



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 A GOVERNANCE, RESOURCES & FINANCE COMMITTEE MEETING OF  
CULLOMPTON TOWN COUNCIL  
WILL BE HELD AT THE TOWN HALL, CULLOMPTON  
ON THURSDAY, 26<sup>th</sup> OCTOBER 2023 AT 7PM

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

### **TO COUNCILLORS OF CULLOMPTON TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND A GOVERNANCE, RESOURCES & FINANCE COMMITTEE  
MEETING**

**Date of Notice: 20<sup>th</sup> October 2023**

**Date of Meeting: 26<sup>th</sup> October 2023**

Dan Ledger - Town Clerk / RFO

## **AGENDA**

### **1. Election of Vice-Chair**

To elect a new vice-chair for the municipal year 2023/24, if committee wishes.

### **2. Apologies for Absence**

Committee to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#))

### **3. Declaration of Interests**

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\(b-e\)](#) (NB this does not preclude any later declarations).

### **4. Minutes**

To receive and approve the minutes of the Governance, Resources and Finance Committee meeting held on 10<sup>th</sup> November 2022.

To receive and approve the minutes of the Governance, Resources and Finance Committee meeting held on 13<sup>th</sup> April 2023.

### **5. Public Question Time**

Members of the public are invited to question the Committee on local issues etc. Questions will be answered by The Chair of the Council, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.

### **6. CCLA Presentation**

To receive a presentation from CCLA

## **7. Finance**

To consider and note 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 30 September 2023.
- 7.2. Note the payments made under delegation, receipts received and approve the Council payment list.
- 7.3. Note the budget to date and approve any virements between budgets and/or reserves. See budget report and notes for full recommendations.
- 7.4. Note the Creditor/Debtor reports.
- 7.5. Note the new Council Insurance provider.
- 7.6. Note the appointment of Internal Auditor.
- 7.7. To agree the Direct Debits of RICOH (printing), Professional Hygiene Ltd (sanitary and sharp removals) and Source for Business – Water. All are variable amounts.
- 7.8. To agree a budget up to £2,000 for the Town Hall valuation
- 7.9. Inform officers on any other reports Committee wish to see for future meetings

## **8. Policies for Adoption**

- Cemetery Policy
- Allotment Policy (Hayman's Close & Top Field)
- Statement of Internal Control Policy

## **9. Risk Register/Business Risk Assessment**

To review and agree the Council's updated Risk Register

## **10. Council Maintenance Van**

To decide on options relating to a new Council Maintenance van now that the lease is coming to its end.

## **11. CCTV at Station Road Junction**

To consider the viability of additional CCTV cameras at the junction of High Street/Higher Street and Station Road.

## **12. Terms of Reference Archivist**

To agree terms of reference for the archivist project/decide whether to proceed with the continuation of the project. (No report)

## **13. Forward Plan**

To agree the Committee's forward plan of work.

### **Confidential Items**

#### **Exclusion of the press and public**

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

## **14. Staffing Matters**

To discuss a staffing report and agree resolution.



Locum Town Clerk: Francesca Pridding

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

01884 38249

**MINUTES OF A MEETING OF THE GOVERNANCE, RESOURCES AND FINANCE COMMITTEE**

**DATED THURSDAY 10<sup>th</sup> NOVEMBER 2022**

**IN CULLOMPTON TOWN HALL AT 7.00PM**

**PRESENT:**

Councillors:

James Buczkowski,  
Ian Findlay (Chairman)  
Kate Haslett  
Shaun Holvey  
Lloyd Knight

**OFFICERS PRESENT:**

Carmel Wilkinson (Locum Deputy Town Clerk)

Ref. 01      **APOLOGIES FOR ABSENCE: 10/11/2022**  
10.11.22      Matthew Dale  
                 Gordon Guest  
                 Chris Snow  
                 Mike Thompson

Ref. 02      **DECLARATION OF FINANCIAL INTEREST OR PERSONAL CONNECTION:**  
10.11.22      None

Ref. 03      **MINUTES**  
10.11.22      None

Ref. 04      **PAYMENTS LIST**  
10.11.22      To approve the list of payments (Agenda Item 4)

Motion to approve payments list except LGRC invoices, which will be deferred.

**Proposed:** Cllr. Buczkowski

**Seconded:** Cllr. Knight

4 for, 1 against

**RESOLVED** to approve payments list except LGRC invoices, which will be deferred.

Ref. 05

**OFFICER VERBAL REPORT**

10.11.22

Locum deputy clerk (Agenda item 5)

The report was **NOTED** by committee.

Ref. 06

**FINANCE REPORT (MF)**

10.11.22

To receive a report on the income and expenditure budgets (Agenda item 6)

Committee **RESOLVED** to **APPROVE** payments for 3 CCTV cameras at the Walronds and requested a debtors list, balance sheet, full breakdown of all ledgers to end month 6 for the next meeting

**5 min break, recommence 17:30**

Ref. 07

**OPERATIONAL APPS**

10.11.22

Proposal to work with CloudyIT on the production of a Health and Safety Checklist App in conjunction with local students and to subscribe to the existing suite of Apps available. (Agenda item 7)

Motion not to pursue this project due to being unclear regarding cost vs. benefits.

**Proposed:** Cllr. Buczkowski

**Seconded:** Cllr. Holvey

4 for, 1 against

**RESOLVED** to pursue this project due to being unclear regarding cost vs. benefits.

Ref. 08

**BUDGET 2023/24**

10.11.22

To recommend a budget for 2023/24 with consideration to the budget requests of the Services, Property and Outdoor Spaces Committee and the Community, Economy and Tourism Committee. (Agenda item 8)

Chairman proposed line by line approve/amend/reject.

**Salaries, PAYE, Pensions, NI:**

Motion to adjourn item until more detailed information is available, including impact on precept.

**Proposed:** Ian Findlay  
**Seconded:** Cllr Holvey

5 for, 0 against

**RESOLVED** unanimously to adjourn item until more detailed information is available, including impact on precept.

Motion for the item below to be discussed in Part 2 of meeting.

**Proposed:** Cllr. Findlay  
**Seconded:** Cllr. Haslett

2 for, 3 abstain, 0 against

**RESOLVED** to continue in public open session

Ref. 09  
10.11.22

**COMPLAINT RECEIVED**

*Cllr James Buczkowski left the meeting at 20:15*

Motion proposed to dismiss the complaint due to insufficient/no evidence.

**Proposed:** Cllr. Findlay  
**Seconded:** Cllr. Haslett

3 for, 1 against

**RESOLVED** to dismiss the complaint due to insufficient/no evidence.

MEETING FINSHED: 20:15



Town Clerk: Dan Ledger

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

01884 38249

**MINUTES OF A MEETING OF THE GOVERNANCE, RESOURCES AND FINANCE COMMITTEE**

**DATED THURSDAY 13<sup>th</sup> April 2023**

**IN CULLOMPTON TOWN HALL AT 10.00AM**

**PRESENT:**

Councillors (Cllr): James Buczkowski, Matthew Dale, Shaun Holvey, Lloyd Knight & Mike Thompson

**OFFICERS PRESENT:**

Dan Ledger – Town Clerk

Ref. 10

**ELECTION OF CHAIR**

13.04.23

Committee **RESOLVED** to elect Cllr Lloyd Knight as Chair of the Committee for the remainder of the 2022/2023 municipal year

Ref. 11

**APOLOGIES FOR ABSENCE: 10/11/2022**

13.04.23

Cllr Kate Haslett  
Cllr Chris Snow

Not present – Cllr Gordon Guest

Ref. 12

**DECLARATION OF INTERESTS:**

13.04.23

None

Ref. 13

**MINUTES**

13.04.23

**RESOLVED** to **DEFER** and redraft the minutes of the Governance, Resources & Finance Committee meeting 10<sup>th</sup> November 2022 ensuring only resolutions were listed.

Ref. 14

**PUBLIC QUESTION TIME**

13.04.23

No members of the public were present.

Ref. 15

**CONFIDENTIAL ITEMS/EXCLUSION OF THE PRESS AND PUBLIC**

13.04.23 **RESOLVED** that, in accordance with Local Government Act 1972, Schedule 12A, parts 1.1 and 4.14 and the Public Bodies (Admission to Meetings) Act Section 1(2), 1960, the public and press are excluded from this part of the meeting.

Ref. 16 **STAFFING MATTER**

13.04.23 **RESOLVED** to:

- agree the termination of the named employee's contract by mutual consent.
- that a factual reference be supplied for the employee.
- that no additional payment would be made to the employee.

Ref. 17 **STAFFING RECRUITMENT & STRUCTURE**

13.04.23 **RESOLVED** to:

- agree the job description for the post of administrator assistant.
- delegate to the Town Clerk to advertise, form an interview panel, interview and recruit the new member of staff.
- defer the continuation of Carmel Wilkins contract on a permanent basis to the new Council term.

The meeting finished at 10:36am

# Bank Account Reconciliations Summary

Start of year 01/04/23

## Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£81,275.47	£81,275.47	£81,275.47	01/04/23	30/04/23	1
2	£81,275.47	£81,275.47	£81,275.47	01/05/23	31/05/23	2
3	£81,275.47	£82,148.94	£82,148.94	01/06/23	30/06/23	3
4	£82,148.94	£82,148.94	£82,148.94	01/07/23	31/07/23	4
5	£82,148.94	£82,148.94	£82,148.94	01/08/23	31/08/23	5
6	£82,148.94	£82,951.82	£82,951.82	01/09/23	30/09/23	6

## Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£0.00	-£59.95	-£59.95	01/04/23	30/04/23	1
2	-£59.95	-£59.95	-£59.95	01/05/23	31/05/23	2
3	-£59.95	£0.00	£0.00	01/06/23	30/06/23	3
4	£0.00	£0.00	£0.00	01/07/23	31/07/23	4
5	£0.00	£0.00	£0.00	01/08/23	31/08/23	5
6	£0.00	£0.00	£0.00	01/09/23	30/09/23	6

## Instant Access - Unity

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£51,292.01	£51,292.01	£51,292.01	01/04/23	30/04/23	1
2	£51,292.01	£51,292.01	£51,292.01	01/05/23	31/05/23	2
3	£51,292.01	£51,580.86	£51,580.86	01/06/23	30/06/23	3
4	£51,580.86	£51,580.86	£51,580.86	01/07/23	31/07/23	4



# Bank Account Reconciliations Summary

Start of year 01/04/23

5	£51,580.86	£51,580.86	£51,580.86	01/08/23	31/08/23	5
6	£51,580.86	£51,931.19	£51,931.19	01/09/23	30/09/23	6

## Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£101,126.41	£101,270.03	£101,270.03	01/04/23	30/04/23	1
2	£101,270.03	£101,447.47	£101,447.47	01/05/23	31/05/23	2
3	£101,447.47	£101,607.38	£101,607.38	01/06/23	30/06/23	3
4	£101,607.38	£101,818.87	£101,818.87	01/07/23	31/07/23	4
5	£101,818.87	£102,029.28	£102,029.28	01/08/23	31/08/23	5
6	£102,029.28	£102,231.01	£102,231.01	01/09/23	30/09/23	6

## Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£229,367.53	£440,480.48	£440,480.48	01/04/23	30/04/23	1
2	£440,480.48	£393,278.66	£393,278.66	01/05/23	31/05/23	2
3	£393,278.66	£345,244.00	£345,098.82	01/06/23	30/06/23	3
4	£345,244.00	£316,441.23	£316,441.23	01/07/23	31/07/23	4
5	£316,441.23	£301,889.78	£301,889.78	01/08/23	31/08/23	5
6	£301,889.78	£270,140.27	£270,140.27	01/09/23	30/09/23	6

## Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£40.00	£40.00	£40.00	01/04/23	30/04/23	1
2	£40.00	£40.00	£40.00	01/05/23	31/05/23	2

# Bank Account Reconciliations Summary

Start of year 01/04/23

3	£40.00	£40.00	£40.00	01/06/23	30/06/23	3
4	£40.00	£40.00	£40.00	01/07/23	31/07/23	4
5	£40.00	£0.00	£0.00	01/08/23	31/08/23	5
6	£0.00	£0.00	£0.00	01/09/23	30/09/23	6

## Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£825.03	£102.65	£102.65	01/04/23	30/04/23	1
2	£102.65	£32.48	£32.48	01/05/23	31/05/23	2
3	£32.48	£149.18	£149.18	01/06/23	30/06/23	3
4	£149.18	£874.67	£874.67	01/07/23	31/07/23	4
5	£874.67	£145.00	£145.00	01/08/23	31/08/23	5
6	£145.00	£225.30	£225.30	01/09/23	30/09/23	6

## Unity T2 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£497.75	£497.75	£497.75	01/04/23	30/04/23	4
2	£497.75	£497.75	£497.75	01/05/23	31/05/23	5
3	£497.75	£519.60	£519.60	01/06/23	30/06/23	3
4	£519.60	£2,348.51	£2,373.51	01/07/23	31/07/23	4
5	£2,348.51	£4,034.22	£4,034.22	01/08/23	31/08/23	5
6	£4,034.22	£4,212.03	£4,212.03	01/09/23	30/09/23	6

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
DD 20230901 MDDC-2	01/09/23	1313		£910.00	£0.00	£910.00	Mid Devon District Council	Balance due, tn 1237 - Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Balance	265/2
DD 20230901 MDDC-1	01/09/23	1376		£55.68	£0.00	£55.68	Mid Devon District Council	Garage Rent - September 2023	210/11
DD 20230901 MDDC-2	01/09/23	1377		-£910.00	£0.00	-£910.00	Mid Devon District Council	Contra (part payment) for tn 1313, Balance due, tn 1237 - Balance due, tn 1174 - Balance due, tn 1108 - Balance due, tn 1089 - Balance	265/2
DD 20230901 MDDC-2	01/09/23	1378		£182.00	£0.00	£182.00	Mid Devon District Council	Part payment , tn 1313 - September Payment, Balance due, tn 1237 - Balance due, tn 1174 - Balance du	265/2
			1380/1	£237.71	£39.62	£198.09	Shire Leasing PLC	Rental and Fees	210/1
			1380/2	£42.00	£7.00	£35.00	Shire Leasing PLC	Annual Admin Fee	210/1
DD 20230901 SLP	01/09/23	1380		£279.71	£46.62	£233.09	Shire Leasing PLC	Avaya Telephone System	210/1
DD 20230904 BGL53	04/09/23	1300		-£490.91	-£23.38	-£467.53	British Gas - A/C BGL282253 - Electric	Electricity - 2023 - Market Supply	200/1
DD 20230904 BGL53	04/09/23	1304		£512.06	£24.38	£487.68	British Gas - A/C BGL282253 - Electric	Electricity - 2023 - Market Supply	200/1
			1316/1	£5.81	£0.97	£4.84	V king	DIARY BK A4 23/24 x2	210/6
			1316/2	£212.21	£35.37	£176.84	V king	LAPTOP RISER x2	210/9
			1316/3	£21.42	£3.57	£17.85	V king	DESK ORG + PHONE CHARGER	210/9
FPO 20230904 VIK	04/09/23	1316		£239.44	£39.91	£199.53	V king	Stationery	210/6
			1317/1	£81.83	£13.64	£68.19	V king	ERGOSOFT MOUSEPAD x2	210/9
			1317/2	£51.84	£8.64	£43.20	V king	ERGOSOFT WRISTPAD	210/9
FPO 20230904 VIK	04/09/23	1317		£133.67	£22.28	£111.39	V king	Stationery	210/9
			1320/1	£116.20	£19.37	£96.83	CloudyIT	Microsoft 365 Business Premium x7	190/1
			1320/2	£26.60	£4.43	£22.17	CloudyIT	Microsoft Defender for Office 365 (Plan 2) x7	190/1
			1320/3	£13.50	£2.25	£11.25	CloudyIT	Microsoft 365 Business Basis x3	190/1
			1320/4	£72.00	£12.00	£60.00	CloudyIT	Microsoft 365 Business Basic Councillor x16	190/1
			1320/5	£42.00	£7.00	£35.00	CloudyIT	Datasafe Cloud x10	190/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1320/6	£105.00	£17.50	£87.50	CloudyIT	CloudyIT End User Support x7 190/1
			1320/7	£4.40	£0.73	£3.67	CloudyIT	Intune Device Office 365 License for Tablets x2 190/1
FPO 20230904 CIT	04/09/23	1320		£379.70	£63.28	£316.42	CloudyIT	IT Support - August 2023 190/1
			1323/1	£7.10	£1.18	£5.92	Labdon Building Supplies	RUST-OLEUM PAINTER S TOUCH BLACK SATIN 400MLS 135/5
FPO 20230904 LAB	04/09/23	1323		£7.10	£1.18	£5.92	Labdon Building Supplies	Cemetery Gates - Paint 135/5
			1324/1	£63.18	£10.52	£52.66	Labdon Building Supplies	WATER METER 3/4" CLASS C (SECONDARY) 110/4
			1324/2	£63.18	£10.53	£52.65	Labdon Building Supplies	WATER METER 3/4" CLASS C (SECONDARY) x2 111
			1324/3	£0.53	£0.09	£0.44	Labdon Building Supplies	ROLL PTFE THREAD SEAL TAPE 12M X 12MM X 0.075MM 110/4
			1324/4	£10.54	£1.76	£8.78	Labdon Building Supplies	PLASSON FEMALE IRON 3/4" - 25MM x2 110/4
			1324/5	£10.54	£1.76	£8.78	Labdon Building Supplies	PLASSON FEMALE IRON 3/4" - 25MM x2 111
FPO 20230904 LAB	04/09/23	1324		£147.97	£24.66	£123.31	Labdon Building Supplies	Allotments - Water Metre 110/4
			1329/1	£180.00	£30.00	£150.00	D & H Plant Ltd	3T Digger - 2 Days 135/9
			1329/2	£54.00	£9.00	£45.00	D & H Plant Ltd	2T Dumper - 2 Days 135/9
			1329/3	£12.00	£2.00	£10.00	D & H Plant Ltd	Delivery and Collection 135/9
BP 20230904 DHP	04/09/23	1329		£246.00	£41.00	£205.00	D & H Plant Ltd	Digger and Dumper Hire 135/9
DD 20230904 BGL53	04/09/23	1334		-£512.06	-£24.38	-£487.68	British Gas - A/C BGL282253 - Electric	Electricity - 2023 - Market Supply 200/1
			1335/1	£12.88	£2.15	£10.73	Labdon Building Supplies	JST SATIN W/STN WALNUT 0.75 LTR 0.75L 135/5
			1335/2	£2.05	£0.34	£1.71	Labdon Building Supplies	1.5" PRODEC DECORATOR PAINT BRUSH 135/5
			1335/3	£3.67	£0.61	£3.06	Labdon Building Supplies	KEYPLUMB PIPE CEMENT 125ML HS125 K07414 135/5
			1335/4	£1.66	£0.28	£1.38	Labdon Building Supplies	32 & 40 MM SOLVENT FITTING BRETT WF 135/5
FPO 20230904 LAB	04/09/23	1335		£20.26	£3.38	£16.88	Labdon Building Supplies	Cemetery Bench 135/5

