



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, Devon, EX15 1AB
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that a meeting of the **Town Council** will take place on **Thursday 23rd July 2020** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below:

If you are using the internet please use the following link to join the meeting:

<https://zoom.us/j/92395573922>

Meeting ID: 923 9557 3922

To use one tap mobile: ±443300885830,,92395573922#

+441314601196,,92395573922#

To use a landline dial 044 330 088 5830 or 044 131 460 1196 or 044 203 481 5237 or

044 203 481 5240 or 044 203 901 7895 or 044 208 080 6591 or 044 208 080 6592

Meeting ID: 923 9557 3922

Members of the public are invited to ask questions or raise issues relevant to Cullompton as part of the item on the agenda called Public Participation; 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. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give 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 – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is given below. 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)

Joy Norris

Town Clerk

Date: 17 July 2020

AGENDA

Town Council 23 July 2020

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.

1. Mayor's Announcements

The Mayor may make announcements relevant to the work of the Town Council

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies For Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. 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.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to Cullompton; up to 3 minutes will be allowed for each person.

5. Minutes

To confirm the Minutes of the meeting held on 7 July 2020 as a correct record (Supporting Paper A)

6. Action List

To receive and review the Action List relating to the Town Council. (Supporting Paper B)

7. Cullompton Relief Road Planning Application

To consider and make comment on the following Planning Application in the Parish of Cullompton:

East Cullompton (Cullompton Community Association Fields and Duke Street) [20/00876/MFUL](#) - Provision of a new route connecting Station Road to Duke Street. Construction of a 1350m long, 6.5m wide relief road and associated works.

8. Business Procedures Risk Register

To consider approving the business procedures risk register as reviewed by the Audit Sub-Committee and noted by the Policy, Finance and Personnel Committee. (Supporting Paper C)

9. Annual Governance Statement 2019/2020

To consider approval of the Annual Governance Statement as reviewed by the Policy, Finance and Personnel Committee held on 16 July 2020. (Supporting Paper D)

10. Accounting Statements 2019/20

To consider approval of the Accounting Statements for 2019/20 as reviewed by the Policy, Finance and Personnel Committee held on 16 July 2020. (Supporting Paper E)

11. Town Centre Grant Applications

To consider any grant applications made for Town Centre projects and any associated recommendations from the Policy, Finance and Personnel Committee held on 16 July 2020. (Supporting Paper F)

12. Motions submitted in Accordance with Standing Order No 9

Councillor Buczkowski has proposed the following motions under Standing Order 9, please see Supporting Paper G for the background information.

I propose that the Town Council Purchases 10 Chrome books and gifts them to Cullompton Community College, funded from the uncommitted funds in the youth services budget (£1,000) and the balance as a grant from the Grants budget.

I would further propose that the Town Council write to both neighbouring parishes asking them to consider making a similar donation and to our District and County Councillors to ask how they may be able to support.

13. Economic Development Committee

To consider dissolving the Economic Development Committee (previously the Economic Development Working Group) which was set up to take forward the project to acquire and develop the vacant site at 19 High Street

14. Payments

To examine and agree the accounts due for payment. (Supporting Paper H)

15. Dates of Council Meetings

To agree the dates and reserve dates of future Town Council Meetings.

Main Dates (usually 4th Thursday in the month) 27 August 2020; 24 September 2020; 2 October 2020; 26 November 2020; 28 January 2021; 25 February 2021; 25 March 2021; 22 April 2021; 27 May 2021 (Annual Town Council)

Reserve Dates (Usually 2nd Thursday in the month) (Tuesday) 11 August 2020; (Tuesday) 8 September 2020) (Note the Policy, Finance and Personnel Committee has meetings scheduled for 19:00hrs on Thursdays 13 August and 10 September); 8 October 2020; 12 November 2020; 14 January 2021; 11 February 2021; 11 March 2021; 8 April 2021; 13 May 2021

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

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FULL TOWN COUNCIL

THURSDAY 23 JULY 2020 AT 19:00

Dial in 5 minutes before the meeting

To join in by landline telephone please follow these instructions:

On a landline, dial **0330 088 5830 or 0131 460 1196**

When prompted, enter the meeting ID followed by the “#” key.

Meeting ID: **923 9557 3922**

When you wish to leave the meeting, just hang up the telephone.

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution	Financial implications	To be actioned by	Priority	Remarks
1	23/01/2020	Reports, Harlequin Valet Site Minute 176	That the Economic Development Working Group becomes a full Town Council Committee in order to take forward the project to acquire and develop the vacant site at 19 High Street	Nil	TC	Medium	Membership of Committee to be approved at TC meeting 12/03/2020 Committee to be dissolved as project not proceeding on Council agenda for 23.07.20
2	27/02/2020	Lease for the container at Knightswood Minute 202(v)	That the Town Council accepts the end date of the lease for the container at Knightswood as 31 March 2022 and then reviews.	Nil	TC	Medium	MDDC informed
3	12/03/2020	Sale of former BT phone Kiosk Minute 212	That the Council sell its Ex-BT phone kiosk to the London Fine Antiques Centre for the sum of £300.00 and these sale proceeds are to be used (in whole or in part) for a community event, project or facility within Cullompton.		DTC		BT asked to ensure that all service connections have been disconnected 17.03.20 BT confirmed services still connected, awaiting them to disconnect 12-16 weeks H2
4	12/03/2020	Swallow Way Highway Safety Minute 212	That the Planning & Licensing Committee is asked to look at the issues raised in the letter from a member of the public relating to improving highway safety along the new section of Swallow Way	Nil	TC	Medium	
5	12/03/2020	Fore Street, Gas Main Work Minute 214	That the Council requests a copy of the traffic data collected during the road closure for the gas main work in Fore Street	Nil	TC	Medium	
6	12/03/2020	Town Hall	That the Council does not support the refurbishment of the Town Hall but instead asks the Cemetery and Town Hall Committee to explore the following options: Royal Mail site in Fore Street, Old Tannery site, Exeter Road and investigate 'out of town centre' sites.	Nil	TC	Medium	Cemetery & Town Hall Committee 02.07.20 to consider setting up a working group to look at future options for town council accommodation
7	21/04/2020	Bank Signatories	Add Councillor Buzkowski to the list of authorised bank signatories	Nil	Mayor		Forms downloaded and sent to Lloyds on 22 April 2020 26.06.20 Lloyds confirmed Cllr Buczkowski has been added to the authorised signatories. 14.07.20 own Clerk seeking mandate change forms for other accounts

Please Note:

1: information updated or added since the last report will be in bold, red text

2: Actions Completed / Decisions Implemented will be greyed out and removed from the next report

8	21/04/2020	Emergency Fund - virements	£2,000 is taken from the 2019/20 Tourism and Youth Services surpluses and transferred to an emergency COVID-19 response fund in addition to £1,500 contained in the Community Wellbeing budget line.	Nil	TC		
9	14/05/2020	Motions regarding Code of Conduct	(i) creates a new Code of Conduct policy which states clearly whether or not the Town Council will support a Councillor in Code of Conduct complaints and in what circumstances it would not support a Councillor in a Code of Conduct complaint (ii) That Cullompton Town Council create mechanism(s), either using existing insurance or legal support arrangements or some other means to ensure all Cullompton Town Councillors have access to legal support including for Code of Conduct allegations (iii) Prepare paper for Councillors about code of Conduct complaints, investigations and D15 sanctions		TC		
10	14/05/2020	Parish Charter	Respond to Parish Charter Consultation	Nil	TC		30.06.20 response emailed to MDDC (copied to District Councillors) and acknowledgement received
11	14/05/2020	Recording of Council meetings	(i) Obtain legal advice on retention of recordings (ii) research retention policies of other councils	Nil	TC		legal advice requested from MO at MDDC and also asked of DALC. 30.06.20 Advice from MO & DALC received and passed to Mayor
12	28/05/2020	Grants	advise applicants of the outcome of their grant applications		TC		emails sent 01.07.20
13	28/05/2020	Mid Devon Playing Pitch Strategy	(i) request extension of time to send a response to MDDC (ii) prepare a revised response for CTC to consider		TC & Cllr G Guest		MDDC agreed extension of time & Cllr Guest drafted a revised response for consideration on 11.06.2020 11.06.20 Council agreed a response to be sent to MDDC Response emailed to MDDC and acknowledgment received
14	28/05/2020	Public Space Protection Order (PSPO) Relating to Dog Control	Contact MDDC with questions / comments		TC		Email sent to MDDC 30.06.20

