



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
WILL BE HELD AT TOWN HALL, CULLOMPTON
ON THURSDAY, 28 SEPTEMBER 2023 AT 7:00PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN
TAKEN TO PROHIBIT THEM

TO THE CHAIR AND COUNCILLORS OF CULLOMPTON TOWN COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF CULLOMPTON TOWN
COUNCIL**

SEPTEMBER 2023

AGENDA

1. **Election of Vice-Chair.** To elect a Vice-Chair of the Council for the remainder of the Municipal Year 2023-2024.
2. **Apologies for Absences.** Council to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
3. **Declaration of Interest and Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
4. **Member Questions.** To enable members to ask questions of the Town Clerk. It should be noted that questions raised will not trigger a debate or a decision and it may not be possible to respond substantively at the meeting to allow time for advice or research to be undertaken.
5. **Public Question Time.** Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
6. **Minutes** ([LGA1972 Schedule 12 Paragraph 41](#)). To approve the Minutes of:
 - 6.1. Minutes of the Extraordinary Meeting of Cullompton Town Council held on 3 August 2023.
 - 6.2. Minutes of the Ordinary Meeting of Cullompton Town Council held on 24 August 2023.

7. **Finance.** To consider and not the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:
- 7.1. Note the Bank Reconciliations up to 31 August 2023.
 - 7.2. To authorise payment of £25,000 to MDDC in respect of the Heritage Action Zone project.
 - 7.3. Note the payments made under delegation, receipts received and approve the Council payment list.
 - 7.4. Note the budget to date and approve any virements between budgets and/or reserves.
 - 7.5. To receive and note the Annual Governance and Accountability Return Section 3 - External Auditor Report and the conclusion of audit for 2022/23. The External Auditor had no matters for concern.
 - 7.6. To nominate additional bank signatories.
8. **Planning Matters.** To ratify a **RECOMMENEDATION** from the Planning, Licensing and Strategic Growth Committee as follows:
- “**RECOMMENDED** that Full Council to reassert the position that it will actively oppose any residential development at East Cullompton until the Town Centre Relief Road is delivered and that the capacity of J28 is increased including safe pedestrian crossings over the M5, railway and River Culm.”
9. **Governance.** To decide the following Governance matters:
- 9.1. To approve the Terms of Reference for the following Committees:
 - 9.1.1. Governance, Finance and Resources.
 - 9.1.2. Services, Property and Outdoor Spaces.
 - 9.1.3. Community, Economy and Tourism.
 - 9.1.4. Planning, Licensing and Strategic Growth.
 - 9.1.5. Appeals Committee.
 - 9.2. To appoint Councillors to Committees and to select Chairs of relevant Committees, if required, as follows: (note that the Town Mayor and Deputy Town Mayor are both Ex-Officio members of all Committees except Appeals and Governance, Finance & Resources):
 - 9.2.1. Governance, Finance and Resources Committee - up to 3 members required. Current membership Councillors J Buczkowski, T Spring and C Snow and M Thompson.
 - 9.2.2. Services, Property and Outdoor Spaces Committee - up to 3 members required. Current membership Councillors E Buczkowski, P James, T Spring and C Snow.
 - 9.2.3. Community, Economy and Tourism Committee - up to 7 members.
 - 9.2.4. Planning, Licensing and Strategic Growth Committee - up to 2 members required. Current membership J Buczkowski, E Buczkowski, J Johns, J Sandford and T Spring.
 - 9.3. To appoint to the following Committees and outside bodies following the resignation of former Councillor S Holvey:

- 9.3.1. Cullompton United Charities.
- 9.3.2. Larger Local Councils.
- 9.3.3. Gift of a Burrow for Allotments. (Up to 4 further spaces also available)

10. **Grant Applications.** To consider grant applications from

- 10.1. Cullompton Ace Majorettes.
- 10.2. Cullompton Community College for 10 Tors.

11. **Forward Plan.**

12. **Community Consultation.** To consider the draft Community Consultation.



Dan Ledger
Town Clerk / RFO

Cullompton Town Council
Town Hall
1 High Street
Cullompton
EX15 1AB
01884 38249

town.clerk@cullomptontowncouncil.gov.uk



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 3 AUGUST 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: E Buczkowski, J Buczkowski, R Dietrich, S Holvey, J Johns, P James, J Sandford, A Spring, M Thompson, C Snow.

Officers: The Deputy Town Clerk

C23/070 APOLOGIES FOR ABSENCES

Apologies for absence were received and accepted from Councillor M Dale.

C23/071 DECLARATION OF INTEREST AND DISPENSATIONS

The following Declarations of Interests were made:

Councillors E Buczkowski and J Buczkowski declared an Other Registerable interest in Minute C23/073.5 as it is a Mid Devon District Council document being considered and they are both Mid Devon District Councillors.

There were no Dispensations granted.

C23/072 PUBLIC QUESTION TIME

None present.

C23/073 PLANNING MATTERS

1. [23/01174/HOUSE](#). Erection of a rear extension | 21 Dove Close Cullompton Devon EX15 1UL.
No comment.
2. [23/01141/FULL](#). Removal of condition 13 of planning permission 22/00868/MFUL (Removal of condition 13 of planning permission 17/01142/FULL - further noise assessments) relating to the submission of a noise assessment | Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton Devon.
No comment as this application is outside the Parish.
3. [23/00551/TDC](#). Technical Details Consent for the erection of 5 dwellings and associated works | Land and Buildings at NGR 302056 104022 (Westcott Park), Westcott.

RESOLVED that planning application 23/00551/TDC, comments as follows:

- It is noted that this area of the Highway (B3181) is prone to flooding during prolonged or heavy rainfall and it is considered that further assessment of the impact of additional surface water run-off is conducted before this development proposal is permitted.

4. [23/01207/HOUSE](#). Erection of first floor extension above garage (Revised Scheme) | 14 Gatehouse Close Cullompton Devon EX15 1JJ
No comment.
5. [Meeting Housing Needs](#) Supplementary Planning Document (SPD).
No comment.

C23/074 **APPOINTMENT TO REPRESENTATIVES TO OUTSIDE BODIES**

RESOLVED that the named Councillors will represent Cullompton Town Council on the following outside bodies:

1. Cullompton Community Association. Councillor E Buczkowski.
2. Cullompton Swimming Pool Campaign. The Deputy Clerk is to confirm the status of the Swimming Pool Campaign and how many representatives from the Council are required.
3. Cullompton Town Team. Councillor J Johns.
4. Cullompton United Charities. Councillor S Holvey.
5. Garden Village:
 - 5.1. Delivery Board. Councillor J Buczkowski.
 - 5.2. Stakeholder Forum. Councillor J Buczkowski.
6. Devon and Somerset Metro Group. Councillor J Buczkowski.
7. Larger Local Councils. Councillor S Holvey.
8. Police and Crime Commissioner Advocacy Scheme. Councillor M Thompson.
9. Voluntary Car Scheme. None nominated.
10. Town Centre Regeneration Partnership. The Deputy Clerk is to clarify what this group is and what its purpose is.
11. HAZ Working Group. Councillor J Johns.

C23/075 **GOVERNANCE**

RESOLVED (proposed by Councillor J Buczkowski, seconded by Councillor J Johns) that the Committee structure is reestablished with each Committee meeting as follows:

- Services, Property and Outdoor Spaces Committee will meet in September, November, January, March, May and July.
- Community, Economy and Tourism will meet in October, December, February, April, June and August.
- Governance, Finance and Resources Committee will meet in October, December, February, April, June and August.
- Full Council will meet in September, November, January, March, May and July.
- Planning, Licensing and Strategic Growth Committee will meet 3-weekly to comply MDDC consultation deadlines.
- Gift of A Burrow for Allotments will meet Quarterly.
- Appeals Committee will meet as required.
- The S106 Working Group and the Upcott Field Working Group to remain in existence and meet as required to deliver their objectives.

A recorded vote was requested by Councillor M Thompson and the vote was as follows:

Those in favour of the motion: Councillors S Holvey, J Johns, R Dietrich, J Stanford, E Buczkowski, P James, T Spring and J Buczkowski.

Those against the motion: Councillors M Thompson and C Snow.

C23/076 **RESOLVED** that, In accordance with [Local Government Act 1972, Schedule 12A, parts 1.1 and 4.14](#) and [Section 1\(2\) of the Public Bodies \(Admission to Meetings\) Act, 1960](#), the public and press are excluded from this part of the meeting.

C23/077 **ST ANDREW'S CAR PARK ACCESS**

To discuss the letter received by a resident and propose action to be taken.

RESOLVED that a letter from the Council's Solicitor is sent informing the landowner that there is absolutely no right of access across the car park but that permission for maintenance purposes, by prior arrangement, would not be denied without good cause.



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 24 AUGUST 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: Councillors E Buczkowski, J Buczkowski, P James, J Johns, J Sandford, T Spring, C Snow, M Thompson (Chair).

Officers: The Town Clerk, Deputy Town Clerk, Finance Officer, Administrative Assistant.

Others Present: Mid Devon District Councillors S Robinson, L Knight and 1 Co-option Applicant.