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DD 20230904 BGL53	04/09/23	1337		£479.31	£22.82	£456.49	British Gas - A/C BGL282253 - Electric	Electricity - 2023 - Market Supply 200/1
		1338/1		£7.08	£1.18	£5.90	Labdon Building Supplies	DURACELL PLUS POWER AAA BATTERY 8PK 285/4
FPO 20230904 LAB	04/09/23	1338		£7.08	£1.18	£5.90	Labdon Building Supplies	Town Hall - Lights 285/4
		1341/1		£1.44	£0.24	£1.20	KOMPAN Ltd	DO-NUT TOP 12MM BLACK 220/1
		1341/2		£0.36	£0.06	£0.30	KOMPAN Ltd	PTHL NUT M8 A2-70 DIN985 220/1
		1341/3		£1.80	£0.30	£1.50	KOMPAN Ltd	WASHER 8 MM 220/1
		1341/4		£4.32	£0.72	£3.60	KOMPAN Ltd	DO-NUT BASE 10MM FOR BAR x2 220/1
		1341/5		£7.56	£1.26	£6.30	KOMPAN Ltd	WASHER WITH STAINLESS PINS FOR HOOK ECO CZ 295 220/1
		1341/6		£3.84	£0.64	£3.20	KOMPAN Ltd	EYEBOLT F HANG UP 220/1
		1341/7		£0.48	£0.08	£0.40	KOMPAN Ltd	SLEEVE F. HOOK BLACK 220/1
FPO 20230904 KOM	04/09/23	1341/8		£27.49	£4.58	£22.91	KOMPAN Ltd	Frieght - Scramble Net Spare Parts 220/1
		1341		£47.29	£7.88	£39.41	KOMPAN Ltd	Culm Lea - Scramble net spare parts 220/1
		1342/1		£43.80	£7.30	£36.50	Mole Valley Farmers	ST Super 2 Stroke Oil 1L x2 135/6
		1342/2		£10.00	£1.67	£8.33	Mole Valley Farmers	Redex Diesel Treatment 500ml 135/6
		1342/3		£28.99	£4.83	£24.16	Mole Valley Farmers	WS Gearded Bypass Lopper 337W 137
FPO 20230904	04/09/23	1342/4		£82.99	£0.00	£82.99	Mole Valley Farmers	Ambler's FS39 Safety Boots - Size 12 175/6
		1342		£165.78	£13.80	£151.98	Mole Valley Farmers	Cemetery Maint & PPE 135/6
FPO 20230904 CW	04/09/23	1345/1		£100.00	£0.00	£100.00	Caroline Wood	5 hours worked - May and June 2023 115
		1345		£100.00	£0.00	£100.00	Caroline Wood	Archive Project - May and June 2023 115
		1346/1		£15.69	£2.61	£13.08	Labdon Building Supplies	PLASSON 90 DEGREE ELBOW 25MM x2 110/4
		1346/2		£15.70	£2.62	£13.08	Labdon Building Supplies	PLASSON 90 DEGREE ELBOW 25MM x2 111
FPO 20230904 LAB	04/09/23	1346/3		£1.44	£0.24	£1.20	Labdon Building Supplies	PLASSION INSERT 25MM x4 110/4
		1346/4		£1.44	£0.24	£1.20	Labdon Building Supplies	PLASSION INSERT 25MM x4 111
		1346		£34.27	£5.71	£28.56	Labdon Building Supplies	Allotments - Wtaer Metre 110/4

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1352/1	£35.98	£6.00	£29.98	Labdon Building Supplies	PLASSON STOPCOCK 25MM 111
			1352/2	£4.61	£0.77	£3.84	Labdon Building Supplies	PLASSON STRAIGHT COUPLER 25MM 111
			1352/3	£1.44	£0.24	£1.20	Labdon Building Supplies	PLASSON INSERT 25MM x4 111
FPO 20230904 LAB	04/09/23	1352		£42.03	£7.01	£35.02	Labdon Building Supplies	Allotments - Water Metre 111
			1353/1	£43.85	£7.31	£36.54	Labdon Building Supplies	PLASSON REDUCING COUPLER 32 X 25MM 111
			1353/3	£2.52	£0.42	£2.10	Labdon Building Supplies	PLASSON INSERT 25MM x7 111
			1353/4	£1.20	£0.20	£1.00	Labdon Building Supplies	PLASSON INSERT 32MM x2 111
			1353/5	£11.78	£1.96	£9.82	Labdon Building Supplies	PLASSON TEE 25MM 111
FPO 20230904 LAB	04/09/23	1353		£59.35	£9.89	£49.46	Labdon Building Supplies	Allotments - Water Metre 111
FPO 20230904	04/09/23	1355		£66.00	£11.00	£55.00	Metcalfe Allen Ltd	Call Alarm at Welfare Hut at the Cemetery. 130/1
FPO 20230904 SLCC	04/09/23	1356		£42.00	£7.00	£35.00	SLCC	Allotment Management: Tenancy Agreements and Policies (20th September 2023) - RE 295/1
FPO 20230904 SLCC	04/09/23	1357		£42.00	£7.00	£35.00	SLCC	Allotment Management: Site Facilities and Health and Safety (25th September 2023) - RE 295/1
			1358/1	£120.00	£20.00	£100.00	ABA Groundcare LLP	Labour 135/6
			1358/2	£8.36	£1.39	£6.97	ABA Groundcare LLP	Parts - FUEL FILTER 135/6
BP 20230904 ABA	04/09/23	1358		£128.36	£21.39	£106.97	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. 135/6
DD 20230904 BGL53	04/09/23	1362		£39.85	£1.90	£37.95	British Gas - A/C BGL282253 - Electric	Electricity - Market Supply - 02/08/2023 to 27/08/2023 200/1
SQ 20230904	04/09/23	1393		£0.08	£0.00	£0.08	SquareUp	Square Transaction Fees - 4th September 2023 125
SOL 20230904 AMA - 1	04/09/23	1396		£49.98	£8.33	£41.65	Amazon	70M Laser Measure Device with Phone App,MiLESEYY Laser Meter with Electronic Tilt Sensor, ±2mm Accuracy,Pythagoras, Area and Volume,2"LCD Backlit,Mute, Battery Included 137

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
SOL 20230905 SOL-08	05/09/23	1460		£21.60	£3.60	£18.00	Soldo Ltd	Soldo Pro Subscription - August 2023 125
		1389/1		£41.30	£6.88	£34.42	Allstar	Diesel - 25.83L - Van - 29/08/2023 305/3
DD 20230906 ALLS	06/09/23	1389		£41.30	£6.88	£34.42	Allstar	Fuel 305/3
SQ 20230907	07/09/23	1394		£0.11	£0.00	£0.11	SquareUp	Square Transaction Fees - 7th September 2023 125
DD 20230908 BGL49	08/09/23	1360		£16.22	£0.77	£15.45	British Gas - A/C BGL282249 - GAS	Gas - 23/07/2023 to 25/08/2023 285/2
SQ 20230911	11/09/23	1468		£0.06	£0.00	£0.06	SquareUp	Square Transaction Fees - 11th September 2023 125
DD 20230912 BGL57	12/09/23	1364		-£96.15	-£4.58	-£91.57	British Gas - A/C BGL282257 - Electric	Electricity - 30/05/2023 to 01/08/2023 - Town Hall 285/2
DD 20230912 BGL57	12/09/23	1365		£139.17	£6.63	£132.54	British Gas - A/C BGL282257 - Electric	Electricity - 30/05/2023 to 29/08/2023 - Town Hall 285/2
		1419/1		£196.09	£32.13	£163.96	Penninsula Business Services Limited	BusinessSafe & Online Services 175/7
DD 20230912 PBSL	12/09/23	1419		£196.09	£32.13	£163.96	Penninsula Business Services Limited	Provision of Services 175/7
		1461/1		£22.95	£3.83	£19.12	Amazon	Prestige A4 Cream 100gsm Paper x 1 Ream 210/6
SOL 20230904 AMA - 2	12/09/23	1461		£22.95	£3.83	£19.12	Amazon	Prestige Paper 210/6
		1411/1		£20.00	£3.33	£16.67	Allstar	Adblue - Van - 03/09/2023 305/5
		1411/3		£8.04	£1.34	£6.70	Allstar	Ecopoint x2 125
		1411/4		£8.38	£1.40	£6.98	Allstar	Zero Liability x2 125
DD 20230809 ALLS	13/09/23	1411		£36.42	£6.07	£30.35	Allstar	Adblue 305/5
DD 20230814 CIX	14/09/23	1404		£438.00	£73.00	£365.00	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/09/2023 01/10/2023) 210/3
FPO 20230918 SM	18/09/23	1381		£474.00	£79.00	£395.00	Spectrum Management & Training	Safeguarding Awareness - 20/07/2023 295/1
		1382/1		£120.00	£20.00	£100.00	D & H Plant Ltd	1.5T Digger - 2 Days 135/9
		1382/2		£60.00	£10.00	£50.00	D & H Plant Ltd	1.5T Digger - 1 Day - Water Metre 110/4

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1382/3	£60.00	£10.00	£50.00	D & H Plant Ltd	1.5T Digger - 1 Day - Water Metre 111
			1382/4	£75.60	£12.60	£63.00	D & H Plant Ltd	Brush Cutter - 1 Day 135/1
			1382/5	£11.40	£1.90	£9.50	D & H Plant Ltd	Brush Cutter Fuel - 5L 135/6
			1382/6	£12.00	£2.00	£10.00	D & H Plant Ltd	Delivery and Collection 135/9
BP 20230918 DHP	18/09/23	1382		£339.00	£56.50	£282.50	D & H Plant Ltd	Digger and Brush Cutter Hire 135/9
FPO 20230918 VPC	18/09/23	1383		£102.00	£17.00	£85.00	Valley Pest Control Ltd	Removal of Wasps Nest - Tiv Rd Plot 5 111
			1384/1	£29.23	£4.87	£24.36	Labdon Building Supplies	PLASSON REDUCING COUPLER 32 X 25MM x2 110/4
			1384/2	£1.20	£0.20	£1.00	Labdon Building Supplies	PLASSON INSERT 32MM x2 110/4
			1384/3	£47.09	£7.85	£39.24	Labdon Building Supplies	PLASSON 90 DEGREE ELBOW 25MM X6 110/4
			1384/4	£5.76	£0.96	£4.80	Labdon Building Supplies	PLASSON INSERT 25MM x16 110/4
			1384/5	£35.98	£6.00	£29.98	Labdon Building Supplies	PLASSON STOPCOCK 25MM 110/4
FPO 20230918 LAB	18/09/23	1384		£119.26	£19.88	£99.38	Labdon Building Supplies	Allotments - Water Metre - Top Field 110/4
			1385/1	£3.61	£0.60	£3.01	Labdon Building Supplies	GP CHIPPY SCREWS UNIFIX 5.00 X 70 110/4
			1385/2	£9.22	£1.54	£7.68	Labdon Building Supplies	PLASSON STRAIGHT COUPLER 25MM X2 110/4
			1385/3	£1.44	£0.24	£1.20	Labdon Building Supplies	PLASSON INSERT 25MM x4 110/4
			1385/4	£8.64	£1.44	£7.20	Labdon Building Supplies	IRWIN JACK UNIVERSAL SAW 20"/500MM 137
			1385/5	£5.23	£0.87	£4.36	Labdon Building Supplies	GP CHIPPY SCREWS UNIFIX 6.00 X 40 110/4
FPO 20230918 LAB	18/09/23	1385		£28.14	£4.69	£23.45	Labdon Building Supplies	Allotments - Water Metre - Top Field 110/4
			1386/1	£1.04	£0.17	£0.87	Labdon Building Supplies	25mm Blue Pipe 110/4
			1386/2	£2.15	£0.36	£1.79	Labdon Building Supplies	Pipe Clips 28mm x8 110/4
			1386/3	£2.15	£0.36	£1.79	Labdon Building Supplies	Pipe Clips 28mm x8 111
FPO 20230918 LAB	18/09/23	1386		£5.34	£0.89	£4.45	Labdon Building Supplies	Allotments - Water Metre 110/4
			1387/1	£0.24	£0.04	£0.20	Labdon Building Supplies	WATER PTFE WHITE REEL X0.5 110/4
			1387/2	£0.24	£0.04	£0.20	Labdon Building Supplies	WATER PTFE WHITE REEL X0.5 111



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1387/3	£1.89	£0.32	£1.57	Labdon Building Supplies	GP CHIPPY SCREWS UNIFIX 4.50 X 40 110/4
			1387/4	£1.88	£0.31	£1.57	Labdon Building Supplies	GP CHIPPY SCREWS UNIFIX 4.50 X 40 111
			1387/5	£2.19	£0.37	£1.82	Labdon Building Supplies	19X38 TAN X2.55 110/4
			1387/6	£2.17	£0.36	£1.81	Labdon Building Supplies	19X38 TAN X2.55 111
FPO 20230918 LAB	18/09/23	1387		£8.61	£1.44	£7.17	Labdon Building Supplies	Allotments - Water Metre 110/4
			1388/1	£14.83	£2.47	£12.36	Labdon Building Supplies	V/GRIP GROOVE JOINT PLIER 12IN 137
			1388/2	£7.27	£1.21	£6.06	Labdon Building Supplies	32MM PUSH FIT PIPE 3M BRETT WF 137
FPO 20230918 LAB	18/09/23	1388		£22.10	£3.68	£18.42	Labdon Building Supplies	New Tools 137
			1390/1	£24.00	£4.00	£20.00	ABA Groundcare LLP	Labour 135/6
			1390/2	£48.79	£8.13	£40.66	ABA Groundcare LLP	Parts - AUTOCUT 46-2 135/6
			1390/3	£1.20	£0.20	£1.00	ABA Groundcare LLP	Parts - Consumables 135/6
BP 20230918 ABA	18/09/23	1390		£73.99	£12.33	£61.66	ABA Groundcare LLP	STIHL FS360C - Grease up drive shaft,check the clutch case and drive head,fit new head,run up and test. 135/6
FPO 20230918 GLC	18/09/23	1391 2		£474.00	£79.00	£395.00	G & L Consultancy Ltd	Asbestos Removal/Repair Work 285/4
								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
			1392/1	£3.90	£0.65	£3.25	Labdon Building Supplies	STAPLES E-GALV 500G JG CLAM 20MM 220/1
			1392/2	£25.34	£4.22	£21.12	Labdon Building Supplies	HANSON POSTFIX CONCRETE FAST SET POSTMIX- 20KG 220/1
			1392/3	£4.06	£0.68	£3.38	Labdon Building Supplies	GP CHIPPY SCREWS UNIFIX 5.00 X 80 220/1
FPO 20230918 LAB	18/09/23	1392		£33.30	£5.55	£27.75	Labdon Building Supplies	Play Parks Maintenance 220/1
			1395/1	£872.88	£145.48	£727.40	A M Lane Ltd	Carry out the tree risk and management assessments as per our quote ref: Q3604al to include St Andrews Car Park in addition. 300
			1395/2	£97.50	£16.25	£81.25	A M Lane Ltd	St Andrews Carpark in addition to Q3604al 1.25hrs & 65/hr. 300

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230918 AML	18/09/23	1395		£970.38	£161.73	£808.65	A M Lane Ltd	Cullompton Town Council - Tree Assessments. 300
			1397/1	£1,242.37	£0.00	£1,242.37	Zurich Municipal	Motor Insurance - 20/09/2023 to 19/09/2024 180
FPO 20230918 ZUR	18/09/23	1397		£1,242.37	£0.00	£1,242.37	Zurich Municipal	Policy: YLL-2720841323 180
			1409/1	£15.72	£2.62	£13.10	O2	07745525175 (Small Biz SIMO 4GB) 210/2
			1409/2	£15.72	£2.62	£13.10	O2	07745525168 (Small Biz SIMO 4GB) 210/2
			1409/3	£25.15	£4.19	£20.96	O2	07745525180 (Small Biz SIMO 20GB) 210/2
			1409/4	£15.72	£2.62	£13.10	O2	07745525178 (Small Biz SIMO 4GB) 210/2
			1409/5	£15.72	£2.62	£13.10	O2	07745525166 (Small Biz SIMO 4GB) 210/2
			1409/6	£15.72	£2.62	£13.10	O2	07745525172 (Small Biz SIMO 4GB) 210/2
			1409/7	£15.72	£2.62	£13.10	O2	07745525173 (Small Biz SIMO 4GB) 210/2
DD 20230920 O2	18/09/23	1409		£119.47	£19.91	£99.56	O2	Mobile Phones 210/2
SQ 20230918	18/09/23	1469		£0.12	£0.00	£0.12	SquareUp	Square Transaction Fees - 18th September 2023 125
			1420/1	£31.00	£5.17	£25.83	Allstar	Unleaded - EQ - 19.38l - 06/09/2023 135/6
			1420/2	£41.29	£6.88	£34.41	Allstar	Diesel - 25.66L - Van - 08/09/2023 305/3
DD 20230920 ALLS	20/09/23	1420		£72.29	£12.05	£60.24	Allstar	Fuel 135/6
DD 20230921 NPOW	21/09/23	1414		£96.78	£4.61	£92.17	NPower	Electricity - 01/08/2023 to 31/08/2023 - Cemetery 135/2
SOL 20230921 LR-1	21/09/23	1440		£6.00	£0.00	£6.00	Land Registry	Land Registry Search - Title Register and Title Plan 225/1
SOL 20230921 LR-2	21/09/23	1441		£6.00	£0.00	£6.00	Land Registry	Land Registry Search - Title Register and Title Plan 225/1
DD 20230922 AIR	22/09/23	1417		£25.00	£4.17	£20.83	Airband Community Internet Ltd	Airband Connect 135/8
			1423/1	£20.60	£3.44	£17.16	EE & T Mobile	BD Ess 30GB 24M £15 210/2
			1423/2	£22.80	£3.80	£19.00	EE & T Mobile	B Ess SIM 100GB 24M 210/2
			1423/3	£2.00	£0.33	£1.67	EE & T Mobile	Itemised Billing Charge - EE 210/2