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15	11/06/2020	Membership of Policy, Finance & Personnel Committee	Add Cllr Rowe to PFP Committee on membership lists and website		TC		Lists updated 29.06.20, Wewbsite updated 30.06.20
16	11/06/2020	Covid-19 terms of Reference	Update TOR Document & put revised document on website		TC		ToR updated 29.06.20; website updated 01.07.20
17	11/06/2020	Queen's Birthday Honours	Write nominations		TC		
18	25/06/2020	Code of Conduct Consultation	Send response , including the need for there to be sanctions available when a person breaks the Code		TC		email response sent 01.07.20 (copied to DALC and the MDDC MO)
19	25/06/2020	Internal Audit Report	(i) advise internal auditor report and recommendations accepted (ii) arrange for Town Clerk Contract to be signed and sent to internal auditor (iii) arrange for bank reconciliations to be undertaken (iv) arrange meeting of the Audit Sub Committee		TC		29.06.20 - Internal auditor informed that report has been accepted 30.06.20 (i) signed copy of Town Clerk's contract sent to internal auditor. (ii) bank reconciliation documents sent to Councillors for action 17.07.20 Bank reconciliations completed and reported to PFP, Audit Sub Committee met 14.07.20 and reviewed risk register
20	25/06/2020	Community Wellbeing Committee membership	Cllr Guest to be added to membership lists and website		TC		29.06.20 Lists updated; 30.06.20 website updated

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Agenda No 8, Business Procedures Risk Register

RECOMMENDED that

- (i) That Business Procedures Risk Register as attached to this Supporting Paper as Appendix (i) is approved and adopted.**

1. The Audit Sub-Committee met on 14 July 2020 and reviewed the draft Business Procedures Risk Register compiled by the Responsible Financial Officer, the output from the meeting is the draft risk register attached as Appendix (i) which is recommended to Council for approval and adoption
2. The Policy, Finance and Personnel Committee held on 16 July 2020 noted the draft risk register.
3. The Audit Sub Committee also made the following suggestions to support the “Treat” actions on the Risk Register:
 - a) A short guide / prompt document should be prepared for Councillors authoring payments
 - b) A short guide / prompt document should be prepared for Councillors undertaking bank reconciliations
 - c) Check that there is clear information in Financial Regulations as to who can authorise petty cash payments
 - d) The receipts in the receipt book for handwritten receipts to be consecutively numbered
 - e) Positive action should be taken to encourage electronic payments
 - f) Check whether or not in-transit cover is included in the Town Council’s insurance
 - g) Does the Town Council have a limit on the amount of cash it will take towards a payment?
 - h) Check if there is a time limit on the main bank account for accessing audit trail information
 - i) Have a plan for who undertakes the various controls actioned by the Finance Officer that can be implemented in the situation of their unexpected absence.
 - j) Review the income procedures to cheque that cash or cheques received in the office are issued a receipt either from the numbered duplicate book or direct from the financial software
 - k) Check that included in the Financial Regulations and Scheme of Delegation the Town Clerk is delegated to approve overtime and then report the approvals to the Policy, Finance and Personnel Committee
 - l) That a VAT specialist advisor be retained in a similar manner to the legal adviser and health & safety adviser
 - m) Check the last time the current health & safety policy was reviewed and get an update on the revised policy being prepared by the Town Council’s health & safety advisors
 - n) Check the last time the fire risk assessments were undertaken
 - o) Councillor training – that councillors should be required to undertake basic training relevant to the committees on which they sit e.g. councillors in the planning committee should undertake planning training
4. The Policy, Finance and Personnel Committee held on 16 July 2020 asked the Town Clerk to turn the suggestions above into an action list for further consideration by the Committee.

Report Prepared: 17.07.2020

Contact for Further Information: The Responsible Financial Officer Tel: 01884 38249 or
email enquiries@cullomptontowncouncil.gov.uk

Cullompton Town Council
Business Procedures Risk Register (July 2020)

(Prepared by the Responsible Financial Officer ,
 reviewed & amended by the Audit Sub-Committee 14 July 2020, noted by the Policy, Finance & Personnel Committee 16 July 2020)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
1	Misappropriation of Council Funds	Could Council funds be misappropriated?	<ul style="list-style-type: none"> • Fraudulent activity • Unauthorised expenditure 	<ul style="list-style-type: none"> • Loss of Council reputation • Lack of funds to proceed with authorised expenditure / projects • Legal action 	<ul style="list-style-type: none"> • Inadequate financial procedures • Lack of internal controls • Procedures not followed 	Treat	<ul style="list-style-type: none"> • Financial Regulations reviewed annually by Council • Council formally approving all expenditure transactions in open session • Cheques require 2 Councillor signatories • 2 councillors independently authorise bank transactions • Councillors who are not bank signatories undertake bank reconciliations • Councillors undertaking payment authorisations or bank reconciliations 	Major	Rare	Low

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
							<p>are given a simple guide as to what is expected of them</p> <ul style="list-style-type: none"> • Committees regularly reviewing actual income / expenditure compared to budget • Purchase orders raised for all orders (except payments from petty cash) • Spending limits set in Financial Regulations • Supplier invoices checked against orders for accuracy • Blank cheques are never signed • Internal and external audits 			
2	Petty Cash	Is petty cash dealt with properly?	<ul style="list-style-type: none"> • Fraudulent activity • Inappropriate expenditure • Legal action 	<ul style="list-style-type: none"> • Loss of Council reputation 	Procedures not followed	Treat	<ul style="list-style-type: none"> • Petty cash held does not exceed an agreed maximum amount as defined in Financial Regulations 	Minor	Rare	Low

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
							<ul style="list-style-type: none"> • Petty cash locked away when not in use • Receipts must be produced to accompany petty cash claims • Cash received is signed for by recipient • Petty cash transactions are signed off by Councillors when a petty cash top is required • Petty Cash to be reconciled monthly as part of bank reconciliations • Internal Audit • Financial Regulations allow for a petty cash float of £50.00 for operational expenses and £40.00 for recycling bag sales and 			

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
							photocopying income. •			
3	Market Income	Is all market income dealt with correctly and safely?	<ul style="list-style-type: none"> • Fraudulent activity • Risk to staff safety 	<ul style="list-style-type: none"> • Loss of Council reputation • Loss of income • Compensation payments to staff • Legal action 	Procedures not followed	Treat	<ul style="list-style-type: none"> • List of traders present is compiled by different person to who collects the fees • Numbered Receipts are given for all payments • Fees are collected by 2 people whenever possible • Fees are not collected at the same time each week • When fees are being collected at least one person in the office is aware of departure and thus expected return time • Appropriate insurance cover is in place 	Moderate	Unlikely	Low

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							<ul style="list-style-type: none"> • Encourage electronic payment wherever possible 			
4	Banking	Can money be transported safely to and from the bank	<ul style="list-style-type: none"> • Fraudulent activity • Risk to staff safety 	<ul style="list-style-type: none"> • Loss of Council reputation • Loss of income • Compensation payments to staff • Legal action 	<ul style="list-style-type: none"> • Procedures not followed • Criminal activity 	Treat	<ul style="list-style-type: none"> • Record kept in office of what is being taken to the bank to be paid in or amount to be cashed • Vary day / time visits are made for paying in purposes • When visit to bank is being made at least one person in the office is aware of departure and thus expected return time • Electronic payments are being actively encouraged • Appropriate insurance cover is in place 	Major	Unlikely	Medium
5.	On-Line banking									
	a) Unauthorised payments	Could an unauthorised payment be made?	<ul style="list-style-type: none"> • Fraudulent activity • Loss to the Council 	<ul style="list-style-type: none"> • Loss of Council reputation 	<ul style="list-style-type: none"> • Procedures not followed 	Treat	<ul style="list-style-type: none"> • Transactions require 2 separate sign-ins and authorisations 	Major	Unlikely	Medium

Supporting Paper C Appendix (i)

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				<ul style="list-style-type: none"> • Reduced finance available for planned expenditure • Legal action 	<ul style="list-style-type: none"> • Fraudulent activity 		<ul style="list-style-type: none"> • Passwords, card readers and cards are kept in different, secure locations • Authorisation amounts set in financial regulations • All payments have an audit trail • Councillors undertaking payment authorisations or bank reconciliations are given a simple guide as to what is expected of them 			
	b) Unable to make a payment	Can a payment be made if on-line banking not available	<ul style="list-style-type: none"> • Late payment 	<ul style="list-style-type: none"> • Loss of Council reputation • Additional costs e.g. interest charge • Legal action 	<ul style="list-style-type: none"> • Unexpected councillor absence - therefore 2 authorisers not available • Internet not available 	Treat	<ul style="list-style-type: none"> • 5 Councillors set up to authorise on-line payments • 3 members of staff to be authorised to have access to internet banking for posting and checking payments • Payments set-up and authorised in 	Moderate	Unlikely	Low

