



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, 14 DECEMBER 2023 AT 10:30AM

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

Committee Membership: Councillors J Buczkowski, T Spring, C Snow, J Stanford.

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

Date of Notice: 8 December 2023

Date of Meeting: 14 December 2023

Steve Reardon
Deputy Clerk/RFO

AGENDA

1. **Apologies for Absence.** Committee to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#))
2. **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).
3. **Minutes.** To receive and approve the minutes of the Governance, Resources and Finance Committee meeting held on 26 October 2023.
4. **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.
5. **CCLA Presentation.** To receive a presentation from CCLA
6. **Finance.** To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:
 - 6.1. Note the Bank Reconciliations up to 30 November 2023.
 - 6.2. Note Creditors and Debtors.
 - 6.3. Note the payments made under delegation, receipts received and approve the Council payment list.
 - 6.4. Note the income received.

- 6.5. Note the budget to date and approve any virements between budgets and/or reserves. See budget report and notes for full recommendations.
- 6.6. To note the Interim Audit Report.
- 6.7. To consider the Draft Budget.
- 6.8. To consider Town Hall Hire fees.
- 6.9. To consider Hayman's Close and Top Field Allotment rents.
- 6.10. To consider the Cemetery Schedule of Fees.
- 6.11. To consider parking charges at St Andrew's Car Park.
- 6.12. To consider reinstatement of market pitch fees.
7. **Forward Plan.** To agree the Committee's forward plan of work.
8. **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.
9. **Council Van Lease.**
10. **Staffing Matters.** To consider Staffing matters.



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
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MINUTES OF MEETING OF THE GOVERNANCE, FINANCE AND RESOURCES COMMITTEE
DATED THURSDAY 26 OCTOBER 2023 AT 7:00PM AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: Councillors J Buczkowski, M Dale, C Snow, T Spring, J Stanford.

Officers: The Town Clerk, Deputy Clerk.

Others: Councillor M Thompson.

G23/001 Election of Vice-Chair

There were no nominations for Vice-Chair of the Governance, Finance and Resources Committee.

G23/002 Apologies for Absence

There were no apologies for absence received.

G23/003 Declaration of Interests

There were no Declarations of Interests and no Dispensations granted.

G23/004 Minutes

1. **RESOLVED** that the Minutes of the Governance, Resources and Finance Committee meeting held on 10 November 2022 were adopted as a true and correct record of the meeting; they were signed as such.
2. **RESOLVED** that the Minutes of the Governance, Resources and Finance Committee meeting held on 13 April 2023 were adopted as a true and correct record of the meeting; they were signed as such.

G23/005 Public Question Time

There were no members of the public present.

G23/006 CCLA Presentation

A presentation was received from CCLA regarding investments that are available to the Council. Due to technical issues, it was not possible to connect with the CCLA representative. The matter was deferred.

G23/007 Finance

To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:

1. **RESOLVED** to note the Bank Reconciliations up to 30 September 2023.

2. **RESOLVED** to note the payments made under delegation, receipts received and approve the Council payment list.
3. **RESOLVED** to note the budget to date and approve any virements between budgets and/or reserves.
4. **RESOLVED** to allocate a grant of £500 to the Gift of A Burrow for Allotments Charity subject to a grant application being received.
5. **RESOLVED** to note the Creditor/Debtor reports.
 - a. **RESOLVED** that the YMCA invoice is removed from the Creditor List.
 - b. **RESOLVED** that invoices 29, 13, 3 are written off and removed from the Debtors report
6. **RESOLVED** to agree and note the new Council Insurance provider.
7. **RESOLVED to RECOMMEND** that the appointment of the Internal Auditor is taken to the Full Council with formal recommendations from the Town Clerk.
8. **RESOLVED** to agree the Direct Debits of RICOH (printing), Professional Hygiene Ltd (sanitary and sharp removals) and Source for Business – Water. All are variable amounts.
9. A budget to have the Town Hall valued was not agreed.
10. Councillors **DEFERRED** informing officers on any other reports Committee wish to see for future meetings to the next meeting.