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DD 20230925 EE	25/09/23	1423		£45.40	£7.57	£37.83	EE & T Mobile	Data Sims 210/2
		1457/1		£548.84	£91.47	£457.37	Pro Spill	COSHH Hazardous Substance Cabinet - 1800 x 1200 x 460mm 137
SOL 20230925 PRO	25/09/23	1457		£548.84	£91.47	£457.37	Pro Spill	COSHH Store 137
		1402/1		£368.51	£61.42	£307.09	ALD FORD LEASE	Finance Element - September 2023 305/1
		1402/2		£27.85	£4.64	£23.21	ALD FORD LEASE	Service Element - September 2023 305/2
DD 20230926 ALD	26/09/23	1402		£396.36	£66.06	£330.30	ALD FORD LEASE	Van Rental - September 2023 305/1
SOL 20230926 ADOBE	26/09/23	1462		£48.53	£8.09	£40.44	Adobe Systems Software Ireland Ltd	Acrobat Pro x2 190/2
SQ 20230926	26/09/23	1470		£0.20	£0.00	£0.20	SquareUp	Square Transaction Fees - 25th September 2023 125
		1467/2		£51.60	£8.60	£43.00	Allstar	Diesel - 31.47L - Van - 19/09/2023 305/3
DD 20230927 ALLS	27/09/23	1467		£51.60	£8.60	£43.00	Allstar	Fuel 305/3
DD 20230929 SAGE	28/09/23	1447		£22.80	£3.80	£19.00	SAGE Global Payroll	Sage Payroll Software - 15 Employees - October 2023 190/2
SOL 20230928 HR	28/09/23	1452		£64.80	£10.80	£54.00	SAGE Global - HR	Sage HR Monthly Subscription - 27/09/2023 to 27/10/2023 190/2
FPO 20230929 UNITY	29/09/23	1431		£2.70	£0.00	£2.70	Unity Trust Bank	Manual Credit Handling Charge 120
SOL 20230929 LR-1	29/09/23	1455		£6.00	£0.00	£6.00	Land Registry	Land Registry Search - Title Register and Title Plan 225/1
BACS 20230929 SAL	29/09/23	1463		£15,149.66	£0.00	£15,149.66	Staff Costs	Confidential 255/1
		1464/1		£2,042.20	£0.00	£2,042.20	HMRC	PAYE - Month 06 - September 2023 255/1
		1464/2		£1,096.01	£0.00	£1,096.01	HMRC	Employee NI - Month 06 - September 2023 255/1
		1464/3		£1,630.61	£0.00	£1,630.61	HMRC	Employer's NI - Month 06 - September 2023 255/3
BP 20230929 HMRC	29/09/23	1464		£4,768.82	£0.00	£4,768.82	HMRC	Confidential 255/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1465/1	£796.59	£0.00	£796.59	Devon CC Pension Fund	Employee Pension Contributions - Month 06 - September 2023 255/1
			1465/2	£2,818.32	£0.00	£2,818.32	Devon CC Pension Fund	Employer Pension Contributions - Month 06 - September 2023 255/4
BP 20230929 PENS	29/09/23	1465		£3,614.91	£0.00	£3,614.91	Devon CC Pension Fund	Confidential 255/1
BP 20230929 UNISON	29/09/23	1466		£14.00	£0.00	£14.00	Unison	Confidential 255/1
SQ 20230929	29/09/23	1471		£0.06	£0.00	£0.06	SquareUp	Square Transaction Fees - 29th September 2023 125
			1432/1	£4.65	£0.00	£4.65	Unity Trust Bank	Automated Payments - 31 @ £0.15 each 120
			1432/2	£0.75	£0.00	£0.75	Unity Trust Bank	Manual Payments - 5 @ £0.15 each 120
			1432/3	£18.00	£0.00	£18.00	Unity Trust Bank	Qtrly Account Fee - 3 months @ £6 each 120
FPO 20230930 UNITY	30/09/23	1432		£23.40	£0.00	£23.40	Unity Trust Bank	Service Charge - September 2023 120
<b>Total</b>				£32,296.00	£1,150.99	£31,145.01		

# Received Income Transactions

Start of year 01/04/23

received between 01/09/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		74/1		£25.00	£0.00	£25.00	5/1	████████ Annual Rent - Top Field - Half Plot
FPI 20230901 SC	01/09/23	74 30		£25.00	£0.00	£25.00	5/1	████████ Annual Rent - May-23 to Apr-24
		130/1		£20.00	£0.00	£20.00	60	████████ Plot: Top Field 9
FPI 20230901 JB	01/09/23	130 63		£20.00	£0.00	£20.00	60	████████ Community Rate - 2 Hours - 26/08/2023
		138/1		£4.80	£0.80	£4.00	50	████████ Recycling Bags
SQ 20230904	04/09/23	138		£4.80	£0.80	£4.00	50	████████ Recycling Bags
		87/1		£265.00	£0.00	£265.00	15/1	████████ Pring & Son
FPI 20230906 PS-1	06/09/23	87 43		£265.00	£0.00	£265.00	15/1	████████ Pring & Son
		121/1		£15.00	£2.50	£12.50	25	████████ Pring & Son
FPI 20230906 PS-2	06/09/23	121 58		£15.00	£2.50	£12.50	25	████████ Pring & Son
		139/1		£6.40	£1.07	£5.33	50	████████ Recycling Bags
SQ 20230907	07/09/23	139		£6.40	£1.07	£5.33	50	████████ Recycling Bags
FPI 20230908 RP	08/09/23	10 AL10200		£25.00	£0.00	£25.00	5/1	████████ Annual rent for Top Field Plot 4
		143/1		£172.00	£0.00	£172.00	15/1	████████ Fine Memorials Limited
FPI 20230908 FML	08/09/23	143 69		£172.00	£0.00	£172.00	15/1	████████ Fine Memorials Limited
		153/1		£3.20	£0.53	£2.67	50	████████ Recycling Bags
SQ 20230911	11/09/23	153		£3.20	£0.53	£2.67	50	████████ Recycling Bags
		120/1		£30.00	£5.00	£25.00	25	████████ Nosh
FPI 20230918 NOSH	18/09/23	120 57		£30.00	£5.00	£25.00	25	████████ Nosh
		154/1		£6.80	£1.13	£5.67	50	████████ Recycling Bags
SQ 20230918	18/09/23	154		£6.80	£1.13	£5.67	50	████████ Recycling Bags

# Received Income Transactions

Start of year 01/04/23

received between 01/09/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		122/1		£30.00	£5.00	£25.00	25	The Bakehouse Hanging Basket
FPI 20230922 BAKE	22/09/23	122 59		£30.00	£5.00	£25.00	25	The Bakehouse Summer 2023
		152/1		£172.00	£0.00	£172.00	15/1	Fine Memorials Limited Additional Inscription on a Monument
FPI 20230922 FPL	22/09/23	152 79		£172.00	£0.00	£172.00	15/1	Fine Memorials Limited Relating to the late Henry George Parsons
		116/1		£15.00	£2.50	£12.50	25	Design @ No.9 Grave Space M15 Hanging Basket
FPI 20230925	25/09/23	116 53		£15.00	£2.50	£12.50	25	Design @ No.9 Summer 2023
		155/1		£11.20	£1.87	£9.33	50	Recycling Bags Waste Bags x 7 - 15/09/2023
SQ 20230926	26/09/23	155		£11.20	£1.87	£9.33	50	Recycling Bags Bags sold - 25th September 2023
		156/1		£3.20	£0.53	£2.67	50	Recycling Bags Waste Bags x 2 - 28/09/2023
SQ 20230929	29/09/23	156		£3.20	£0.53	£2.67	50	Recycling Bags Bags sold - 28th September 2023
		150/1		£201.73	£0.00	£201.73	32	Lloyds Bank Interest Rec'd - 30/09/2023
INT 20230930 LB	30/09/23	150 Sept'23		£201.73	£0.00	£201.73	32	Lloyds Bank Interest Received - September 2023
INT 20230930 UNITY	30/09/23	151 Sept'23		£350.33	£0.00	£350.33	31	Unity Trust Account Interest Received
		157/1		£258.63	£0.00	£258.63	30	Cambridge & Counties Bank Interest Rec'd - 31/07/2023
		157/3		£273.98	£0.00	£273.98	30	Cambridge & Counties Bank Interest Rec'd - 31/08/2023
		157/4		£270.27	£0.00	£270.27	30	Cambridge & Counties Bank Interest Rec'd - 30/09/2023
INT 20230930 CCB	30/09/23	157		£802.88	£0.00	£802.88	30	Cambridge & Counties Bank Interest Received
<b>Total</b>				£2,159.54	£20.93	£2,138.61		

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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
<b>INCOME</b>					
<b>Admin</b>					
10	Bank Interest	£0.00	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£40.00	£0.00	£40.00
30	Cambridge & Counties Interest	£0.00	£1,676.35	£0.00	£1,676.35
31	Unity Instant Access Interest	£0.00	£639.18	£0.00	£639.18
32	Lloyds 32 Day Notice Account	£0.00	£1,104.60	£0.00	£1,104.60
35	Photocopier	£0.00	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£249,491.25	£0.00	-£249,491.25
50	Recycling Bags	£500.00	£315.96	£0.00	-£184.04
<b>Total Admin</b>		<u>£499,482.50</u>	<u>£253,267.34</u>	<u>£0.00</u>	<u>-£246,215.16</u>
<b>Assets &amp; Open Spaces</b>					
5	Allotments			£0.00	
5/1	Rents	£798.00	£695.00	£0.00	-£103.00
5/2	Admin Fees	£0.00	-£800.00	£0.00	-£800.00
5	<b>Total</b>	<u>£798.00</u>	<u>-£105.00</u>	<u>£0.00</u>	<u>-£903.00</u>
6	GoAB Allotments	£0.00	£0.00	£1,761.61	£1,761.61
15	Cemetery			£0.00	
15/1	Burial Fees	£25,000.00	£10,461.00	£0.00	-£14,539.00
15/2	Admin Fees	£0.00	£332.00	£0.00	£332.00
15/3	Grants of Exclusive ROB	£0.00	£9,450.00	£0.00	£9,450.00
15	<b>Total</b>	<u>£25,000.00</u>	<u>£20,243.00</u>	<u>£0.00</u>	<u>-£4,757.00</u>
55	St Andrew's Car Park - Parking Fees	£5,500.00	£6,805.53	£0.00	£1,305.53
60	Town Hall - Hall Hire	£250.00	£275.00	£90.00	£115.00
<b>Total Assets &amp; Open Spaces</b>		<u>£31,548.00</u>	<u>£27,218.53</u>	<u>£1,851.61</u>	<u>-£2,477.86</u>
<b>Community Events &amp; Wellbeing</b>					
20	Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00
21	Markets	£0.00	£903.83	£0.00	£903.83
<b>Total Community Events &amp; Wellbeing</b>		<u>£0.00</u>	<u>£903.83</u>	<u>£0.00</u>	<u>£903.83</u>
<b>Town Maintenance &amp; Improvements</b>					
25	Hanging Baskets	£0.00	£187.50	£0.00	£187.50
45	Public Rights of Way	£400.00	£0.00	£0.00	-£400.00
<b>Total Town Maintenance &amp; Improvements</b>		<u>£400.00</u>	<u>£187.50</u>	<u>£0.00</u>	<u>-£212.50</u>
<b>Total Income</b>		<u>£531,430.50</u>	<u>£281,577.20</u>	<u>£1,851.61</u>	<u>-£248,001.69</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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
<b>EXPENDITURE</b>					
<b>Admin</b>					
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	£44.25	£0.00	£205.75
125	Card Charges	£500.00	£198.84	£0.00	£301.16
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	£322.05	£0.00	£4,677.95
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	£402.44	£0.00	£1,597.56
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	£128.70	£2,039.96
175/7	General	£0.00	£491.88	£0.00	-£491.88
175	Total	£7,000.00	£1,225.66	£128.70	£5,645.64
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	£3,980.12	£0.00	£2,019.88
190/2	Subscriptions	£5,000.00	£1,732.87	£0.00	£3,267.13
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	£5,712.99	£0.00	£5,887.01
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	£2,363.29	£0.00	-£1,263.29



# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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	£824.34	£0.00	£75.66
210/3	Broadband	£1,600.00	£2,190.00	£0.00	-£590.00
210/4	Photocopier	£700.00	£1,135.44	£0.00	-£435.44
210/5	Postage	£100.00	£10.00	£0.00	£90.00
210/6	Stationery	£800.00	£113.32	£0.00	£686.68
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	Waste Disposal	£0.00	£260.32	£0.00	-£260.32
210	Total	£11,450.00	£8,253.11	£0.00	£3,196.89
225	Professional Fees and Subscriptions				
225/1	Legal	£2,500.00	£5,548.00	£0.00	-£3,048.00
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	£8,021.99	£0.00	-£391.99
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	£111,150.65	£0.00	£128,849.35
255/2	Overtime	£1,000.00	£2,196.82	£0.00	-£1,196.82
255/3	Employer NI	£21,000.00	£9,716.67	£0.00	£11,283.33
255/4	Employers Pension	£59,000.00	£15,693.35	£0.00	£43,306.65
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£100.00
255	Total	£321,100.00	£138,757.49	£0.00	£182,342.51
295	Training				
295/1	Staff	£4,500.00	£3,890.00	£0.00	£610.00
295/2	Councillor	£2,500.00	£395.00	£0.00	£2,105.00
295/3	Mileage and Subsistence	£250.00	£42.22	£0.00	£207.78
295	Total	£7,250.00	£4,327.22	£0.00	£2,922.78
305	Van				
305/1	Lease Costs	£3,685.20	£1,842.54	£0.00	£1,842.66
305/2	Service Costs	£278.52	£139.26	£0.00	£139.26
305/3	Fuel	£2,500.00	£572.58	£0.00	£1,927.42
305/4	Road Licence	£36.28	£0.00	£0.00	£36.28
305/5	Other	£0.00	£198.91	£0.00	-£198.91

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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	£2,753.29	£0.00	£3,746.71
<b>Total Admin</b>		<b>£418,380.00</b>	<b>£172,695.26</b>		
<b>Assets &amp; Open Spaces</b>					
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	£467.64	£0.00	£1,032.36
110	Total	£1,500.00	£467.64	£0.00	£1,032.36
111	GoAB	£0.00	£897.32	£0.00	-£897.32
135	Cemetery				
135/1	EQ Hire	£0.00	£1,486.50	£0.00	-£1,486.50
135/2	Utilities	£3,000.00	£587.23	£0.00	£2,412.77
135/3	Non Domestic Rates	£0.00	£3,043.90	£0.00	-£3,043.90
135/4	Plants and Hedges	£0.00	£1,100.23	£0.00	-£1,100.23
135/5	Maintenance Costs	£18,500.00	£1,098.81	£0.00	£17,401.19
135/6	EQ Maintenance & Fuel	£0.00	£1,370.16	£0.00	-£1,370.16
135/7	Projects	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£166.64	£0.00	-£166.64
135/9	Funeral Costs	£0.00	£1,258.07	£0.00	-£1,258.07
135/10	Bin Collections	£0.00	£991.64	£0.00	-£991.64
135	Total	£21,500.00	£11,103.18	£0.00	£10,396.82
136	Public Works Loan Repayment	£17,650.00	£8,823.32	£0.00	£8,826.68
137	New Equipment	£0.00	£10,869.57	£0.00	-£10,869.57
220	Play Areas				
220/1	Maintenance Costs	£2,500.00	£1,187.85	£0.00	£1,312.15
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	£1,187.85	£0.00	£1,312.15
235	Public Toilet				
235/1	Utilities	£500.00	£0.00	£0.00	£500.00
235/2	Maintenance Costs	£0.00	£432.48	£0.00	-£432.48
235	Total	£500.00	£432.48	£0.00	£67.52
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	£939.57	£0.00	£4,060.43

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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	£1,679.74	£0.00	£3,320.26
285	Total	£10,000.00	£4,889.76	£0.00	£5,110.24
400	Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£0.00	£0.00	£13,500.50
<b>Total Assets &amp; Open Spaces</b>		£72,650.50	£43,608.56		
<b>Community Events &amp; Wellbeing</b>					
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	£190.93	£0.00	£9.07
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	£267.73	£0.00	£1,732.27
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	£0.00
<b>Total Community Events &amp; Wellbeing</b>		£29,000.00	£1,016.23		
<b>Town Maintenance &amp; Improvements</b>					
155	Gen. Maintenance Costs	£4,500.00	£1,117.19	£0.00	£3,382.81
165	Grass/Verge Cutting	£3,000.00	£65.25	£0.00	£2,934.75
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

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions, including commit  
Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Actual Net</b>	<b>Commitments</b>	<b>Balance</b>
310 War Memorial	£0.00	£0.00	£0.00	£0.00
<b>Total Town Maintenance &amp; Improvements</b>	<u>£11,400.00</u>	<u>£3,449.03</u>		
<b>Total Expenditure</b>	<u>£531,430.50</u>	<u>£220,769.08</u>	<u>£128.70</u>	<u>£310,532.72</u>
Total Income	£531,430.50	£281,577.20		
Total Expenditure	£531,430.50	£220,769.08		
<b>Total Net Balance</b>	<b>£0.00</b>	<b>£60,808.12</b>		