Supporting Paper C Appendix (i)

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							advance of scheduled payment date • Payment by cheque			
	c) Incorrect Payment	Could a payment be made to the wrong payee or the wrong amount paid?	• Budget overspend	• Loss of Council reputation • Additional costs e.g. having to pay a second time • Legal action	• Inadequate checking	Treat	<ul style="list-style-type: none"> • Payment schedule for Council prepared by Finance Officer • Payment schedule approved by Council • Payment entered on bank payment system by a different officer and checked against invoices • The 2 Councillor signatories check the due payment against the invoices and list approved by Council • Councillors undertaking payment authorisations or bank reconciliations are given a simple guide as to what is expected of them 	Moderate	Likely	Medium

Supporting Paper C Appendix (i)

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6	Payment By Cheque	Could a payment be made to the wrong payee or the wrong amount paid?	<ul style="list-style-type: none"> • Late payment • Budget overspend 	<ul style="list-style-type: none"> • Loss of Council reputation • Budget overspend • Reduced finance available for planned expenditure • Additional costs e.g. having to pay a second time • Legal action 	Inadequate checking	Treat	<ul style="list-style-type: none"> • Payment schedule for Council prepared by Finance Officer • Payment schedule approved by Council • 2 Councillors sign each cheque and check the due payment against the invoices and list approved by Council, 	Moderate	Possible	Low
7	Late Payments	Are invoices paid in a timely manner	<ul style="list-style-type: none"> • Outstanding Debt 	<ul style="list-style-type: none"> • Budget overspend • Reduced finance available for planned expenditure • Broken contracts and thus compensation claims 	<ul style="list-style-type: none"> • Lack of trained staff • Staff absence • Lack of Councillor availability • Council meeting cycle not conducive to getting 	Treat	<ul style="list-style-type: none"> • Payments schedule is an on-going document • Finance officer puts invoice on the system • The accounting software systems highlight ageing of invoices. List is checked on a weekly basis 	Moderate	Possible	Medium

Supporting Paper C Appendix (i)

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				<ul style="list-style-type: none"> • Penalty charges being incurred • Difficulty in purchasing goods and services • 	payments authorised					
8.	Income received by cheques / cash	Are cash / cheques being received	<ul style="list-style-type: none"> • Fraudulent activity • Loss to the Council 	Reduced finance available for planned expenditure	<ul style="list-style-type: none"> • Procedures not followed • Payment not received • Fraudulent activity • Payment incorrectly recorded 	Treat	<ul style="list-style-type: none"> • Incoming post logged • Receipt issued by Deputy Clerk or Officer who did not raise the invoice • Cash / cheques stored in safe until banked • Received Income Transactions List checked against bank paying in slip • Internal Audit • Encourage electronic banking 	Moderate	Rare	Low
9.	Salaries	Are salaries always paid correctly with the correct	<ul style="list-style-type: none"> • Staff being underpaid • Staff being overpaid 	<ul style="list-style-type: none"> • Loss of Town Council reputation 	<ul style="list-style-type: none"> • Procedures not followed 	Treat	<ul style="list-style-type: none"> • Salaries paid by monthly bank transfer 	Moderate	Possible	Medium

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
		deductions made?	<ul style="list-style-type: none"> Reduced staff morale 	<ul style="list-style-type: none"> Possibility of fines issued by HMRC Fraudulent activity Loss to the Council Compensation payments 	<ul style="list-style-type: none"> Changes to NI or tax rates not implemented Changes to pay scales not implemented Fraudulent activity 		<ul style="list-style-type: none"> Salaries paid in accordance with individual staff contracts Payments made monthly to HMRC Payments made monthly to DCC for pension contributions Wages software used Salary Calculations made and then independently checked in accordance with policy agreed by Council Overtime authorised by Town Clerk and reported to PFP Committee Internal Audit 			
10.	VAT	Are the correct amounts of VAT charged and reclaimed	<ul style="list-style-type: none"> Under-charging for services Inaccurate VAT claims submitted 	<ul style="list-style-type: none"> Loss of Council reputation Possible action / 	<ul style="list-style-type: none"> Application of incorrect VAT rate Lack of staff experience and training 	Treat	<ul style="list-style-type: none"> Vat claims made quarterly Vat rates identified on accounting system 	Moderate	Unlikely	Medium

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
				<ul style="list-style-type: none"> finances by HMRC Reduced level of finance available for planned expenditure 			<ul style="list-style-type: none"> Financial Officer prepares VAT returns which are checked by Responsible Financial Officer Internal audit Staff training access to a VAT advisor 			
11	Loss of financial data	Whether or not the Town Council could make payments and produce legally required financial information	<ul style="list-style-type: none"> The town council operating in an unprofessional manner 	<ul style="list-style-type: none"> Loss of Town Council reputation Critical /adverse audit report Legal actions 	<ul style="list-style-type: none"> Software or hardware failure Deliberate action e.g. hacking 	Treat	<ul style="list-style-type: none"> Finance data is backed up on remote server Internet security Access controls 0-only authorised persons have access to the financial systems 	Major	Unlikely	Medium
12.	Insurance	Whether or not the Town Council has appropriate cover to meet potential losses and / claims	<ul style="list-style-type: none"> Inability to replace assets Inability to meet claims made against the Town Council 	<ul style="list-style-type: none"> Loss of Town Council reputation Inability to carry out responsibilities due to lack of equipment 	<ul style="list-style-type: none"> Inadequate scrutiny of insurance cover taken Insurers not updated of equipment changes Insurers not notified of 	Treat	<ul style="list-style-type: none"> Insurance cover reviewed annually by the Policy, Finance & Personnel Committee Asset register maintained and reviewed 	Major	Unlikely	Medium

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
			<ul style="list-style-type: none"> Increased insurance cost / excessive insurance premiums 	<ul style="list-style-type: none"> Severe financial difficulties Legal action 	<ul style="list-style-type: none"> changed circumstance Insurers not notified of new events 		<ul style="list-style-type: none"> Risk management systems in place and reviewed annually 			
13.	Budget	Is the budget set at a level to enable the Town Council to fulfil its plans without either significant under or over spending?	<ul style="list-style-type: none"> Inability to deliver services and planned projects 	<ul style="list-style-type: none"> Loss of Town Council reputation Broken contracts and thus compensation claims 	<ul style="list-style-type: none"> Poor financial monitoring Poor understanding of town council finance and budget matters Poor project planning Lack of community consultation 	Treat	<ul style="list-style-type: none"> budget monitoring by Committees – including consideration of variations at least quarterly Budget monitoring oversight by the Policy, Finance & Personnel Committee Committees forward plan potential budget requirements, including community consultation Emergency expenditure is reported to councillors as soon as possible 	Moderate	Possible	Medium

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
							<ul style="list-style-type: none"> • Unbudgeted expenditure is avoided as far as possible • Current year contingency 			
14	Reserves	Are the Town Council's reserves at an appropriate level?	<ul style="list-style-type: none"> • Setting an unnecessarily high budget (if reserves are too high) • Lack of resilience for expenditure plans (if reserves too low) 	<ul style="list-style-type: none"> • Loss of Town Council reputation • Loss of Town Council reputation • Poor audit reports • Inappropriate spending 	<ul style="list-style-type: none"> • Inaccurate budgeting • Projects not proceeding as planned 	Take Advantage & Treat	<ul style="list-style-type: none"> • Implement project plans • Monitor reserves 	Moderate	Unlikely	Low
15	Health & Safety Risk Assessments	Are health & Safety Risk Assessments carried out in a timely manner	<ul style="list-style-type: none"> • Lack of health & safety measures implemented 	<ul style="list-style-type: none"> • Loss of Town Council reputation • Possible injuries to staff, Councillors, or the public 	<ul style="list-style-type: none"> • Lack of staff training • Insufficient staffing capacity 	Treat	<ul style="list-style-type: none"> • Health & safety Advisors / consultants appointed • Risk assessments undertaken for specific operations, locations & circumstances 	Major	Likely	High

