a roll call of the Committee members present in the Town Hall

R 82. . Election of Chair

Consideration was given to the election of a Committee Chair (following the resignation of Councillor Beckwith from the Town Council).

This item was deferred to a future meeting.

R 83. Chair's Announcements

There were no announcements.

R 84. Apologies For Absence

Apologies for absence were received from Councillors Andrews and Dale.

R 85. Declarations of Interests

The following Declarations of Interest were made at this stage of the Agenda

- Councillor Rowe declared a personal interest in Agenda No 19 Complaint – Head Weir Play area as she lives in Head Weir Road.

R 86. Public Participation

This agenda item allows members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

Speaker 1

The speaker said there were 3 parts to what he wished to say:

1. The Speaker has noted that in the documentation on-line for the budget it is proposed a further £10,000 is put into the proposed railway project – has this been discussed by Council?
2. Why is there still £9,000 for the Swimming Pool planning application showing in the budget as it has not been spent should it not be returned to the budget?
3. Salaries and Overtime. There are 5 months of salaries listed:
Month 4 total salaries £19,134 with £1,058 overtime
Month 5 total salaries £18,775 with no overtime
Month 6 total salaries £20,858 with £184.00 overtime
Month 7 total salaries £21,657 no overtime
Month 8 total salaries £13,367 with £345.00 overtime

Please can the differences be explained.

The Clerk was requested to send a reply to the Speaker regarding the salaries and overtime payments.

A response was given at the meeting that the money for the railway and swimming pool projects were in the earmarked reserves (EMR) and it stays in the EMR until it is spent on the intended purpose or Council resolves that it should be moved; this can be reviewed as part of the discussions about the budget.

R 87. Minutes:

Consideration was given to the Draft Minutes of the meeting held on 19th November 2021. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 19 November 2021 be confirmed as a correct record.

R 88. Action List

The Action List relating to the Resources Committee was received and reviewed. (Supporting Paper B to the Agenda)

R 89. Financial Matters

Consideration was given to Information on current financial matters including the current balance sheet income and expenditure reports, details of current creditors, earmarked reserves and other supporting information. (Supporting Paper C to the Agenda)

RESOLVED that Council is informed that bank reconciliations have not been completed by Councillors and this situation raises a risk of receiving a negative audit comment.

R 90. Investments

- (i) The Town Council's Investment Strategy was reviewed (Supporting Paper D to the Agenda)

Resources Committee 13 January 2022
Supporting Paper A

- (ii) The Town Council's current investment arrangements were reviewed. (Supporting Paper E to the Agenda)

RESOLVED

- (i) **That the Town Council is recommended** to approve and adopt the Investment Strategy as presented subject to Section 2 Objectives being amended by the removal of "(iii) The return of its investments (yield) and adding "Yield will be borne in mind when making decisions about where to invest but will not be an overriding consideration or objective."

The Town Clerk was asked to research bank and building society accounts and report back to Committee on any that may be suitable for the Town Council's needs.

R 91. Reserves Policy

Consideration was given to recommending the adoption of a reserves policy to Council (Supporting Paper F to the Agenda)

RESOLVED

- (i) That the principle of holding approximately 6 months of expenditure value as a general reserve should be included in the policy
- (ii) **That the Town Council is recommended** to approve and adopt the Reserves Policy as presented to the Committee with the inclusion of (i) above

R 92. Financial Software Costs

The costs of the Financial Software with effect from April 2022 were provided for information and consideration was given as to whether or not to participate in the 3 year loyalty scheme for year-end accounts. (Supporting Paper G to the Agenda)

RESOLVED to pay for the year end closed down of accounts on a year by year basis and not to enter the 3 year loyalty scheme.

R 93. Proposed Budgets for 2022/2023 and Successive Years and the likely Precept Requirement for 2022/2023

- (i) Consideration was given to the Committee's possible budget requirements in relation to specific ledger codes (Supporting Paper H to the Agenda)

RESOLVED that the Resources Committee budget for 2022/2023 are amended as follows:

- General administration code is increased by 10%
 - The subscription budget code is £2,000
 - There should be a Uniform / PPE budget based upon £300.00 per Outdoor and Maintenance team member and £200.00 per admin team member
 - IT Support £7,000 with the proviso that information is provided on the services received.
- (ii) Consideration was given to possible budget requirements for 2022/2023 and the likely precept. (Supporting Paper I to the Agenda)

RESOLVED that the budget is referred to full Council for discussion and decision

- (iii) To consider the Draft Medium Term Financial Plan (Supporting Paper J to the Agenda)

RESOLVED that the Draft Medium Term Financial Plan is referred to Council for consideration.

R 94. Functional Budget Reporting

Consideration was given to the principles that Councillors would like incorporated into any future recording and reporting of expenditure especially with regard to staff time.

Guiding Principles Suggested:

- Administration - don't try to categorise
- Outdoor team cost allocated to function where it is used e.g. cemetery, town hall, play areas, town maintenance
- Time recording for Outdoor team to show function as described above

The Town Clerk will talk to the financial software supplier and will report back to Committee with a view to starting functional reporting for the Outdoor Team with effect from 1 April 2022

R 95. Comments and Complaints Log

Details were noted of comments and complaints, Freedom of Information Requests and Subject Access Requests received since the last report to Committee. (Supporting Paper K to the Agenda)
The Town Clerk reported that since the report was prepared a subject access request has been received.

R 96. Uniform / PPE Policy

The October meeting of the Cemetery and Town Hall Committee requested that the Resources Committee consider a definitive Uniform and Personal Protective Equipment Policy.

12:10 **RESOLVED** to extend the duration of the meeting by 15 minutes until 12:30

RESOLVED

- (i) That the Town Council should have a uniform / personal protective equipment (PPE) policy
- (ii) That the genesis of a policy for discussion with staff, starting with the Outdoor Team, includes
 - the benefits of a uniform / PPE policy e.g. protect employees, makes employees identifiable, not destroying own clothes
 - clothing will be branded e.g. "Cullompton Town Council"
 - the items that may be included e.g. for the Outdoor Team - boots, trousers, polo shirt, jumper, wind / rain layer, hat & gloves, hi vis
 - A clothing pack would include sufficient items for 5 consecutive days of work e.g. 5 polo shirts

R 97. Head Weir Road Play Area

Consideration was given to a response to a question submitted for public participation at the Committee meeting held on 19 November 2021 (Supporting Paper L to the Agenda)

Resources Committee 13 January 2022
Supporting Paper A

The Town Clerk was given guidance that a response should be provided that the expenditure is not to appease one person and the expenditure is a matter of public record and also to provide a copy of the report presented to the Committee.

R 98. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

No matters were raised.