	Current Budget	Revised	Reserve Movement	Actual Net	Balance	
Bank Interest	£0.00	£0.00		£0.00	£0.00	
Goodwill - Lloyds	£0.00	£0.00		£0.00	£40.00	
Cambridge & Counties Interest	£0.00	£0.00		£1,676.35	£1,676.35	
Unity Instant Access Interest	£0.00	£0.00		£639.18	£639.18	
Lloyds 32 Day Notice Account	£0.00	£0.00		£1,104.60	£1,104.60	
Photocopier	£0.00	£0.00		£0.00	£0.00	
Precept	£498,982.50	£498,982.50		£249,491.25	£-249,491.25	
Recycling Bags	£500.00	£500.00		£315.96	£-184.04	
<b>Total Admin</b>	<b>£499,482.50</b>	<b>£499,482.50</b>	<b>£0.00</b>	<b>£253,267.34</b>	<b>£-246,215.16</b>	
<b>Assets &amp; Open Spaces</b>						
Allotments						
Rents	£798.00	£798.00	£0.00	£715.00	£-83.00	
Admin Fees	£0.00	£-800.00	£0.00	£-800.00	£0.00	Due to write offs of a lotments from previous year
Total	£798.00	£-2.00	£0.00	£-85.00	£-83.00	
GoAB Allotments	£0.00	£0.00	£0.00	£0.00	£0.00	
Cemetery						
Burial Fees	£25,000.00	£12,250.00	£0.00	£10,461.00	£-1,789.00	Splitting budget across all headings
Admin Fees	£0.00	£500.00	£0.00	£332.00	£-168.00	
Grants of Exclusive ROB	£0.00	£12,250.00	£0.00	£9,450.00	£-2,800.00	
Total	£25,000.00	£25,000.00	£0.00	£20,243.00	£-4,757.00	
St Andrew's Car Park - Parking Fees	£5,500.00	£5,500.00	£0.00	£6,805.53	£1,305.53	
Town Hall - Hall Hire	£250.00	£250.00	£0.00	£275.00	£25.00	
<b>Total Assets &amp; Open Spaces</b>	<b>£31,548.00</b>	<b>£30,748.00</b>	<b>£0.00</b>	<b>£27,238.53</b>	<b>£-3,509.47</b>	
<b>Community Events &amp; Wellbeing</b>						
20 Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00	£0.00	
21 Markets	£0.00	£1,800.00	£0.00	£903.83	£-896.17	
<b>Total Community Events &amp; Town Maintenance &amp; Improvements</b>	<b>£0.00</b>	<b>£1,800.00</b>	<b>£0.00</b>	<b>£903.83</b>	<b>£-896.17</b>	
45 Training/Events/Public Rights of Way	£400.00	£400.00	£0.00	£187.50	£187.50	
<b>Total Town Maintenance &amp; Improvements</b>	<b>£400.00</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£187.50</b>	<b>£-212.50</b>	
<b>Total Income</b>	<b>£531,430.50</b>	<b>£532,430.50</b>	<b>£0.00</b>	<b>£281,597.20</b>	<b>£-250,833.30</b>	
<b>EXPENDITURE</b>						
<b>Admin</b>						
Advertising						
Community Engagement	£2,000.00	£1,500.00	£0.00	£0.00	£1,500.00	a wish to
Recruitment	£400.00	£0.00	£0.00	£0.00	£0.00	
Total	£2,400.00	£1,500.00	£0.00	£0.00	£1,500.00	
Archive Project	£0.00	£200.00	£0.00	£180.00	£20.00	
Bank Charges	£250.00	£250.00	£0.00	£44.25	£205.75	
Card Charges	£500.00	£500.00	£0.00	£198.84	£301.16	
CCTV						
Maintenance Costs	£1,000.00	£750.00	£0.00	£55.00	£695.00	
Equipment	£0.00	£1,375.00	£0.00	£1,375.00	£0.00	New CCTV purchased for Cemetery - recommend taking from EMR
Total	£1,000.00	£2,125.00	£0.00	£1,430.00	£695.00	
Council Allowances	£2,250.00	£2,250.00	£0.00	£0.00	£2,250.00	
Election	£5,000.00	£325.00	£0.00	£322.05	£2.95	No election required this year. Election EMR still available. Recommended reallocation
Grants						
Community	£5,000.00	£5,000.00	£0.00	£0.00	£5,000.00	
Youth Services	£20,000.00	£20,000.00	£0.00	£0.00	£20,000.00	
Total	£25,000.00	£25,000.00	£0.00	£0.00	£25,000.00	
<b>Health &amp; Safety</b>						
Fire Safety	£2,000.00	£2,000.00	£0.00	£402.44	£1,597.56	
First Aid	£900.00	£900.00	£0.00	£0.00	£900.00	
Legionella	£500.00	£0.00	£0.00	£0.00	£0.00	Testing allocated under respective maintenance headings utilise budget elsewhere
Asbestos	£800.00	£0.00	£0.00	£0.00	£0.00	Testing allocated under respective maintenance headings utilise budget elsewhere
Def b	£500.00	£500.00	£0.00	£0.00	£500.00	
PPE	£2,500.00	£2,500.00	£0.00	£331.34	£2,168.66	
General	£0.00	£3,000.00	£0.00	£491.88	£2,508.12	Health and Safety will be an increasing expense due to new contract with peninsula and required works
Total	£7,000.00	£8,900.00	£0.00	£1,225.66	£7,674.34	
Insurance	£6,000.00	£4,100.00	£0.00	£1,242.37	£2,857.63	Reduction on insurance cost this year - reallocate
Investments Charges	£0.00	£0.00	£0.00	£0.00	£0.00	
IT						
Support	£6,000.00	£6,000.00	£0.00	£3,980.12	£2,019.88	
Subscriptions	£5,000.00	£5,000.00	£0.00	£1,732.87	£3,267.13	
Website	£600.00	£600.00	£0.00	£0.00	£600.00	
Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	
Total	£11,600.00	£11,600.00	£0.00	£5,712.99	£5,887.01	
Mayor						
Charity	£0.00	£0.00	£0.00	£0.00	£0.00	
Fund	£150.00	£150.00	£0.00	£0.00	£150.00	
Total	£150.00	£150.00	£0.00	£0.00	£150.00	
<b>Office Expenses</b>						
Telephone	£1,100.00	£2,850.00	£0.00	£2,363.29	£486.71	New Voip System - additional expense for hardware
Mobiles	£900.00	£1,650.00	£0.00	£824.34	£825.66	Couldn't get out of contracts - January is end of term so should see a reduction of lines and costs.
Broadband	£1,600.00	£4,350.00	£0.00	£2,190.00	£2,160.00	Broadband in year expense due to Greenbeam going into administration and the need to take on the lease line
Photocopier	£700.00	£1,400.00	£0.00	£1,135.44	£264.56	Paid for part of last year so additional expense in year
Postage	£100.00	£100.00	£0.00	£10.00	£90.00	
Stationery	£800.00	£800.00	£0.00	£113.32	£686.68	
Mileage & Subsistence	£250.00	£0.00	£0.00	£0.00	£0.00	
Staff We fare	£1,000.00	£750.00	£0.00	£142.39	£807.61	Not required 1000 - 750 will be ample
Office Equipment	£5,000.00	£3,000.00	£0.00	£750.65	£2,249.35	5000 will not be required in year. Awaiting decisions on next steps with town hall
Cleaning	£0.00	£200.00	£0.00	£19.24	£70.76	
Garage Rent	£0.00	£675.00	£0.00	£334.12	£340.88	
Waste Disposal	£0.00	£600.00	£0.00	£260.32	£339.68	
Total	£11,450.00	£16,375.00	£0.00	£8,253.11	£8,121.89	
<b>Professional Fees and Subscriptions</b>						
Legal	£2,500.00	£6,000.00	£0.00	£5,548.00	£452.00	Increased legal costs due to Legal cases and Public To let leases
Audit Costs	£2,630.00	£1,630.00	£0.00	£672.00	£958.00	Reduction in predicted audit costs
Consultancy	£0.00	£1,850.00	£0.00	£0.00	£1,850.00	LCC commissioned staffing report
Locum Support	£0.00	£0.00	£0.00	£0.00	£0.00	
Professional Subs	£2,500.00	£2,500.00	£0.00	£1,801.99	£698.01	
Total	£7,630.00	£11,980.00	£0.00	£8,021.99	£3,958.01	
Recruitment						
Outdoor Team	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00	
Admin Team	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00	
Total	£3,000.00	£3,000.00	£0.00	£0.00	£3,000.00	
Recycling Bags	£300.00	£300.00	£0.00	£226.00	£74.00	
Salaries						
Basic Salaries	£240,000.00	£240,000.00	£0.00	£111,150.65	£128,849.35	
Overtime	£1,000.00	£4,500.00	£0.00	£2,196.82	£2,303.18	Will recoup from market expenses and reallocation of budget for staff used in spring/autumn fest as well as coronation
Employer NI	£21,000.00	£21,000.00	£0.00	£9,716.67	£11,283.33	
Employers Pension	£59,000.00	£55,000.00	£0.00	£15,693.35	£39,306.65	Slight reduction - Could take further from this budget if required

Homeworking Allowance	£100.00	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£321,100.00</b>	<b>£320,500.00</b>	<b>£0.00</b>	<b>£138,757.49</b>	<b>£181,742.51</b>	
Training						
Staff	£4,500.00	£4,500.00	£0.00	£3,890.00	£610.00	
Councilor	£2,500.00	£2,500.00	£0.00	£395.00	£2,105.00	
Mileage and Subsistence	£250.00	£250.00	£0.00	£42.22	£207.78	
<b>Total</b>	<b>£7,250.00</b>	<b>£7,250.00</b>	<b>£0.00</b>	<b>£4,327.22</b>	<b>£2,922.78</b>	
Van						
Lease Costs	£3,685.20	£3,685.20	£0.00	£1,842.54	£1,842.66	
Service Costs	£278.52	£278.52	£0.00	£139.26	£139.26	
Fuel	£2,500.00	£2,000.00	£0.00	£572.58	£1,427.42	
Road Licence	£36.28	£36.28	£0.00	£0.00	£36.28	
Other	£0.00	£500.00	£0.00	£198.91	£301.09	
<b>Total</b>	<b>£6,500.00</b>	<b>£6,500.00</b>	<b>£0.00</b>	<b>£2,753.29</b>	<b>£3,746.71</b>	
<b>Total Admin</b>	<b>£418,380.00</b>	<b>£422,805.00</b>	<b>£0.00</b>	<b>£172,695.26</b>	<b>£250,109.74</b>	
<b>Assets &amp; Open Spaces</b>						
Allotments						
EQ Hire	£0.00	£500.00	£0.00	£0.00	£500.00	No budget set specifically
Utilities	£0.00	£300.00	£0.00	£0.00	£300.00	No budget set specifically
Non Domestic Rates	£0.00	£0.00	£0.00	£0.00	£0.00	
Maintenance Costs	£1,500.00	£1,000.00	£0.00	£467.64	£532.36	Allocate partially above
<b>Total</b>	<b>£1,500.00</b>	<b>£1,800.00</b>	<b>£0.00</b>	<b>£467.64</b>	<b>£1,332.36</b>	
GoAB	£0.00	£450.00	£0.00	£897.32	£-447.32	Need to amend
Cemetery						
EQ Hire	£0.00	£2,000.00	£0.00	£1,486.50	£513.50	No budget set specifically
Utilities	£3,000.00	£2,000.00	£0.00	£587.23	£1,412.77	Less required on Utilities now split.
Non Domestic Rates	£0.00	£3,043.90	£0.00	£3,043.90	£0.00	No budget set specifically
Plants and Hedges	£0.00	£2,500.00	£0.00	£1,100.23	£1,399.77	No budget set specifically
Maintenance Costs	£18,500.00	£4,656.10	£0.00	£1,098.81	£3,557.29	Reduction to take into consideration other budgets in Cemetery heading
EQ Maintenance & Fuel	£0.00	£2,500.00	£0.00	£1,370.16	£1,129.84	No budget set specifically
Projects	£0.00	£0.00	£0.00	£0.00	£0.00	
Broadband	£0.00	£350.00	£0.00	£166.64	£183.36	No budget set specifically
Funeral Costs	£0.00	£3,000.00	£0.00	£1,258.07	£1,741.93	No budget set specifically
Bin Collections	£0.00	£1,500.00	£0.00	£991.64	£508.36	No budget set specifically
<b>Total</b>	<b>£21,500.00</b>	<b>£21,550.00</b>	<b>£0.00</b>	<b>£11,103.18</b>	<b>£10,446.82</b>	
Public Works Loan Repayment	£17,650.00	£17,650.00	£0.00	£8,823.32	£8,826.68	
New Equipment	£0.00	£10,000.00	£0.00	£10,869.57	£-869.57	
Play Areas						
Maintenance Costs	£2,500.00	£2,500.00	£0.00	£1,187.85	£1,312.15	
Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	
Projects	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£1,187.85</b>	<b>£1,312.15</b>	
Public Toilet						
Utilities	£500.00	£2,000.00	£0.00	£0.00	£2,000.00	Awaiting recharge from MDDC from start of year as well as utilities required for new toilet
Maintenance Costs	£0.00	£500.00	£0.00	£432.48	£67.52	No budget set specifically
<b>Total</b>	<b>£500.00</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£432.48</b>	<b>£2,067.52</b>	
St Andrew's Car Park						
EQ Hire	£0.00	£655.00	£0.00	£653.30	£1.70	No budget set specifically
Non Domestic Rates	£0.00	£1,821.35	£0.00	£1,821.35	£0.00	No budget set specifically
Maintenance Costs	£5,500.00	£823.65	£0.00	£62.79	£560.86	Reduced and spread amongst other budgets under St Andrews
Parking Services	£0.00	£2,400.00	£0.00	£2,400.00	£0.00	No budget set specifically
<b>Total</b>	<b>£5,500.00</b>	<b>£5,500.00</b>	<b>£0.00</b>	<b>£4,937.44</b>	<b>£562.56</b>	
Town Hall						
EQ Hire	£0.00	£500.00	£0.00	£0.00	£500.00	No budget set specifically
Utilities	£5,000.00	£2,306.05	£0.00	£939.57	£1,366.48	Reduction
Non Domestic Rates	£0.00	£2,270.45	£0.00	£2,270.45	£0.00	No budget set specifically
Maintenance Costs	£5,000.00	£3,000.00	£0.00	£1,679.74	£1,320.26	Reduce as not all required also have reserve if required.
<b>Total</b>	<b>£10,000.00</b>	<b>£8,076.50</b>	<b>£0.00</b>	<b>£4,889.76</b>	<b>£3,186.74</b>	
Play Parks and Cemetery	£13,500.50	£13,500.50	£0.00	£0.00	£13,500.50	
Maintenance Annual Fund						
<b>Total Assets &amp; Open Spaces</b>	<b>£72,650.50</b>	<b>£83,527.00</b>	<b>£0.00</b>	<b>£43,608.56</b>	<b>£39,918.44</b>	
<b>Community Events &amp; Wellbeing</b>						
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	
Christmas						
Lights	£17,000.00	£17,000.00	£0.00	£0.00	£17,000.00	
Event	£4,000.00	£3,000.00	£0.00	£0.00	£3,000.00	Reduction as we have given £1000 as grant
EQ hire	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£21,000.00</b>	<b>£20,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£20,000.00</b>	
Events						
Coronation	£1,500.00	£748.50	£0.00	£748.50	£0.00	Past event - reallocate remainder
Community						
Christmas Light Event	£1,000.00	£0.00	£0.00	£0.00	£0.00	Grant given - see above
Community	£3,500.00	£3,500.00	£0.00	£0.00	£3,500.00	
<b>Total</b>	<b>£4,500.00</b>	<b>£3,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,500.00</b>	
<b>Total</b>	<b>£6,000.00</b>	<b>£4,248.50</b>	<b>£0.00</b>	<b>£748.50</b>	<b>£3,500.00</b>	
Markets						
Utilities	£200.00	£750.00	£0.00	£190.93	£559.07	Utilities will be required over christmas
Market Expenses	£1,800.00	£750.00	£0.00	£76.80	£673.20	Market expenses not anticipated to be as high
Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	
Flch Hire	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£2,000.00</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>£267.73</b>	<b>£1,232.27</b>	
Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00	£0.00	
Youth Services	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total Community Events &amp; Wellbeing</b>	<b>£29,000.00</b>	<b>£25,748.50</b>	<b>£0.00</b>	<b>£1,016.23</b>	<b>£24,732.27</b>	
<b>Town Maintenance &amp; Improvements</b>						
Gen. Maintenance Costs	£4,500.00	£2,500.00	£0.00	£1,117.19	£1,382.81	Reduce - can increase next year when strategic plan in place - no large spend anticipated in year
Grass/Verge Cutting	£3,000.00	£3,000.00	£0.00	£65.25	£2,934.75	
Hanging Baskets	£0.00	£1,500.00	£0.00	£689.94	£810.06	No budget set specifically - will recoup partially through income
Leat Repairs	£0.00	£0.00	£0.00	£0.00	£0.00	
Planting	£0.00	£250.00	£0.00	£218.00	£32.00	No budget set specifically
Public Rights of Way	£400.00	£1,000.00	£0.00	£550.00	£450.00	Larger budget required but will recoup under P3
Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00	£0.00	
260 Skate Park Benches	£0.00	£0.00	£0.00	£0.00	£0.00	
270 Street Furniture	£0.00	£0.00	£0.00	£0.00	£0.00	
280 Tourism & Economic Development	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00	
290 Townscape Heritage	£0.00	£0.00	£0.00	£0.00	£0.00	
300 Trees	£2,000.00	£2,000.00	£0.00	£808.65	£1,191.35	
310 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total Town Maintenance &amp; Improvements</b>	<b>£11,400.00</b>	<b>£11,750.00</b>	<b>£0.00</b>	<b>£3,449.03</b>	<b>£8,300.97</b>	
<b>Total Expenditure</b>	<b>£531,430.50</b>	<b>£543,830.50</b>	<b>£0.00</b>	<b>£220,769.08</b>	<b>£323,061.42</b>	
<b>Total Income</b>	<b>£531,430.50</b>	<b>£532,430.50</b>	<b>£0.00</b>	<b>£281,577.20</b>	<b>£-250,853.30</b>	
<b>Total Expenditure</b>	<b>£0.00</b>	<b>£11,400.00</b>	<b>£0.00</b>	<b>£60,808.12</b>		

£11,400 needed from reserves Recommended  
£ 10,000.00 Equipment EMR  
£ 1,399.50 OCTV EMR

Need to make a recommendation for GOAB

# Credit control

Tn no	Inv. date	Due date	Days	Cheque no.	Supplier	Details	Gross
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## Alfies

1274	14/07/23	13/08/23	68		Alfies	Black Bags 200pk x6	£132.00
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## British Gas - A/C BGL282257 - Electric

1448	26/09/23	26/10/23	-6	DD 20230912 BGL57	British Gas - A/C BGL28	Electricity - 29/08/2023 to 26/09/2023 - T	£44.76
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## Labdon Building Supplies

1438	19/09/23	19/10/23	1		Labdon Building Supplie	Flood Defence	£45.44
1436	19/09/23	19/10/23	1		Labdon Building Supplie	Flood Defence	£45.44
1437	19/09/23	19/10/23	1		Labdon Building Supplie	Cemetery Maintenance	£29.57
1433	19/09/23	19/10/23	1		Labdon Building Supplie	Flood Defence	£45.44
1435	19/09/23	19/10/23	1		Labdon Building Supplie	Cemetery - Batteries	£2.17
1434	19/09/23	19/10/23	1		Labdon Building Supplie	Flood Defence	£10.92
1442	21/09/23	21/10/23	-1		Labdon Building Supplie	Cemetery Maintenance	£1.20
1449	26/09/23	26/10/23	-6		Labdon Building Supplie	Town Hall Maintenance	£63.33
1451	27/09/23	27/10/23	-7		Labdon Building Supplie	Cemetery Maintenance	£34.38
1454	28/09/23	28/10/23	-8		Labdon Building Supplie	Cemetery Maintenance	£20.63
1453	28/09/23	28/10/23	-8		Labdon Building Supplie	Cemetery	-£16.51
1458	30/09/23	30/10/23	-10		Labdon Building Supplie	Cemetery Maintenance	£22.67

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£98.91	£26.79	£0.00	£178.98	£304.68

## Mid Devon District Council

1475	06/10/23	01/08/23	80		Mid Devon District Coun	Balance due, tn 1379 - Balance due, tn 1	£546.00
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## Mole End Plants

1439	19/09/23	19/10/23	1	FPO 20230807 MEP	Mole End Plants	Cemetery Plants	£100.00
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## Soldo Ltd

1459	30/09/23	30/10/23	-10	SOL 20230803 SOL-07	Soldo Ltd	Soldo Pro Subscription - September 202	£21.60
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## Source for Business - A/C 1693 4580 01

1016	20/03/23	19/04/23	184		Source for Business - A/	Opening Creditors Balance	-£105.35
1180		12/07/23	100		Source for Business - A/	Balance due, tn 1168 - Town Hall Water	£0.00
1168	01/07/23	31/07/23	81		Source for Business - A/	Town Hall Water	£36.78
1430	18/09/23	18/10/23	2		Source for Business - A/	Town Hall Water	£47.05

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	-£21.52	-£21.52

## Source for Business - A/C 5001377901

# Credit control

Tn no	Inv. date	Due date	Days	Cheque no.	Supplier	Details	Gross
1014	09/12/22	08/01/23	285	CON 20230612 SWW5001	Source for Business - A/	Credit for Sewerage	-£535.40
1177		19/04/23	184		Source for Business - A/	Balance due, tn 1015 - Cemetery Water	£0.00
1015	20/03/23	19/04/23	184	CON 20230612 SWW5001	Source for Business - A/	Cemetery Water - 16/12/2022 to 20/03/2	£39.19
1242	29/06/23	29/07/23	83		Source for Business - A/	Cemetery Water - 21/03/2023 to 29/06/2	£51.85
1429	18/09/23	18/10/23	2		Source for Business - A/	Cemetery Water - 30/09/2023 to 18/09/2	£42.92