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
				<ul style="list-style-type: none"> Legal action 			<ul style="list-style-type: none"> Health & Safety Policy reviewed regularly 			
16	Fire Risk Assessments	Are fire risk assessments carried out in a timely manner	<ul style="list-style-type: none"> Lack of fire prevention measures implemented Lack of procedure in case of fire 	<ul style="list-style-type: none"> Possible injuries to staff, Councillors, or the public 	<ul style="list-style-type: none"> Lack of staff training Insufficient staffing capacity Inadequate fire risk assessment 	Treat	<ul style="list-style-type: none"> Health & safety Advisors / consultants appointed Fire extinguishers checked routinely by a specialist contactor 	Major	Likely	High
17	Council acts Ultra Vires	Whether or not the Town Council acts in a lawful manner	<ul style="list-style-type: none"> Council makes an unlawful decision or one it had no power to make 	<ul style="list-style-type: none"> Loss of Town Council reputation Non-Completion of associated project or implementation of decision Legal action 	<ul style="list-style-type: none"> Lack of information Lack of appropriate subject knowledge Non-adherence to relevant legislation, policy or procedure 	Treat	<ul style="list-style-type: none"> Trained Clerk and Deputy Clerk Governance documents reviewed regularly Membership of the Association of Local Councils Councillor training 	Major	Possibly	Medium
18	Governance and Policy Framework	Whether or not the Town Council makes	<ul style="list-style-type: none"> Inconsistent decision making 	<ul style="list-style-type: none"> Loss of Town Council reputation 	<ul style="list-style-type: none"> Lack of communication 	Treat	<ul style="list-style-type: none"> Weekly staff meetings Agendas and minutes of all 	Major	Likely	High

Supporting Paper C Appendix (i)

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
		decisions in accordance with its governance and policy framework		<ul style="list-style-type: none"> • Conflicting Council priorities • Conflicting council decisions • Legal action 	between committees <ul style="list-style-type: none"> • Inadequate Councillor training • Inadequate knowledge of Town Council policies 		meetings circulated to all Councillors <ul style="list-style-type: none"> • Councillor training programme to be developed 			

Risk Assessment Grid

		Negligible	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare (< 6%)	1	Low	Low	Low	Low	High
Unlikely (6 - 20%)	2	Low	Low	Low	Medium	High
Possible (21 – 50%)	3	Low	Low	Medium	Medium	High
Likely (51 – 80%)	4	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	5	Low	Medium	High	Very High	Very High

T Treatments: Tolerate, Treat, Transfer, Terminate, Take advantage

Annual Internal Audit Report 2019/20

Cullompton Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

13/11/2019

28/05/2019

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who
carried out the internal audit



Date

26/06/2020

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Cullompton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

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

and recorded as minute reference:

Chairman

Clerk

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

www.cullomptontowncouncil.gov.uk

Annual Governance Statement 2019/20

Explanation of "No" response to Box 5 – Risk Management

The Town Council's Audit Sub-Committee was due to meet to undertake the annual review of the Risk Register at the start of 2020, the last annual review being started in February 2019.

Unfortunately, it was not possible to arrange a date when a quorum indicated they would be available and then the lockdown happened and all meetings stopped until the remote meeting regulations were made.

The Town Council has a new Town Clerk / Responsible Financial Officer who has revised the format of the Risk Register and conducted an overall review of the risks and mitigating actions.

The Audit Sub-Committee met on 14 July 2020 and considered the new draft Business Procedures Risk Register and reviewed each risk individually including the residual risk assessments. The Sub-Committee made a number of suggestions for further checks and improvements to procedures and internal controls. The draft minutes of the meeting can be found on the town council's website .

The recommendations of the Audit Sub Committee will be considered and scrutinised by the Policy, Finance and Personnel Committee before final consideration and decision by the town Council .

In addition to the above the Town Council's Committee are developing three year workplans and these will be monitored regularly by the use of a status report which will include a risk assessment.

Agenda 10, Accounting Statements 2019/20

The Town Council is required to approve accounting statements for each financial year.

The following documents are attached:

- (i) The Accounting Statement form, signed by the Responsible Financial Officer, in the format required for external audit
- (ii) The Accounting Statement produced by the Town Council's software package
- (iii) The bank reconciliation pro-forma
- (iv) The bank-cash reconciliation produced by the Town Council's software package 29560.57
- (v) Variation between box 7 and box 8 proforma
- (vi) Balance Sheet produced by the Town Council's software package
- (vii) Explanation of Variances proforma; Note: the variations explanations will be sent separately
- (viii) Income & Expenditure Account produced by the Town Council's software package
- (ix) Working Paper produced by the Town Council's software package

Section 2 – Accounting Statements 2019/20 for

Cullompton Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	313,064	335,944	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	332,184	369,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	101,457	116,818	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	205,731	244,740	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	187,383	234,848	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	335,944	325,127	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	339,424	333,917	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,034,183	1,119,393	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	200,351	192,647	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Jay Nantz

Date

17/07/2020

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

as recorded in minute reference:

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

ANNUAL RETURN - ENGLAND**FOR THE YEAR ENDED 6 JULY 2020****Cullompton Town Council****SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £This Year £General Notes for Guidance

1	Balances brought forward	313,064	335,944	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	332,184	369,600	Total amount of Precept income received in the year
3	Total other receipts	101,457	116,818	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	205,731	244,740	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	187,383	234,848	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	335,944	325,127	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	339,424	333,917	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,034,183	1,119,393	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	200,351	192,647	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Cullompton Town Council

County area (local councils and parish meetings only):

Devon

Financial year ending 31 March 2020

Prepared by (Name and Role):

Joy Norris - Town Clerk

Date:

15/07/2020

Balance per bank statements as at 31/3/20:

		£	£
Current account	account 1	29,560.6	
Credit Card	account 2	-	
Lloyds 12 month Deposit	account 3	75,000.0	
Lloyds 6 month deposit	account 4	-	
Petty Cash	account 5	3.3	
Lloyds 3 month deposit	account 6	-	
Cambridge & Counties Bank	account 7	78,557.2	
Recycling bags float	account 8	-	
Unity Trust Bank	account 9	50,685.6	
32 Day Notice	account 10	100,293.3	
			334,099.9

Petty cash float (if applicable)

40.0

Less: any unpresented cheques as at 31/3/2020 (enter these as negative numbers)

Unison 25.02.20	item 1	(11.50)
Alfies 10.03.20	item 2	(199.59)
Unison 31.03.20	item 3	(11.50)
	item 4	
[add more lines if necessary]	item 5	
	item 6	
	item 7	
	item 8	
		(222.59)

Add: any un-banked cash as at 31/3/xx

Net balances as at 31/3/xx (Box 8)**333,917.3**

Cullompton Town Council

Bank - Cash and Investment Reconciliation as at 15 July 2020

Confirmed Bank & Investment BalancesBank Statement Balances

31/03/2020	Current Account	
31/03/2020	Credit Card	29,560.57
31/03/2020	Lloyds 12 Month Deposit (Apr)	0.00
31/03/2020	Lloyds 6 Month Deposit (Apr)	75,000.00
31/03/2020	Petty Cash	0.00
31/03/2020	Lloyds 3 month deposit	3.26
31/03/2020	Cambridge & Counties Bank	0.00
31/03/2020	Recycling Bags Float	78,557.16
31/03/2020	Unity Trust Bank	0.00
31/03/2020	32 Day Notice	50,685.63
		100,293.31

Other Cash & Bank Balances

334,099.93

40.00

Unpresented Payments

334,139.93

222.59

Receipts not on Bank Statement

333,917.34

Closing Balance

0.00

All Cash & Bank Accounts

333,917.34

1	Current Bank Account	
2	Credit Card	29,337.98
3	Lloyds 12 Month Deposit	0.00
4	Lloyds 6 Month Deposit	75,000.00
5	Petty Cash	0.00
6	Lloyds 3 Month Deposit	3.26
7	Cambridge & Counties Bank	0.00
8	Recycling Bags Float	78,557.16
9	Unity Bank Trust	0.00
10	32 Day Notice	50,685.63
	Other Cash & Bank Balances	100,293.31
	Total Cash & Bank Balances	40.00
		333,917.34

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma**(applies to Accounting Statements prepared on an income and expenditure basis only)**

Please complete the highlighted boxes.