R 99. Exclusion of the Press and Public

RESOLVED that in accordance with the 1960 Public Bodies (Admission to Meetings) Act the public and press are excluded from the meeting during consideration of:

- Agenda Item 19 Complaint / Head Weir Play Area on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (legal and personal information and items subject to negotiation).
- Agenda Item 20 Debtors, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal and financial information)
- Agenda Item 21 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).

The reports relating to these items had been withheld from public circulation and deposit.

R 100. Complaint - Head Weir Play Area

An update was received regarding a complaint relating to the Head Weir Play Area. (Supporting Paper M to the Agenda confidential for Councillors on the Committee only)

RESOLVED

- (i) That a letter is sent to Mid Devon District Council stating they had previously **promised** to provide goal posts in Linear Park,
- (ii) That the Committee be provided with an action plan, including timescales of work to be done in the play area over next couple of months e.g. infill planting, insect homes, tidying of current planting

R 101. Debtors

To consider the current list of debtors and any action that is required. (Supporting Paper N confidential for Councillors on the Committee only)

This item was deferred to a future meeting

R102. Staffing Report

To receive an update report (Supporting Paper O, confidential for Councillors on the Committee only) which includes:

- i) Training
- ii) Overtime Incurred
- iii) Annual Leave
- iv) Confirmation of Appointment and Associated Salary Review

This item was deferred to a future meeting

The meeting closed at 12:30hrs

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
1	31/10/2019 & 16/06/20 & 19/10/20	Head Weir Road Play Area	<p>That the Council offers to plant an established double mixed hedgerow with a minimum height of 1m in front of the garage wall which currently has the goal post painted on it.</p> <p>Provides an alternative football goal post away from the area.</p> <p>Contact MDDC to request their support & advise if support not forthcoming CTC are minded to surrender the lease</p> <p>Contact complainant re working together to resolve problem as far as possible</p>	115	TC	Medium	<p>Estimates obtained for consideration at 13 Feb meeting, planting w/c 2 March 2020</p> <p>Hedging planted but ripped out within days;4 signs erected</p> <p>29.06.20 email sent to MDDC, response rec'd and further email sent for clarification</p> <p>Update for Councillors to be provided at PFP 10.09.2020</p> <p>Legal Advice obtained on implementing suggested resolution & pictorial information found - to be considered by PFP 19.10.2020</p> <p>Meeting held with MDDC & Complainant 14.01.21. Landscaping plan to be compiled and play equipment supplier to be contacted (iii) landscaping suggestion and advice from play equipment supplier rec'd, agreement of complainant to plans to be sought</p> <p>Complainant has not agreed to suggestions and requested more detailed landscape plans</p> <p>1.11.21 Fencing replaced by MDDC contractor</p>
2	09/01/2020	Motion put forward by Councillors: format of Council and Committee papers	That all Committees and Full Council adopt a standard format (template) when preparing and publishing agendas and minutes to ensure consistency across the Council.	Nil	TC	Medium	<p>Consider introducing in consultation with new Town Clerk</p> <p>Work on reviewing the format of various committee documents has started</p> <p>19.10.2020 work on guidance documents commenced to reflect recent Council resolutions regarding agenda items and minutes</p>

Please Note:

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2: Actions completed / Decisions implemented will be greyed out and removed from the next report

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
3	13/02/2020	Allotment & Cemetery Administration Software	That the Admin staff prepare a cost benefit analysis explaining what the software does and how it will benefit the Council staff. Ask the IT Working Group to consider the request.	Nil	TC		
4	13/08/2020	Working Groups	(1) The Town Clerk to consider ways in which there can be a more flexible approach to Working Groups and encourage participation by more Councillors and members of the public.		TC		All Town Councillors are sent agendas for working groups and advised they may attend
5	10.12.20	members Questions	Investigate setting up management /maintenance company to look after communal areas on new housing developments		TC		
6	11.03.21	Absence Management Policy	(i) ask Tozers for view on legality of draft policy (ii) when legal compliance confirmed put on Council agenda for approval		TC		Tozers have suggested some amendments from a practical / implementation perspective
7	11.03.21	Capability, Discipline & grievance Policies	Refer back to Policy Review Working Group to ensure consistency of treatment in cases involving the Town Clerk - PRWG to look at drafting terms of reference for a committee comprising Mayor, Deputy Mayor and Chair of PFP specifically for this purpose		TC		
8	11.03.21	Health & Safety Advisors	Find new health & safety advisor		TC		15.11.21 Draft document emailed to Committee members asking for any comments - non received. 24.11.21 Quotation documents published on CTC website and Contracts Finder
9	20.07.21	Action List	Put items on agenda planner for future meetings- H & S , van check sheets		TC		Van check sheets on agenda for 09.09.21

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No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
10	17/09/2021	R50 Data Protection	The Committee reviewed the information supplied by the complainant, the letter from the Information Commissioner's Office, the ICO guidance and legal advice.	N/A	TC		Complainant to be apprised of Committee's decision/s
11	17/09/2021	R52 Staffing Report	(i) That a letter form the Mayor is sent to the Special Projects Officer, thanking her for her work and wishing her well in her new employment		ATC		Letter Drafted
12	17.09.21	Emergency Contacts	(vii) That a rota of volunteer Councillors is compiled to be the emergency contact		TC		Councillors emailed and asked to volunteer.Limited response obtained. On Agenda for 13.01.22
13	17/096/21	R53 Mobile Telephone Requirements The provision of mobile phones for staff was considered	(i) That the Outdoor Team Supervisor, Town Clerk and Deputy Town Clerk have data capable phones (ii) That the Town Council purchase 5 X Nokia 105 (all users except the Outdoor Team Supervisor who will retain one of the existing handsets) at a total cost of approx. £100.00 (iii) To enter into a contract with O2 for 1 sim with 20GB data per calendar month (iv) To enter into 5 SIM only contracts with O2 each with 5GB data per calendar month (v) To enter into a 24-month contract at a cost of approximately £1,560 per month		TC/ATC		

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No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
14	17.09.21	R57 Staffing Review	Consideration was given to the terms of reference and arrangements for a staffing review. (i) to convene a Working Group with all Resources Committee members invited to attend (ii) that the Working Group reports to the Resources Committee (iii) That at the Working Group meeting the Town Clerk makes a presentation explaining the current structure, job roles and job titles.	N/A	TC		Initial meeting of the working group took place 27 October 2021
15	19.11.21	Councillor Recruitment and Retention	Ask Committee to look at ways Councillor recruitment and retention can be improved - possibly a working group		TC		put on agenda planner for 2022 On Agenda for 13.01.22
16	21.12.21	financial Matters	Check general Admin code 4035 and tidy		TC		
17	21.12.21	Financial Matters	Bank Reconciliations (I) report current situation to Council (ii) send rota and How To Guide to Councillors for the remainder of the financial year		TC		(I) reported current situation re bank recs not done to Council 06.01.22 (ii) Emailed rota and How To Guide to relevant Councillors 07.01.22
18	21.12.21	Investment Policy	Put on Council Agenda for consideration		TC		Considered and agreed by Council 06.01.22
19	21.12.21	Reserves Policy	Put on Council Agenda for consideration		TC		Considered and agreed by Council 06.01.23
20	21.12.21	Investments / Bank Accounts	Research what suitable bank accounts are available		TC		
21	21.12.21	End of Year Close Down	Book end of year close down on pay as go basis (not join the loyalty scheme)		Finance Officer		06.1.22 request form completed for RBS