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	-£401.44	-£401.44

## Sparkx Ltd

1013	08/01/22	07/02/22	620		Sparkx Ltd	Christmas Lights 2021	£2,508.00
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## Spectrum Management & Training

1472	30/09/23	30/10/23	-10	FPO 20230918 SM	Spectrum Management	Safeguarding Awareness - 07/09/2023	£474.00
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## Spot On Supplies

1315	01/08/23	31/08/23	50	FPO 20230807 SPOT	Spot On Supplies	Cleanse Luxurious Antibac Hand Wash	-£14.12
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## Staff Costs

1183	31/03/23	30/04/23	173		Staff Costs	Opening Balance	£0.60
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## The Play Inspection Company

1456	29/09/23	29/10/23	-9		The Play Inspection Co	Annual Inspections	£900.00
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## Tudor Environmental

1445	22/09/23	22/10/23	-2	FPO 20230626 TUD	Tudor Environmental	OREGON Yellow Roundline, 2.4mm x 2	£52.20
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## YMCA Dulverton Group

1018	31/03/22	30/04/22	538		YMCA Dulverton Group	Youth Services - Jan to Mar'22	£5,505.90
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## Overall Totals

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£195.87	£1,422.39	£0.00	£8,534.40	<b>£10,152.66</b>



# Credit control

Tn no    Inv. date    Invoice no    Due date    Days    Details    Gross

## A G Real and Son Monumental Masons

129	25/08/23	52	07/09/23	43	Balance due, tn 112 - Balance due, tn 10	£0.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£0.00	£0.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£0.00	£0.00											

## Ace Majorettes

141	01/09/23	66	01/10/23	19	Monthly Bingo	£35.00									
145	30/09/23	71	30/10/23	-10	Saturday Coffee Morning	£35.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£35.00</td> <td>£0.00</td> <td>£35.00</td> <td>£70.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£35.00	£0.00	£35.00	£70.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£35.00	£0.00	£35.00	£70.00											

## Cullompton Farmers Market

147	25/09/23	73	25/10/23	-5	Farmers Market Set Up/Take Down - Au	£56.83									
146	25/09/23	72	25/10/23	-5	Farmers Market Set Up/Take Down - Jul	£272.16									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£328.99</td> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£328.99</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£328.99	£0.00	£0.00	£0.00	£328.99
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£328.99	£0.00	£0.00	£0.00	£328.99											

## Devon County Council

29	08/03/22	M110778	07/04/22	561	Contribution towards Lengthsmans Dutie	£2,562.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£2,562.00</td> <td>£2,562.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£2,562.00	£2,562.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£2,562.00	£2,562.00											

## Dunn & Baker Solicitors

117	23/08/23	54	22/09/23	28	Summer 2023	£30.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£30.00</td> <td>£30.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£30.00	£30.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£30.00	£30.00											

## Gift of A Burrow

30	31/03/22	M110781	30/04/22	538	Expenditure 2021/2022	£404.29									
35	31/03/23	44	30/04/23	173	2022/23 Net Expenditure	£1,761.61									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£2,165.90</td> <td>£2,165.90</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£2,165.90	£2,165.90
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£2,165.90	£2,165.90											

## HMRC (VAT)

142	31/08/23		30/09/23	20	VAT refund 01/07/23 - 31/08/23	£0.00									
158	30/09/23		30/10/23	-10	VAT refund 01/07/23 - 30/09/23	£3,008.38									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£3,008.38</td> <td>£0.00</td> <td>£0.00</td> <td>£3,008.38</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£3,008.38	£0.00	£0.00	£3,008.38
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£3,008.38	£0.00	£0.00	£3,008.38											

13	25/03/23	CE10377	24/04/23	179	Interment Fee - Saturday Surcharge	£157.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£157.00</td> <td>£157.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£157.00	£157.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£157.00	£157.00											

## Lena Stoneman

# Credit control

Tn no	Inv. date	Invoice no	Due date	Days	Details	Gross
148	29/09/23	74	29/10/23	-9	In relation to Grave Space CAM 54	£1,350.00

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£1,350.00	£0.00	£0.00	£1,350.00

## Mid Devon District Council

144	15/09/23	70	15/10/23	5	In Relation to hire of 8 parking spaces in	£1,000.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£1,000.00	£1,000.00

149	30/09/23	75	30/10/23	-10	Town and District Councillor Surgery	£20.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£20.00	£0.00	£0.00	£20.00

## Pring & Son

131	29/08/23	65	28/09/23	22	For the late Margaret Alice Perry	£1,190.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£1,190.00	£1,190.00

3	07/11/22	AL10231	07/12/22	317	Annual Rent - Half Plot - TOP 09	£12.50
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£12.50	£12.50

159	17/10/23	17	16/11/23	-27	Credit Part of Transaction 59	-£20.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	-£20.00	£0.00	£0.00	-£20.00

## Thorne Carter & Aspen

125	23/08/23	62	22/09/23	28	Summer 2023	£15.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£15.00	£15.00

## Walter H Squires & Son Ltd

140	07/08/23	50	06/09/23	44	For the late Reece Victor Somerton	£2,714.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£2,714.00	£2,714.00

69	30/06/23	28	30/07/23	82	Annual Rent - May-23 to Apr-24	£25.00
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£0.00	£0.00	£25.00	£25.00

## Overall Totals

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£328.99	£4,393.38	£0.00	£9,906.40	£14,628.77



<b>POLICY TITLE</b>	<b>CEMETERY POLICY AND REGULATIONS FOR MEMORIAL MASONS</b>
<b>POLICY NO</b>	<b>010</b>
<b>APPROVAL DATE</b>	Adopted February 2016
<b>REVIEW DATE</b>	May 2023
<b>POLICY AIM</b>	This Policy details the regulations for the use of Cullompton Cemetery and the regulations for Memorial Masons.

## 1. INTRODUCTION

- 1.1. Cullompton Town Council owns and maintains the Cemetery and Cemetery Extension at Tiverton Road, Cullompton having the power to provide and regulate cemeteries in accordance with the [Local Government Act 1972 s214](#) and the [Local Authorities Cemeteries Order 1977](#). It provides this facility primarily for the benefit of those living within the Parish of Cullompton.
- 1.2. There are specific requirements for the East (the older) and West (the newer) parts of the Cemetery.

## 2. GENERAL REGULATIONS

- 2.1. No burial shall take place, cremated remains scattered, headstone or other memorial fixed or removed from the cemetery or additional inscription made to a headstone or other memorial without the express permission of the Town Clerk or other officer appointed for that purpose by the Council.
- 2.2. The relatives and friends of the deceased must make their own arrangements for the conduct of any burial service that is to be performed.
- 2.3. A chapel, located in the old cemetery, can be provided for a nominal charge for burial services and is for use by any denomination or religious body. Use of this facility is by prior arrangement with the Town Clerk or other officer appointed for that purpose by the Council and will attract an additional fee.
- 2.4. No interment can take place until a Certificate for Disposal has been provided to the council no later than 5 days prior to the proposed interment taking place and 3 days prior to the interment of ashes.

### 3. CHARGES AND FEES

- 3.1. Charges and fees are required to be paid in advance and will be reviewed periodically by the council.
- 3.2. The Interment Fee is for the digging of a grave only. Any additional work requested, for example bricking up of a grave, will be chargeable.
- 3.3. If the deceased did not live or own a property within the Parish of Cullompton prior to death, double will be charged for the purchase of a Grant of Exclusive Right of Burial unless exceptional circumstances exist and at the discretion of the Town Clerk.

### 4. GRANT OF EXCLUSIVE RIGHT OF BURIAL

- 4.1. Grant of Exclusive Right of Burial may be purchased giving the grave owner, for a period beginning on the date of the Grant and not exceeding 75 years, the right to:
  - 4.1.1. One or more burials in that grave space (subject to there being sufficient space available in that burial plot). A burial includes:
  - 4.1.2. The interment of human remains contained in a coffin.
  - 4.1.3. The interment of cremated human remains.
  - 4.1.4. The interment of the body or cremated remains of still-born children.
  - 4.1.5. The placing of human remains in a vault.
- 4.2. **The right to erect and maintain or to place an additional inscription on a headstone or other memorial on that grave space.** From 1 April 2014, the purchase of a Grant of Exclusive Right of Burial includes the right to erect a memorial. For graves purchased before this date, an additional fee is payable before permission to erect a memorial is granted.
- 4.3. Once a Grant of Exclusive Right of Burial for a grave space or cremated remains plot has been purchased, the upkeep and maintenance of that plot becomes the responsibility of the owner of the Deed. The council takes no responsibility for the maintenance or safety of that plot or any memorial erected upon it.
- 4.4. A record detailing all graves or vaults subject to specified rights will be kept by the council.
- 4.5. Unpurchased plots remain the property of the council and there is no right to place any form of memorial on any plot for which a Grant of Exclusive Right of Burial has not been issued. The council reserves the right to conduct more than one interment in any grave for which a Grant of Exclusive Right of Burial has not been purchased.
- 4.6. **Pre-purchase of Graves.** It is possible to pre-purchase a Grant of Exclusive Right of Burial prior to death. Spaces will be allocated in the Cemetery Extension and a Deed of Grant will be issued for graves purchased in this way and will be valid for a maximum of 75 years from the date of issue.
- 4.7. The council may, at the discretion of the Town Clerk, buy back graves that have previously been sold but are unused. Payment will be made at the original purchase price of the grave less an administration charge of 10% and will only be made when

**Commented [SR1]:** Is this clause still necessary on the basis that I very much doubt that there are any graves, very nearly a decade old, that don't have a memorial placed already and the income lost by the removal of this clause will be minimal.

the holder of the Grant of Right of Exclusive Burial surrenders the Grant of Right document to the council.

## 5. INTERMENT

- 5.1. All graves will have a capacity of two coffins only and must be dug by a professional grave digger employed or contracted by the council. It may be possible for mourners to assist with filling in graves if so desired.
- 5.2. No coffin shall be interred in a grave in such a manner that any part of the coffin is less than 3 feet below the level of any ground adjoining the grave. All coffins in the same grave space must be separated by a layer of earth no less than 6 inches deep.
- 5.3. When any grave is reopened for the purpose of making an additional burial, no person shall disturb any human remains interred or remove any soil which is offensive.

## 6. MEMORIALS AND HEADSTONES

Memorials and headstones may be installed on a purchased grave in accordance with Cullompton Town Council's this Policy Paragraphs 10-12.

## 7. REGULATIONS OF THE NATURAL BURIAL AREA

- 7.1. Cullompton Town Council's natural burial area is a place for nature to thrive and to encourage biodiversity. As such, management of this area is by light touch and, with the exception of paths that will not be finished but may be cut, all areas will be left to nature.
- 7.2. By purchasing a burial plot in our natural burial area, you are agreeing to the following:
  - 7.2.1. Purchase of a plot (or plots) is for the right of burial within that plot only. There is no exchange of ownership of the plot(s).
  - 7.2.2. Only interments using environmentally friendly coffins or caskets (without plastic or metal furniture) or shrouds are permitted. Cremated remains may also be interred directly to the earth as well as in environmentally friendly urns and caskets. Only environmentally friendly clothing is to be used to clothe the deceased and any personal effects placed within the coffin/casket must also be environmentally friendly. Jewellery must be removed from the deceased prior to interment.
  - 7.2.3. Only one interment per grave will be permitted and graves will be dug only to single depth.
  - 7.2.4. Floral tributes and flowers placed on graves must not be wrapped in cellophane, tied with florist ribbon or contained in plastic trays as these items are not biodegradable. Cut flowers are welcome. Cut flowers placed on graves will be removed after a reasonable period. Vases cannot be placed on or sunken into plots as these pose a threat to wildlife. Balloons are strictly forbidden as they also pose a threat to wildlife.
  - 7.2.5. Graves will not be personalised with markers, monuments, vases, statues, stones, fences, or other such items nor will the meadow/flowers upon and

**Commented [SR2]:** This is an entirely operational matter that is covered by training. Should it be included in the Cemetery Policy or a Method Statement?

around the grave be cut without written authority. The integrity of the natural burial ground, nature and the environment are paramount. Cullompton Town Council reserve the right to remove unauthorised items and/or manage, re-seed or plant a grave without notice. Seeds and bulbs may be scattered/planted, subject to the approval of Cullompton Town Council. However, they must remain natural and flower beds must not be cultivated or developed. The location of graves will be by the burial of a steel marker, engraved with the Row and Grave number and identifiable with a metal detector, in the grave just below the surface.

7.2.6. Only memorial trees purchased through Cullompton Town Council may be planted on graves. Only native trees may be planted. Application for trees other than listed in the price list are welcome. However, it must be noted that the final decision regarding the planting of a particular species of tree will be with the Council. All trees are guaranteed for a period of 5 years from planting. It must be noted that trees may be cut or in some cases removed by Cullompton Town Council without notice if they preclude the development of other trees, are obstructing a footpath or a grave, or for health and safety reasons.

**Commented [SR3]:** Does this need to be along the lines of obtaining approval for the species being planted rather than them being purchased by the Council and then recharged?

7.2.7. Cullompton Town Council will not be responsible for damage or loss to any items placed upon graves or in any area of the burial ground. Unauthorised items removed by the Council from grave spaces in the natural burial area will be retained for a period of 6 months before being disposed of.

7.2.8. Whilst efforts will be made to keep soil away from graves, it must be understood that, on occasions when neighbouring graves are excavated, soil from that grave may temporarily cover other graves. Every effort will be made to minimise this, reduce the time any such action is required, and to make good all graves once the interment is complete. Graves may from time to time be levelled by the addition of topsoil and reseeded by Cullompton Town Council if required and deemed appropriate.

7.2.9. Unless attending a service, or to help the disabled or infirm, motor vehicles are restricted to the car park only. Other mobility devices, such as mobility scooters, are permitted but great care must be taken in their use as the pathways will not be formalised.

7.2.10. No litter. There are no litter bins at the natural burial area and all litter must be removed from the burial ground and taken home with you.

**Commented [SR4]:** Does there need to be litter bins in place?

7.2.11. There are to be no recreational activities that may have a negative impact upon visitors to the burial ground or are not respectful to the burial ground or the environment are permitted. This includes the drinking of alcohol at the burial ground unless as a toast at the time of burial or at picnic during or after a funeral service. Picnics during and after burial services are welcomed, however, consideration must be made for other visitors to the burial ground and the environment; no fires or barbeques are to be lit. Appropriate respect must be always maintained. This includes responsibly disposing of all litter.

- 7.2.12. Photography and videography are permitted. Although the privacy, dignity, and respect of others at the burial ground must be always maintained. No person at the burial ground is to be photographed and/or their image used in any way without their express permission.
- 7.2.13. Other than access paths, the natural burial area will, in the main, be left to nature throughout the year. Accordingly, areas may be overgrown with plants, flowers and grasses as nature intends. This allows nature to thrive and promotes biodiversity. Whilst some plants may be considered weeds by domestic gardeners, they remain an integral part of the natural environment and are, therefore, welcomed. The natural burial area will be sympathetically cut at the end of the growing season and pathways may be cut during the season.
- 7.2.14. For environmental reasons the deceased is not to be embalmed or subjected to environmentally unfriendly hygiene treatments prior to the burial unless in exceptional circumstances; in such exceptional circumstances, approval must be received from Cullompton Town Council. Treatments using environmentally friendly products is acceptable.
- 7.2.15. Grave plots, once purchased, may be returned to Cullompton Town Council if a written request is received by the grave owner or a legal representative providing appropriate authorisation. Upon receipt of the request, a refund will be made, minus deductions from the original sum paid for any commissions paid, an annual maintenance fee for each year since the purchase of the plot, and an administration fee. No grave plot can be returned once a burial has taken place, even if an exhumation has been conducted.
- 7.2.16. No exhumation will be permitted unless the appropriate application has been submitted and legal documentation authorising the exhumation received.
- 7.3. Cullompton Town Council reserves the right to refuse a burial if conditions 7.2.1 to 7.2.16 are not met.
- 7.4. As an area left to nature, the natural burial area may have uneven and overgrown paths, and there may be various natural hazards. Paths can also become damaged and/or challenging due to weather conditions or wildlife. Cullompton Town Council will not accept any liability for accidents, injury, or damage to any visitor to the burial grounds or cars entering, leaving, or parking at the burial ground.
- 7.5. Please inform Cullompton Town Council on 01884 38249 or by email [deputy.clerk@cullomptontowncouncil.gov.uk](mailto:deputy.clerk@cullomptontowncouncil.gov.uk) if you are aware of any issue or concern regarding the Cemetery.
- 7.6. Cullompton Town Council reserve the right to amend these Regulations at any time if appropriate. A copy of which shall be available to read on each burial ground noticeboard and on our website [www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk). Paper copies are also available upon request from our offices.

**Commented [SR5]:** How long will a Deed of Exclusive Right be valid for? Research indicates that, dependent on soil and other environmental conditions, skeletisation will occur in 5-10 years. Can a grave be reused after this period? A review of Burial Law is underway to permit the reuse of graves (currently permitted in London) throughout the country; grave spaces are at a premium and, although we have a new Cemetery extension, with thousands of dwellings expected to be built over the next few decades, demand for them will only increase.

Will a Deed of Exclusive Right be issued only for pre-purchased graves on the basis that occupied graves will be single depth only, no reopening and no headstone will be permitted. Or can interments be at double depth to permit additional, unrelated, burials after skeletisation has occurred after, say, a decade? Do we allow double depth graves to be dug to allow for natural burial family graves as is the case with traditional burials?

7.7. Adherence to these regulations is essential to maintaining the integrity of the natural burial area and to ensure nature can thrive. Accordingly, it is the duty of Cullompton Town Council to enforce the above regulations without notice.



## 8. REGULATIONS FOR MEMORIAL MASONS

- 8.1. All Memorial Masons who wish to work in Cullompton Town Council's cemetery must meet the following criteria:
- 8.2. Hold a Public Liability Insurance Policy cover of at least £5m.
- 8.3. Adhere to the National Association of Monumental Mason's Code of Working Practice (March 2000 edition or later). A Namm approved anchor system is to be used on all new monuments and the same should be installed on all refitted monuments. The choice of the system is left to the Mason but should be the most appropriate for the soil conditions.
- 8.4. Provide a statement to the effect that the Mason has not been barred from working in any other cemetery in the last two years and an assurance that should this occur in the future the Mason will inform the Council immediately.
- 8.5. Ensure that all work will conform to statutory requirements and Cemetery regulations.

**Commented [SR6]:** Do we need to specify a Namm approved system? Not all Monumental Masons are members of Namm but they are still professionals and it is their responsibility to their client if the headstone is improperly fixed.