G23/008 Policies for Adoption

1. **RESOLVED** to defer the Cemetery Policy to a Policy Review Working Group.
2. **RESOLVED** to defer the Allotment Policy (Hayman's Close & Top Field to a Policy Review Working Group.
3. **RESOLVED** that, with changes made to reflect that Internal Auditor is not a delegated function, the Statement of Internal Control Policy is adopted.

G23/009 Risk Register/Business Risk Assessment

RESOLVED that the Risk Register/Business Risk Assessment is approved.

G23/010 Council Maintenance Van

RESOLVED that Ford are contracted to supply a new Ford eTransit on a 3-year Contract Hire basis.

G23/011 CCTV at Station Road Junction

RESOLVED that this matter is deferred until funding options have been investigated.

G23/012 Terms of Reference Archivist

RESOLVED that the Town Clerk investigates other delivery options for the Archive project.

Councillor C Snow left the meeting at 20:42.

G23/013 Forward Plan

RESOLVED that the forward plan includes:

1. Schedule of Fees.
2. Safeguarding Policy.
3. Investments Policy.
4. Budget Development.
5. Staff Handbook.
6. Presentation from the CCLA.
7. Expansion of the Town Centre CCTV system.
8. To review and adopt Policies deferred at Minute G23/008.

G23/014 Exclusion of the press and public

RESOLVED to 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.

Councillor M Thompson declared an interest in Staffing matters as he is Chair of the Appeals Committee and, after making a statement on his thoughts on the staffing review, left the meeting.

Councillor C Snow returned to the meeting at 20:51.

G23/015 Staffing Matters

1. **RESOLVED** that the Assistant Outdoor Supervisor is moved on to a pay range (SCP 7-12) as recommended in the Staffing Review.
2. **RESOLVED** that a decision on the Finance Officer scale review is deferred to the next meeting upon receiving further information.
3. **RESOLVED** that job titles and individual responsibilities is a delegated function of the Town Clerk.
4. **RESOLVED** that Officer/Member relationship comments are acknowledged.
5. **RESOLVED** that the additional fixed term employee is accepted with the Clerk delegated to appoint this new member of staff. Committee had a preference for a Local Council trained candidate.
6. **RESOLVED** that the Committee acknowledge that all future decisions will be made using the SMART model.
7. **RESOLVED** to note the recommendation to involve the community in the creation of the Strategic Plan.
8. **RESOLVED** that the revised Community Plan will be tested.

G23/016 RESOLVED that, as the time was 21:00, the meeting would continue for an additional 15 minutes.

G23/017 RESOLVED that a member of staff is reduced in hours by 1 day per week with immediate effect and that this is monitored by the Town Clerk as required.

Bank Account Latest Reconciliations

Start of year 01/04/23

up to 30/11/23

Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£82,951.82	£82,951.82	£82,951.82	01/11/23	30/11/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£0.00	-£32.00	-£32.00	01/11/23	30/11/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£102,457.00	£102,683.47	£102,683.47	01/11/23	30/11/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£453,276.42	£410,620.44	£410,620.44	01/11/23	30/11/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£0.00	£0.00	£0.00	01/11/23	30/11/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)

Bank Account Latest Reconciliations

Start of year 01/04/23

up to 30/11/23

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

Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£431.60	£759.02	£759.02	01/11/23	30/11/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
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Total uncleared and unpresente	0.00	0.00	
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Unity Instant Access

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£51,931.19	£51,931.19	£51,931.19	01/11/23	30/11/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
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Total uncleared and unpresente	0.00	0.00	
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Unity T2 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
8	£6,916.93	£14,190.22	£14,190.22	01/11/23	30/11/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
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Total uncleared and unpresente	0.00	0.00	
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Credit control