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No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
22	21.12.21	Functional Reporting (staff time)	Review Outdoor Team Time sheets to enable collection of relevant data		Outdoor Team & Maintenance Supervisor		
23	21.12.22	Functional Reporting (staff time)	Talk to RBS re software set up / requirements		TC		
24	21.12.22	Uniform / PPE	Initiate discussion with staff		TC		07.01.22 "Huddle" told of Cttee decision and that there would be opportunity for discussion.
25	21.12.21	Headweir Play Area	respond to correspondent providing copy of report to Cttee and Cct thoughts.				Email sent to correspondent 29.12.21
26	21.12.21	Headweir play Area	Contact MDDC re goal posts in Linear Park		TC		
27	21.12.21	Headweir play Area	Prepare schedule fo work still to be undertaken e.g. infill planting and tidying existing for presentation to Committee		Outdoor Team & Maintenance Supervisor		

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Agenda No 8, Financial Matters

The following information is provided to assist with consideration of the financial Information

Income and Expenditure Accounts

1. These reports are provided for the Committee to undertake 2 primary tasks:
 - a) consider the income and expenditure lines which are the responsibility of the committee and
 - b) monitor the annual budget by looking at the overall spend compared to budget of all Committees.

Note: all of the Income and expenditure reports produced by the financial system start on the first day of the financial year and end on the last day of any specified month or the date printed if part way through a month – the reports are cumulative and cannot be run for intermediate periods .e.g. a report run for month 2 will include information from month.

2. Income and Expenditure reports have been provided for Month 8 (November) and Month 9 (December)
3. The journal suggested at the Resources Committee on 21 December have not yet been actioned.

Balance Sheet / Creditors List

4. The balance sheet reflects the position as at the date printed.
5. A creditors list is provided to complement the balance sheet (the creditors report cross references with the creditors amount shown on the balance sheet). At the time of preparing this report (8 November 2021)
 - Invoice from MDDC, ref 3814, for £3986.68, the Town Centre & Economic Development Committee have resolved *“That Mid Devon District Council are contacted to say that the existing invoice should be cancelled and a new invoice issued when the situation regarding the rates has been resolved “*
 - The invoices from Utilight were discussed by Council on 14 December 2021. An email has been sent to the SparkX company requesting replacement invoices, a full response is awaited.
 - The Royal British Legion have been paid by an on-line donation using the SOLDO card
 - Bank details for Tiverton Town Band and the YMCA needed to be checked, this was done on 07.01.22 and details can now be put onto the banking system
 - The Invoice from South West Water is subject to a query regarding sewerage charges
 - The remaining items have been approved by Council and at time of preparing the report are on the on-line bank system awaiting Councillor authorisation.

Resources Committee 6 January 2022 Supporting Paper C

Earmarked Reserves

6. A separate report showing the earmarked reserves has been included at the request of a Councillor
7. The value of the Earmarked Reserve 322 – Cemetery Paths and Projects is the amount of the NNDR refund.
8. It was suggested at a previous Committee meeting that the election, staffing and general contingencies should be treated as earmarked reserves this change will be made with the help of RBS.

Bank Reconciliations

9. The Finance Officer has done the bank reconciliations up to and including November 2021.
10. The following bank reconciliations have not yet been signed off by Councillors:

Councillor	Month to be Reconciled
Kathryn Haslett	May 2021
Chris Snow	June 2021
Janet Johns	August 2021
Martin Smith	September 2021 – there is a query on this reconciliation and the Finance Officer will be meeting with the Councillor to resolve.

11. The situation regarding the bank reconciliations was reported to Council at the meeting on 6 January 2022, and the Town Clerk was asked to email a reminder to the relevant Councillors; the email was sent 7 January 2022.
12. At the Resources meeting on 21 December a request was made that the Councillors due to undertake bank reconciliations for the rest of the financial year were reminded of the month they were scheduled to do and also sent a copy of the “How To” guide; the email was sent 7 January 2022.

Other Information (Including responses to questions raised at previous meetings)

13. Revised Financial Regulations have been approved by Council and the new version put on the website and emailed to all Councillors and staff.
14. The Annual Return to the Charity Commission for Upcott Field was considered and approved by Council on 6 January 2022.
15. The Gift of A Burrows Committee will be meeting on 14 January to consider the annual return to the Charity Commission
16. The Gift of A Burrows Committee has requested that a simple financial framework is drafted and presented for consideration – this is scheduled to be considered at the March 2022 meeting