C23/078 **ELECTION OF CHAIR**

RESOLVED that Councillor M Thompson is elected Chair of the Council for the remainder of the Municipal Year 2023-2024.

C23/079 **APOLOGIES FOR ABSENCES**

Apologies for absence were received and accepted from Councillor R Dietrich and Devon County Councillor J Berry.

C23/080 **DECLARATION OF INTEREST AND DISPENSATIONS**

The following Declarations of Interests were made:

None declared.

C23/081 **PUBLIC QUESTION TIME**

None.

C23/082 **MINUTES**

1. **RESOLVED** that the Minutes of the Ordinary Meeting of the Full Council held on 22 June 2023 are adopted as a true and correct record of the meeting; they were signed as such.
2. **RESOLVED** that the Minutes of the Ordinary Meeting of the Full Council held on 27 July 2023 are adopted as a true and correct record of the meeting; they were signed as such.
3. **RESOLVED** that the Minutes of the Ordinary Meeting of the Full Council held on 8 August 2023 is deferred for amendments to be made.

C23/083 **CO-OPTIONS**

RESOLVED that P Regardsoe is co-opted to Cullompton Town Council.

C23/084 PLANNING MATTERS

1. [23/01191/OUT](#). Outline for the erection of a dwelling following demolition of disused garage with all matters reserved at 36 Exeter Road, Cullompton.

RESOLVED that the council **OBJECTS** to this application on the basis of:

- Concerns that visibility is very poor exiting Clampitts already.
- Parking is not provided on site and on-street parking is always at a premium.
- A two-storey building will impact on privacy and natural light to neighbouring dwellings.
- There is a concern over the flood risk of the watercourse that runs along Exeter road at this location.
- There is concern over emergency vehicle access to and egress from this proposed development.

2. [23/01258/FULL](#). Erection of 3 dwellings following demolition of existing dwelling at 18 Exeter Road, Cullompton. *Note: A scheme for the erection of 5 dwelling following demolition of the existing dwelling ([20/01946/OUT](#)) was withdrawn.*

RESOLVED that planning application 23/01258/FULL is **SUPPORTED**.

3. [23/01251/MFUL](#). Variation of conditions 3, 16, 22 and 23 and removal of condition 18 of planning permission 19/01679/MFUL (Construction of ground-mounted solar PV panels to generate up to 49.9MW (Site Area 60.78ha) and battery storage facility together with all associated works, equipment and necessary infrastructure) to allow amendments to internal roads, access to southern parcel, battery stations, layout of solar PV arrays and fence lines, redesign of substation area, removal of proposed gantry and replacement with point of contact mast and addition of 4 (temporary) construction compounds at Land at NGR 303437 103555 East of Langford Mill & Tye Farm Langford Devon.

No comment.

C23/085 FINANCE REPORTS

To consider and not the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:

1. **RESOLVED** that the Bank Reconciliations up to 31 July 2023 are noted.
2. **RESOLVED** that the payments made under delegation, receipts received and approve the Council payment list are noted.
3. **RESOLVED** that the budget to date is deferred.

C23/086 APPOINTMENT TO REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED, following confirmation from MDDC that the Town Centre Regeneration Partnership Group is part of the HAZ Project, to ratify the appointment of Councillor J Johns to represent the Town Council at both these Outside Bodies.

C23/087 **GOVERNANCE****RESOLVED** that:

1. Councillors J Buczkowski, T Spring, C Snow and M Thompson will form the Governance, Finance and Resources Committee with the Mayor and Deputy Mayor as Ex-Officio members.
2. Councillors E Buczkowski, J Johns, P James, T Spring, C Snow, will form the Services, Property and Outdoor Spaces Committee with the Mayor and Deputy Mayor as Ex-Officio members.
3. There were no interested Councillors to form the Community, Economy and Tourism Committee.
4. Councillors J Buczkowski, E Buczkowski, J Johns, J Sandford and T Spring will form the Planning, Licensing and Strategic Growth Committee with the Mayor and Deputy Mayor as Ex-Officio members.
5. That the Appeals Committee will form as it is required to do so.
6. The meeting schedule in accordance with Minute C23/075, with the amendment that the Services, Properties and Outdoor Spaces Committee meeting scheduled for 7 September 2023 will be moved to 12 September 2023 to resolve a conflict with Safeguarding Training, is noted.

C23/088 **GRANT APPLICATIONS****RESOLVED** that:

1. The Voluntary Car Scheme is awarded a grant of £300.00.
2. The Cullompton Festival Steering Group is awarded a grant of £1,000.00.

2. COMMUNITY CONSULTATION

Amendments were suggested and it will be brought back when ready.

Closed at 20:25.

Bank Account Latest Reconciliations

Start of year 01/04/23

up to 31/08/23

Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£82,148.94	£82,148.94	£82,148.94	01/08/23	31/08/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£0.00	£0.00	£0.00	01/08/23	31/08/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Instant Access - Unity

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£51,580.86	£51,580.86	£51,580.86	01/08/23	31/08/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£101,818.87	£102,029.28	£102,029.28	01/08/23	31/08/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£316,441.23	£301,889.78	£301,889.78	01/08/23	31/08/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)

Bank Account Latest Reconciliations

Start of year 01/04/23

up to 31/08/23

	DEBIT (£)	CREDIT (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£40.00	£0.00	£0.00	01/08/23	31/08/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
-------------------------------------	-----------	------------	-------------

Total uncleared and unpresente	0.00	0.00	
--------------------------------	------	------	--

Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£874.67	£145.00	£145.00	01/08/23	31/08/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
-------------------------------------	-----------	------------	-------------

Total uncleared and unpresente	0.00	0.00	
--------------------------------	------	------	--

Unity T2 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
5	£2,348.51	£4,034.22	£4,034.22	01/08/23	31/08/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
-------------------------------------	-----------	------------	-------------

Total uncleared and unpresente	0.00	0.00	
--------------------------------	------	------	--

Invoices for Payment - To be approved by Full Council						
Date	Invoice Number	Supplier A/c Name	Net Value	VAT	Invoice Total	Description
10/08/2023	20035747	MDDC	£25,000.00	£0.00	£25,000.00	Contribution to the Public Realm Improvement to Higher Bullring
29/08/2023	MQI-2819	Millennium Quest	£14,193.00	£2,838.60	£17,031.60	Christmas Lights 2023
		Total	£39,193.00	£2,838.60	£42,031.60	

Paid Expenditure over £0.00

Aug 2023 - Aug 2023

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading	
DD 20230801 MDDC-2	01/08/23	1237	£1,092.00	£0.00	AOS	Mid Devon District Council	Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Balance due, tn 1084 - St Andre	265/2
DD 20230801 MDDC-1	01/08/23	1310	£55.68	£0.00	ADMIN	Mid Devon District Council	Garage Rent - August 2023	210/11
DD 20230801 MDDC-2	01/08/23	1312	£182.00	£0.00	AOS	Mid Devon District Council	Part payment , tn 1237 - , Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Bala	265/2
DD 20230802 ALLS	02/08/23	1293	£22.69	£4.54		Allstar	Fuel	135/6
SOL 20230803 SOL-06	03/08/23	1241	£18.00	£3.60	ADMIN	Soldo Ltd	Soldo Pro Subscription - June 2023	125
SOL 20230803 SOL-07	03/08/23	1309	£18.00	£3.60	ADMIN	Soldo Ltd	Soldo Pro Subscription - July 2023	125
SOL 20230803 AMAZON	03/08/23	1325	£14.16	£2.83		Amazon	Public Toilets - Cleaning Supplies	235/2
SOL 20230803 TWL	03/08/23	1326	£129.00	£25.80	AOS	Trade Washrooms Limited	Public Toilet - Sanitary Waste Bin	235/2
SOL 20230803 WEL	03/08/23	1327	£215.00	£43.00	AOS	Washware Eseentials Ltd	Public Toilet - Sharps Bin	235/2
SOL 20230803 AMA-2	03/08/23	1328	£78.78	£15.75		Amazon	Town Hall - LED Light Driver	285/4
SOL 20230803 AMA-2	03/08/23	1372	£19.43	£3.89		Amazon	Public Toilets - Cleaning Supplies	235/2
SOL 20230803 AMA-2	03/08/23	1373	£5.42	£1.08		Amazon	Public Toilets - Cleaning Supplies	235/2
SQ 20230804	04/08/23	1314	£0.06	£0.00	ADMIN	SquareUp	Square Transaction Fees - 3rd August 2023	125
FPO 20230807 SPOT	07/08/23	1046	£11.77	£2.35	ADMIN	Spot On Supplies	Cleanse Luxurious Antibac Hand Wash	210/8
FPO 20230807 G&L	07/08/23	1247	£520.00	£104.00		G & L Consultancy Ltd		285/4
FPO 20230807 MDDC-2	07/08/23	1248	£225.00	£0.00	TMI	Mid Devon District Council	GROUND RENT FOR STORAGE CONTAINER AT KNIGHTSWOOD CULLOMPTON.	155
FPO 20230807 MVF	07/08/23	1249	£4.95	£0.99	AOS	Mole Valley Farmers	MO Agri Lawn Mower Oil SAE 30 1L	135/6
FPO 20230807 MVF	07/08/23	1250	£11.63	£2.33	AOS	Mole Valley Farmers	Nippon Ant Powder 500g x2	285/4
FPO 20230807 SWW	07/08/23	1251	£419.73	£0.00		Source for Business - A/C 1696 4741 01	Water - Allotments Old Tiverton Road	111