Supplier	Total due next 7 days	Total due next 30 days	Total due next 60 days	Total 1-14 days overdue	Total 15-30 days overdue	Total 31-60 days overdue	Total 60+ days overdue	Total overdue	Total due
Alfies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£132.00	£132.00	£132.00
Allstar	£0.00	£98.12	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£98.12
British Gas - A/C BGL282249 - G	£0.00	£165.18	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£165.18
British Gas - A/C BGL282253 - EI	£0.00	£19.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.71
British Gas - A/C BGL282257 - EI	£0.00	£49.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49.62
CloudyIT	£0.00	£0.00	£0.00	£73.80	£0.00	£0.00	£0.00	£73.80	£73.80
Employee Expense Claims	£0.00	£0.00	£0.00	£152.72	£0.00	£0.00	£0.00	£152.72	£152.72
Labdon Building Supplies	£351.08	£241.32	£0.00	£182.44	£0.00	£0.00	£0.00	£182.44	£815.43
Mid Devon District Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£364.00	£364.00	£364.00
Mulberry & Co	£0.00	£253.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£253.50
N Stevens	£0.00	£1,170.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,170.00
Professional Hygiene Ltd	£0.00	£0.00	£0.00	£123.70	£0.00	£0.00	£0.00	£123.70	£123.70
Richard Grant	£0.00	£0.00	£0.00	£322.32	£0.00	£0.00	£0.00	£322.32	£322.32
Royal Mail Ltd	-£184.76	£0.00	£0.00	£153.08	£0.00	£0.00	£0.00	£153.08	-£31.68
Source for Business - A/C 1693 4	£0.00	£0.00	£0.00	£0.00	£0.00	£47.05	-£68.57	-£21.52	-£21.52
Source for Business - A/C 1696 4	£0.00	£0.00	£0.00	-£58.54	£0.00	£0.00	£0.00	-£58.54	-£58.54
Source for Business - A/C 500137	£0.00	£0.00	£0.00	£0.00	£0.00	£42.92	-£444.36	-£401.44	-£401.44
Sparkx Ltd	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,508.00	£2,508.00	£2,508.00
Spirebourne Ltd	£0.00	£0.00	£0.00	£320.00	£0.00	£0.00	£0.00	£320.00	£320.00
Spot On Supplies	£0.00	£23.40	£0.00	£98.14	£0.00	£0.00	£0.00	£98.14	£121.54
Staff Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.60	£0.60	£0.60

Credit control

Supplier	Total due next 7 days	Total due next 30 days	Total due next 60 days	Total 1-14 days overdue	Total 15-30 days overdue	Total 31-60 days overdue	Total 60+ days overdue	Total overdue	Total due
Value Products Ltd	£0.00	£75.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.94
Viking	£0.00	£134.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£134.60
Wicksteed Leisure Ltd	£0.00	£2,052.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,052.62
Overall Totals	£166.32	£4,284.01	£0.00	£1,367.66	£0.00	£89.97	£2,491.67	£3,949.30	£8,440.22

Credit control

Customer	Total due next 7 days	Total due next 30 days	Total due next 60 days	Total 1-14 days overdue	Total 15-30 days overdue	Total 31-60 days overdue	Total 60+ days overdue	Total overdue	Total due
A G Real and Son Monumental Mas	£0.00	-£22.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£22.00
Gift of A Burrow	£0.00	£274.18	£0.00	£0.00	£0.00	£0.00	£2,165.90	£2,165.90	£2,440.08
HMRC (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mid Devon District Council	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00
Thorne Carter & Aspen	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.00	£15.00	£15.00
Walter H Squires & Son Ltd	£0.00	£3,904.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,904.00
Ziedonis Albrekts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	£25.00	£25.00
Overall Totals	£0.00	£4,156.18	£0.00	£0.00	£0.00	£1,000.00	£2,205.90	£3,205.90	£7,362.08