Report Updated: 7 January 2022

Report Author: Responsible Financial Officer

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	7,005	31,505	25,000	(6,505)			126.0%	
1305 Cemetery Income, other	12	96	0	(96)			0.0%	
Cemetery :- Income	<u>7,017</u>	<u>31,601</u>	<u>25,000</u>	<u>(6,601)</u>			<u>126.4%</u>	<u>0</u>
4100 Public Works Loan Repayment	8,823	17,647	17,650	3		3	100.0%	
4300 Equipment Mtce & New	0	169	2,000	1,831		1,831	8.4%	
4310 Cemetery Running Expenses	1,353	15,101	20,000	4,899	243	4,656	76.7%	
4320 Cemetery Projects	0	750	0	(750)		(750)	0.0%	
9022 Cemetery Project	0	0	35,000	35,000	128	34,872	0.4%	
Cemetery :- Indirect Expenditure	<u>10,176</u>	<u>33,667</u>	<u>74,650</u>	<u>40,983</u>	<u>371</u>	<u>40,612</u>	<u>45.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,159)</u>	<u>(2,066)</u>	<u>(49,650)</u>	<u>(47,584)</u>				
<u>400 Town Hall</u>								
1400 Town Hall Hire	0	240	5,000	4,760			4.8%	
Town Hall :- Income	<u>0</u>	<u>240</u>	<u>5,000</u>	<u>4,760</u>			<u>4.8%</u>	<u>0</u>
4064 Fire Safety	0	2,410	5,000	2,590		2,590	48.2%	
4405 Town Hall Running Expenses	222	5,718	11,500	5,782	694	5,088	55.8%	
Town Hall :- Indirect Expenditure	<u>222</u>	<u>8,128</u>	<u>16,500</u>	<u>8,372</u>	<u>694</u>	<u>7,678</u>	<u>53.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(222)</u>	<u>(7,888)</u>	<u>(11,500)</u>	<u>(3,612)</u>				
Cemetery/Town Hall Committee :- Income	<u>7,017</u>	<u>31,841</u>	<u>30,000</u>	<u>(1,841)</u>			<u>106.1%</u>	
Expenditure	<u>10,398</u>	<u>41,795</u>	<u>91,150</u>	<u>49,355</u>	<u>1,065</u>	<u>48,290</u>	<u>47.0%</u>	
Movement to/(from) Gen Reserve	<u>(3,381)</u>	<u>(9,954)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	0	0	500	500			0.0%	
1055 Town Maintenance Income	0	200	2,000	1,800			10.0%	
1800 Street Market Income	0	0	1,000	1,000			0.0%	
1905 St Andrews car park income	2,436	2,473	5,500	3,027			45.0%	
Town Centre :- Income	<u>2,436</u>	<u>2,673</u>	<u>9,000</u>	<u>6,327</u>			<u>29.7%</u>	<u>0</u>
4005 CCTV	0	621	1,000	379		379	62.1%	
4105 St Andrew's Car Park	192	3,162	5,500	2,338	192	2,146	61.0%	
4120 Town Maintenance	157	2,817	7,500	4,683	167	4,516	39.8%	
4122 Grass/Verge Cutting	0	0	4,000	4,000		4,000	0.0%	
4150 Public Convenience Running Exp	600	8,335	7,000	(1,335)		(1,335)	119.1%	
4800 Outdoor Market expenses	0	0	3,000	3,000		3,000	0.0%	
4920 Tourism & Economic Development	0	0	1,000	1,000		1,000	0.0%	
9070 Market	112	1,675	0	(1,675)	49	(1,724)	0.0%	
Town Centre :- Indirect Expenditure	<u>1,061</u>	<u>16,611</u>	<u>29,000</u>	<u>12,389</u>	<u>408</u>	<u>11,981</u>	<u>58.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,375</u>	<u>(13,937)</u>	<u>(20,000)</u>	<u>(6,063)</u>				
Town Ctre/Econ Dev Committee :- Income	2,436	2,673	9,000	6,327			29.7%	
Expenditure	1,061	16,611	29,000	12,389	408	11,981	58.7%	
Movement to/(from) Gen Reserve	<u>1,375</u>	<u>(13,937)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Wellbeing Committee</u>								
<u>200 Allotments</u>								
1200 Allotment Rents - Top Field	0	546	350	(196)			156.0%	
1205 Allotment Rents - Haymans	0	122	150	29			81.0%	
Allotments :- Income	0	668	500	(168)			133.5%	0
4200 Allotment Expenses	478	3,721	1,000	(2,721)	80	(2,801)	380.1%	
Allotments :- Indirect Expenditure	478	3,721	1,000	(2,721)	80	(2,801)	380.1%	0
Net Income over Expenditure	(478)	(3,053)	(500)	2,553				
<u>600 Community Wellbeing Miscellane</u>								
1051 Christmas Event	325	725	0	(725)			0.0%	
Community Wellbeing Miscellane :- Income	325	725	0	(725)				0
4025 Social Media	0	0	100	100		100	0.0%	
4095 Christmas Lights	5,200	11,882	15,000	3,118	75	3,043	79.7%	
4096 Christmas Event	1,430	1,754	4,000	2,246		2,246	43.9%	
4125 Play Area Running Expenses	2,063	6,661	16,000	9,339	797	8,542	46.6%	
4126 Play Equipment Fund EMR329	0	(200)	0	200		200	0.0%	
4160 Community Wellbeing Committee	0	800	1,500	700		700	53.3%	
4165 Community Events	0	0	3,000	3,000		3,000	0.0%	
4175 COVID-19 Expenditure	0	67	0	(67)	19	(86)	0.0%	
4910 Leat Repairs	0	0	2,000	2,000		2,000	0.0%	
9050 Public Rights of Way EMR 350	0	0	0	0	350	(350)	0.0%	
Community Wellbeing Miscellane :- Indirect Expenditure	8,693	20,964	41,600	20,636	1,241	19,395	53.4%	0
Net Income over Expenditure	(8,368)	(20,239)	(41,600)	(21,361)				
<u>840 Youth Services</u>								
4850 Youth Services	0	9,177	19,000	9,824		9,824	48.3%	
Youth Services :- Indirect Expenditure	0	9,177	19,000	9,824	0	9,824	48.3%	0
Net Expenditure	0	(9,177)	(19,000)	(9,824)				
Community Wellbeing Committee :- Income	325	1,393	500	(893)			278.5%	
Expenditure	9,171	33,861	61,600	27,739	1,321	26,418	57.1%	
Movement to/(from) Gen Reserve	(8,846)	(32,469)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Resources Committee								
100 Administration								
1010 Interest Received	3	377	2,000	1,623			18.8%	
1020 Miscellaneous Income	0	300	200	(100)			150.0%	
1030 Precept	0	461,481	461,481	0			100.0%	
1040 Recycling Bags Income	28	572	0	(572)			0.0%	
1051 Christmas Event	0	0	500	500			0.0%	
Administration :- Income	30	462,730	464,181	1,451			99.7%	0
4000 Advertising	0	(75)	400	475	75	400	0.0%	
4010 Contingency	0	0	5,000	5,000		5,000	0.0%	
4030 Councillor Allowances	0	0	500	500		500	0.0%	
4035 General Administration/Other	150	2,036	1,650	(386)		(386)	123.4%	
4038 Card Processing charges	113	455	0	(455)		(455)	0.0%	
4045 Room Hire	0	0	500	500		500	0.0%	
4048 Audit Costs	380	760	3,000	2,240		2,240	25.3%	
4050 Photocopier	0	592	1,500	908		908	39.4%	
4051 Postage	0	178	400	222		222	44.4%	
4052 Stationery	128	609	1,500	891	5	887	40.9%	
4055 Subscriptions	0	2,274	1,600	(674)		(674)	142.1%	
4060 Telephone & Broadband	385	1,595	2,600	1,005	163	842	67.6%	
4061 Mobile phones	90	725	900	175	507	(332)	136.9%	
4062 Insurance	0	0	1,500	1,500		1,500	0.0%	
4063 Health & Safety Support	0	0	1,000	1,000		1,000	0.0%	
4065 Professional Fees	0	1,000	1,500	500		500	66.7%	
4068 IT Support	601	6,349	7,000	651	469	182	97.4%	
4070 Office Equipment	0	3,268	3,750	482	35	447	88.1%	
4072 Recycling Bags Expenditure	0	138	0	(138)		(138)	0.0%	
4075 Grants	0	(700)	3,000	3,700		3,700	(23.3%)	
4085 Mayoralty Fund	64	64	500	437		437	12.7%	
4090 Payroll Expenses	20,628	158,124	280,000	121,876		121,876	56.5%	
4091 Payroll Additional	345	2,503	0	(2,503)		(2,503)	0.0%	
4093 Homeworking Allowance	0	455	0	(455)		(455)	0.0%	
4094 Personal Protective Equipment	227	1,040	0	(1,040)		(1,040)	0.0%	
4115 Staff & Councillor Training	1,280	2,080	5,000	2,920	90	2,830	43.4%	
4130 Van Lease	330	2,642	4,000	1,358		1,358	66.1%	
4135 Van Running Expenses	296	1,635	2,000	365		365	81.8%	
4145 Gift of a Burrow (USE 502)	0	112	0	(112)	6	(118)	0.0%	
4855 Youth Council	0	0	200	200		200	0.0%	
4860 Election Contingency	0	0	5,000	5,000		5,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9052 Staffing Contingency	0	0	12,000	12,000		12,000	0.0%	
Administration :- Indirect Expenditure	25,018	187,857	346,000	158,143	1,350	156,793	54.7%	0
Net Income over Expenditure	<u>(24,987)</u>	<u>274,873</u>	<u>118,181</u>	<u>(156,692)</u>				
Resources Committee :- Income	30	462,730	464,181	1,451			99.7%	
Expenditure	25,018	187,857	346,000	158,143	1,350	156,793	54.7%	
Movement to/(from) Gen Reserve	<u>(24,987)</u>	<u>274,873</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning/Licensing Committee</u>								
<u>820 Neighbourhood Plan</u>								
9086 Neighbourhood Plan	0	1,160	0	(1,160)		(1,160)	0.0%	1,160
Neighbourhood Plan :- Indirect Expenditure	0	1,160	0	(1,160)	0	(1,160)		1,160
Net Expenditure	0	(1,160)	0	1,160				
6000 plus Transfer from EMR	0	1,160						
Movement to/(from) Gen Reserve	0	0						
Planning/Licensing Committee :- Income	0	0	0	0			0.0%	
Expenditure	0	1,160	0	(1,160)	0	(1,160)	0.0%	
Net Income over Expenditure	0	(1,160)	0	1,160				
plus Transfer from EMR	0	1,160						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	9,809	498,637	503,681	5,044			99.0%	
Expenditure	45,648	281,285	527,750	246,465	4,145	242,321	54.1%	
Net Income over Expenditure	(35,839)	217,353	(24,069)	(241,422)				
plus Transfer from EMR	0	1,160						
Movement to/(from) Gen Reserve	(35,839)	218,513						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	1,049	32,554	25,000	(7,554)			130.2%	
1305 Cemetery Income, other	12	108	0	(108)			0.0%	
Cemetery :- Income	<u>1,061</u>	<u>32,662</u>	<u>25,000</u>	<u>(7,662)</u>			<u>130.6%</u>	<u>0</u>
4100 Public Works Loan Repayment	0	17,647	17,650	3		3	100.0%	
4300 Equipment Mtce & New	0	169	2,000	1,831		1,831	8.4%	
4310 Cemetery Running Expenses	197	15,299	20,000	4,701	243	4,458	77.7%	
4320 Cemetery Projects	0	750	0	(750)		(750)	0.0%	
9022 Cemetery Project	2,034	2,034	35,000	32,966	128	32,838	6.2%	
Cemetery :- Indirect Expenditure	<u>2,231</u>	<u>35,898</u>	<u>74,650</u>	<u>38,752</u>	<u>371</u>	<u>38,381</u>	<u>48.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,170)</u>	<u>(3,236)</u>	<u>(49,650)</u>	<u>(46,414)</u>				
<u>400 Town Hall</u>								
1400 Town Hall Hire	0	240	5,000	4,760			4.8%	
Town Hall :- Income	<u>0</u>	<u>240</u>	<u>5,000</u>	<u>4,760</u>			<u>4.8%</u>	<u>0</u>
4064 Fire Safety	0	2,410	5,000	2,590		2,590	48.2%	
4405 Town Hall Running Expenses	490	6,209	11,500	5,291	694	4,597	60.0%	
Town Hall :- Indirect Expenditure	<u>490</u>	<u>8,619</u>	<u>16,500</u>	<u>7,881</u>	<u>694</u>	<u>7,187</u>	<u>56.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(490)</u>	<u>(8,379)</u>	<u>(11,500)</u>	<u>(3,121)</u>				
Cemetery/Town Hall Committee :- Income	<u>1,061</u>	<u>32,902</u>	<u>30,000</u>	<u>(2,902)</u>			<u>109.7%</u>	
Expenditure	<u>2,722</u>	<u>44,517</u>	<u>91,150</u>	<u>46,633</u>	<u>1,065</u>	<u>45,568</u>	<u>50.0%</u>	
Movement to/(from) Gen Reserve	<u>(1,661)</u>	<u>(11,615)</u>						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	2,587	
105	VAT Control Account	6,527	
200	Current Bank Account	307,683	
215	Soldo	561	
250	Petty Cash	3	
260	Cambridge & Counties Bank	79,693	
275	Recycling Bags Float	40	
280	Unity Bank Trust	50,736	
290	32 Day Notice	100,394	
	Total Current Assets		548,223
	<u>Current Liabilities</u>		
500	Creditors	30,421	
502	Gift of A Burrow Creditors	185	
	Total Current Liabilities		30,606
	Net Current Assets		517,617
	Total Assets less Current Liabilities		<u>517,617</u>
	<u>Represented by :-</u>		
300	Current Year Fund	183,323	
310	General Reserves	224,081	
320	Gazebos & Equipment Market	5,000	
322	Cemetery Paths/Project	16,173	
324	Street Furniture Replacement	2,500	
328	Play Area Fund EMR	8,613	
329	Play Equipment EMR	2,000	
330	Railway Feasibility Study EMR	10,000	
332	St Andrews c park iprvmt EMR	9,000	
334	Tech Fund EMR	4,308	
336	Skate Park Benches	5,000	
338	Townscape Heritage Scheme	25,000	
342	Allotments	8,119	
356	Equipment Replacement EMR	2,000	
358	CCTV EMR	3,500	
364	Swimming Pool Dev Order EMR	9,000	
	Total Equity		<u>517,617</u>