Name of smaller authority:

cullompton Town Council

County area (local councils and parish meetings only):

Devon

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2) have been prepared on an income and expenditure basis and there have been adjustments for debtors/receipts in advance at the year end. Please provide details of the year end adjustments, showing that the difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			325,127.00
Deduct: Debtors (enter these as negative numbers)			
Debtors (for services / supplies)		(1,647.00)	
Debtors (grants etc)		(2,682.00)	
vat control account		(8,607.00)	
		<u>(12,936.00)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1		
	2		
Total deductions			<u>(12,936.00)</u>
Add: Creditors (must not include community infrastructure levy (CIL) receipts)			
Creditors		20,544.00	
Accruals		334.00	
Credit Card		714.00	
BACS Payments		135.00	
		<u>21,727.00</u>	
Add: Receipts in advance (must not include deferred grants/loans received)			
	1		
	2		
Total additions			<u>21,727.00</u>
Box 8: Total cash and short term investments			<u><u>333,918.00</u></u>

15/07/2020

Cullompton Town Council

23:20

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

Current Assets

1,893	Debtors	1,647
0	Other Debtors	2,682
11,553	VAT Control Account	8,607
35,742	Current Bank Account	29,338
75,000	Lloyds 12 Month Deposit	75,000
50,000	Lloyds 6 Month Deposit	0
27	Petty Cash	3
77,470	Cambridge & Counties Bank	78,557
40	Recycling Bags Float	0
0	Recycling Bags Float	40
100,325	Unity Bank Trust	50,686
0	32 Day Notice	100,293
820	Receipts not Banked	0
352,870		346,853

352,870 Total Assets**346,853**

Current Liabilities

16,223	Creditors	20,544
0	Accruals	334
140	Receipts in Advance	0
563	Credit Card	714
0	BACS Payments	135
16,926		21,726

335,944 Total Assets Less Current Liabilities**325,127**

Represented By

191,952	General Reserves	151,847
143,992	Earmarked Reserves	173,280
335,944		325,127

15/07/2020

Cullompton Town Council

23:20

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Explanation of variances – pro forma

Name of smaller authority: **Calderdale Town Council**
 County area (local councils and Districts): **Calderdale**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/fees & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	335,944	335,944					
2 Precept or Rates and Levies	335,944	369,600	37,416	11.26%	NO		
3 Total Other Receipts	10,437	115,818	15,361	15.14%	YES		
4 Staff Costs	265,731	244,740	39,009	18.96%	YES		
5 Loan Interest/Capital Repayment	17,647	17,647	0	0.00%	NO		
6 All Other Payments	187,383	234,648	47,465	25.33%	YES		
7 Balances Carried Forward	335,944	325,127			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	339,494	339,917				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,934,123	1,119,393	85,210	8.24%	NO		
10 Total Borrowings	205,351	192,647	-7,704	3.85%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

06/07/2020

13:48

Cullompton Town Council

completed on PFP instructions.

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Detailed Income & Expenditure by Budget Heading 06/07/2020

Month No: 12

Cost Centre Report

Supporting Paper E(viii)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Administration							
1010 Interest Received	1,206	2,803	2,100	(703)			
1020 Miscellaneous Income	1,869	1,983	200	(1,783)			
1025 Photocopying Income	0	57	0	(57)			
1030 Precept	0	369,600	369,600	0			
1040 Recycling Bags	31	893	0	(893)			
1055 Town Maintenance Income	0	2,135	2,000	(135)			
1145 Gift of A burrows (Pmts CTC)	0	153	0	(153)			
Administration :- Income	3,106	377,625	373,900	(3,725)			0
4000 Advertising	0	578	400	(178)		(178)	
4010 Contingency	250	1,580	3,000	1,421		1,421	
4030 Councillor Allowances	0	480	500	20		20	
4035 General Administration/Other	148	1,442	1,000	(442)		(442)	
4037 Miscellaneous Expenditure	2,908	3,612	0	(3,612)		(3,612)	
4045 Room Hire	32	434	500	66		66	
4048 Audit Costs	0	2,785	3,000	215		215	
4050 Photocopier	350	1,442	1,500	58		58	
4051 Postage	114	420	400	(20)		(20)	
4052 Stationery	178	1,295	1,500	205		205	
4055 Subscriptions	0	1,639	1,600	(39)		(39)	
4060 Telephone & Broadband	198	2,397	2,600	203		203	
4061 Mobile phones	74	890	900	10		10	
4062 Insurance	0	1,370	1,500	130		130	
4063 Health & Safety Support	120	780	780	0		0	
4067 Tech Fund	0	1,692	2,000	308		308	
4068 IT Support	411	6,131	6,500	369		369	
4070 Office Equipment	(1,417)	(908)	500	1,408		1,408	
4072 Recycling Bags Expenditure	0	945	0	(945)		(945)	
4075 Grants	0	1,850	2,000	150		150	
4080 Mayor's Charity	50	10	0	(10)		(10)	
4085 Mayoralty Fund	0	554	600	46		46	
4090 Payroll Expenses	29,511	232,663	236,250	3,587		3,587	
4091 Payroll Additional	0	12,077	10,000	(2,077)		(2,077)	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	
4115 Staff & Councillor Training	594	1,820	3,000	1,180		1,180	
4122 Grass/Verge Cutting	0	2,954	3,000	46		46	
4130 Van Lease	577	3,123	3,325	202		202	
4135 Van Running Expenses	110	1,849	2,000	151		151	
4145 Gift of a Burrows (payments re	0	(143)	0	143		143	
4860 Election Contingency	0	1,745	1,745	0		0	

Detailed Income & Expenditure by Budget Heading 06/07/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
9040 EMR - Van Fund	0	0	871	871		871	
9052 EMR - Staffing Contingency	0	4,437	15,000	10,563		10,563	
9054 EMR - Mayoralty Fund	0	0	400	400		400	
9058 Office Equipment - EMR	0	1,913	2,265	352		352	
9062 Election Contingency - EMR	0	0	5,000	5,000		5,000	
9091 Health & Safety Support - EMR	0	0	1,220	1,220		1,220	
9092 Professional Fees - EMR	0	0	1,500	1,500		1,500	
Administration :- Indirect Expenditure	34,208	311,501	334,106	22,605	0	22,605	0
Net Income over Expenditure	(31,102)	66,124	39,794	(26,330)			
<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	74	901	500	(401)		(401)	
Allotments :- Indirect Expenditure	74	901	500	(401)	0	(401)	0
Net Income over Expenditure	(74)	(363)	0	363			
<u>300 Cemetery</u>							
1300 Burial Fees	4,350	24,610	32,000	7,390			
1305 Cemetery Income, other	0	236	0	(236)			
Cemetery :- Income	4,350	24,846	32,000	7,154			0
4300 Maintenance Equipment	0	1,288	2,000	713		713	
4310 Cemetery Running Expenses	1,189	19,941	19,000	(941)		(941)	
4320 Cemetery Projects	0	11,700	11,700	0		0	
4330 Cemetery Staff Welfare	0	2,333	2,333	0		0	
9022 Cemetery Project - EMR	0	0	32,473	32,473		32,473	
9095 Cemetery Staff Welfare	0	0	9,667	9,667		9,667	
Cemetery :- Indirect Expenditure	1,189	35,261	77,173	41,912	0	41,912	0
Net Income over Expenditure	3,161	(10,415)	(45,173)	(34,758)			
<u>400 Town Hall</u>							
1400 Town Hall Hire	240	9,296	11,700	2,404			
Town Hall :- Income	240	9,296	11,700	2,404			0
4400 Town Hall Improvements	0	5,877	5,877	0		0	
4405 Town Hall Running Expenses	1,250	11,227	11,500	273		273	

Detailed Income & Expenditure by Budget Heading 06/07/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
9026 Town Hall Improvements EMR	0	0	40,619	40,619		40,619	
Town Hall :- Indirect Expenditure	1,250	17,104	57,996	40,892	0	40,892	0
Net Income over Expenditure	(1,010)	(7,808)	(46,296)	(38,488)			
600 Community Wellbeing Miscellane							
1000 Crier Advertising	0	370	500	130			
1050 Community Event Income	0	0	500	500			
1051 Christmas Lights event	0	1,642	0	(1,642)			
1052 Play Area Income	0	54,988	0	(54,988)			
1053 Christmas Trees	0	436	0	(436)			
Community Wellbeing Miscellane :- Income	0	57,437	1,000	(56,437)			0
4020 Cullompton Crier	0	2,143	3,400	1,257		1,257	
4025 Social Media	0	0	100	100		100	
4095 Christmas Lights	180	8,829	9,400	571		571	
4096 Christmas Lights Event	0	4,126	2,484	(1,642)		(1,642)	
4120 Town Maintenance	0	3,726	3,726	(0)		(0)	
4125 Play Area Running Expenses	827	3,731	3,000	(731)		(731)	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	
4127 Play Area Projects	15,067	55,060	0	(55,060)		(55,060)	
4160 Community Wellbeing Committee	1,000	1,379	1,500	121		121	
9028 EMR - Play Area Fund	740	4,240	12,113	7,873		7,873	
9046 EMR - Community Events	0	0	1,250	1,250		1,250	
9050 Public Rights of Way	250	1,348	3,722	2,374		2,374	
9094 Community Events - EMR	0	0	1,000	1,000		1,000	
Community Wellbeing Miscellane :- Indirect Expenditure	18,064	84,582	43,695	(40,887)	0	(40,887)	0
Net Income over Expenditure	(18,064)	(27,145)	(42,695)	(15,550)			
700 Policy and Resources Miscellan							
1045 Staff Charge Back	0	1,223	750	(473)			
Policy and Resources Miscellan :- Income	0	1,223	750	(473)			0
Net Income	0	1,223	750	(473)			
800 Town Centre							
1005 Hanging Baskets	0	910	500	(410)			
1800 Street Market Income	0	2,319	0	(2,319)			
1802 Street Market Income - Electri	3	84	0	(84)			
1905 St Andrews car park income	1,358	11,140	0	(11,140)			
Town Centre :- Income	1,361	14,453	500	(13,953)			0