Expenditure between 01/11/23 and 30/11/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1509	£316.42	£63.28	£379.70	01/11/23	CloudyIT	IT Support - November 2023
1558	£55.68	£0.00	£55.68	01/11/23	Mid Devon District Council	Garage Rent - November 2023
1559	-£546.00	£0.00	-£546.00	01/11/23	Mid Devon District Council	Contra (part payment) for tn 1475, Balance due, tn 1379 - Balance due, tn 1313 - Balance due, tn 1237 - Balance due, tn 1174 - Balance
1560	£182.00	£0.00	£182.00	01/11/23	Mid Devon District Council	Part payment , tn 1475 - November Installment NNDR, Balance due, tn 1379 - Balance due, tn 1313 - Ba
1561	£364.00	£0.00	£364.00	01/11/23	Mid Devon District Council	Balance due, tn 1475 - Balance due, tn 1379 - Balance due, tn 1313 - Balance due, tn 1237 - Balance
1562	£47.27	£9.46	£56.73	01/11/23	Allstar	Fuel
1563	£11.65	£2.33	£13.98	01/11/23	Amazon	Heavy Duty Strong Pallet/StretchWrap/Shrink Wrap Packaging Cling Film - 400mm x 220m Pallet Stretch Wrap for Moving Home, Furniture, Luggage and Parcel.
1564	£11.66	£2.33	£13.99	01/11/23	Amazon	MERRIMEN Bubble Wrap Roll 500mm x 100m - Quality Small Bubbles for Packing Boxes, Shipping, Posting, Moving House or Small Business Supplies 100 Metres Roll with Fragile Stickers & Clear Tape Roll
1565	£365.00	£73.00	£438.00	01/11/23	CIX - ICUK Computing Ser	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/11/2023 01/12/2023)
1566	£61.50	£12.30	£73.80	01/11/23	CloudyIT	Teams Phone - 01/11/2023 to 30/11/2023
1567	£51.64	£10.33	£61.97	01/11/23	Professional Hygiene Ltd	Waste Disposal - Town Hall
1568	£51.44	£10.29	£61.73	01/11/23	Professional Hygiene Ltd	Waste Disposal - Public Toilet
1583	£320.00	£0.00	£320.00	01/11/23	Spirebourne Ltd	Empty septic tank at Cemetery - 15/02/2023
1585	£268.60	£53.72	£322.32	01/11/23	Richard Grant	Queen Elizabeth II Platinum Jubilee Memorial - Codner's Corner Corrections - 21/09/2023
1586	£25.01	£5.00	£30.01	01/11/23	Labdon Building Supplies	Cemetery - 26/09/2023
1587	£66.38	£13.27	£79.65	01/11/23	Labdon Building Supplies	Town Hall Roof - 26/09/2023
1588	£29.33	£5.86	£35.19	01/11/23	Labdon Building Supplies	Cemetery - 27-09-2023
1589	£8.08	£1.62	£9.70	01/11/23	Labdon Building Supplies	Skate Park Benches - 27-09-2023
1602	-£376.39	£0.00	-£376.39	01/11/23	Source for Business - A/C	Reclassification of Charges - Water - Allotments Old Tiverton Road
1603	-£177.03	£0.00	-£177.03	01/11/23	Source for Business - A/C	Reclassification of Charges - Water - Allotments Old Tiverton Road
1604	£494.88	£0.00	£494.88	01/11/23	Source for Business - A/C	Reclassification of Charges - Water - Allotments Old Tiverton Road
1605	£152.72	£0.00	£152.72	01/11/23	Employee Expense Claims	Court Fee for Remote Hearing, Postage etc
1569	£5.73	£1.15	£6.88	02/11/23	Labdon Building Supplies	Cemetery - 28W ENERGY SAVING CC LAMP 2 PIN COLOUR 835 WHITE
1570	£17.51	£3.50	£21.01	02/11/23	Labdon Building Supplies	Town Hall Maintenance
1571	£81.78	£16.36	£98.14	02/11/23	Spot On Supplies	Cleaning Supplies
1544	£3,583.72	£0.00	£3,583.72	03/11/23	Devon CC Pension Fund	Confidential