<u>Invoice Date</u>	<u>Ref</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
22/06/2021	3814	MDDC	MDDC	3,322.23	664.45	3,986.68	3,986.68
07/10/2021	3994	UTI01	UTILIGHT	6,589.96	1,317.99	7,907.95	7,907.95
20/10/2021	4111	DAL01	DALC	45.00	9.00	54.00	54.00
09/11/2021	4033	UTI01	UTILIGHT	5,100.00	1,020.00	6,120.00	6,120.00
10/11/2021	4112	DAL01	DALC	45.00	9.00	54.00	54.00
11/11/2021	4063	RBL01	ROYAL BRIT LEGION	50.00	0.00	50.00	50.00
18/11/2021	4105	CLO01	CLOUD 9	2,034.00	406.80	2,440.80	2,440.80
30/11/2021	4097	AML01	A M LANE	478.30	95.66	573.96	573.96
01/12/2021	4099	CUL15	SCOUT GROUP	50.00	0.00	50.00	50.00
01/12/2021	4100	MIC01	MICROSHADE	410.59	82.12	492.71	492.71
02/12/2021	4101	INS01	ICCM	67.50	13.50	81.00	81.00
10/12/2021	4109	RIC01	RICOH	327.34	65.47	392.81	392.81
13/12/2021	4107	DEV01	DEVON COMMERCIAL	10.90	2.18	13.08	13.08
14/12/2021	4104	SCR01	TIM SCRACE	97.00	0.00	97.00	97.00
14/12/2021	4106	DAL01	DALC	15.00	3.00	18.00	18.00
15/12/2021	4103	SES01	SESSIONS	170.30	0.00	170.30	170.30
17/12/2021	4110	SWW01	SOUTH WEST WATER	54.87	5.03	59.90	59.90
18/12/2021	4114	TIV02	TIVERTON TOWN BAND	150.00	0.00	150.00	150.00
18/12/2021	4108	DBE01	DB EVENT MEDICAL	112.50	0.00	112.50	112.50
21/12/2021	4117	MAR03	MARBLES	600.00	120.00	720.00	720.00
22/12/2021	4113	SSG01	SSG	990.00	198.00	1,188.00	1,188.00
27/12/2021	4118	OPU01	OPUS	174.03	8.70	182.73	182.73
31/12/2021	4098	YMC02	YMCA DULVERTON	4,588.25	917.65	5,505.90	5,505.90
TOTAL INVOICES				25,482.77	4,938.55	30,421.32	30,421.32