## 9. RIGHTS AND PERMISSION TO ERECT A MONUMENT

- 9.1. It is no longer necessary for a grave owner to purchase separately a Right to Erect a Monument. These Rights will be granted when Exclusive Rights of Burial are obtained. No monuments may be erected on unpurchased graves; should one be so erected the Council may demand its immediate removal at the expense of the Mason.
- 9.2. Whilst the Exclusive Right of Burial will remain for a period of either 30 or 75 years, the right to erect a memorial will exist only for a period of 20 years. Notwithstanding that, a memorial stone may be laid flat if it is considered to be unsafe and the Council, after expiry of the Memorial Grant, retains the right to remove an unsafe memorial after making reasonable efforts to contact the grave owner and, following further efforts to contact the grave owner, dispose of it after a period of 6 months.
- 9.3. It is the Mason's responsibility to satisfy him or herself that the purchaser of a monument has a right to erect it. All applications should bear the signature of the owner of these Rights. A complete plan of the proposed monument, including complete details of foundation works and the proposed inscription must be submitted to the council on the latest edition of the appropriate form at least four weeks before work is scheduled to commence. Once this has been approved, a permit to construct will be issued.
- 9.4. Fees and charges for Rights to Erect monuments on graves purchased before 1 April 2014 and other related fees (such as the permission to alter the inscription) will be reviewed annually.

## 10. INSTALLATION OF A MONUMENT

- 10.1. Memorial Stones are not to be installed until at least 6 months has elapsed since the interment in that grave.
- 10.2. Once in possession of any permit, Masons must give at least 2 clear days of notice of intent to work in the cemetery giving full details of graves and monuments

upon which work will be carried out. A proposed time of arrival at the cemetery should also be included where possible. This information may be posted to the council office or sent by email to [deputy.clerk@cullomptontowncouncil.gov.uk](mailto:deputy.clerk@cullomptontowncouncil.gov.uk).

- 10.3. No variations from the terms of a permit and all monuments must bear the name of the Mason and the grave reference number in characters no higher than 4cm on the rear of the base.
- 10.4. The funeral organiser will order removal of monuments before an interment. All parts of the monument must be removed from the cemetery unless written permission has previously been obtained from the Council. Any masonry found unattended and away from a grave in any part of the cemetery will be deemed to have been abandoned and may be disposed of.
- 10.5. Masons will be notified if an interment is scheduled at a time when they are to be working in a cemetery. All works in the vicinity of the interment must cease and personnel, plant and vehicles must be withdrawn from the area at least 15 minutes before the time of the interment. Work may recommence when all mourners have left the cemetery.
- 10.6. If wheeled or tracked machinery is to be used to transport monuments around the cemetery, masons are to take precautions to protect the graves and lawned areas of the cemetery from damage.

**11. MEMORIALS**

- 11.1. The following restrictions on the size and type of monuments are required by the Council in accordance with the Cemetery Policy.
- 11.2. Grave memorials or headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

- 11.3. Cremation markers will be of the following dimensions:

- 11.3.1. East Cemetery Front Bank (Row M) will have wedge shaped memorial tablets the will not exceed the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

**Commented [SR7]:** Is the Council too restrictive in the type and size of Monument that is permitted?

Currently, there is little variation and this, for me, detracts from the aesthetic appearance of the Cemetery and a good example of this variation can be found at the Tiverton Road end of the Cemetery (East); there is a mix of monument types and this makes it a much more visually attractive and appealing space.

Ditto for all the other Monument sizes.

11.3.2. West Cemetery (Magnolia) will have wedge shaped memorial tablets that are of the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

11.3.3. All other cremated plots in the East Cemetery will have memorials that do not exceed the following dimensions:

Depth	12 inches (300mm)
Width	15 inches (375mm)
Height	27 inches (685mm)

11.3.4. Kerbing installed on single width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	36 inches (910mm)
Length	7 feet (2.13m)

11.3.5. Kerbing installed on double width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	7 feet (2.13m)
Length	7 feet (2.13m)

11.4. Kerbing is not permitted in the Cemetery (West).

11.5. Only the owner of a grave space has the right to place, or order to be placed, any memorial or other constant item on a grave space. Approval must be sought and obtained prior to a memorial being erected, an inscription added to an existing memorial or any other changes. Memorials that are erected or changed without such permission may be removed. Memorials are to be constructed of either stone or slate although a small wooden structure may be used as a temporary grave marker. **For safety reasons, memorials and other items that are made of glass, ceramic or plastic will be removed without notice.**

**12. TIVERTON ROAD WEST CEMETERY**

- 12.1. All graves in the Cemetery Extension will be laid to lawn with no burial mounds. No memorial items are to be placed on the lawned area. Side by side burial plots may be purchased if available.
- 12.2. Grave memorial headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

**13. MEMORIAL BENCHES**

- 13.1. A limited number of sites are available for the installation of memorial benches in the Cemetery (West) and are indicated on a plan held by the Town Council. Memorial benches may be leased in their entirety for the installation of a memorial plaque or memorial plaques may be one of three plaques installed on a communal bench. The ratio of individual benches and communal benches will be variable and determined by demand for memorial plaques. The waiting list will indicate a preference for an individual or a communal bench plaque. The engraving will consist of no more than 5 lines of text each of which will be no more than 40 characters.
- 13.2. All benches will be purchased, installed, owned and maintained by Cullompton Town Council and will be replaced as considered necessary. Memorial plaques will be purchased and installed by Cullompton Town Council. The engraved message will be agreed, in advance, with the lease holder and plaques will be fabricated from brass or stainless steel and will measure 100mm wide and 50mm high; they will be fixed to memorial benches using brass or stainless-steel screws with domed heads.
- 13.3. Space for memorial plaques will be leased on the following basis:
  - 13.3.1. A waiting list for the lease of space for memorial plaques will be maintained by Cullompton Town Council.
  - 13.3.2. Plaques will be payable in advance at the prevailing fee for a lease period not exceeding a period of 5 years.
  - 13.3.3. Fees will be reviewed annually.
  - 13.3.4. Plaques may be installed on an individual bench or up to three plaques may be installed on a communal bench.
  - 13.3.5. The scale of fees for memorial plaques is contained in the Schedule of Fees for Cullompton Cemetery which is published annually.

13.4. **Leases.** A lease may be granted for the installation of a memorial plaque on a bench in the cemetery for a period not exceeding 5 years. At the end of this 5-year period, the lease holder will be contacted at their last known address and provided with the option of renewing the lease for a further 5 years after payment the prevailing fee. Should the lease not be renewed, the lease will be sold to the next on a maintained waiting list for the prevailing fee and the removed plaque retained for a period of 6 months.

**Commented [SR8]:** Given the lack of benches available and the likelihood that there will be a waiting list once properly publicised, should a Memorial Wall be maintained in the Chapel or other place in the Cemetery to fix memorial plaques for which the lease has expired.

Alternative options include the provision of a memorial tree rather than memorial benches.



Natural Burial Area

Camellia

Magnolia

Primrose

Storage Container

**Cemetery (West)**

**Cemetery (East)**

ST ANDREWS ESTATE

LANGLANDS ROAD

TIVERTON ROAD

GATEHOUSE CLOSE



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## ALLOTMENT POLICY – TOP FIELD AND HAYMAN’S CLOSE

**THIS POLICY IS TO BE READ IN CONJUNCTION WITH THE ALLOTMENT AGREEMENT,  
HEALTH & SAFETY GUIDE TO ALLOTMENTS AND OTHER GUIDANCE**

<b>POLICY TITLE</b>	Allotment Policy – Top Field and Hayman’s Close
<b>POLICY NO</b>	032
<b>DATE ADOPTED</b>	Reviewed
<b>POLICY AIM</b>	To ensure a fair and consistent approach in the management of the allotments.

Hereinafter, Cullompton Town Council will be known as “the Council”.

### 1. INTRODUCTION

The Council has a statutory duty to provide allotments to improve people’s quality of life by promoting healthy food, exercise, and community. There are two fields; the Top Field that is owned outright by the Council and Hayman’s Close that is land leased from Mid Devon District Council.

### 2. OUR AIM

It is the aim of the Council to provide allotments of an acceptable standard to enable individuals to improve their quality of life, health, and diet, by growing their own food and providing a place to relax at a reasonable cost.

### 3. OBJECTIVE

The primary objective is to manage and administer allotment sites in convenient locations to serve the community within the Cullompton Town Council’s Parish boundaries. This requires The Council to ensure that allotments are kept in a reasonable condition and Tenants are treated equally and fairly under the terms and conditions of their Tenancy Agreement.

### 4. RESOURCES

- 4.1. As the service is primarily for individuals rather than the benefit of the whole community the Council will keep any subsidy towards running costs to a reasonable level.
- 4.2. The Council is responsible for the allotment site at **Burrow’s Field (Tiverton Road)**, a Registered Charity of which Cullompton Town Council is the sole Councillee and appoints a number of its members to be Councillees trading as Gift of A. Burrow for Allotments.

### 5. COUNCIL RESPONSIBILITIES

- 5.1. Where the Council is responsible, it will maintain the infrastructure of the sites including outside border paths, mains water supplies (where provided) and site boundary: walls, fences, gates and associated locks. (Point 12.1 – Security refers)
- 5.2. The Council will undertake regular inspections of Allotment sites (Point. 13 – Inspections and Notices refers) to ensure that plots are maintained to a satisfactory standard in order

they do not cause a nuisance to adjoining/neighbouring plots and to encourage the prompt re-letting to those on the waiting list should a plot become available.

- 5.3. The Council will review Allotment rents on an annual basis and will, with one year's notice, inform Tenants of any changes to the fees. (Point 10 – Rents refers).

## **6. APPLYING FOR AN ALLOTMENT**

All applicants have to live in the Parish and are required to complete an Allotment application form. Once received, the applicant's name will be added to the waiting list. All applications will be recorded in date order of receipt and where a waiting list occurs, allotments will be offered to applicants in this order.

## **7. WAITING LIST FOR NEW APPLICANTS**

- 7.1. The Council maintains a primary and secondary waiting list of prospective Tenants. The primary waiting list is for those living in the Parish who do not already rent an allotment from the Council, this system operates on a first come, first served basis and takes priority over the secondary waiting list. Currently the Council/Council hold one document for Primary and Secondary list.
- 7.2. The secondary waiting list is for those who already rent an allotment from the Council and would like an additional allotment, this system operates on a first come, first served basis, but will only be considered if there is nobody on the primary waiting list. Existing Tenants will also have to prove they are eligible for a second allotment by consistently achieving good to excellent inspection results.
- 7.3. To avoid a lengthy waiting list for allotments, new Tenants will generally be offered a half allotment. Tenants will not be entitled to more than the equivalent of half allotment plot unless there are no other applicants on the waiting list. In exceptional circumstances a quarter plot might be offered depending on tenant's requirements and plots available at the time.

## **8. WHEN AN ALLOTMENT BECOMES VACANT AND ACCEPTING AN ALLOTMENT**

- 8.1. The Council will make arrangements for viewings. If the prospective applicant wishes to accept the plot, a Tenancy Agreement will be issued with an agreed starting date together with a rental invoice, Health and Safety Regulations leaflet and Bonfire leaflet, all of which are to be read in conjunction with this Policy. If the Council does not hear from the applicant within five working days, it will be assumed that they are no longer interested in having an allotment and their name will be taken off the waiting list. The allotment will then be offered to the next person on the waiting list.
- 8.2. Rent for tenancies commencing after the annual due date shall be required to pay full rent. Once the signed Tenancy Agreement and payment have been received by the Council, the applicant can start work on the allotment.

## **9. DECLINING AN ALLOTMENT**

An applicant will be offered up to three allotment plots. If all three offers of an allotment plot are refused, the applicant will go to the bottom of the waiting list.

## **10. RENTS**

A whole year's rent is to be paid in advance on the due date of 30 September. The level of rent will be reviewed annually and used to cover the cost of running the allotment sites. Whilst the Council will take into account individual circumstances, failure to make payment of rent within 40 days will lead to eviction. Should the Council need to undertake any work e.g. to clear the site of weeds,



structures or an accumulation of waste, the cost of clearing/reinstating the plot will be invoiced to the plot holder. List of additional costs for clearing.

## 11. ENVIRONMENTAL REQUIREMENTS AND OBJECTIVES

- 11.1. The Council requires Tenants to maintain their allotments in a sustainable and environmentally friendly way. Tenants will comply with this objective by:
- 11.1.1. Re-using materials and where available, use of products using recycled materials in their manufacture.
  - 11.1.2. Minimal use of pesticides.
  - 11.1.3. Minimal use of herbicides.
  - 11.1.4. Minimal use of artificial fertilisers.
  - 11.1.5. Reduction in mains water consumption by encouraging the collection of rainfall from shed roofs or other means of collection.
  - 11.1.6. Composting materials arising from cultivating and maintaining the allotment (i.e. vegetable waste, cuttings, grass clippings, etc.).
  - 11.1.7. Minimal use of bonfires to dispose of waste material from the allotment (see separate Bonfire Leaflet restricting timing and use of bonfires).
  - 11.1.8. Promptly removing from site inappropriate materials and likewise any redundant materials no longer required for normal use and disposing of the same off site and in an appropriate manner.
  - 11.1.9. No barbed wire must be used.
  - 11.1.10. Care must be taken on plots with compost heaps during the egg laying season of the grass snake; this snake is the only UK native species that lays eggs and it does so in areas of decomposing vegetation. The usual egg laying season for the grass snake is in June or July with eggs hatching in late Summer.

## 12. SITE IMPROVEMENTS, SECURITY, MAINTENANCE AND PEST CONTROL

### 12.1. Site Security

- 12.1.1. The Council will maintain site boundary walls, fences, gates and their locks (where supplied) in good order to maintain a reasonable level of site security. Locks will be combination padlocks and the Council will issue the relevant numbers to all Tenants. Tenants will co-operate with the Council in maintaining site security and will ensure that gates are locked when leaving the site.
- 12.1.2. The Council has no liability in respect of Tenant's losses due to theft or vandalism.
- 12.1.3. Tenants are responsible for the care, cultivation, maintenance of their allocated allotment plot, clearing and keeping tidy the adjoining paths to their plot and likewise their own property. If a Tenant's property is stolen or vandalised, they are encouraged to inform the Council and report the incident or loss to the Police.

- 12.2. **Pest Control.** In the event of an infestation by pests (such as rats, wasps or hornets) such that public safety is at risk, the Council will take all reasonable steps to control such infestations, particularly where nests are in boundaries to the site. Tenants will take all reasonable steps so as not to promote rat infestations by ensuring that foodstuff and other waste materials likely to encourage rats are not left on site.

- 12.3. **Self-Help Site Improvements and Maintenance Works.** Where individuals or 'Associations' seek to undertake improvements or maintenance works, those planning such works should seek the Council's formal approval. All such works should be well planned and undertaken in a safe manner, utilising only those individuals possessing the appropriate skills and capabilities to complete the work.

### **13. INSPECTIONS AND NOTICES**

- 13.1. The Council recognises that regular inspections are key to the effective management of allotments. Inspections may be undertaken at any time by any Council member of staff or Committee member, who is entitled to enter and inspect any allotment.
- 13.2. To assist in achieving consistency in undertaking and scoring individual plots, the Council will apply a common set of criteria measuring the extent to which the plot is cultivated, general tidiness, the Tenant's adherence to Council policy and site rules, and commitment to and application of the Council's Environmental Requirements and Objectives as set out at Clause 11. above.
- 13.3. In the event of a breach in policy, site rules or tenancy agreement, an appropriate notice may be served on a Tenant either personally, by email or letter at the last known place of residence. The Notice will outline the Council's concern, details of any breach and the corrective action required. Failure to abide by the notice will result in termination of the Tenancy Agreement.

### **14. HEALTH AND SAFETY**

- 14.1. Tenants must abide by relevant statutory requirements together with The Council's own site rules and Health and Safety Guide to Allotments guidance, as currently in force.
- 14.2. Allotment tenants are strongly recommended to have sufficient Public Liability Insurance in place; the Council does not indemnify individual plots at Burrow's Field.

### **15. ALLOTMENT ASSOCIATION AND REPRESENTATION**

- 15.1. Burrow's Field (Tiverton Road) Allotment site - Tenants are able to join an Allotment Association if they so wish and membership is on a voluntary basis.
- 15.2. All Allotment Tenants are welcome to attend meetings of the relevant Committee/Sub-Committee meetings of The Council and are able to speak within the Public Participation section of the meeting to raise any issues which they may have. Meeting dates can be found on the Town Council website.

### **16. TENANCY AGREEMENT**

The Tenancy Agreement is between the Council and the allotment Tenant, it sets out the terms and conditions of having the allotment. Upon signing the Tenancy Agreement, it will be assumed that the Tenant is fully aware of and will abide by the Agreement itself, the Council's Policy and Site Rules.

### **17. SHARING/CO-WORKING**

- 17.1. The Tenancy Agreement is with one named individual, there are no joint tenancies. Family or friends may assist the Tenant on their allotment, but the tenancy will be in the name of the Tenant.
- 17.2. In some circumstances, assistance from other individuals may be required and in this instance the Council should be notified, and the Co-Worker registered with the Council. To register a Co-Worker on the allotment, the Tenant is required to put in writing to the Council the Co-Worker's name, address, telephone number and email address. The Tenant and Co-Worker are both required to complete an application form. A copy of the

Allotment Policy will be issued and signed by the Co-Worker. Should the Tenant wish to relinquish their allotment and if their Co-Worker wishes to take over the tenancy, then the Co-Worker (who must be registered and live within the Parish) may become the Tenant by applying to the Council.

- 17.3. **SUB-LETTING.** Allotments cannot be sub-let. If the Tenant wishes to give up part (say, one half of a full plot) of their allotment, the surrendered part will be offered to the next person at the top of the waiting list and charged full rent.

## **18. TERMINATION OF AN ALLOTMENT TENANCY**

The tenancy of an allotment will terminate in the following circumstance:

- 18.1. Upon the death of the Tenant.
- 18.2. Upon the Tenant giving notice of their wish to give up their tenancy.
- 18.3. After having given one month's notice in writing, the Council may terminate the tenancy in the following circumstances:
  - 18.3.1. If the rent or any part of it is in arrears after 40 days.
  - 18.3.2. If, following routine inspections by the Council it is apparent that the Tenant has not duly adhered to the Site Rules or any other term or condition of tenancy.
- 18.4. Should the Council wish to terminate or alter any Agreement they must give the Tenant one month's notice in writing.

## **19. VACATING AN ALLOTMENT AND LIABILITIES ARISING**

- 19.1. A vacating Tenant will be responsible for clearing the allotment of general rubbish and to leave it in a clean and tidy condition not later than 14 days after the vacating notice is given. A charge will be made by the Council for the removal of any rubbish remaining on the plot.
- 19.2. Any temporary structure/s including a shed, greenhouse or a poly tunnel which a Tenant wishes to leave on their plot will require approval from the Council. Temporary structure/s must be cleared of their contents by the vacating Tenant and failure to clear said items will result in a charge or no deposit will be refunded. Where structures are in poor condition and have not been removed by the Tenant, a charge will be made by the Council to clear the plot.
- 19.3. If a plot is abandoned or is deemed to have been abandoned, the Council will keep the area strimmed and where necessary, treat the plot with weed-killer and/or weed suppressant sheeting to ensure that the plot is maintained to an acceptable standard and to expedite the renting of the plot to a new Tenant.