Expenditure between 01/11/23 and 30/11/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1572	£104.06	£19.91	£123.97	04/11/23	O2	Mobile Phones
1584	£274.18	£0.00	£274.18	06/11/23	Gift of A Burrow	Allotment Income 22/23
1573	£5.02	£1.01	£6.03	07/11/23	Labdon Building Supplies	Footpath Repairs
1574	£28.80	£5.76	£34.56	07/11/23	Labdon Building Supplies	Allotments - Haymans Close
1575	£109.55	£5.48	£115.03	07/11/23	NPower	Electricity - 01/10/2023 to 31/10/2023 - Cemetery
1576	£41.21	£8.24	£49.45	08/11/23	Allstar	Fuel
1577	£23.71	£4.74	£28.45	08/11/23	Labdon Building Supplies	Cemetery
1578	£165.69	£33.14	£198.83	08/11/23	Labdon Building Supplies	Cemetery
1579	-£153.97	-£30.79	-£184.76	08/11/23	Royal Mail Ltd	Door to Door - Service & Boundary Match
1557	-£5,900.00	-£1,180.00	-£7,080.00	10/11/23	LGRC Associates Ltd	Refund of Returnable Deposit
1581	£44.39	£8.88	£53.27	10/11/23	Labdon Building Supplies	Cemetery
1582	£1.31	£0.26	£1.57	10/11/23	Labdon Building Supplies	Cemetery
1590	£163.96	£32.13	£196.09	12/11/23	Penninsula Business Servi	Provision of Services
1591	£25.03	£5.00	£30.03	13/11/23	Labdon Building Supplies	Waterpump - Flood Defence
1592	£32.44	£6.49	£38.93	14/11/23	Labdon Building Supplies	Christmas Tree
1593	£103.15	£20.63	£123.78	15/11/23	Allstar	Fuel
1594	£37.83	£7.57	£45.40	15/11/23	EE & T Mobile	Data Sims
1595	£3.88	£0.78	£4.66	15/11/23	Labdon Building Supplies	Cemetery
1596	£975.00	£195.00	£1,170.00	15/11/23	N Stevens	Chritmas Trees
1597	£65.36	£13.07	£78.43	17/11/23	Labdon Building Supplies	Cemetery
1598	£211.25	£42.25	£253.50	17/11/23	Mulberry & Co	Interim Internal Audit for 2023/24.
1599	£19.50	£3.90	£23.40	17/11/23	Spot On Supplies	Cleaning Supplies
1600	£1,710.52	£342.10	£2,052.62	17/11/23	Wicksteed Leisure Ltd	Play Area Equipment Maintenance
1601	£17.66	£3.53	£21.19	18/11/23	Labdon Building Supplies	Cemetery
1606	£32.00	£0.00	£32.00	19/11/23	Lloyds Commercial Bankin	Credit Card - Annual Fee
1607	£6.66	£1.33	£7.99	21/11/23	Labdon Building Supplies	Public Toilet Maintenance
1608	£6.69	£1.34	£8.03	21/11/23	Labdon Building Supplies	Christmas Lights
1609	£17.97	£3.59	£21.56	21/11/23	Viking	Stationery - Christmas Cards
1610	£34.39	£6.88	£41.27	22/11/23	Allstar	Fuel
1611	£18.19	£3.64	£21.83	22/11/23	Labdon Building Supplies	Cemetery
1612	£63.29	£12.65	£75.94	23/11/23	Value Products Ltd	First Aid Supplies
1613	£60.50	£12.10	£72.60	23/11/23	Labdon Building Supplies	Playground Maintenance
1614	£9.67	£1.93	£11.60	23/11/23	Labdon Building Supplies	Waterpump - Flood Defence
1615	£46.61	£8.33	£54.94	23/11/23	Welly Warehouse	PPE - Wellies - R Evtimova
1628	£10.69	£0.00	£10.69	23/11/23	Royal Mail Ltd	Parcel Postage
1616	£18.77	£0.94	£19.71	24/11/23	British Gas - A/C BGL2822	Electricity - Market Supply - 27/10/2023 to 24/11/2023
1617	£3.56	£0.72	£4.28	24/11/23	Labdon Building Supplies	Christmas Lights
1618	£1.89	£0.38	£2.27	24/11/23	Labdon Building Supplies	Christmas Lights
1619	£7.04	£1.40	£8.44	24/11/23	Labdon Building Supplies	Christmas Lights