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Gazebos & Equipment Market	0.00	5,000.00	5,000.00
322 Cemetery Paths/Project	0.00	16,172.72	16,172.72
324 Street Furniture Replacement	0.00	2,500.00	2,500.00
326 Town Hall Improvements EMR	5,619.00	-5,619.00	0.00
327 19 High Street	35,000.00	-35,000.00	0.00
328 Play Area Fund EMR	8,613.00		8,613.00
329 Play Equipment EMR	2,000.00		2,000.00
330 Railway Feasibility Study EMR	6,359.00	3,641.00	10,000.00
332 St Andrews cpark iprvmt EMR	8,000.00	1,000.00	9,000.00
334 Tech Fund EMR	2,308.00	2,000.00	4,308.00
336 Skate Park Benches	0.00	5,000.00	5,000.00
338 Townscape Heritage Scheme EMR	22,500.00	2,500.00	25,000.00
340 Van Fund	0.00		0.00
342 Allotments	0.00	8,119.00	8,119.00
344 Christmas Lights	0.00		0.00
346 Community Events	0.00		0.00
348 Cemetery Welfare Facilities	0.00		0.00
350 Public Rights of Way	0.00		0.00
352 Staffing Contingency	0.00		0.00
354 Mayoralty Fund	0.00		0.00
356 Equipment Replacement EMR	1,500.00	500.00	2,000.00
358 CCTV EMR	2,360.00	1,140.00	3,500.00
360 Health & Safety Support	0.00		0.00
362 Professional Fees	0.00		0.00
364 Swimming Pool Dev Order EMR	9,000.00		9,000.00
366 Youth Services	0.00		0.00
368 Youth Council	0.00		0.00
370 Market	0.00		0.00
375 Neighbourhood Plan	7,115.00	-7,115.00	0.00
378 Public Toilets	0.00		0.00
380 John Tallack Centre	0.00		0.00
385 Town Team	0.00		0.00
	<u>110,374.00</u>	<u>-161.28</u>	<u>110,212.72</u>

Agenda No 9, 22/23 Budget

The Committee is requested to review the 22022/2023 proposed expenditure for the photocopier, IT Support, van lease and van running costs as referred to at Council on 6 January 2022 and confirm amounts to be put in draft 22/23 budget.

1. At the Town Council meeting on 6 January 2022, the following items that are within the remit of the Resources Committee were referred to during the 2022/2023 budget discussion.
 - Photocopier
 - IT Support
 - Van lease
 - Van running expenses

2. The following table is the information presented to Council for the specific items referred to above

Heading / description	Nominal Code	Proposed Expenditure / budget 22/23	Amount to be funded from Brought Forward / general Reserve	Amount to be funded from EMR	Estimated income 22/23	2021/2022 budget	% change between 1/22 and proposed 22/23	20/21 actual expenditure	Notes
Photocopier	4050	£1,000				£1,500	-33%	£1,353	
IT Support	4068	£10,000				£7,000	43%	£7,382	
Van lease	4130	£2,018				£4,000	-50%	£5,088	
Van Running Expenses	4135	£939				£2,000	-53%	£1,848	

3. Nominal Ledger reports are attached for the current year for each of the expenditure codes listed above.
4. The following additional information in the specific budgets is provided for the committee's information:

Resources Committee 13 January 2022
Supporting Paper D

Heading / description	Nominal Code	21/22 expenditure to 31.12.21	Notes
Photocopier	4050	£919	This is paid quarterly and the average invoice in the current year is £286.00
IT Support	4068	£6,759	
Van lease	4130	£2,973	The van lease is £330.30 per month making £3,964 pa. It is 3 year lease which started in autumn 2020
Van Running Expenses	4135	£1,687	<ol style="list-style-type: none"> 1. The expenditure to date includes the insurance 2. The expenditure to date includes rectifying problems with the towbar 3.

5. In relation to It Support the following information has been obtained:

- Vision ICT
 - Provide Councillor emails
 - Website hosting – this includes having the website publically available with the minimum amount of downtime, providing functional accessibility; providing the technical input for the website to function
 - Customer support – e.g. explaining how to do things
 - The Town Council is responsible for the website content
- Microshade
 - Provide staff emails within an exchange environment so that mailboxes and calendars can be shared
 - Document storage
 - Document backup- held on sites across Plymouth
 - Licensed use of Microsoft 216 (and migrating to Microsoft 2019)
 - Customer support – usually response within ½ day
 - Hosts other software used by the Town Council within the Citrix framework
 - End to end encryption

Report Prepared: 8 January 2022

Report Prepared: Town Clerk

A/c Code		4050 Photocopier			Annual Budget	1,500
Centre		100 Administration			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
3	10/06/2021	RIC01	Purchase Ledger	Photocopier Charges	262.47	
6	10/09/2021	RIC01	Purchase Ledger	Photocopier Charges	329.22	
9	10/12/2021	RIC01	Purchase Ledger	Photocopier Charges	327.34	
		Account	Photocopier	Account Totals	919.03	0.00
		Centre	Administration	Net Balance Month 10	919.03	