## **20. GENERAL CONDITIONS OF TENANCY**

- 20.1. The Tenant must comply with the following conditions. Failure to do so on one or more counts will result in the tenancy of all allotments held by the Tenant being terminated. The Council's decision is final.
- 20.2. Prior to taking up tenancy of an allotment plot, the Tenant will be required to pay the annual rent in advance, plus deposit of £.... Should a tenancy start part way through the year, the annual rent will still be the amount of a full year rent.
- 20.3. The Tenant will not use the allotment for any other purpose than as an allotment.
- 20.4. The Tenant will keep the allotment clean, tidy, fertile and in a good state of cultivation. Cultivated plants should be maintained in active, healthy growth with care being taken to

- minimise the growth of invasive or alien species, noxious weeds and other species that are subject to legislative control.
- 20.5. Tenants are always expected to conduct themselves in an appropriate manner treating others with due respect; anti-social, nuisance or aggressive behaviour will not be tolerated. The Tenant must not cause damage to another Tenant's property or crops, nor to the infrastructure of the site e.g. paths, fences, gates etc.
- 20.6. Bonfires may only be lit at the times as illustrated in the Bonfire leaflet. In any case, bonfires must not be lit before:
- 20.6.1. April to September - Do not light bonfires before 6pm.
- 20.6.2. October to March - Do not light bonfires before 4pm.
- 20.6.3. Once lit, a bonfire must not be left unattended until extinguished and no longer posing further risk of fire. Household rubbish must not be burnt on any plot; only items from a Tenant's plot may be added to a fire.
- 20.7. **Allotment Structures.** If a Tenant wishes to erect a shed, greenhouse or a poly tunnel on their allotment, prior approval must be sought from the Council by completing the relevant application form. Any such structure must be maintained in good condition, a shed/greenhouse should not exceed 8' x 6' and a poly tunnel should cover no more than a third of the area of the allotment. Sheds, greenhouses and poly tunnels should be of a temporary construction that will allow for their removal at some point in the future. They must not include asbestos, glass or any toxic material/s.
- 20.8. Once a Tenant decides to vacate their plot, the Council will decide if their shed, greenhouse or poly tunnel may remain in situ, however the contents must be removed. If the Council decides that a shed, greenhouse or poly tunnel needs to be removed (either on an existing or vacating Tenant's plot) this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a shed, greenhouse or poly tunnel, then the associated costs will be invoiced to the Tenant.
- 20.9. If a Tenant wishes to install a pond on their allotment, prior approval must be sought in writing from the Council by completing the relevant application form. Any such structure must be maintained in good condition and should not exceed 15% of the size of the plot.
- 20.10. Once a Tenant decides to vacate their plot, the pond and any associated material/s must be removed and the plot returned to its original state (prior to installation of the pond) – this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a pond and any associated material/s, then the associated costs will be invoiced to the Tenant'
- 20.11. **Fences.** If a Tenant wishes to erect a fence on any part of their plot, then prior approval must be sought by writing to the Council to request permission; the material to be used and its location must be specified. Should permission be granted for the installation of a fence, this will relate solely to a wooden fence (painted/bare wood acceptable), no higher than 1 no. metre, which must not be a trip hazard nor affect any, impinge or block access to, any neighbouring plots or pathways. Any fence must be maintained in good condition. Once a Tenant decides to vacate their plot the Council will decide if the fence may remain in situ. If the Council decides that the fence needs to be removed, this will be the responsibility of the Tenant. Should the Council need to arrange for removal of any fencing, then associated costs will be invoiced to the Tenant.
- 20.12. The Tenant must not enter any allotment other than their own, without the permission of the relevant allotment holder or in the case of a vacant allotment, the Council.

- 20.13. Tenants are required to notify the Council of any change of address, telephone number or email address as soon as possible.
- 20.14. No toxic or hazardous materials should be stored on the Allotment. Any pesticides or poisons such as rat bait must comply with current legislation regarding their use and storage. All such materials must be stored in a safe manner and not be allowed to become a hazard or nuisance to others.
- 20.15. The Tenant must not leave any tools or other equipment unattended on common pathways or other areas of the site nor in any other way that may cause accident or injury and must ensure that such tools and other equipment are used carefully and with due regard to the safety of others.
- 20.16. The Tenant must ensure that tools and other personal equipment are kept safe and secure when not in use and the Tenant acknowledges that the Council accepts no responsibility for the loss of, or damage to, such items however caused, nor does the Council accept any responsibility for any injury caused by such items howsoever caused.
- 20.17. Glass must not be used on any allotment plot e.g. shed windows, greenhouses, cloches to negate injuries to any plot holder or visitor to the site.
- 20.18. Allotments must be used for the purpose of an allotment garden only. It must be wholly or mainly used to produce vegetables, flowers or fruit for the consumption by the leaseholder or his/her family. It must be kept free from weeds and every part must be maintained in good condition. It is expected that at least 75% of the plot will be kept cultivated with fertile production. The same requirements applies to organic growing plots.
- 20.19. All paths on the perimeter of each allotment plot are the responsibility of adjoining Tenants. Paths must not be undercut nor reduced to less than 18 inches(45.72cm.) but ideally 24 inches (60.96cm) to avoid the creation hazards likely to cause trips or falls. Where undercut or reduced to less than 18 inches in width then the responsible Tenant will be required to reinstate the paths. if some banking needed to be reinstated it is those tenants` responsibility where the banking falls into their plot, and where the erosion is. The required measure for banking is 8 inches or 20 cm. If failing to abide the requirements charges may apply.
- 20.20. All Tenants must ensure the clear display of supplied number/row markers on the edge of their plot nearest the middle path at all times in order to define their plot.
- 20.21. Where a mains water supply is provided by the Council, water may only be drawn and transferred by way of buckets or watering cans. The use of hosepipes is prohibited.
- 20.22. If dogs are brought on to allotment sites they must always be kept under control by way of lead or secure tether.
- 20.23. While kitchen cuttings and other compostable material may be used in making compost, cooked food waste is not permitted. No household refuse to be deposited on the Allotment site.
- 20.24. There is to be no fly tipping on site either by way of dumping surplus or waste materials (including vegetation) within the site boundary or by way of bringing on to the site materials and rubbish not required for the purposes of cultivation. Tenants will be responsible for disposing of all waste materials off site in an appropriate manner.
- 20.25. Chickens nor other livestock will not be kept on the Allotment site. The only exception will be beehives which may be permitted on application and with the express permission of the Council.

- 20.26. The Council has the right to refuse admission to any person attending the plot unless that person is accompanied by the Tenant or a member of the Tenant's family.
- 20.27. Disputes between Tenants will be referred to the Council, whose decision is final.
- 20.28. Cars shall not be parked in a manner likely to obstruct access to adjoining premises, facilities or Town Cemetery.
- 20.29. The use of a BBQ is not permitted without prior written consent from the Council for a particular occasion.

## **21. ADDITIONS TO POLICY**

- 21.1. From time to time the Council may add additional Rules as are necessary to maintain the infrastructure and integrity of the allotments and management thereof.

## **22. REPEAL OF RULES PREVIOUSLY IN FORCE**

- 22.1. This policy and all rules contained within supersede any policy in force by the Council.



## **CULLOMPTON TOWN COUNCIL**

### **INTERNAL CONTROL POLICY**

#### **1. SCOPE OF RESPONSIBILITY**

- 1.1 Cullompton Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently and effectively.
- 1.2 Regulation 4 of the Accounts and Audit (England) Regulations 2011, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk”.

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The Council's system of internal control is designed to ensure that their activities are carried out properly and as intended. They are set up by the Town Clerk, however it falls upon the Council members to ensure that they have a degree of control and that the effectiveness of the system is reviewed at least annually. Current advice regarding these controls is set out in The Practitioners' Guide Governance and Accountability.

#### **3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT**

##### **3.1 The Council**

- 3.1.1 The Council as a corporate body is responsible under statute for certain decisions which cannot be delegated; setting of the precept and approval of the Annual Return & Governance Statement. It may delegate responsibility for dealing with the consideration and approval of all other financial matters to the Governance, Resources & Finance Committee and officers, subject to the approval of delegation arrangements.
- 3.1.2 The Council will make and keep under review Financial Regulations and may include within its Standing Orders particular provisions relating to contracts. The Council’s System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.
- 3.1.3 The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the advice of the Town Clerk. Neither the Chairman nor any individual councillor may make decisions on behalf of the Council.
- 3.1.4 The Council is required to appoint an independent Internal Auditor. An annual work programme for the Internal Auditor will be agreed by the

Council, and the Internal Auditor will provide a certificate to be submitted with the Annual Return as part of the annual external audit. Reports from the Internal Auditor shall be presented to the Council or Governance, Resources & Finance Committee as delegated.

- 3.1.5 The Chairman shall sign each page of the minutes once approved at the Council meetings.
- 3.1.6 Decisions are made in accordance with the Standing Orders and Financial Regulations approved by the Council.
- 3.1.7 The Governance, Resources & Finance Committee is made up of 7 Councillors including the Chairman or Vice Chairman. The Committee meets bi-monthly to undertake all financial and other miscellaneous matters on behalf of the Council in accordance with its terms of reference.
- 3.1.8 The Council approves a budget for the following year by the end of January each year which also approves the level of precept for the following financial year.
- 3.1.9 The Governance, Resources & Finance Committee shall receive a budget report at each meeting alongside a financial statement and a report on bank reconciliation.

### **3.2 Officers**

The Council has appointed a Town Clerk who as Proper Officer acts as the Council's advisor and administrator. The Clerk is also the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained.

- 3.2.1 The duties of the Clerk / RFO are laid down in a Job Description which is reviewed from time to time by the Council or a nominated committee.
- 3.2.2 The Clerk / RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.
- 3.2.3 The Clerk / RFO submits all the requested information to the internal and external auditor by the required date.
- 3.2.4 The Clerk / RFO arranges for public notices to be displayed.
- 3.2.5 The Clerk / RFO retains all relevant documents relating to finances in accordance with best practice and the council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information).

### **3.3 Internal Auditor**

- 3.3.1 The Council will appoint a suitably qualified and experienced Independent Internal Auditor who will report to the Council in accordance with the scope of internal audit sufficient to provide an adequate level of assurance for the Council to complete assertions 2 and 6 in its Annual Governance Statement.



- 3.3.2 The effectiveness of the internal audit shall be reviewed annually, and the council agrees the appointment of the Internal Auditor.
- 3.3.3 The scope of the work of the Internal Auditor is reviewed annually, the review and the appointment are minuted.
- 3.3.4 The reports of the Internal Auditor are considered at the following Finance Committee meeting.

### **3.4 External Audit**

- 3.4.1 The Council's External Auditors are appointed in accordance with the current statutory accounting and audit framework.
- 3.4.2 The Council shall display public notices of the exercise of electors' rights and conclusion of audit as required by regulation.

## **4. FINANCIAL AND ACCOUNTING PROCEDURES**

### **4.1 Signatories**

- 4.1.1 Two councillors sign all cheques, the signatories also initial the cheque stubs. The signatories ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The invoice is likewise initialled by the signatories.
- 4.1.2 Internet banking payments are raised by the Clerk or Finance Officer and authorised by two councillors. Bank payment receipts are retained and cheque stubs are initialled by two councillors upon signing of the cheques/authorisation.

### **4.2 Invoicing**

- 4.2.1 Invoices shall be rendered on the basis of the scale of fees and charges effective at the time. The Town Council will review these annually before the start of the next financial year.
- 4.2.2 All invoices shall bear reference to payment terms of not more than 30 days.

### **4.3 Cash and Cheque Handling/Security**

- 4.3.1 The Clerk will receive all income. All cash and cheques shall be kept safely in a locked place and shall be periodically banked (at least monthly).
- 4.3.2 All income shall be reported to the Council.

### **4.4 Salaries and other Staff Payments**

- 4.4.1 Salaries and other staff payments shall be made by on the last Friday of each month (by either cheque or online). Payments shall be paid on the basis of information supplied by the dedicated payroll system and agreed and reviewed from time to time by the Town Council. Supplementary payments for additional duties beyond the core duties of staff shall be made on the basis of weekly timesheets, endorsed by the Clerk and line manager (if applicable).

- 4.4.2 Mileage and any other expenses shall be reimbursed in accordance with rates approved by the Council from time to time.
- 4.4.3 Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the Clerk shall be reimbursed.

#### **4.5 Budgetary Control**

- 4.5.1 The Clerk (RFO) will ensure that all accounts certified for payment are endorsed within the correct budgetary centre
- 4.5.2 The Clerk (RFO) shall every month reconcile statements of the Town Council's accounts taken from the information contained in the cash book with copies of the relevant bank statements.
- 4.5.3 The Council shall receive on a quarterly basis an expenditure against budget report.
- 4.5.4 The Council shall receive a monthly bank reconciliation.
- 4.5.5 The Governance, Resources & Finance Committee will meet in December for the purposes of budgetary control review and the preparation of budget for presentation to the December Town Council meeting. At that meeting, the Town Council will approve such estimates, and determine its budget requirement and consequent precept for the next financial year.

#### **4.6 Procurement**

- 4.6.1 Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day to day operational work of the Town Council to be administered, and to that end the Clerk is authorised to issue orders for office and other supplies to support the Town Council's administration and day to day operation within agreed budgets.
- 4.6.2 The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, in line with Financial Regulations. The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

### **5. ASSET MANAGEMENT**

The Council's Asset Register and any associated current Management Plans are to be reviewed on an annual basis by the Council or Governance, Resources & Finance Committee.

### **6. STANDING ORDERS**

The Town Council will abide by the model “Standing Orders” which has been adopted by the Council and supplied to all Councillors.

**7. INSURANCE**

The Town Council will review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at time of purchase.

**8. RISK MANAGEMENT**

The Council’s base Risk Assessment of its land, property, and activities, together with any associated current Management Plans are to be reviewed on an annual basis by the Finance Committee.

**9. REVIEW OF EFFECTIVENESS**

The Council is responsible for conducting, at least annually, a review of the effectiveness of the system of internal control. This role will be initiated by the Finance Committee and incorporated within the annual work programme of the Council’s Internal Auditor. The findings of the annual review shall be reported to and considered by the Council.



# **Cullompton Town Council Constitution**

## **Risk Register**

**Reviewed – October 2023**

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Governance	Quality of decision making – potentially unlawful	M	<ul style="list-style-type: none"> <li>• The Council’s constitutional documents, including Standing Orders, Financial Regulations and policies, set how the Council’s business will be conducted. These are reviewed annually.</li> <li>• Member training</li> <li>• The Town Clerk is an experienced Clerk keeping up to date by regularly attending relevant CPD courses</li> <li>• Membership of Devon Association of Local Councils and Society of Local Council Clerks</li> </ul>	Town Clerk	L
	Inappropriate delegation	M	<ul style="list-style-type: none"> <li>• Council’s Financial Regulations signpost delegation to committees and the town clerk. This is reviewed at least annually.</li> <li>• A further scheme of delegation is in production and will be created this year</li> </ul>	Town Clerk	L
	Unclear member responsibility and accountability	M	<ul style="list-style-type: none"> <li>• Appropriate committee structure and clear lines of reporting by committees to Council</li> <li>• New Member training arranged, as soon as practicable after election/co-option.</li> <li>• Ongoing training for all Members</li> </ul>	Town Clerk	L
	Appointments to outside bodies not made	L	<ul style="list-style-type: none"> <li>• Annual review of appointments and reports to Council, as necessary</li> </ul>	Town Clerk	L

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
	Governance and regulatory documents not reviewed.	M	<ul style="list-style-type: none"> <li>Reviewed at least annually and updated as the Town Clerk considers appropriate and adopted by Council for approval.</li> </ul>	Town Clerk	L
	Register of Interests for Members up to date	M	<ul style="list-style-type: none"> <li>All Members are required to complete forms within 28 days of being elected/co-opted.</li> <li>Annual Review of Register entries. To be updated every new council.</li> </ul>	Town Clerk	L
Finance	Poor systems and control of petty cash	L	<ul style="list-style-type: none"> <li>Currently no petty cash is used</li> <li>Reviewed by Internal Auditor and any risks identified</li> </ul>	Town Clerk	L
	Waste and misappropriation of funds.	M	<ul style="list-style-type: none"> <li>Appropriate supervision of staff by Town Clerk and reporting to Council/relevant Committee as necessary</li> </ul>	Town Clerk	L
	Waste of public funds due to unlawful/poor decision making	M	<ul style="list-style-type: none"> <li>Comprehensive advice provided by Town Clerk and Officers as to lawfulness and best value.</li> <li>Three quotations sought wherever possible or tender process entered into if quotes exceed £25,000, in line with the Council's Financial Regulations</li> </ul>		
	Budget not approved and precept request not submitted	H	<ul style="list-style-type: none"> <li>Timely reporting to Members with detailed draft budget for following year initially presented to Governance, Resources and Finance Committee (GRF) in October</li> <li>Meetings in annual schedule and detailed in Financial Regulations.</li> </ul>	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Adequate funds	H	<ul style="list-style-type: none"> <li>• Monitor actual expenditure to forecast and report regularly to GRF and Council, as necessary</li> <li>• Income and expenditure <b>are</b> carefully monitored and proposals for virement of funds between budgets made to ensure budgets remain on target</li> </ul>	Town Clerk	L
	Properly authorised payments	M	<ul style="list-style-type: none"> <li>• Authority to pay is carried out in line with Financial Regulations</li> <li>• Cheques signed by two councillors</li> <li>• Online payments set up by Town Clerk or Finance Officer and dual authorised by Councillors</li> <li>• All payments authorised by two Councillors.</li> <li>• Financial Regulations reviewed May 2023</li> <li>• Statement of Internal Controls review October 2023</li> </ul>	Town Clerk	L
	Theft, fraud and corruption	M	<ul style="list-style-type: none"> <li>• Training, management, vigilance &amp; insurance</li> </ul>	Town Clerk	L
	Activities being outside of legal powers/unlawful payments	H	<ul style="list-style-type: none"> <li>• Ongoing CPD training of Town Clerk</li> <li>• Both Town Clerk and Deputy Town Clerk part way through CILCA qualification. Finance Officer is FILCA qualified</li> <li>• Advice to members</li> </ul>	Town Clerk & Deputy Town Clerk	L
Direct Costs	Goods not supplied to Council	M	<ul style="list-style-type: none"> <li>• Accurate documentary record of purchases.</li> <li>• Payment usually only made after delivery</li> </ul>	Town Clerk and all officers	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Invoices incorrectly calculated	M	<ul style="list-style-type: none"> <li>Detailed check of calculations</li> </ul>	Town Clerk	L
	Online Payments	H	<ul style="list-style-type: none"> <li>Two councillors authorise payments each week by email and sign schedule of payments each month, which is then ratified by GRF at its quarterly meetings</li> <li>Finance Officer sets up payments online these are inspected by the Town Clerk and are then actioned by a councillor (dual authorisation)</li> <li>Reviewed by internal auditor twice a year</li> </ul>	Town Clerk & Finance Officer	M
	Use of SOLDO card	H	<ul style="list-style-type: none"> <li>Use restricted to the Town Clerk and limited to a single transaction maximum value of £1,000, unless authorised by the GRF, unless in an emergency, in which case a report is brought to the first available meeting of GRF or Council</li> <li>An impress system is used on the card for easy reconciliation of funds.</li> </ul>	Town Clerk	M
	Income tax deduction	M	<ul style="list-style-type: none"> <li>Tax codes as notified by HMRC</li> <li>Payments made to HMRC are made by the Finance Officer and then checked by the Town Clerk</li> </ul>	Town Clerk & Finance Officer	L
Grants	Authority and power to approve	M	<ul style="list-style-type: none"> <li>Grant criteria/annual approvals through Council with a limit of £1,000 per grant, unless Council considers that special circumstances exist that may warrant a higher award</li> </ul>	Town Clerk	L