Detailed Income & Expenditure by Budget Heading 06/07/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4005 CCTV	1,445	4,011	4,000	(11)		(11)	
4105 St Andrew's Car Park	19	5,870	0	(5,870)		(5,870)	
4120 Town Maintenance	1,789	6,753	5,378	(1,375)		(1,375)	
4150 Public Convenience Running Exp	142	1,399	1,399	(0)		(0)	
9070 Market	90	3,832	4,484	652		652	
9090 EMR - CCTV	0	0	1,360	1,360		1,360	
9093 Public Toilets Running Exp - E	0	0	3,601	3,601		3,601	
Town Centre :- Indirect Expenditure	3,485	21,864	20,222	(1,642)	0	(1,642)	0
Net Income over Expenditure	(2,124)	(7,411)	(19,722)	(12,311)			
820 Neighbourhood Plan							
9086 Neighbourhood Plan	368	1,629	7,676	6,047		6,047	
9096 Swimming Pool Development - EM	0	0	9,000	9,000		9,000	
Neighbourhood Plan :- Indirect Expenditure	368	1,629	16,676	15,047	0	15,047	0
Net Expenditure	(368)	(1,629)	(16,676)	(15,047)			
830 Town Team							
1820 Town Team Income	0	1,000	0	(1,000)			
Town Team :- Income	0	1,000	0	(1,000)			0
9085 Town Team	0	6,039	5,039	(1,000)		(1,000)	
Town Team :- Indirect Expenditure	0	6,039	5,039	(1,000)	0	(1,000)	0
Net Income over Expenditure	0	(5,039)	(5,039)	0			
840 Youth Services							
4850 Youth Services	0	18,353	18,353	0		0	
9097 Youth Services - EMR	0	0	1,647	1,647		1,647	
9098 Youth Council	0	0	200	200		200	
Youth Services :- Indirect Expenditure	0	18,353	20,200	1,847	0	1,847	0
Net Expenditure	0	(18,353)	(20,200)	(1,847)			
990 EMR							
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	
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	36,459	36,459	0	36,459	0
Net Expenditure	0	0	(36,459)	(36,459)			

Detailed Income & Expenditure by Budget Heading 06/07/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	9,058	486,418	420,350	(66,068)			
Expenditure	58,637	497,235	612,066	114,831	0	114,831	
Net Income over Expenditure	<u>(49,580)</u>	<u>(10,817)</u>	<u>(191,716)</u>	<u>(180,899)</u>			
Movement to/(from) Gen Reserve	<u>(49,580)</u>	<u>(10,817)</u>					

Cullompton Town Council

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Working details for ANNUAL RETURN - Year ended 3 June 2020

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1		150,498	191,952	310	0	General Reserves
1		162,566	143,992	320	0	Earmarked Reserves
1	Balances brought forward	313,064	335,944	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2		332,184	369,600	1030	100	Precept
2	Annual Precept	332,184	369,600	Total amount of Precept income received in the year		
3		805	370	1000	600	Crier Advertising
3		974	910	1005	800	Hanging Baskets
3		2,424	2,803	1010	100	Interest Received
3		1,338	2,136	1020	100	Miscellaneous Income
3		17	57	1025	100	Photocopying Income
3		1,962	0	1035	100	Council Tax Support Grant
3		1,277	893	1040	100	Recycling Bags
3		1,336	1,223	1045	700	Staff Charge Back
3		100	0	1049	600	Community Wellbeing Income
3		462	0	1050	600	Community Event Income
3		895	1,642	1051	600	Christmas Lights event
3		31,178	54,988	1052	600	Play Area Income
3		768	436	1053	600	Christmas Trees
3		2,135	2,135	1055	100	Town Maintenance Income
3		475	440	1200	200	Allotment Rents - Top Field
3		109	98	1205	200	Allotment Rents - Haymans
3		28,168	24,610	1300	300	Burial Fees
3		916	236	1305	300	Cemetery Income, other
3		12,325	9,296	1400	400	Town Hall Hire
3		2,594	2,319	1800	800	Street Market Income
3		3	84	1802	800	Street Market Income - Electri
3		1,295	1,000	1820	830	Town Team Income
3		1,800	0	1835	835	Public Rights of Way
3		5,000	0	1850	820	Neighbourhood Plan Income
3		3,102	11,140	1905	800	St Andrews car park income
3	Total other receipts	101,457	116,818	Total income or receipts as recorded in the cashbook minus the Precept		
4		195,039	232,663	4090	100	Payroll Expenses
4		10,692	12,077	4091	100	Payroll Additional
4	Staff costs	205,731	244,740	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5		17,647	17,647	4100	100	Public Works Loan Repayment
5	Loan interest/Capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on borrowings		
6		115	578	4000	100	Advertising
6		640	4,011	4005	800	CCTV

Continued over page

Working details for ANNUAL RETURN - Year ended 3 June 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	2,921	1,580	4010	100	Contingency
6	2,510	2,143	4020	600	Cullompton Crier
6	19	0	4025	600	Social Media
6	250	480	4030	100	Councillor Allowances
6	728	1,442	4035	100	General Administration/Other
6	1,219	1,806	4037	100	Miscellaneous Expenditure
6	559	434	4045	100	Room Hire
6	2,509	2,785	4048	100	Audit Costs
6	1,303	1,442	4050	100	Photocopier
6	397	420	4051	100	Postage
6	1,317	1,295	4052	100	Stationery
6	1,562	1,639	4055	100	Subscriptions
6	3,802	2,397	4060	100	Telephone & Broadband
6	0	890	4061	100	Mobile phones
6	1,452	1,370	4062	100	Insurance
6	587	780	4063	100	Health & Safety Support
6	2,495	0	4065	100	Professional Fees
6	5,666	1,692	4067	100	Tech Fund
6	5,735	6,131	4068	100	IT Support
6	566	546	4070	100	Office Equipment
6	414	945	4072	100	Recycling Bags Expenditure
6	2,100	1,850	4075	100	Grants
6	0	10	4080	100	Mayor's Charity
6	400	554	4085	100	Mayorality Fund
6	8,495	8,829	4095	600	Christmas Lights
6	0	4,126	4096	600	Christmas Lights Event
6	3,450	5,870	4105	800	St Andrew's Car Park
6	4,133	0	4110	800	St Andrew's Car Park Improv.
6	2,127	1,879	4115	100	Staff & Councillor Training
6	0	3,726	4120	600	Town Maintenance
6	5,010	6,753	4120	800	Town Maintenance
6	2,638	2,954	4122	100	Grass/Verge Cutting
6	3,016	3,731	4125	600	Play Area Running Expenses
6	30,843	55,060	4127	600	Play Area Projects
6	3,325	3,123	4130	100	Van Lease
6	1,965	1,999	4135	100	Van Running Expenses
6	1,531	1,399	4150	800	Public Convenience Running Exp
6	781	1,379	4160	600	Community Wellbeing Committee
6	789	0	4165	600	Community Events
6	249	901	4200	200	Allotment Expenses
6	485	1,288	4300	300	Maintenance Equipment
6	16,705	19,941	4310	300	Cemetery Running Expenses
6	0	11,700	4320	300	Cemetery Projects
6	0	2,333	4330	300	Cemetery Staff Welfare
6	0	5,877	4400	400	Town Hall Improvements
6	8,567	11,227	4405	400	Town Hall Running Expenses