A/c Code	4068 IT Support				Annual Budget	7,000
Centre	100 Administration				Committed	469
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
2	01/05/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
2	01/05/2021	VIS01	Purchase Ledger	Hosted email accounts Jun21-22	306.00	
2	04/05/2021	RBS01	Purchase Ledger	Support & Maintenance Licence	165.00	
3	30/04/2021	RBS01	Purchase Ledger	Year End Online Closedown	560.00	
3	01/06/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
3	10/06/2021	MOD01	Purchase Ledger	Modes Support/Membership 21-22	73.00	
3	13/06/2021	SOLDO 31	Cashbook	Network Adapters	17.86	
4	01/07/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
4	18/07/2021	RBS01	Purchase Ledger	RBS support & maintenance	816.00	
5	01/08/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
5	01/08/2021	VIS01	Purchase Ledger	Hosted email ac Oct 21-Sept 22	18.00	
5	09/08/2021	MOD01	Purchase Ledger	Archive website hosting	156.00	
5	11/08/2021	VIS01	Purchase Ledger	Wesbsite hosting Oct21-Sep22	220.00	
5	27/08/2021	53901	Purchase Ledger	Email hosted	18.00	
6	27/08/2021	VIS01	Purchase Ledger	Email hosted	18.00	
6	27/08/2021	53901	Purchase Ledger	remove as incorrect supplier		18.00
6	01/09/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
6	07/09/2021	DBL01	Purchase Ledger	Lenovo V15 Laptop for Maria	249.58	
6	07/09/2021	SOLDO 46	Cashbook	Laptop	249.58	
6	15/09/2021	SOLDO 49	Cashbook	Cables for laptop	24.04	
7	01/10/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
8	01/11/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
8	02/11/2021	SOLDO 57	Cashbook	Sound Cloud subscription	90.00	
8	11/11/2021	SOLDO 59	Cashbook	Antivirus Software	13.32	
8	18/11/2021	SOLDO 60	Cashbook	Wireless Router	87.49	
9	01/12/2021	MIC01	Purchase Ledger	Hosting Service	410.59	
		Account	IT Support	Account Totals	6,777.18	18.00
		Centre	Administration	Net Balance Month 10	6,759.18	

A/c Code		4130 Van Lease			Annual Budget	4,000	
Centre		100 Administration			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	01/04/2021	ALD01	Purchase Ledger	Van Lease	330.30		
2	01/05/2021	ALD01	Purchase Ledger	Van Lease	330.30		
3	01/06/2021	ALD01	Purchase Ledger	Van Lease	330.30		
4	01/07/2021	ALD01	Purchase Ledger	Van Lease	330.30		
5	01/08/2021	ALD01	Purchase Ledger	Van Lease	330.30		
6	01/09/2021	ALD01	Purchase Ledger	Van Lease	330.30		
7	01/10/2021	ALD01	Purchase Ledger	Van Lease	330.30		
8	01/11/2021	ALD01	Purchase Ledger	Van Lease	330.30		
9	01/12/2021	ALD01	Purchase Ledger	Van Lease	330.30		
Account Van Lease					Account Totals	2,972.70	0.00
Centre Administration					Net Balance Month 10	2,972.70	

A/c Code	4135 Van Running Expenses				Annual Budget	2,000
Centre	100 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	07/04/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
1	21/04/2021	ALL02	Purchase Ledger	Fuel for Van	30.33	
2	05/05/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
3	02/06/2021	ALL02	Purchase Ledger	Fuel for Van	12.97	
3	16/06/2021	ALL02	Purchase Ledger	Fuel for Van	26.06	
4	07/07/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
4	21/07/2021	ALL02	Purchase Ledger	Diesel for Van	25.94	
5	04/08/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
5	11/08/2021	ALL02	Purchase Ledger	Diesel for Van	17.36	
5	18/08/2021	ALL02	Purchase Ledger	Diesel for Van	26.37	
6	26/07/2021	ZUR01	Purchase Ledger	Van Insurance 2021-2022	809.88	
6	08/09/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
6	08/09/2021	ALL02	Purchase Ledger	Diesel for Van	25.86	
6	22/09/2021	ALL02	Purchase Ledger	Diesel for Van	21.65	
7	29/09/2021	ALL02	Purchase Ledger	Fuel for Van	29.01	
7	06/10/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
7	11/10/2021	ALD01	Purchase Ledger	Road Fund Licence WG70HND	10.00	
7	19/10/2021	VAN02	Purchase Ledger	Towbar change	200.00	
7	20/10/2021	ALL02	Purchase Ledger	Diesel for Van	25.87	
8	03/11/2021	ALL02	Purchase Ledger	Diesel for Van	51.70	
8	03/11/2021	ALL02	Purchase Ledger	Fuel for Van	12.96	
8	16/11/2021	TOW01	Purchase Ledger	Fit 7 pin electrics to van	155.71	
8	24/11/2021	TOW01	Purchase Ledger	Repairs on trailer and van	50.00	
8	24/11/2021	ALL02	Purchase Ledger	Fuel for Van	25.75	
9	01/12/2021	ALL02	Purchase Ledger	Diesel for Van	51.66	
		Account	Van Running Expenses	Account Totals	1,686.84	0.00
		Centre	Administration	Net Balance Month 10	1,686.84	

Agenda No 10, Emergency Contacts

The Committee's instructions as to next steps are requested.

Introduction

1. At the Resources Committee meeting on 17 September 2021 it was resolved "That a rota of volunteer Councillors is compiled to be the emergency contact." (This was following consideration of the report attached as Appendix 1)

Action Taken and Response

2. An Email was sent to all Town Councillors on 27 September 2021 with the following text
*"Following on from a resolution made by the Resources Committee I am emailing to ask for Councillor volunteers for an emergency contact rota.
We are working out the details of how the new system will work – for example a skype number was suggested at the meeting - and what information / contacts the Councillor on duty will need – if you have any ideas please let me know.
If you are willing to volunteer please let me know by Monday 11 October.
Thank you"*
3. The following responses were received:
 - A response was received from 2 Councillors saying they were willing to be on a rota (Councillors Beckwith and Dale)
 - One Councillor said they were willing to be on the rota but were unlikely to be able to go to any location other than the Town Hall (Councillor Johns)
 - One Councillors said they would be able to answer telephone calls (Councillor Haslett)
 - One Councillor said more information was required (Councillor Smith)
 - One Councillor said they didn't know about it and when was it decided (Councillor Snow)
 - One Councillor suggested that the contact method could be an out of hours generic email. (Councillor Connolly)

Possible Contact methods

4. The Email address, using one of our current providers would cost £18.00 per year that would mean all Councillors on the rota would be given access and could see all matters that were being dealt with outside usual hours. The disadvantage is that not everyone has email and response is likely to take longer than answering a phone.
5. It would be possible to have an emergency contact mobile phone but how would that get passed between Councillors at rota changeover time?
6. It is possible to divert the office telephone direct to another phone (as currently happens) but that would mean changing the divert everytime the rota / person on call changed.