Paid Expenditure over £0.00

Aug 2023 - Aug 2023

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading
FPO 20230807 LABDON	07/08/23	1257	£1.12	£0.22		Labdon Building Supplies	Nuts, Bolts and Washers 135/5
FPO 20230807 LABDON	07/08/23	1258	£11.62	£2.32		Labdon Building Supplies	Cemetery Salt Bin 135/5
FPO 20230807 ALARM	07/08/23	1259	£90.89	£18.18	ADMIN	Alarmtec Ltd	Half Annual Maintenance Service - Fire Alarm and Emergency Lights 175/1
FPO 20230807 DHP	07/08/23	1260	£205.00	£41.00		D & H Plant Ltd	135/9
FPO 20230807 LABDON	07/08/23	1262	£6.73	£1.35		Labdon Building Supplies	Cemetery Locks 135/5
FPO 20230807 LABDON	07/08/23	1263	£0.29	£0.06		Labdon Building Supplies	Market Trailer 200/2
FPO 20230807 TS	07/08/23	1264	£97.00	£0.00	TMI	Scrace, Tim	Window Cleaning - Bus Shelters 155
FPO 20230807 SPOT	07/08/23	1265	£132.96	£26.59		Spot On Supplies	Clening Supplies 210/10
FPO 20230807 LABDON	07/08/23	1269	£6.76	£1.35		Labdon Building Supplies	Vine Eyes and Cement 135/5
FPO 20230807 MEP	07/08/23	1272	£100.00	£0.00	TMI	Mole End Plants	Bedding Begonia x200 215
FPO 20230807 TUD	07/08/23	1273	£38.20	£7.64		Tudor Environmental	PPE 175/6
FPO 20230807 WASTE	07/08/23	1276	£310.00	£62.00	AOS	Wasteology Ltd	Skip Change - Soil and Stone 135/1
FPO 20230807 KPL	07/08/23	1277	£22.50	£4.50	AOS	Kevin Pilgrim Ltd	Fabricate 2 x Steel Plates for Tractor at Tufty Park 220/1
FPO 20230807 MDDC-1	07/08/23	1278	£113.00	£22.60	ADMIN	Mid Devon District Council	100 x paper GardenWaste Sacks 250
FPO 20230807 ABA	07/08/23	1279	£90.35	£18.08		ABA Groundcare LLP	STIHL BG86 Blower Running Fault 135/6
FPO 20230807 DALC	07/08/23	1282	£1,186.99	£110.33		Devon Association of Local Councils	NALC & DALC Fees 2023-2024 225/5
FPO 20230807 EXP-2	07/08/23	1289	£24.59	£1.15		Employee Expense Claims	N Lewis - Mileage - Pesticide and Chainsaw Training 295/3
FPO 20230807 EXP-1	07/08/23	1290	£53.09	£6.31		Employee Expense Claims	P Stickland - Fuel for strimmers and Mileage for Van Drop-off/Pickup 135/6
DD 20230809 ALLS	09/08/23	1321	£71.04	£14.21		Allstar	Fuel 305/3
DD 20230810 BGL49	10/08/23	1299	£10.58	£0.53	AOS	British Gas - A/C BGL282249 - GAS	Gas - 25/06/2023 to 23/07/2023 285/2

Paid Expenditure over £0.00

Aug 2023 - Aug 2023

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading	
DD 20230814 CIX	14/08/23	1319	£365.00	£73.00	ADMIN	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/07/2023 01/08/2023)	210/3
DD 20230815 PBSL	15/08/23	1340	£163.96	£32.13		Penninsula Business Services Limited	Provision of Services	175/7
SQ 20230816	16/08/23	1344	£0.14	£0.00	ADMIN	SquareUp	Square Transaction Fees - 15th August 2023	125
DD 20230816 ALLS	16/08/23	1347	£45.70	£9.14		Allstar	Fuel	305/3
BP 20230817 EDGE	17/08/23	1291	£1,284.00	£256.80		EDGE IT Systems Ltd	AdvantEdge - 5 Year Contract - Finance System	190/1
BP 20230817 DHP	17/08/23	1292	£271.00	£54.20		D & H Plant Ltd		135/1
BP 20230717 DHP	17/08/23	1294	£110.00	£22.00		D & H Plant Ltd		135/9
BP 20230817 LABDON	17/08/23	1295	£3.20	£0.64		Labdon Building Supplies	Dome Tops & Springs	135/5
BP 20230817 G&L	17/08/23	1297	£195.00	£39.00		G & L Consultancy Ltd	Asbestos Sampling	110/4
BP 20230817 ABA	17/08/23	1298	£178.16	£35.63		ABA Groundcare LLP	Allotment 4, Haymans Close. STIHL FS360 - Investigate running fault, clean out fuel tank, fit new fuel filter and spark plug, fit new clutch complete with drum, fit new throttle cable and clean off machine, run up and test.	135/6
BP 20230817 LABDON	17/08/23	1301	£12.50	£2.50		Labdon Building Supplies	New Public Toilet	235/2
BP 20230817 LABDON	17/08/23	1302	£2.54	£0.51		Labdon Building Supplies	New Public Toilet	235/2
BP 20230817 SPIREBOR	17/08/23	1305	£270.00	£0.00	AOS	Spirebourne Ltd	Empty septic tank at Cemetery	135/5
BP 20230817 SPOT	17/08/23	1307	£27.24	£5.45		Spot On Supplies	Clening Supplies	210/8
BP 20230817 LABDON	17/08/23	1308	£31.60	£6.31		Labdon Building Supplies	Cemetery	135/5
DD 20230818 O2	18/08/23	1330	£99.56	£19.91		O2	Mobile Phones	210/2
DD 20230821 NPOW	21/08/23	1331	£91.78	£4.59	AOS	NPower	Electricity - 01/07/2023 to 30/07/2023 - Cemetery	135/2

Paid Expenditure over £0.00

Aug 2023 - Aug 2023

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading
DD 20230822 BGL57	22/08/23	1322	£44.57	£2.23	AOS	British Gas - A/C BGL282257 - Electric	Electricity - 01/07/2023 to 01/08/2023 - Town Hall 285/2
DD 20230822 BGL57	22/08/23	1336	£91.57	£4.58	AOS	British Gas - A/C BGL282257 - Electric	Electricity - 30/05/2023 to 01/08/2023 - Town Hall 285/2
DD 20230822 AIR	22/08/23	1339	£20.83	£4.17	AOS	Airband Community Internet Ltd	Airband Connect 135/8
SOL 20230822 LR	22/08/23	1350	£3.00	£0.00	ADMIN	Land Registry	Land Registry Search - Title Register 225/1
SQ 20230822	22/08/23	1370	£1.07	£0.00	ADMIN	SquareUp	Square Transaction Fees - 15th August 2023 125
DD 20230823 EE	23/08/23	1348	£37.83	£7.57		EE & T Mobile	Data Sims 210/2
DD 20230823 ALLS	23/08/23	1349	£61.16	£12.23		Allstar	Fuel 305/3
SOL 20230823 LR	23/08/23	1354	£6.00	£0.00	ADMIN	Land Registry	Land Registry Search - Title Register and Title Plan 225/1
SOL 20230825 ADOBE	25/08/23	1359	£40.44	£8.09	ADMIN	Adobe Systems Software Ireland Ltd	Acrobat Pro x2 190/2
SOL 20230825 PO	25/08/23	1374	£10.00	£0.00	ADMIN	Post Office Ltd	Drop & Go - Account Top Up 210/5
SOL 20230827 HR	27/08/23	1363	£54.00	£10.80	ADMIN	SAGE Global - HR	Sage HR Monthly Subscription - 27/08/2023 to 27/09/2023 190/2
DD 20230829 ALD	29/08/23	1318	£330.30	£66.06		ALD FORD LEASE	Van Rental - August 2023 305/1
DD 20230830 ALLS	30/08/23	1351	£49.06	£9.81		Allstar	Fuel 305/3
SQ 20230830	30/08/23	1371	£0.61	£0.00	ADMIN	SquareUp	Square Transaction Fees - 29th August 2023 125
DD 20230831 BT	31/08/23	1343	£260.94	£52.18	ADMIN	British Telecom	2nd quarter telephone costs 210/1
DD 20230831 SAGE	31/08/23	1361	£19.00	£3.80	ADMIN	SAGE Global Payroll	Sage Payroll Software - 15 Employees - September 2023 190/2
SQ 20230831	31/08/23	1375	£0.28	£0.00	ADMIN	SquareUp	Square Transaction Fees - 30th August 2023 125