Continued over page

Working details for ANNUAL RETURN - Year ended 3 June 2020

	Last Year £	This Year £	Code	and Centre	Code Description
6	6,538	0	4820	820	Swimming Pool Dev Order
6	18,716	18,353	4850	840	Youth Services
6	0	1,745	4860	100	Election Contingency
6	1,705	0	9022	300	Cemetery Project - EMR
6	14,797	0	9026	400	Town Hall Improvements EMR
6	0	4,240	9028	600	EMR - Play Area Fund
6	4,027	1,348	9050	600	Public Rights of Way
6	0	4,437	9052	100	EMR - Staffing Contingency
6	0	1,913	9058	100	Office Equipment - EMR
6	3,336	3,832	9070	800	Market
6	3,345	6,039	9085	830	Town Team
6	0	1,629	9086	820	Neighbourhood Plan
6	1,546	0	9087	600	Christmas Events
6	Total other payments	187,383	234,848	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	Balances carried forwrd	335,944	325,127	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	35,742	29,338	200	0	Current Bank Account
8	75,000	75,000	220	0	Lloyds 12 Month Deposit
8	50,000	0	230	0	Lloyds 6 Month Deposit
8	27	3	250	0	Petty Cash
8	77,470	78,557	260	0	Cambridge & Counties Bank
8	40	0	270	0	Recycling Bags Float
8	0	40	275	0	Recycling Bags Float
8	100,325	50,686	280	0	Unity Bank Trust
8	0	100,293	290	0	32 Day Notice
8	820	0	299	0	Receipts not Banked
8	Total Cash & Investments	339,424	333,917	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	1,034,183	1,119,393	9	0	Total Fixed Assets
9	Total Fixed Assets	1,034,183	1,119,393	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	200,351	192,647	10	0	Total Borrowings
10	Total Borrowings	200,351	192,647	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

Agenda No 11, Town Centre Grant Applications

RECOMMENDED TO COUNCIL to grant £1,500 to the Walronds Preservation Trust for the purchase of items that will enable events and activities such as craft markets and an outdoor café to be held in the Walronds garden, which is just off the town centre. This will encourage people into the town centre to visit the garden and also use the town centre shops and businesses

Introduction

1. Mid Devon District Council (MDDC) have made £5,000 available to Cullompton Town Council to spend on quick-win projects that support:
 - 1) the safe resumption and use of our high streets and town centre activities
 - 2) activities that increase shopper confidence in our town centres
2. The grant letter from MDDC is attached to this Supporting Paper as Appendix (ii)(i); the letter is dated 24 June 2020 and says there is an expectation that funds will be spent within 6 weeks.
3. Following discussion with the Mayor, Deputy Mayor and Chair of the Policy, Finance and Personnel Committee, a grants process was announced to give local people and organisations an opportunity to put forward and implement projects.
4. The Policy, Finance and Personnel Committee (PFP), at its meeting on 16 July 2020, resolved to recommend to council approval of the application from Cullompton Walronds Preservation Trust (see 7 below)

Publicity

5. The media release and poster was shared with media contacts, the Chamber of Commerce, Farmers Market organiser and published on the Town Council's website and Facebook page. Copies were sent to all Town Councillors, and the MDDC And Devon County Councillors for Cullompton.
6. PFP, at its 16 July meeting, requested that the availability of grants be re-publicised.

Applications and Suggestions

7. 1 grant application has been received from Cullompton Walronds Preservation Trust for £1,500 "to purchase items that will enable events and activities such as craft markets and an outdoor café to be held in the Walronds garden, which is just off the town centre. This will encourage people into the town centre to visit the garden and also use the town centre shops and businesses" the application form is attached as Appendix (ii)
8. It is possible that further applications will be received between publishing this report and the Council meeting taking place. If this happens the additional applications will be forwarded to Councillors and placed on the Town Council's website as soon as practicable.
9. The following suggestions have been put forward by Town Councillors:
 - a) really bright colourful posters , e.g. "Cullompton Town Centre welcomes you back!", "Safety first - Cullompton town centre is ready for you", "Stay safe - keep supporting Cullompton businesses - we're ready for you"
 - b) banners that fix into the flagpole holders on buildings.as seen in Crediton,

Town Council 23 July 2020
Supporting Paper F

- c) the planting of the troughs and planters and putting up the hanging baskets would add the colour and brightness to the town and make town look like it is "open for business" again. Many of the towns in Devon are already doing this
- d) some planters with flowers. We were in Exmouth yesterday and they had cascading metal planters which looked lovely. After the worry and lock down a few flowers would brighten things up
- e) cascading pavement flower stands and big flower tubs. So maybe purchasing a series of extra new pots for flowers to make high street more attractive.
- f) some free parking? Say an hour
- g) a heritage board at St Andrews Church with information and pictures about the Church's History.
- h) Cullompton Archive have a whole lot of great black and white photographs of the town; some big pictures –hung in the library & Town Hall

Report prepared: 17 July 2020



Cullompton Town Council
1 High Street
Cullompton
EX15 1AB

Growth, Economy and Delivery
Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP
www.middevon.gov.uk

Your Ref:
Our Ref:

Contact: Adrian Welsh
Telephone: 01884 255255
Email: econde@middevon.gov.uk

Wednesday 24 June 2020

Dear Cllr Knight and Cullompton Town Council

Town Centre Grant

In reaction to Covid-19, we would like to support our town centres to recover as quickly as possible. We recognise our larger towns all face similar challenges but also have their own needs and ideas in order to move forward. To help achieve this, we are providing a grant to Cullompton Town Council of £5k to spend on quick-win projects that support:

1. the safe resumption and use of our high streets and town centre activities
2. activities that increase shopper confidence in our town centres

We aim to develop a place that visitors feel safe to use and spend their leisure time; therefore it is important funding is readily available to react to the town centre's needs quickly. The grant must only be spent on projects within Cullompton Town Centre or that demonstrate a direct positive impact on the Town Centre.

How will it be Managed?

Cullompton Town Council will be accountable for managing the grant towards projects in Cullompton Town Centre. As the responsible authority for the grant, Cullompton Town Council has full control over how the money is allocated as long as the projects meet the specified objectives above. Mid Devon District Council is not stipulating any specific criteria, however, we have shared with you a list of restrictions that are usually applied to Local Authority funding schemes (enclosed). As the fund exists to help identify new ideas to benefit town centres, it is not anticipated that the fund should be used for existing town centre activities or events, unless it is specifically for a new element/phase of that project.

Continued overleaf

The Town Council are welcome to spend the fund on projects identified by the Town Council or may wish to ask local organisations to put forward and deliver ideas. However, we would expect the fund to be spent within the next six weeks.

We would encourage Town Councils to supplement the grant with additional funds where possible; but clearly this is at your discretion.

If you do not wish to administer and receive the grant please let me know as soon as possible. Otherwise, we will arrange for the funds to be transferred to you on or before 30 June 2020 (payment may take three working days to show in your bank account).

Publicity

Any publicity about the project and its funding must clearly acknowledge Mid Devon District Council as the source of the funding.

Feedback

We hope these projects will help develop resident confidence to use the town centres and support our local independent shops, cafés and markets.

Upon project delivery, we would ask that you provide Mid Devon District Council with a statement of how the funding has benefited the town centre together with any photographs that are available. This should include any evidence e.g. statistics or other measures that evidence how well the project performed.

If you have any questions about the grant please get in touch. We look forward to seeing the positive projects emerge across our town centres soon.

Love Your Town Centre Fund

It is envisaged that the Town Centre grant would be a first phase of grant funded support to assist with the regeneration of our town centres. We intend to make a second tranche of funding available soon which will be run and administered by the District Council. We would very much welcome your engagement with that fund also. More details will be available soon.

Yours sincerely



Adrian Welsh
Group Manager for Growth, Economy and Delivery

Enc: Guidance on Local Authority Funding Scheme Restrictions

Local Authority Funding Schemes: Restrictions

- i. Funds cannot be allocated to benefit individuals or private/for profit enterprises.
- ii. Political, religious or other campaign activities (including but not limited to rallies, marches or campaign events).
- iii. Purchase of alcohol, tobacco or other legal or illegal substances.
- iv. Funds should not be used to support projects that are the direct responsibility or statutory obligation of another organisation.
- v. VAT that is recoverable.
- vi. Loans or interest payments.
- vii. Day-to-day running costs or any on-going staff costs (unless this is during a transition phase with documented evidence of how the project will become sustainable post transition).
- viii. Services that are the responsibility of the Town Council (precept).