Resources Committee 13 January 2022
Supporting Paper E

Current Situation

7. The emergency contact number is the office phone number and when the office is not staffed the phone is switched to night service and that immediately redirect the call to the Town Clerk's telephone (or the Deputy Town Clerk if the Town Clerk has arranged leave etc).
8. Since September 2021 (when this arrangement was instigated) there have been 2 out of hours calls – a Saturday morning request for the combination to get into the GOAB Allotments (needing to pick pumpkins before Halloween) and the swing seat in Tufty Park having been tampered with.

Report Prepared: 7 January 2022

Report Author: Town Clerk

Subject Access Request

The following subject access request was received on 13 December 2021 by email

"I am requesting formally please the following details :-

- 1. Electronic copies (pdf / Word) of correspondence sent to The Mayor and or copied/forwarded to yourself, concerning any complaint or Investigation made by myself since the 1st of April 2020 up to now (I have restricted dates for you)*
- 2. If these documents could be placed in date order*
- 3. Please show if these issues were investigated, how dealt with and outcome and how I was notified, providing electronic copies to me.*
- 4. Please list ALL correspondence NOT replied to or investigated and reasons.*

I am sure you are aware that this is a very personal matter to me that has not been dealt with properly, I have provided emails to you, staff and councillors showing my concerns over my emails, tampering, snooping, accessing emails when archived.

These documents are not a frivolous request and are essential in proving the council is aware of the matters outstanding.

I will point out, that at this current time via my solicitor I have requested a conditioned apology to draw an end to the matter As I had NOT made a complaint but you are treating it as such, why?

It would be the appropriate thing to offer an apology as requested without any further cost to the public purse or my pursuing other extensive communication with the Information Commissioner (already they have a complaint pending) and involving the Secretary of State. I have considerable documents that show you, the mayor and others have confirmed many times my emails have been unlawfully accessed.

I would appreciate an early reply, please.

Thank you."

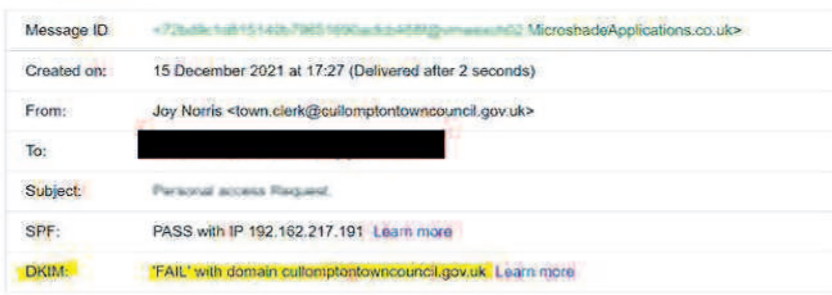
This request has been forwarded to the Town Council's solicitor for information regarding the latter part of the correspondence.

A response should be sent within 40 calendar days i.e. by 21 January 2022.

Agenda No 12, Working Group to Consider Councillor Recruitment and Retention

The Committee is requested to consider setting up a Working Group or event to consider ways of improving Councillor recruitment and retention

1. During the past year there have been a number of Town Councillor vacancies as Councillors have resigned mid-term for various reasons, these vacancies have then required filling by co-option.
2. The Town Council has an agreed Co-option policy and a basic application procedure which required the completion of an application form following which candidates are invited to attend a Town Council meeting and give a short talk about themselves and why they would like to be a Town Councillor.
3. The number of people coming forward as candidates is often less than or equal to the number of Councillor vacancies.
4. It has been suggested that a Working Group should be convened or a workshop held or a combination of methods used to enable Councillors to contribute ideas a) on how to increase the number of candidates for seats on the Town Council and b) what can be done to retain Councillors.
5. A draft terms of reference is attached / project scope is attached as a starting point for discussion.

108	01.12.2021	Hedge cutting	Resident/allotment tenant enquired as to when the hedge along Tiverton Road is to be cut - 2nd time of asking.	Said would forward the comments on to the TC.	In person	AA to TC	GOAB		
109	09.12.2021	Cemetery	To whom it may concern Town Council. A few of us have heard that theXXXXX family XXXXXXXXX are having a granite bench up our cemetery. Why would you let them do such a monstrosity of a thing up our cemetery can't they have a wooden bench like everyone else to correspond with the rest of the wooden benches so everyone that is walking up the top of the cemetery can sit on it as well not for just their family. XXXXXXXXXXXXXXXXXXXXXXXXXX	Passed to TC	Letter	AA to TC	CTH		No response - anonymous note , Also some comment redacted due to its potentially offensive nature
110	10.12.2021	Bereavement	Compliment on my 'expertise and I had been brilliant' in assisting her with the options and the procedure of the interment of her brother's ashes.		Telephone	AA			
111	19.12.2021	2nd Christmas Event	"Morning Maria I just wanted to send you a quick note to say thank you for all the support you and the town council gave to the Christmas Festival in both organisation and on the day. We felt it was a credit to the town to see everywhere so busy with people despite the C-19 fears that are still around at the moment. Wishing you and all the council members a very happy Christmas and we look forward to a prosperous 2022. Roll on the spring Festival!!"	E-mailed response	E-mail	DTC	TC/CW		
112	18.12.2021	Emails	For some time I have noticed that council emails are not following standard procedures, please see below, screenshot of email header to me, and VisionICT notes.	TC forwarded the content to microshade for their information and comment 20.12.2021.	Email	TC	Resources		DKIM applied to emails from beginning of January 2022
			<p>Original message</p> 						

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**Councillor Recruitment & Retention Project
Terms of Reference**

Overall Purpose / Scope: To enable an increase the number of people coming forward as candidates for the role of town councillor and how those elected or co-opted can be encouraged and supported so that they can fulfil a full term of office.

Reports to: Resources Committee

Membership: All Councillors

Chair: Mayor

Outputs: (for presentation / recommendation to Resources Committee and / or Council)

- A list of potential barriers to people standing as a Cullompton Town Councillor and what can be done to remove or diminish those barriers
- A list of benefits of being a Cullompton Town Councillor
- A list of methods / toolbox that could be used to advertise Councillor vacancies / attract interest in becoming a Town Councillor
- A “Toolbox” for getting people interested in the work of the Town Council
- A list of potential barriers to people fulfilling their potential as a Town Councillor and what can be done to remove or diminish those barriers
- Ideas for supporting and training Councillors, including welfare considerations

Delegated Powers / Decision Making: None

Meeting Frequency: As and when required; (meetings can be by remote attendance) to undertake research and report findings leading to the outputs listed above.

Project Duration: 3 Months