Expenditure between 01/08/23 and 31/08/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1310	£55.68	£0.00	£55.68	01/08/23	Mid Devon District Council	Garage Rent - August 2023
1311	-£1,092.00	£0.00	-£1,092.00	01/08/23	Mid Devon District Council	Contra (part payment) for tn 1237, Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Balance due, tn 1084 - St Andre
1312	£182.00	£0.00	£182.00	01/08/23	Mid Devon District Council	Part payment , tn 1237 - , Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Bala
1313	£910.00	£0.00	£910.00	01/08/23	Mid Devon District Council	Balance due, tn 1237 - Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Balance
1315	-£11.77	-£2.35	-£14.12	01/08/23	Spot On Supplies	Cleanse Luxurious Antibac Hand Wash
1316	£199.53	£39.91	£239.44	01/08/23	Viking	Stationery
1317	£111.39	£22.28	£133.67	01/08/23	Viking	Stationery
1318	£330.30	£66.06	£396.36	01/08/23	ALD FORD LEASE	Van Rental - August 2023
1319	£365.00	£73.00	£438.00	01/08/23	CIX - ICUK Computing Ser	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/07/2023 01/08/2023)
1320	£316.42	£63.28	£379.70	01/08/23	CloudyIT	IT Support - August 2023
1381	£395.00	£79.00	£474.00	01/08/23	Spectrum Management &	Safeguarding Awareness - 20/07/2023
1299	£10.58	£0.53	£11.11	02/08/23	British Gas - A/C BGL2822	Gas - 25/06/2023 to 23/07/2023
1321	£71.04	£14.21	£85.25	02/08/23	Allstar	Fuel
1322	£44.57	£2.23	£46.80	02/08/23	British Gas - A/C BGL2822	Electricity - 01/07/2023 to 01/08/2023 - Town Hall
1323	£5.92	£1.18	£7.10	02/08/23	Labdon Building Supplies	Cemetery Gates - Paint
1324	£123.31	£24.66	£147.97	02/08/23	Labdon Building Supplies	Allotments - Water Metre
1314	£0.06	£0.00	£0.06	03/08/23	SquareUp	Square Transaction Fees - 3rd August 2023
1325	£14.16	£2.83	£16.99	03/08/23	Amazon	Public Toilets - Cleaning Supplies
1326	£129.00	£25.80	£154.80	03/08/23	Trade Washrooms Limited	Public Toilet - Sanitary Waste Bin
1327	£215.00	£43.00	£258.00	03/08/23	Washware Eseentials Ltd	Public Toilet - Sharps Bin
1328	£78.78	£15.75	£94.53	03/08/23	Amazon	Town Hall - LED Light Driver
1329	£205.00	£41.00	£246.00	04/08/23	D & H Plant Ltd	Digger and Dumper Hire
1330	£99.56	£19.91	£119.47	04/08/23	O2	Mobile Phones
1372	£19.43	£3.89	£23.32	04/08/23	Amazon	Public Toilets - Cleaning Supplies
1373	£5.42	£1.08	£6.50	04/08/23	Amazon	Public Toilets - Cleaning Supplies
1331	£91.78	£4.59	£96.37	05/08/23	NPower	Electricity - 01/07/2023 to 30/07/2023 - Cemetery
1332	-£44.57	-£2.23	-£46.80	07/08/23	British Gas - A/C BGL2822	Electricity - 01/07/2023 to 01/08/2023 - Town Hall
1333	-£47.00	-£2.35	-£49.35	07/08/23	British Gas - A/C BGL2822	Electricity - 30/05/2023 to 01/07/2023 - Town Hall
1334	-£487.68	-£24.38	-£512.06	07/08/23	British Gas - A/C BGL2822	Electricity - 2023 - Market Supply
1335	£16.88	£3.38	£20.26	07/08/23	Labdon Building Supplies	Cemetery Bench
1336	£91.57	£4.58	£96.15	08/08/23	British Gas - A/C BGL2822	Electricity - 30/05/2023 to 01/08/2023 - Town Hall
1337	£456.49	£22.82	£479.31	09/08/23	British Gas - A/C BGL2822	Electricity - 2023 - Market Supply

Expenditure between 01/08/23 and 31/08/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1347	£45.70	£9.14	£54.84	09/08/23	Allstar	Fuel
1338	£5.90	£1.18	£7.08	10/08/23	Labdon Building Supplies	Town Hall - Lights
1339	£20.83	£4.17	£25.00	11/08/23	Airband Community Intern	Airband Connect
1340	£163.96	£32.13	£196.09	12/08/23	Penninsula Business Servi	Provision of Services
1341	£39.41	£7.88	£47.29	14/08/23	KOMPAN Ltd	Culm Lea - Scramble net spare parts
1342	£151.98	£13.80	£165.78	14/08/23	Mole Valley Farmers	Cemetery Maint & PPE
1348	£37.83	£7.57	£45.40	15/08/23	EE & T Mobile	Data Sims
1343	£260.94	£52.18	£313.12	16/08/23	British Telecom	2nd quarter telephone costs
1344	£0.14	£0.00	£0.14	16/08/23	SquareUp	Square Transaction Fees - 15th August 2023
1349	£61.16	£12.23	£73.39	16/08/23	Allstar	Fuel
1382	£282.50	£56.50	£339.00	17/08/23	D & H Plant Ltd	Digger and Brush Cutter Hire
1345	£100.00	£0.00	£100.00	18/08/23	Caroline Wood	Archive Project - May and June 2023
1346	£28.56	£5.71	£34.27	18/08/23	Labdon Building Supplies	Allotments - Wtaer Metre
1350	£3.00	£0.00	£3.00	22/08/23	Land Registry	Land Registry Search - Title Register
1370	£1.07	£0.00	£1.07	22/08/23	SquareUp	Square Transaction Fees - 15th August 2023
1351	£49.06	£9.81	£58.87	23/08/23	Allstar	Fuel
1352	£35.02	£7.01	£42.03	23/08/23	Labdon Building Supplies	Allotments - Water Metre
1353	£49.46	£9.89	£59.35	23/08/23	Labdon Building Supplies	Allotments - Water Metre
1354	£6.00	£0.00	£6.00	23/08/23	Land Registry	Land Registry Search - Title Register and Title Plan
1355	£55.00	£11.00	£66.00	24/08/23	Metcalfe Allen Ltd	Call Alarm at Welfare Hut at the Cemetery.
1356	£35.00	£7.00	£42.00	24/08/23	SLCC	Allotment Management: Tenancy Agreements and Policies (20th September 2023) - RE
1357	£35.00	£7.00	£42.00	24/08/23	SLCC	Allotment Management: Site Facilities and Health and Safety (25th September 2023) - RE
1374	£10.00	£0.00	£10.00	24/08/23	Post Office Ltd	Drop & Go - Account Top Up
1358	£106.97	£21.39	£128.36	25/08/23	ABA Groundcare LLP	KUBOTA GR1600 - Travel to site and investigate fault,found the fuel not coming from the tank,suck out blockage, fit new filter and run up and test.
1359	£40.44	£8.09	£48.53	25/08/23	Adobe Systems Software Ir	Acrobat Pro x2
1360	£15.45	£0.77	£16.22	25/08/23	British Gas - A/C BGL2822	Gas - 23/07/2023 to 25/08/2023
1361	£19.00	£3.80	£22.80	25/08/23	SAGE Global Payroll	Sage Payroll Software - 15 Employees - September 2023
1366	£14.00	£0.00	£14.00	25/08/23	Unison	Confidential
1367	£15,582.66	£0.00	£15,582.66	25/08/23	Staff Costs	Confidential
1368	£4,703.52	£0.00	£4,703.52	25/08/23	HMRC	Confidential
1369	£3,675.46	£0.00	£3,675.46	25/08/23	Devon CC Pension Fund	Confidential
1362	£37.95	£1.90	£39.85	27/08/23	British Gas - A/C BGL2822	Electricity - Market Supply - 02/08/2023 to 27/08/2023

Expenditure between 01/08/23 and 31/08/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1363	£54.00	£10.80	£64.80	27/08/23	SAGE Global - HR	Sage HR Monthly Subscription - 27/08/2023 to 27/09/2023
1364	-£91.57	-£4.58	-£96.15	29/08/23	British Gas - A/C BGL2822	Electricity - 30/05/2023 to 01/08/2023 - Town Hall
1365	£132.54	£6.63	£139.17	29/08/23	British Gas - A/C BGL2822	Electricity - 30/05/2023 to 29/08/2023 - Town Hall
1384	£99.38	£19.88	£119.26	29/08/23	Labdon Building Supplies	Allotments - Water Metre - Top Field
1388	£18.42	£3.68	£22.10	29/08/23	Labdon Building Supplies	New Tools
1371	£0.61	£0.00	£0.61	30/08/23	SquareUp	Square Transaction Fees - 29th August 2023
1383	£85.00	£17.00	£102.00	30/08/23	Valley Pest Control Ltd	Removal of Wasps Nest - Tiv Rd Plot 5
1389	£34.42	£6.88	£41.30	30/08/23	Allstar	Fuel
1375	£0.28	£0.00	£0.28	31/08/23	SquareUp	Square Transaction Fees - 30th August 2023
1385	£23.45	£4.69	£28.14	31/08/23	Labdon Building Supplies	Allotments - Water Metre - Top Field
1386	£4.45	£0.89	£5.34	31/08/23	Labdon Building Supplies	Allotments - Water Metre
1387	£7.17	£1.44	£8.61	31/08/23	Labdon Building Supplies	Allotments - Water Metre
1390	£61.66	£12.33	£73.99	31/08/23	ABA Groundcare LLP	STIHL FS360C - Grease up drive shaft,check the clutch case and drive head,fit new head,run up and test.
1391	£395.00	£79.00	£474.00	31/08/23	G & L Consultancy Ltd	Asbestos Removal/Repair Work 002 - Reception - Repair and encapsulation of fixed wall panels at low level to north and east sides of room 007 - Void Below Stairs - Removal of panel debris to floor
1392	£27.75	£5.55	£33.30	31/08/23	Labdon Building Supplies	Play Parks Maintenance
1395	£808.65	£161.73	£970.38	31/08/23	A M Lane Ltd	Cullompton Town Council - Tree Assessments.
1396	£41.65	£8.33	£49.98	31/08/23	Amazon	70M Laser Measure Device with Phone App,MILESEEEY Laser Meter with Electronic Tilt Sensor, ±2mm Accuracy,Pythagoras, Area and Volume,2"LCD Backlit,Mute, Battery Included
	£30,236.68	£1,168.06	£31,404.74	Total for August 2023		
Total	£30,236.68	£1,168.06	£31,404.74			