APPLICATION FOR A TOWN CENTRE GRANT

1. DETAILS OF ORGANISATION

Name of organisation: Cullompton Walronds Preservation Trust

Contact name: Judy Morris

Position in organisation: Trustee/Treasurer

Address: Redacted

Phone No: Redacted

E-mail : Redacted

Purpose/aims of organisation:

To preserve, for the benefit of the townspeople of the Parish of Cullompton whatever of the historical, architectural and constructional heritage may exist in and around the Parish of Cullompton in the form of buildings and

the provision and maintenance of an open space or garden and a public meeting room for the benefit of the inhabitants of and visitors to the Parish of Cullompton

2. DETAILS OF THE GRANT REQUESTED

Brief description of the intended use of the grant:

To purchase items that will enable events and activities such as craft markets and an outdoor café to be held in the Walronds garden, which is just off the town centre. This will encourage people into the town centre to visit the garden and also use the town centre shops and businesses.

The grant will be used to purchase

- gazebos for the garden for outside events such as craft markets (or any other type of market) and shelter for other activities.
- Parasols for an outdoor café (so that we are prepared for the heatwave that is being predicted).
- Sets of boules to encourage use of the boules/pentanque pitch in the garden.
- Bins for both recyclable and non-recyclable items to encourage safe disposal of rubbish.
- Signs and other sundries to promote the events happening in the garden and let the public know that they are welcome to use the garden during the daytime.

How will the project benefit the town centre and increase shopper confidence?

It will add to the shopping experience in the town centre by promoting the garden and making the general public aware that they are welcome to use the garden during the daytime. They can purchase items to eat in the local shops and then go into the garden to eat, play, exercise etc.

Organising occasional events and activities in the garden will encourage people into the town centre to not only visit the garden but also use of the local shops and businesses.

Overall cost of the project/event/scheme: £2,000.00

Amount applied for: £1,500.00

Other sources of funding (if any): Walronds Preservation Trust will make up the shortfall

Funding Body	Amount	Confirmed? Yes or No

Please add any information you consider may be helpful to the Town Council when considering your application: (continue on a separate sheet if necessary)

The Walrond's garden is a great asset to the town centre but it is currently not being used to its full potential. Many Cullompton residents are not aware of its existence and the Trustees would like to promote its use. One way to do this is by organising events during the summer months to bring people into the town centre to visit both the garden and the local shops and businesses.

An outdoor café was held in the garden on Saturday and the trustees were pleasantly surprised by the number of people that came along. For some it was the first time that they had ventured out. An outdoor café will help to make people feel safe and give them confidence to leave their homes as some are still concerned about going into an enclosed space.

Bank Details

Please provide bank details so that any grant award can be paid direct into the bank account:

Account Name: } Redacted
Sort Code: 50 }
Account Number: }

Name: Mrs Jon Morris

Signature: Redacted

Position in Organisation: Treasurer / Trustee

Date: 1st July 2020

PLEASE SEND THE COMPLETED FORM TO CULLOMPTON TOWN COUNCIL
Either by email to enquiries@cullomptontowncouncil.gov.uk or by post to
The Town Hall, 1 High Street, Cullompton Devon EX 15 1AB

PRIVACY NOTICE

Cullompton Town Council is the Data Controller under data protection law and will use the information you provide to process your application for an allotment plot.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until you have been allocated an allotment and for six years following the termination of your allotment agreement. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to manage this contract we will retain your data to contact you if required on matters relating to the management of the allotment site. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

- ☒ Yes please, I would like to receive communications by email.
- ☐ Yes please, I would like to receive communications by telephone.
- ☐ Yes please, I would like to receive communications by mobile phone including text message.
- ☐ Yes please, I would like to receive communications by post.

Agenda 12, Motions Submitted In Accordance With Standing Order No 9

The following has been received from Councillor Buczkowski:

“Cullompton Community College has recently published its plans for reopening fully from September and they have identified a problem that I think the Town Council can help with

They will not be able to use text books due to the risk of cross contamination, and Teachers may not be in their usual classrooms with access to their normal teaching resources.

The School already extensively uses the Google Classroom suite, but from September this will be the main medium for learning resources and it is therefore vital that every student has access.

Universal access will also allow young people to continue learning at the same rate as their peers if they need to self-isolate due to a confirmed case of COVID-19 within their bubble.

A good majority of pupils are fortunate to own their own Chrome books and the School does have 229 that they make available for pupils to use; but this is not enough to deal with this unprecedented change to the way they will be teaching and the need for EVERY pupil to have access to a Chromebook.

Cullompton Community College does not have the financial resources to purchase more (The School has been told that there will be no extra funding for them to address this unprecedented risk to our young people’s learning and wellbeing), they forecast that their deficit of Chrome books will be 75-80.

I do not advocate dual taxation and education is very clearly the responsibility of the County Council (Which in turn is funded by the “Pupil premium”, which in Devon is one the lowest in the UK), however, I don’t believe that we can ignore the fact that we have resources that could make a difference and ensure all of our young people within our Town, have the same opportunities, particularly those that are the most vulnerable.

More information and a far better explanation is given on a video published by the College:
<https://www.loom.com/share/58c54456967c48c4a65cdb2237f1b767>

I therefore propose that the Town Council Purchases 10 Chrome books and gifts them to Cullompton Community College, funded from the uncommitted funds in the youth services budget (£1,000) and the balance as a grant from the Grants budget.

I would further propose that the Town Council write to both neighbouring parishes asking them to consider making a similar donation and to our District and County Councillors to ask how they may be able to support.

CULLOMPTON TOWN COUNCIL

Payments to be made via on line banking

Invoice Date	Invoice No	Supplier/Payee	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
15/06/2020	0081881	D&H Plant	Digger Hire	130.00	26.00	156.00	Cemetery Running Expenses	4310			
24/04/2020	828460	Devon Commercial Stationers	Stationery	31.74	6.35	38.09	Stationery	4052			
10/07/2020	830395	Devon Commercial Stationers	Postage Stamps	67.60	-	67.60	Postage	4051			
08/07/2020	INV-1002	IAC Audit & Consultancy	Internal audit 2020 annual return	380.00	76.00	456.00	Audit Costs	4048			
22/04/2020	123708	Labdon	Silicone & bull nosed edging	28.98	5.79	34.77	Town Maintenance	4120			
22/04/2020	123704	Labdon	Sand/cement/aggregate/nails etc	62.90	12.57	75.47	Cemetery Running Expenses	4310			
23/06/2020	128877	Labdon	Gripper gloves	4.00	0.80	4.80	Cemetery Running Expenses	4310			
10/07/2020	131117	Labdon	Various items	5.19	1.05	6.24	COVID-19	4175			
10/07/2020	131185	Labdon	Surveyline stencil paint	10.06	2.01	12.07	COVID-19	4175			
30/06/2020	2020-22574	Soldo	Soldo Subscription June 2020	4.17	0.83	5.00	General Admin/Other	4035			
28/06/2020	23191	Spirebourne Ltd	Emptying of septic tank at cemetery	240.00	-	240.00	Cemetery Running Expenses	4310			
29/06/2020	21496191	Spot On Supplies	Disinfectant wipes	201.36	40.27	241.63	COVID-19	4175			
09/07/2020	21496915	Spot On Supplies	Clear foam & 2ply paper roll	62.66	12.53	75.19	Town Hall Running Expenses	4405			
10/07/2020	29	Tim Scrace	Bus Shelter Cleaning	97.00	-	97.00	Town Maintenance	4120			
13/07/2020	38	Tim Scrace	Window Cleaning	45.00	-	45.00	Town Hall Running Expenses	4405			
28/06/2020	042085	Wasteology	Cemetery skip hire	300.00	60.00	360.00	Cemetery Running Expenses	4310			
30/06/2020	042153	Wasteology	Skip rental	20.00	4.00	24.00	Cemetery Running Expenses	4310			
01/07/2020		Cullompton Family Centre	Grant to be used for purchase of healthy refreshments & supplies for art & crafts cupboard	200.00	-	200.00	Grants	4075			
01/07/2020		YMCA Cullompton	Grant to be used for building raised beds to grow vegetables, gardening equipment/plants etc	400.00	-	400.00	Grants	4075			
		TOTAL		2,290.66	248.20	2,538.86					

Payments to be made by Direct Debit

Invoice Date	Invoice No	Supplier	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
30/06/2020	13063900	ALD Ford Lease	Van Lease	288.6	57.72	346.32	Van Lease	4130			
08/07/2020	E2012744808	Allstar	Fuel for van	6.48	1.30	7.78	Van Running Expenses	4135			
15/07/2020	E2012779116	Allstar	Fuel for van	22.92	4.58	27.50	Van Running Expenses	4135			
		TOTAL		318.00	63.60	381.60					

Approved for payment on Signature