<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
	Conditions of grant	L	<ul style="list-style-type: none"> <li>Grants include conditions, as Members consider appropriate, and report back to Council</li> </ul>	Town Clerk	L
VAT	VAT analysis	M	<ul style="list-style-type: none"> <li>All items recorded in financial accounting software reports as part of cash book lists.</li> <li>Checks conducted by internal auditor</li> <li>Specialist advice taken from VAT experts as required</li> </ul>	Town Clerk	L
	Claimed within time limits	M	<ul style="list-style-type: none"> <li>Quarterly returns digitally submitted as soon as possible after the end of each quarter</li> </ul>	Town Clerk	L
Reserves	Adequacy of earmarked and general reserves.	M	<ul style="list-style-type: none"> <li>Agreed annually by Council as part of budget setting process</li> <li>Approximately 6 months general reserves held in line with JPAG advice</li> <li>EMRs kept under review by GRF and Council and quarterly reports prepared, highlighting over and underspends and proposing such adjustments as the Town Clerk considers necessary</li> </ul>	Town Clerk	M
Assets	Loss, damage and value	M	<ul style="list-style-type: none"> <li>Annual inspection, update insurance/review asset register</li> </ul>	Town Clerk/Deputy Clerk	M
Salaries	Wrongly paid salary	M	<ul style="list-style-type: none"> <li>Agreed contracts and annual review of salaries and payment systems</li> </ul>	Town Clerk	L
	Wrong tax, NI or pension deducted	M	<ul style="list-style-type: none"> <li>Agreed contracts and annual review of salaries and payment systems</li> </ul>	Town Clerk	L

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
Members	Members' Interests	M	<ul style="list-style-type: none"> <li>• Training on Code of Conduct, including refresher training.</li> </ul>	Town Clerk	M
Staff	Accidents/Personal injury	M	<ul style="list-style-type: none"> <li>• Visual checks of premises</li> <li>• Health and safety checks</li> <li>• Reporting of hazards and accidents to supervisor</li> </ul>	All Staff	M
	Bullying	M	<ul style="list-style-type: none"> <li>• Staff Handbook and grievance procedures</li> </ul>	Town Clerk	L
	Lack of communication	M	<ul style="list-style-type: none"> <li>• Town Clerk holds regular meetings with all staff</li> </ul>	Town Clerk	L
	Performance issues	M	<ul style="list-style-type: none"> <li>• Annual appraisals.</li> <li>• Reports to Council or GRF committee as necessary.</li> </ul>	Town Clerk	L
	Knowledge not up to date or insufficient	M	<ul style="list-style-type: none"> <li>• Staff training - ongoing and seek independent professional advice – legal, property etc. as required</li> </ul>	Town Clerk	M
	Loss of key staff	M	<ul style="list-style-type: none"> <li>• Regular meetings/staff appraisals</li> <li>• There is staff resilience as at least one member of staff can do all tasks of other staff members</li> <li>• Insurance considered but no substantive cover available</li> </ul>	Town Clerk	M
	Capacity – Services not provided, projects delayed, projects not completed, decisions not implemented	M	<ul style="list-style-type: none"> <li>• Regular staffing meetings to delegate and decide programming of works with individual members of staff. Town Clerk reporting back to Council or GRF as required.</li> </ul>	Town Clerk	M
Financial Records	Inadequate records	H	<ul style="list-style-type: none"> <li>• Town Clerk reviews and reports at a minimum quarterly to GRF.</li> <li>• Checks by internal auditors twice annually</li> </ul>	Town Clerk	L

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
Insurance	Insufficient cover for all responsibilities	M	<ul style="list-style-type: none"> <li>Annual review of cover taking account of existing and new responsibilities</li> </ul>	Town Clerk	L
Procurement	Contracts not issued properly to ensure best value	M	<ul style="list-style-type: none"> <li>Contract Standing Orders to be followed as part of Financial Regulations</li> </ul>	Town Clerk	L
Minutes	Inaccurate and decisions not followed up	M	<ul style="list-style-type: none"> <li>Minutes reviewed to ensure decisions actioned.</li> <li>Minutes drafted and draft circulated and published as soon as practicable</li> </ul>	Town Clerk	L
Allotments	Revenue loss through poor management/badly maintained sites	M	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Timely maintenance interventions</li> </ul>	Admin Officer	L
	Lack of security	H	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Feedback from Allotments Tenants</li> </ul>	Admin Officer	M
	Damage/nuisance to adjacent residents	M	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Rules shared with tenants, reviewed regularly and professional advice taken as appropriate</li> </ul>	Town Clerk / Admin Officer	L
	Accidents/Personal Injury	M	<ul style="list-style-type: none"> <li>Risk assessment is reviewed annually and public liability insurance.</li> </ul>	Admin Officer	M
	Vandalism	H	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Feedback from Allotments tenants and members of the public</li> <li>Clear reporting channel</li> </ul>	Town Clerk	M
	Cash handling and banking	M	<ul style="list-style-type: none"> <li>Cash payments for fees taken in office, recorded and banked as soon as practicable</li> </ul>	Admin/Finance Officer	L

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
Open Spaces	Damage/vandalism	H	<ul style="list-style-type: none"> <li>Regular inspections and reports to town clerk and Council, if appropriate</li> <li>Clear reporting channel</li> </ul>	Town Maintenance Officer	M
	Condition of land	H	<ul style="list-style-type: none"> <li>Buildings insurance</li> <li>Maintenance programme</li> </ul>	All Officers	M
Town Hall	Damage/vandalism	H	<ul style="list-style-type: none"> <li>Alarm system, call out and police liaison</li> </ul>	Caretaker/ Town Clerk	M
	Revenue loss due to badly managed buildings	M	<ul style="list-style-type: none"> <li>Liaison with hirers of function room</li> <li>Review of fees and charges</li> </ul>	Town Clerk	L
	Accident/injury caused by hirers	M	<ul style="list-style-type: none"> <li>Terms and conditions of hire given to hirer</li> </ul>	Facilities Officer	M
	Loss of income due to reduced bookings	M	<ul style="list-style-type: none"> <li>Promotion of Town Hall as a venue and policy on reduced rates for charities and community organisations</li> <li>Regular reviews of income as against expenditure</li> </ul>	Town Clerk	M
	Building safety	H	<ul style="list-style-type: none"> <li>Fire, electrical safety checks</li> <li>Health and safety risk assessment and policy update</li> <li>Health and safety notice board</li> <li>COSHH area</li> <li>Annual PAT testing of equipment</li> <li>Legionella compliance</li> </ul>	All Staff	M
	Condition of building	H	<ul style="list-style-type: none"> <li>Buildings insurance</li> <li>EMRs set aside for maintenance programme</li> </ul>	Town Clerk	M
	Running costs higher than anticipated, especially in light of increasing utilities costs	H	<ul style="list-style-type: none"> <li>Sufficient budget allocation</li> <li>Increasing earmarked reserves to improve resilience.</li> <li>Close monitoring and management</li> <li>Maximising income generation</li> </ul>	Town Clerk	H

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
Cemetery	Condition and maintenance of buildings and land	H	<ul style="list-style-type: none"> <li>• Buildings insurance</li> <li>• EMRs set aside for maintenance programme</li> <li>• Preparation of schedules and budgets to anticipate future costs</li> </ul>	Town Clerk/ Outdoor Maintenance Supervisor	M
	Building safety	H	<ul style="list-style-type: none"> <li>• Lack of compliance by operatives with required building safety checks as detailed above, leading to possible invalidation of insurance</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	H
	Loss of income	H	<ul style="list-style-type: none"> <li>• Loss of income due to less burials and Exclusive rights of burials. This is monitored in year and reported to both Council &amp; GRF</li> </ul>	Town Clerk	H
	Damage/vandalism/rubbish	H	<ul style="list-style-type: none"> <li>• Regular inspections and cleaning schedule alongside programmed works</li> <li>• Clear reporting system to Town Clerk</li> </ul>	Town Clerk	M
Play Areas	Damage/vandalism/rubbish	H	<ul style="list-style-type: none"> <li>• Regular visual checks and weekly inspections identifying defects and remedial action required</li> <li>• Regular reports to GRF identifying any issues</li> <li>• Annual independent inspections to RoSPA standard</li> </ul>	Town Clerk / Outdoor Maintenance Supervisor	M
	Trees	M	<ul style="list-style-type: none"> <li>• Regular inspections at intervals and commissioning recommended works in a timely manner</li> </ul>	Deputy Town Clerk	L
	Facilities not maintained	M	<ul style="list-style-type: none"> <li>• In house minor repairs</li> <li>• Use of approved qualified contractor for more substantial repairs</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	L

<b>Issue</b>	<b>Risk Identified</b>	<b>Level of Risk H/M/L</b>	<b>Management of Risk (Mitigating factors)</b>	<b>Officer Action</b>	<b>Reviewed level of risk</b>
	Personal injury	H	<ul style="list-style-type: none"> <li>Preventative measures, as above</li> <li>Adequate insurance cover</li> <li>Additional advisory signage to ensure safe usage of equipment</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	M
Vehicles/ Machinery	Loss, theft, vandalism	H	<ul style="list-style-type: none"> <li>Secure storage</li> <li>Adequate insurance</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	M
	Misuse of equipment or badly maintained/accidents	M	<ul style="list-style-type: none"> <li>Training and advice on use of equipment provided to relevant staff</li> <li>Annual servicing of vehicle and equipment as appropriate</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	L
Events	Road closures and liability	M	<ul style="list-style-type: none"> <li>Correct procedures implemented</li> <li>Adequately trained staff</li> </ul>	Town Clerk	L
	General Health and Safety – setting up, parking, stewarding	H	<ul style="list-style-type: none"> <li>Conditions for attendees, including traders' insurance, where appropriate.</li> <li>Liaison with MDDC, where applicable, and submission of risk assessments.</li> </ul>	Town Clerk	M
	Organisation	M	<ul style="list-style-type: none"> <li>Separate risk assessment for each event</li> <li>Ensuring adequate insurance including separate organiser's insurance, if appropriate</li> </ul>	Town Clerk	M
	Cancellation due to poor weather	M	<ul style="list-style-type: none"> <li>Consider on a case-by-case basis whether 'bad weather' cover should be obtained</li> </ul>	Town Clerk	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Christmas decorations and lighting	H	<ul style="list-style-type: none"> <li>• Testing/assessment of lights and fixings for town decorations and risk assessment of others?</li> <li>• Appropriate testing of all connections</li> <li>• Ensuring that the external contractor has checked and signed off that lights are installed and in operation for the duration of the Christmas period. Repairs to be promptly carried out</li> </ul>	Outdoor Maintenance Supervisor / Deputy Town Clerk/ Town Clerk	M
Public Toilet	Provision of service	M	<ul style="list-style-type: none"> <li>• Recently newly refurbished facility that should have low maintenance costs for the short to medium term</li> </ul>	Town Clerk	L
	Loss, theft, vandalism	M	<ul style="list-style-type: none"> <li>• Toilets are cleaned daily and set on a timer lock to shut at 7pm and reopen at 7am</li> <li>• Council exploring the option of CCTV facing the door entrance to identify any misuse.</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	L
	Misuse of facilities or Facilities not maintained	H	<ul style="list-style-type: none"> <li>• Toilets are cleaned daily and set on a timer lock to shut at 7pm and reopen at 7am</li> <li>• Council exploring the option of CCTV facing the door entrance to identify any misuse.</li> <li>• In house minor repairs</li> <li>• Use of approved qualified contractor for more substantial repairs</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	M
St Andrew's Car Park	Facilities not maintained	M	<ul style="list-style-type: none"> <li>• In house minor repairs</li> <li>• Use of approved qualified contractor for more substantial repairs</li> </ul>	Outdoor Maintenance Supervisor / Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Damage/vandalism/rubbish	H	<ul style="list-style-type: none"> <li>Regular inspections and cleaning schedule alongside programmed works</li> <li>Clear reporting system to Town Clerk</li> </ul>	Town Clerk	M
	Personal injury	H	<ul style="list-style-type: none"> <li>Clear lined spaces for vehicles</li> <li>Signage installed highlighting dangers</li> <li>Preventative measures, as above</li> <li>Adequate insurance cover</li> </ul>	Town Clerk	M
	Loss of income	H	<ul style="list-style-type: none"> <li>DCC manage enforcement on Town Council's behalf.</li> <li>Machine on site to collect funds.</li> <li>Reported to Council &amp; GRF alongside budget.</li> </ul>	Town Clerk	M

The **level of risk** is an assessment of the likelihood and consequences of the risk happening.

The **management of risk** is how the town council controls the risk.

The **reviewed level of risk** is the level of risk after the control measures are taken into account and where further ongoing attention is necessary.





The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
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Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	October 2023
<b>Item of business</b>	<b>Council Van Replacement</b>
<b>Details</b>	To consider quotations for the lease of a new van for the Council.
<b>Recommendations</b>	Company A is contracted to supply a Ford eTransit.

1. The Town Council van is due replacement as the Contract Hire lease expires in November 2023 after 3 years; the Council is not able to purchase the van outright even if it wished to as the lease company (ALD Ford) will not sell to a company, only to an individual.
2. Three companies were approached to provide a replacement with an EV as an option; it is considered that the use of the Council van lends itself to being all electric on the basis that:
  - 2.1. The mileage and type of driving that has been done (very low miles and, mostly, low speed town driving) is perfect for EV use but can cause damage to turbo and exhaust systems as well as uneven wear on the gearbox.
  - 2.2. It has all the other attributes expected of a van and can be charged, overnight, at the Cemetery car park.
  - 2.3. It is a greener option than a traditional diesel van.
3. Quotes were as follows:

Supplier Company	Make	Model	Initial Rental	Monthly Rental	Total Cost During Term
Current Supplier	Transit Custom Diesel	H1L1		£330.30pcm	
Company A	Transit EV	L2H2	£1,622.82	35 x £540.94	£20,555.72
Company A	Transit Custom Diesel	L1H1	£1,620.03	35 x £540.01	£20,520.38

Company B	LDV Maxus EV	LXH	£3,322.08	35 x £1,107.36	£42,079.68
Company B	LDV Maxus Diesel	LUX	£1,794.90	35 x £598.30	£22,735.40
Company C	Citroen Relay Diesel	H2L3 Contract Hire	£2,605.92	59 x £434.32	£28,230.80
Company C	Citroen Relay Diesel	H2L3 Hire Purchase <sup>1</sup>	£2,000.00	58 x £424.80	£26,638.40

4. In terms of outright purchase, investigations have established that a 3-year-old Ford Transit diesel will cost approximately £20,000 (dependent on the mileage). A used Ford eTransit will cost £35,000-£45,000 (dependent on age and mileage) and there are far fewer available to purchase as the used eTransit market has yet to fully establish. In addition, rental costs listed above include a maintenance; payment for maintenance items will fall to the Council in the case of an owned van.
5. Enquiries with the Council's Motor Vehicle Insurance provider have indicated that the insurance premium for a Ford eTransit will be, albeit slightly, less than the current vehicle.
6. It is **RECOMMENDED** that Company A is contracted to supply a Ford eTransit H2L2 on a Contract Hire; in addition to allowing the Council to bolster its green credentials, it will be significantly less expensive to run than using a diesel variant and is more than capable of what will be required of it. In addition, it is now capable of towing 0.75 Tonnes (when laden) which will be significantly less than the MAM of the drivetrain required by the Council. In fact, and as Ford is heavily promoting the transition to electric technology, Company A is able to offer the eTransit for a similar rental than the smaller Transit Custom Diesel both in terms of the initial rental and the ongoing monthly rentals.

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<sup>1</sup> In order to enter a Hire Purchase agreement (essentially a loan agreement), permission will be required from the Secretary of State to do so.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	September 2023
Item of business	CCTV at Station Road Junction
Details	To consider the viability of additional CCTV cameras at the junction of High Street/Higher Street and Station Road.
Recommendations	

1. There has been an ambition for a number of years to expand the Town Centre CCTV system to the junction of High Street/Higher Street and Station Road; this will enable more detailed coverage of this area that includes a number of licensed premises and fast-food outlets. In addition, there has been some vandalism of the new public convenience that might benefit from CCTV coverage of the exterior of the building.
2. A number of options exist for such an expansion of the CCTV system:
  - 2.1. **Request permission from premises owners.** This has been requested on a number of occasions in the past to no avail and, in any case, very few of them are suitable for coverage of the public convenience.
  - 2.2. **Utilise existing street furniture.** Having consulted with DCC, the only column currently at the junction and suitable for the installation of additional CCTV cameras is the wooden column that houses, amongst other things, a streetlight. This column is owned by National Grid and no permissions will be granted to install CCTV cameras as confirmed in a telephone conversation with National Grid 27/09/2023. All the other columns that house traffic signals, Pelican and Toucan crossing infrastructure and street signage, is insufficiently tall to be effective CCTV camera mounting points.
  - 2.3. **Install an additional CCTV column.** Such a column would be similar to that opposite the Town Hall. There is concern over a similar item being placed at this junction because:
    - 2.3.1. This area is already quite cluttered with columns and other street furniture and is within the Conservation Area; as such, DCC and the MDDC Conservation Officer may be unwilling to grant permission for an additional column that will make the area even more unsightly.
    - 2.3.2. Replace one of the existing columns with another, taller, item that will support both traffic signals and CCTV cameras. There is an issue with this solution in that the voltage of CCTV cameras and traffic signals will need to be identical as

it is not permitted to have two different voltages of electrical equipment fixed to and supplied from the same column.

- 2.3.3. It will be expensive. As a guide, to have a column installed and connected to an electrical supply requires two visits; one from a suitable main contractor to install the column and another from a suitable main contractor and Western Power Distribution to connect it to an electrical supply. Each of these visits will cost in the region of £2,500-£3,000 and this does not include the cost of the column, the cost of which is variable dependent on type. Once this work is completed, CCTV cameras and supporting infrastructure will cost in the region of £1,500-£3,000 dependent on the number and type of cameras installed.

# GOVERNANCE, RESOURCES & FINANCE – 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.

<b>Report title</b>	<b>Meeting date</b>
Budget development	December 2023
Safeguarding Policy	December 2023
Staff Handbook – To include equalities policy, complaints, grievance and disciplinary procedures.	December 2023
Investment Policy	December 2023