Income between 01/08/23 and 31/08/23

Tn no	Net	Vat	Gross	Invoice no	Invoice date	Customer	Details
107	£40.00	£0.00	£40.00	RP18140170	01/08/23	Lloyds Bank	Goodwill - RP18140170
108	£2.67	£0.53	£3.20		03/08/23	Recycling Bags	Bags sold - 3rd August 2023
140	£2,714.00	£0.00	£2,714.00	50	07/08/23	Walter H Squires & Son Lt	For the late Reece Victor Somerton Grave Space: CAM 65 Burial Date: 07/08/2023
109	£172.00	£0.00	£172.00	52	08/08/23	A G Real and Son Monum	Relating to the late Marion Lusty Grave Space LVII 34
110	-£172.00	£0.00	-£172.00	52	08/08/23	A G Real and Son Monum	Contra (part receipt) for tn 109, Relating to the late Marion Lusty Grave Space LVII 34
111	£143.00	£0.00	£143.00	52	08/08/23	A G Real and Son Monum	Part receipt, tn 109 - , Relating to the late Marion Lusty Grave Space LVII 34
112	£29.00	£0.00	£29.00	52	08/08/23	A G Real and Son Monum	Balance due, tn 109 - Relating to the late Marion Lusty Grave Space LVII 34
115	£715.00	£0.00	£715.00	51	09/08/23	Leroy Funerals	For the late Cecil and Valarie Hunt Grave Space: MAG 27 Burial Date: 09/08/2023
113	£6.67	£1.33	£8.00		15/08/23	Recycling Bags	Bags sold 16th August
114	£13.34	£2.66	£16.00		21/08/23	Recycling Bags	Bags sold - 21st August 2023
116	£12.50	£2.50	£15.00	53	23/08/23	Design @ No.9	Summer 2023
117	£25.00	£5.00	£30.00	54	23/08/23	Dunn & Baker Solicitors	Summer 2023
118	£37.50	£7.50	£45.00	55	23/08/23	Homefinders (Devon & So	Summer 2023
119	£12.50	£2.50	£15.00	56	23/08/23	Noton Opticians	Summer 2023
120	£25.00	£5.00	£30.00	57	23/08/23	Nosh	Summer 2023
121	£12.50	£2.50	£15.00	58	23/08/23	Pring & Son	Summer 2023
122	£25.00	£5.00	£30.00	59	23/08/23	The Bakehouse	Summer 2023
123	£12.50	£2.50	£15.00	60	23/08/23	The Barber's Shop	Summer 2023
124	£12.50	£2.50	£15.00	61	23/08/23	The Little Silver Shop	Summer 2023
125	£12.50	£2.50	£15.00	62	23/08/23	Thorne Carter & Aspen	Summer 2023
126	£20.00	£0.00	£20.00	64	23/08/23	Walronds Preservation Tru	History Group Meeting
130	£20.00	£0.00	£20.00	63	23/08/23	Mr J Buczkowski	Town and District Councillor Surgery 4th Saturday of the Month

Income between 01/08/23 and 31/08/23

Tn no	Net	Vat	Gross	Invoice no	Invoice date	Customer	Details
127	-£29.00	£0.00	-£29.00	52	25/08/23	A G Real and Son Monum	Contra (part receipt) for tn 112, Balance due, tn 109 - Relating to the late Marion Lusty Grave Space LVII 34
128	£29.00	£0.00	£29.00	52	25/08/23	A G Real and Son Monum	Part receipt, tn 112 - , Balance due, tn 109 - Relating to the late Marion Lusty Grave Space LVI
129	£0.00	£0.00	£0.00	52	25/08/23	A G Real and Son Monum	Balance due, tn 112 - Balance due, tn 109 - Relating to the late Marion Lusty Grave Space LVII 3
133	£70.67	£14.13	£84.80		25/08/23	Recycling Bags	Bags sold - Cash Payment
131	£1,190.00	£0.00	£1,190.00	65	29/08/23	Pring & Son	For the late Margaret Alice Perry Grave Space: XX 18 Burial Date: 18/08/2023
134	£20.00	£0.00	£20.00	67	29/08/23	Ranju Thomas	Private Booking
135	£35.00	£0.00	£35.00	68	29/08/23	David Palfrey	Private Booking
132	£5,805.53	£1,161.11	£6,966.64		30/08/23	Devon County Council	Parking Income
137	£13.33	£2.67	£16.00		30/08/23	Recycling Bags	Bags sold - 30th August 2023
136	£210.41	£0.00	£210.41	Aug'23	31/08/23	Lloyds Bank	Interest Received - August 2023
	£11,236.12	£1,219.93	£12,456.05	Total for August 2023			
Total	£11,236.12	£1,219.93	£12,456.05				

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Commitments	Balance
INCOME				
Admin				
10	Bank Interest	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£40.00	£40.00
30	Cambridge & Counties Interest	£0.00	£873.47	£873.47
31	Unity Instant Access Interest	£0.00	£288.85	£288.85
32	Lloyds 32 Day Notice Account	£0.00	£902.87	£902.87
35	Photocopier	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£249,491.25	-£249,491.25
50	Recycling Bags	£500.00	£295.62	-£204.38
Total Admin	£499,482.50	£251,892.06	£0.00	-£247,590.44
Assets & Open Spaces				
5	Allotments		£0.00	
5/1	Rents	£798.00	£715.00	-£83.00
5/2	Admin Fees	£0.00	-£800.00	-£800.00
5	Total	£798.00	£87.00	-£711.00
6	GoAB Allotments	£0.00	£0.00	£1,761.61
15	Cemetery		£172.00	
15/1	Burial Fees	£25,000.00	£10,117.00	-£14,711.00
15/2	Admin Fees	£0.00	£332.00	£332.00
15/3	Grants of Exclusive ROB	£0.00	£8,100.00	£8,100.00
15	Total	£25,000.00	£18,549.00	-£6,279.00
55	St Andrew's Car Park - Parking Fees	£5,500.00	£5,805.53	£1,305.53
60	Town Hall - Hall Hire	£250.00	£220.00	£35.00
Total Assets & Open Spaces	£31,548.00	£24,489.53	£2,968.61	-£4,089.86
Community Events & Wellbeing				
20	Christmas Income/Donations	£0.00	£0.00	£0.00
21	Markets	£0.00	£574.84	£574.84
Total Community Events & Wellbeing	£0.00	£574.84	£0.00	£574.84
Town Maintenance & Improvements				
25	Hanging Baskets	£0.00	£187.50	£187.50
45	Public Rights of Way	£400.00	£0.00	-£400.00
Total Town Maintenance & Improvements	£400.00	£187.50	£0.00	-£212.50
Total Income	£531,430.50	£277,143.93	£2,968.61	-£251,317.96

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
EXPENDITURE					
Admin					
100	Advertising				
100/1	Community Engagment	£2,000.00	£0.00	£0.00	£2,000.00
100/2	Recruitment	£400.00	£0.00	£0.00	£400.00
100	Total	£2,400.00	£0.00	£0.00	£2,400.00
115	Archive Project	£0.00	£180.00	£0.00	-£180.00
120	Bank Charges	£250.00	£18.15	£0.00	£231.85
125	Card Charges	£500.00	£148.72	£0.00	£351.28
130	CCTV				
130/1	Maintenance Costs	£1,000.00	£55.00	£0.00	£945.00
130/2	Equipment	£0.00	£1,375.00	£0.00	-£1,375.00
130	Total	£1,000.00	£1,430.00	£0.00	-£430.00
145	Councillor Allowances	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£0.00	£0.00	£5,000.00
160	Grants				
160/1	Community	£5,000.00	£0.00	£0.00	£5,000.00
160/2	Youth Services	£20,000.00	£0.00	£0.00	£20,000.00
160	Total	£25,000.00	£0.00	£0.00	£25,000.00
175	Health & Safety				
175/1	Fire Safety	£2,000.00	£126.37	£0.00	£1,873.63
175/2	First Aid	£900.00	£0.00	£0.00	£900.00
175/3	Legionella	£500.00	£0.00	£0.00	£500.00
175/4	Asbestos	£600.00	£0.00	£0.00	£600.00
175/5	Defib	£500.00	£0.00	£0.00	£500.00
175/6	PPE	£2,500.00	£331.34	£0.00	£2,168.66
175/7	General	£0.00	£327.92	£0.00	-£327.92
175	Total	£7,000.00	£785.63	£0.00	£6,214.37
180	Insurance	£6,000.00	£1,242.37	£0.00	£4,757.63
185	Investments Charges	£0.00	£0.00	£0.00	£0.00
190	IT				
190/1	Support	£6,000.00	£3,663.70	£0.00	£2,336.30
190/2	Subscriptions	£5,000.00	£1,619.43	£0.00	£3,380.57
190/3	Website	£600.00	£0.00	£0.00	£600.00
190/4	Equipment	£0.00	£0.00	£0.00	£0.00
190	Total	£11,600.00	£5,283.13	£0.00	£6,316.87
205	Mayor				
205/1	Charity	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£0.00	£0.00	£150.00
205	Total	£150.00	£0.00	£0.00	£150.00
210	Office Expenses				
210/1	Telephone	£1,100.00	£964.44	£0.00	£135.56

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
210/2	Mobiles	£900.00	£686.95	£0.00	£213.05
210/3	Broadband	£1,600.00	£1,825.00	£0.00	-£225.00
210/4	Photocopier	£700.00	£157.89	£0.00	£542.11
210/5	Postage	£100.00	£10.00	£0.00	£90.00
210/6	Stationery	£800.00	£94.20	£0.00	£705.80
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£250.00
210/8	Staff Welfare	£1,000.00	£142.39	£0.00	£857.61
210/9	Office Equipment	£5,000.00	£750.65	£0.00	£4,249.35
210/10	Cleaning	£0.00	£129.24	£0.00	-£129.24
210/11	Garage Rent	£0.00	£334.12	£0.00	-£334.12
210/12	Bin Collections	£0.00	£164.32	£0.00	-£164.32
210	Total	£11,450.00	£5,259.20	£0.00	£6,190.80
225	Professional Fees and Subscriptions				
225/1	Legal	£2,500.00	£5,530.00	£0.00	-£3,030.00
225/2	Audit Costs	£2,630.00	£672.00	£0.00	£1,958.00
225/3	Consultancy	£0.00	£0.00	£0.00	£0.00
225/4	Locum Support	£0.00	£0.00	£0.00	£0.00
225/5	Professional Subs	£2,500.00	£1,801.99	£0.00	£698.01
225	Total	£7,630.00	£8,003.99	£0.00	-£373.99
245	Recruitment				
245/1	Outdoor Team	£1,500.00	£0.00	£0.00	£1,500.00
245/2	Admin Team	£1,500.00	£0.00	£0.00	£1,500.00
245	Total	£3,000.00	£0.00	£0.00	£3,000.00
250	Recycling Bags	£300.00	£226.00	£0.00	£74.00
255	Salaries				
255/1	Basic Salaries	£240,000.00	£92,052.19	£0.00	£147,947.81
255/2	Overtime	£1,000.00	£2,196.82	£0.00	-£1,196.82
255/3	Employer NI	£21,000.00	£8,086.06	£0.00	£12,913.94
255/4	Employers Pension	£59,000.00	£12,875.03	£0.00	£46,124.97
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£100.00
255	Total	£321,100.00	£115,210.10	£0.00	£205,889.90
295	Training				
295/1	Staff	£4,500.00	£3,890.00	£0.00	£610.00
295/2	Councillor	£2,500.00	£0.00	£0.00	£2,500.00
295/3	Mileage and Subsistence	£250.00	£42.22	£0.00	£207.78
295	Total	£7,250.00	£3,932.22	£0.00	£3,317.78
305	Van				
305/1	Lease Costs	£3,685.20	£1,535.45	£0.00	£2,149.75
305/2	Service Costs	£278.52	£116.05	£0.00	£162.47
305/3	Fuel	£2,500.00	£460.78	£0.00	£2,039.22
305/4	Road Licence	£36.28	£0.00	£0.00	£36.28
305/5	Other	£0.00	£182.24	£0.00	-£182.24

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
305	Total	£6,500.00	£2,294.52	£0.00	£4,205.48
Total Admin		£418,380.00	£144,014.03		
Assets & Open Spaces					
110	Allotments				
110/1	EQ Hire	£0.00	£0.00	£0.00	£0.00
110/2	Utilities	£0.00	£0.00	£0.00	£0.00
110/3	Non Domestic Rates	£0.00	£0.00	£0.00	£0.00
110/4	Maintenance Costs	£1,500.00	£457.68	£0.00	£1,042.32
110	Total	£1,500.00	£457.68	£0.00	£1,042.32
111	GoAB	£0.00	£720.29	£0.00	-£720.29
135	Cemetery				
135/1	EQ Hire	£0.00	£1,176.50	£0.00	-£1,176.50
135/2	Utilities	£3,000.00	£459.29	£0.00	£2,540.71
135/3	Non Domestic Rates	£0.00	£3,043.90	£0.00	-£3,043.90
135/4	Plants and Hedges	£0.00	£1,000.23	£0.00	-£1,000.23
135/5	Maintenance Costs	£18,500.00	£1,010.57	£0.00	£17,489.43
135/6	EQ Maintenance & Fuel	£0.00	£1,025.89	£0.00	-£1,025.89
135/7	Projects	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£145.81	£0.00	-£145.81
135/9	Funeral Costs	£0.00	£1,237.67	£0.00	-£1,237.67
135/10	Bin Collections	£0.00	£991.64	£0.00	-£991.64
135	Total	£21,500.00	£10,091.50	£0.00	£11,408.50
136	Public Works Loan Repayment	£17,650.00	£8,823.32	£0.00	£8,826.68
137	New Equipment	£0.00	£10,412.20	£0.00	-£10,412.20
220	Play Areas				
220/1	Maintenance Costs	£2,500.00	£273.71	£91.40	£2,134.89
220/2	Equipment	£0.00	£0.00	£0.00	£0.00
220/3	Projects	£0.00	£0.00	£0.00	£0.00
220	Total	£2,500.00	£273.71	£91.40	£2,134.89
235	Public Toilet				
235/1	Utilities	£500.00	£0.00	£0.00	£500.00
235/2	Maintenance Costs	£0.00	£398.05	£0.00	-£398.05
235	Total	£500.00	£398.05	£0.00	£101.95
265	St Andrew's Car Park				
265/1	EQ Hire	£0.00	£653.30	£0.00	-£653.30
265/2	Non Domestic Rates	£0.00	£1,821.35	£0.00	-£1,821.35
265/3	Maintenance Costs	£5,500.00	£62.79	£0.00	£5,437.21
265/4	Parking Services	£0.00	£2,400.00	£0.00	-£2,400.00
265	Total	£5,500.00	£4,937.44	£0.00	£562.56
285	Town Hall				
285/1	EQ Hire	£0.00	£0.00	£0.00	£0.00
285/2	Utilities	£5,000.00	£781.09	£0.00	£4,218.91

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
285/3	Non Domestic Rates	£0.00	£2,270.45	£0.00	-£2,270.45
285/4	Maintenance Costs	£5,000.00	£1,183.50	£443.47	£3,373.03
285	Total	£10,000.00	£4,235.04	£443.47	£5,321.49
Total Assets & Open Spaces		£59,150.00	£40,349.23		
Community Events & Wellbeing					
105	Advertising	£0.00	£0.00	£0.00	£0.00
140	Christmas				
140/1	Lights	£17,000.00	£0.00	£0.00	£17,000.00
140/2	Event	£4,000.00	£0.00	£0.00	£4,000.00
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00
140	Total	£21,000.00	£0.00	£0.00	£21,000.00
141	Events				
141/1	Coronation	£1,500.00	£748.50	£0.00	£751.50
141/2	Community				
141/2/1	Christmas Light Event	£1,000.00	£0.00	£0.00	£1,000.00
141/2/2	Community	£3,500.00	£0.00	£0.00	£3,500.00
141/2	Total	£4,500.00	£0.00	£0.00	£4,500.00
141	Total	£6,000.00	£748.50	£0.00	£5,251.50
200	Markets				
200/1	Utilities	£200.00	£129.20	£0.00	£70.80
200/2	Market Expenses	£1,800.00	£76.80	£0.00	£1,723.20
200/3	Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00
200/4	Pitch Hire	£0.00	£0.00	£0.00	£0.00
200	Total	£2,000.00	£206.00	£0.00	£1,794.00
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	£0.00
Total Community Events & Wellbeing		£29,000.00	£954.50		
Town Maintenance & Improvements					
155	Gen. Maintenance Costs	£4,500.00	£716.03	£0.00	£3,783.97
165	Grass/Verge Cutting	£3,000.00	£21.75	£0.00	£2,978.25
170	Hanging Baskets	£0.00	£689.94	£0.00	-£689.94
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£218.00	£0.00	-£218.00
230	Public Rights of Way	£400.00	£550.00	£0.00	-£150.00
240	Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00
260	Skate Park Benches	£0.00	£0.00	£0.00	£0.00
270	Street Furniture	£0.00	£0.00	£0.00	£0.00
280	Tourism & Economic Development	£1,500.00	£0.00	£0.00	£1,500.00
290	Townscape Heritage Scheme	£0.00	£0.00	£0.00	£0.00
300	Trees	£2,000.00	£808.65	£0.00	£1,191.35
310	War Memorial	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 21/09/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Commitments	Balance
Total Town Maintenance & Improvements	<u>£11,400.00</u>	<u>£3,004.37</u>		
Total Expenditure	<u>£517,930.00</u>	<u>£188,322.13</u>	<u>£534.87</u>	<u>£329,073.00</u>
Total Income	£531,430.50	£277,143.93		
Total Expenditure	£517,930.00	£188,322.13		
Total Net Balance	<u>£13,500.50</u>	<u>£88,821.80</u>		

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Cullompton Town Council – DV0122**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Section 2, Boxes 11 (a) and (b) in respect of trust funds has been left blank, the smaller authority has confirmed that it does act as sole managing trustee for trust funds and that trust fund transactions are excluded from the figures in the accounting statements, and thus the responses should have been ‘No’ and ‘N/A’ respectively. The smaller authority should ensure the AGAR is fully completed in future.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

15/09/2023

Email

To: town.clerk@cullomptontowncouncil.gov.uk Date: 20 September 2023

Organisation: Cullompton Town Council Our ref: DV0122

From: sba@pkf-l.com Your ref:

Dear Mr Ledger

We issued our external report and certificate for Cullompton Town Council on 15 September 2023 which contained one 'other' matter, in relation to Section 2, Boxes 11 (a) and 11 (b) having been left blank on the AGAR.

In our other matter we mistakenly noted that the responses should have been 'No' and 'N/A' respectively, this is incorrect the responses should have been 'Yes' and 'Yes' respectively.

As you are aware, once we issue our opinion and certify closure we are unable to reissue our report; however this email may be published with the External Auditor Report for clarification.

We apologise for any inconvenience caused.



Kind Regards

SBA Team
For and on behalf of PKF Littlejohn LLP
sba@pkf-l.com

Tel: +44 (0)20 7516 2200 • www.pkf-l.com
PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

If there are any problems receiving this message please telephone +44 (0)20 7516 2200

The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others authorised to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited and may be unlawful.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

\\littlejohnllp.com\dfs\clientdata\ajs\saaa\planning\2022-23\section 3 report corrections\dv0122 cullompton council - post closure letter re other matter.docx



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated September 2023

COMMITTEE NAME:	Governance, Finance and Resources Committee
TYPE OF COMMITTEE:	Executive
PURPOSE:	<p>Overall responsibility for the management of the Council's financial affairs, human resources, administration and policies and procedures in accordance with legislative requirements, regulations and guidelines.</p> <p>To oversee the Council's health and safety and fire safety processes.</p>
Scope of Governance:	<p>To monitor and update the Financial Regulations and Standing Orders and to ensure that they are observed by the Council.</p> <p>To ensure that the Council's strategies, policies, and procedures are undertaken in accordance with statutory and legislative requirements.</p> <p>To ensure the policies and procedures of the council are regularly reviewed and updated by the agreed "review" date.</p> <p>To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees.</p>
Scope of Finance:	<p>Monitor the financial administration of the Council.</p> <p>Provide advice and guidance to the Chairs of other Committees of the Council and to the full Council on all aspects of financial management.</p> <p>In consultation with the Chair of the Council and the Town Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.</p> <p>To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.</p> <p>Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.</p>

	<p>Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.</p> <p>To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.</p> <p>Undertaking an annual review of all fees, charges and allowances.</p> <p>To consider all applications for grants (to charities) and donations (to other organisations or individuals) and make recommendations to Full Council, in line with the Council's Policy.</p> <p>To seek grant aid and appropriate support in respect to the responsibilities of the Council.</p>
<p>Scope of Resources:</p>	<p>To recruit, retain and develop staff to undertake the work of the council.</p> <p>The Chairman of the Governance, Finance and Resources Committee, the Chairman of the Council or Vice Chairman of the Council is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee.</p> <p>To agree and monitor training requirements for staff and councillors within an agreed budget.</p> <p>To consider requests from members' and staff to attend conferences, courses and meetings relevant to the work of the council.</p> <p>To consider and bring to a final conclusion to any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.</p> <p>To receive and note annual and other appraisals and be the point of contact for any appeal.</p> <p>To deal with any staff complaint concerning the Town Clerk.</p> <p>To deal with any staff matters referred by the Town Clerk.</p> <p>To deal with any other personnel matters.</p>

	<p>To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.</p> <p>To ensure that the council complies with health and safety and fire safety legislation.</p> <p>To maintain a continuous general oversight on the Council's administration.</p> <p>To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.</p> <p>To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state.</p> <p>To be responsible for ensuring the adequacy of the Council IT system and CCTV provision</p>
AUTHORITY:	<p>The Committee shall decide matters within its scope and where budget has been allocated save where the law provides that the matter cannot be delegated.</p> <p>The Chairman of the committee shall make informed recommendations to the full Council for its approval.</p>
MEMBERSHIP:	<p>A maximum of 7 Councillors will be elected to the Governance, Finance and Resources Committee at each Annual Meeting. The Chairman or Vice-Chairman of the council shall be a member but this cannot be both. The Chairman or Vice-Chairman who does not sit on this committee will sit on the Appeals Committee.</p>
QUORUM	3
MEETING ARRANGEMENTS:	<p>To meet every 2 months.</p> <p>The Standing Orders of the Council apply to all meetings.</p>
REPORTING:	<p>The Chairman of the Committee shall report back to the Full Council any required recommendations outside of their delegation as well as presenting the minutes of the committee meeting.</p>
RESOURCES:	<p>The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.</p>
REVIEW:	<p>Annually at the Annual Meeting of the Council</p>



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated September 2023

COMMITTEE NAME:	Services, Property and Outdoor Spaces (SPOS)
TYPE OF COMMITTEE:	Executive
PURPOSE:	<p>To manage Cullompton Town Council's property and outdoor spaces.</p> <p>To produce a 1, 3 & 5 Year Plan to cover the scope of its work</p>
SCOPE:	<ul style="list-style-type: none"> • To work with other authorities to promote the public rights of way network within the Parish through schemes such as the Parish Paths Partnership. • To follow ROSPA guidance regarding the management of play areas and play equipment under the control of the council. • The care, maintenance and management of the 'Top Field' and Hayman's Close allotment sites, including review of fees. • To determine any requests for funding - grants or otherwise – for work on The Leat • The maintenance and management of St Andrews car park, Codner's Corner and any public toilet facilities. • The property management and strategic operation of the Cemetery, and Town Hall • Management of street furniture, the War Memorial, the Upcott field and responsibility for the tidiness, cleaning, grass cutting and weed spraying within the Town • Fees and Charging Structures will not be considered at SPOS, this will be the remit of Governance, Finance and Resources Committee.
AUTHORITY:	The Committee shall decide matters within its scope and where budget has been allocated save where the law provides that the matter cannot be delegated.

	The Chairman of the committee shall make informed recommendations to the full Council for its approval on all other matters
MEMBERSHIP:	A maximum of 7 Councillors, in addition to the Chair and Vice-Chair of the Council, will be elected to the Services, Property and Outdoor Spaces Committee at each Annual Meeting.
QUORUM	3
MEETING ARRANGEMENTS:	To meet every 2 months. The Standing Orders of the Council apply to all meetings.
REPORTING:	The Chairman of the Committee shall report back to the Full Council any required recommendations outside of their delegation as well as presenting the minutes of the committee meeting.
RESOURCES:	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
REVIEW:	Annually at the Annual Meeting of the Council



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated September 2023

COMMITTEE NAME:	Community, Economy and Tourism
TYPE OF COMMITTEE:	Executive
PURPOSE	<p>Responsibility for any matter which impacts on the general health and wellbeing of those living in the Cullompton parish to include youth services provision, community events, town centre revitalisation, floral enhancement of the town etc.</p> <p>To make appropriate representations to any relevant agency in relation to any incident event or action which, in the opinion of the Council, is detrimental to the health of the community in its area.</p>
SCOPE:	<p>To organise the Christmas lighting display and other community events.</p> <p>Floral displays</p> <p>Public safety and crime and disorder (NOT the CCTV provision)</p> <p>To prepare, monitor and review the Council's Sport and Leisure Strategy.</p> <p>Youth Service Provision and wellbeing</p> <p>To oversee the Council's archive project.</p> <p>To establish and foster civic relationships with such bodies or organisations as the Council may authorise.</p> <p>To investigate opportunities to improve transport links, to include community bus service.</p> <p>Public relations and promotion: including newsletter and appropriate communication documents.</p> <p>To have overall responsibility for the Emergency Plan</p> <p>To manage, monitor and regulate the Council's market activities and finances.</p>

	Project and economic development to improve the viability of the town centre.
AUTHORITY:	<p>The Committee shall decide matters within its scope and where budget has been allocated save where the law provides that the matter cannot be delegated.</p> <p>The Chairman of the committee shall make informed recommendations to the full Council for its approval.</p>
MEMBERSHIP:	A maximum of 7 Councillors will be elected to the Community, Economy and Tourism Committee at each Annual Meeting. The Chairman and Vice-Chairman of the council shall be members ex-officio
QUORUM	3
MEETING ARRANGEMENTS:	<p>To meet every 2 months.</p> <p>The Standing Orders of the Council apply to all meetings.</p>
REPORTING:	The Chairman of the Committee shall report back to the Full Council any required recommendations outside of their delegation as well as presenting the minutes of the committee meeting.
RESOURCES:	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
REVIEW:	Annually at the Annual Meeting of the Council



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated September 2023

COMMITTEE NAME:	Planning, Licencing and Strategic Growth
TYPE OF COMMITTEE:	Advisory
PURPOSE	To consider and respond on all planning and licencing applications received to Cullompton Town Council.;
SCOPE:	<p>To respond to all planning and licencing applications where the Council is consulted having due regard for:</p> <ul style="list-style-type: none"> ➤ The Neighbourhood Plan ➤ The National Planning Policy Framework. ➤ The Planning Authority's Local Plan. ➤ The Conservation Area Management Plan. ➤ The Exeter, East Devon, Mid Devon and Teignbridge Joint Infrastructure Plan ➤ The view of parishioners as appropriate. ➤ All other information and advice that may be available. <p>To represent the council at meetings of Mid Devon District Council's Planning & Licencing Committees and to make written or verbal representation on behalf of the council in the event of a planning or licencing application being appealed.</p>
AUTHORITY:	The Chairman of the committee shall make informed recommendations to the full Council.
MEMBERSHIP:	A maximum of 7 Councillors, in addition to the Chair and Vice-Chair of the Council, will be elected to Planning, Licencing and Strategic Growth
QUORUM	3
MEETING ARRANGEMENTS:	<p>To meet every three weeks</p> <p>The Standing Orders of the Council apply to all meetings.</p>
REPORTING:	The Chairman of the Committee shall report back to the Full Council any required recommendations.
RESOURCES:	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
REVIEW:	Annually at the Annual Meeting of the Council



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated September 2023

COMMITTEE NAME:	Appeals Committee
TYPE OF COMMITTEE:	Advisory
PURPOSE:	To make decisions relating to matters brought before it following procedures taken by the Governance, Finance and Resources Committee, Full Council or by a temporary Grievance Panel.
SCOPE:	<ul style="list-style-type: none"> • The Committee will consider and decide whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures. • To gather further evidence at appeal committee hearings and to decide based on that information, whether an appeal should be upheld or rejected. • The committee will comply with and have due regard to policies and guidance relating to staffing matters, which include (but are not limited to): <ul style="list-style-type: none"> – Standing Orders – Financial Regulations – Town Council Policies including for Disciplinary and Grievance - Staff contracts which reference Terms and Conditions of Employment – ACAS guidelines and procedures for grievances or disciplinary matters – National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff
AUTHORITY:	To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.
MEMBERSHIP:	<ol style="list-style-type: none"> 1. A minimum of 3 Councillors will be elected to the Appeals Committee at each Annual Meeting and as required at Full Council. 2. Either the Chairman or Vice-Chairman of the council shall be 1 of those 5. 3. Members of the Appeals Committee as well as the Chairman or Vice-Chairman who sits on the appeals committee as ex-officio cannot also sit on the Governance, Finance and Resources Committee.

	<p>4. Any Member named in the disciplinary or grievance matter shall not be considered for membership of the Appeals Committee</p>
MEETING ARRANGEMENTS:	<ul style="list-style-type: none"> • The Committee shall meet as required. • Chairman of the Committee to be elected at the first meeting of the Appeals Committee each year. • The Standing Orders of the Council apply to all meetings.
REPORTING:	<ul style="list-style-type: none"> • The Chairman of the Committee shall report the decisions of the Appeals Committee to the Full Council or Governance, Finance and Resources Committee, as required. They will also present the relevant minutes of the Committee to Full Council.
RESOURCES:	<ul style="list-style-type: none"> • The Committee will have the use of the Council Office for meetings and the Clerk will produce agenda, minutes and advise on correct procedure. • The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this will be financed an appropriate code of the Town Council budget as determined by the Responsible Finance Officer.
REVIEW:	Annually at the Annual Meeting of the Council.



Town Clerk: Mr Dan Ledger

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

APPLICATION FOR A GRANT

1. DETAILS OF ORGANISATION

Name of organisation:Cullompton Ace Majorettes.....

Contact name:Rhianne Mason.....

Position in organisation:Fundraising.....

Address:

.....
.....

Phone No:
.....

E-mail (required if possible):.....
.....

The Town Council prefers to make grant payments via BACS Please provide the following information:

Bank sort code Bank Account No. 2 Organisation Name on Account
.....

Purpose/aims of organisation:

We are a local majorette troupe who aim to bring local children together to work as a team, build confidence, develop friendships and represent Cullompton in competitions within our federation (FAME)

.....

Size of organisation/No. of members15 children.....

Annual Budget:£2000.....

DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 Years?

YES

If yes, please supply details

Date	Project/Scheme/Event	Amount Received
August 2019	Training uniforms	£300

2. DETAILS OF THE GRANT REQUESTED

Brief description of the intended use of the grant:

.....20 pairs of poms priced at £25 a pair

 New performance uniforms £100 per dress

Who will benefit?

.....This will enable all of our children to perform in the 2024 competition season

Overall cost of the project/event/scheme:£2000.....

Amount of grant applied for:£1000.....

Other sources of funding:

Funding Body	Amount	Confirmed? Yes or No
Go fund me	£1000	No

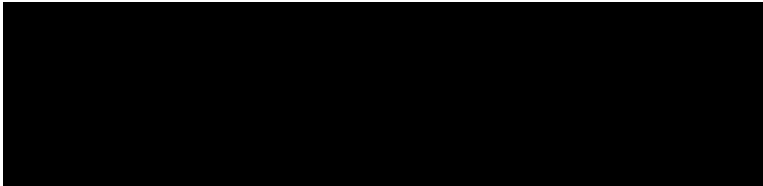
--	--	--

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

We are a small troupe trying to increase our profile and grow our numbers so that we can make an impact representing Cullompton at our next competition season.

.....
.....

Name:Rhianne Mason.....



Signature:

Date:11/09/2023.....

PLEASE ENSURE THAT COPY OF THE ORGANISATION’S MOST RECENT ACCOUNTS ARE SUBMITTED WITH APPLICATION



PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new 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.

Town Clerk: Mr Dan Ledger

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

APPLICATION FOR A GRANT

1. DETAILS OF ORGANISATION

Name of organisation: Cullompton Community College (Ten Tars / DofE programme)

Contact name: Gavin Rice

Position in organisation: Teacher / Outdoor Co-ordinator

Address:

Exeter Road

Cullompton EX15 1DX

Phone No: [REDACTED]

E-mail (required if possible): [REDACTED]

The Town Council prefers to make grant payments via BACS Please provide the following information:

Bank sort code

Bank Account No.

Organisation Name on Account

[REDACTED]

County Fund

(Must have reference - G4010)

Purpose/aims of organisation:

- To train teams for Ten Tars event and organise DofE expeditions
- To build character, resilience, and commitment in young people
- To develop an appreciation for the outdoors

Size of organisation/No. of members: 5 CCC staff / 8 outside volunteers

DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 Years?

YES/NO

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

2. DETAILS OF THE GRANT REQUESTED

Brief description of the intended use of the grant:

We need to update our stock of equipment including tents, compasses and dry bags. We would also like to purchase equipment to be lent to disadvantaged students such as rucksacks, waterproofs and boots.

Who will benefit?

Approx 60 students per year including disadvantaged (as above)

Overall cost of the project/event/scheme:

Amount of grant applied for: £1500

Other sources of funding:

Funding Body	Amount	Confirmed? Yes or No
PTFA	£500	We have regularly requested funding. The last request was 2021.
Groundwork / Tesco	£1500	Pending.
Student fees	£120	This years programmes have not begun yet.

per student
for TT
£50 for
DofE

VAT Reg No. 948 7241 86

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

Please see separate sheet

Name: Gavin Rice

Signature: [Handwritten Signature]

Date: 13/9/23

PLEASE ENSURE THAT COPY OF THE ORGANISATION'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH APPLICATION

I have included some transaction information from the last couple of years. Please note we haven't made any big purchases for a while. If you require any further information, this can be provided.

PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new 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.

The Ten Tors and DofE team passionately believe in the power of outdoor education. We are immensely proud of our students and the development they make every year. We want to be able to support those from a disadvantaged background to take part.

We have seen hundreds of students go through our training programmes in the last decade, all have gained skills + traits that will stay with them for life. Countless families in the community have benefitted and would no doubt support our continued success.

FULL COUNCIL – FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Full Council. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

Report title	Meeting date
Health and Safety Actions Report	November 2023
Devolution of Services	November 2023
Budget Creation	November 2023
Contractor Support for 2024/25	November
Town Hall Report	November 2023
Consultation Interim Report	November 2023