Expenditure between 01/11/23 and 30/11/23

Tn no	Net	Vat	Gross Invoice date	Supplier	Details
1620	£94.20	£18.84	£113.04 24/11/23	Viking	Stationery
1624	£22,003.67	£0.00	£22,003.67 24/11/23	Staff Costs	Confidential
1625	£9,746.51	£0.00	£9,746.51 24/11/23	HMRC	Confidential
1626	£5,523.85	£0.00	£5,523.85 24/11/23	Devon CC Pension Fund	Confidential
1627	£17.25	£0.00	£17.25 24/11/23	Unison	Confidential
1621	£40.44	£8.09	£48.53 25/11/23	Adobe Systems Software Ir	Acrobat Pro x2
1622	£19.00	£3.80	£22.80 25/11/23	SAGE Global Payroll	Sage Payroll Software - 15 Employees - December 2023
1629	£54.00	£10.80	£64.80 27/11/23	SAGE Global - HR	Sage HR Monthly Subscription - 27/11/2023 to 27/12/2023
1630	£47.26	£2.36	£49.62 27/11/23	British Gas - A/C BGL2822	Electricity - 30/10/2023 to 27/11/2023 - Town Hall
1631	£157.31	£7.87	£165.18 27/11/23	British Gas - A/C BGL2822	Gas - 25/10/2023 to 25/11/2023
1632	£10.38	£2.07	£12.45 28/11/23	Amazon	Digicharge Dummy CCTV Camera Outdoor Indoor Fake CCTV Security Imitation Surveillance Cam Flashing LED (1PCS, 1PCS)
1633	£81.77	£16.35	£98.12 29/11/23	Allstar	Fuel
1623	£0.37	£0.00	£0.37 30/11/23	SquareUp	Square Transaction Fees - November 2023
	£41,716.04	-£41.71	£41,674.33	Total for November 2023	
Total	£41,716.04	-£41.71	£41,674.33		

Received Income Transactions

Start of year 01/04/23 ¹⁴

received between 01/11/23 and 30/11/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
INT 20231101 LB	01/11/23	182	Nov'23	£7.30	£0.00	£7.30	32	Lloyds Bank Interest Received - October 2023
FPI 20231102 JB	02/11/23	167	78	£20.00	£0.00	£20.00	60	██████████ Town and District Councillor Surgery 4th Saturday of the Month
FPI 20231103 FML	03/11/23	174	83	£172.00	£0.00	£172.00	15/1	Fine Memorials Limited Relating to the late ██████████ Grave Space ██████████
FPI 20231127 CFM-2	27/11/23	175	84	£161.02	£0.00	£161.02	21	Cullompton Farmers Market Farmers Market Set Up/Take Down - September 2023
FPI 20231127 CFM-1	27/11/23	176	85	£208.36	£0.00	£208.36	21	Cullompton Farmers Market Farmers Market Set Up/Take Down - October 2023
FPI 20231130 WHS	30/11/23	168	80	£2,714.00	£0.00	£2,714.00	15/1	Walter H Squires & Son Ltd For the late ██████████ Grave Space: ██████████ Burial Date: 30/10/2023
SQ 20231130	30/11/23	180		£20.80	£3.47	£17.33	50	Recycling Bags Bags sold - November 2023
INT 20231130 LB	30/11/23	181	Nov'23	£219.17	£0.00	£219.17	32	Lloyds Bank Interest Received - November 2023
Total				£3,522.65	£3.47	£3,519.18		

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
INCOME						
Admin						
10	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£0.00	£0.00	£40.00	£40.00
30	Cambridge & Counties Interest	£0.00	£0.00	£0.00	£1,676.35	£1,676.35
31	Unity Instant Access Interest	£0.00	£0.00	£0.00	£639.18	£639.18
32	Lloyds 32 Day Notice Account	£0.00	£0.00	£0.00	£1,557.06	£1,557.06
35	Photocopier	£0.00	£0.00	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£498,982.50	£0.00	£498,982.50	£0.00
50	Recycling Bags	£500.00	£500.00	£0.00	£419.96	-£80.04
70	Grants/Gifts	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		<u>£499,482.50</u>	<u>£499,482.50</u>	<u>£0.00</u>	<u>£503,315.05</u>	<u>£3,832.55</u>
Assets & Open Spaces						
5	Allotments					
5/1	Rents	£798.00	£798.00	£0.00	£694.50	-£103.50
5/2	Admin Fees	£0.00	-£800.00	£0.00	-£800.00	£0.00
5	Total	<u>£798.00</u>	<u>-£2.00</u>	<u>£0.00</u>	<u>-£105.50</u>	<u>-£103.50</u>
6	GoAB Allotments	£0.00	£0.00	£0.00	£20.00	£20.00
15	Cemetery					
15/1	Burial Fees	£25,000.00	£12,250.00	£0.00	£13,204.00	£954.00
15/2	Admin Fees	£0.00	£500.00	£0.00	£332.00	-£168.00
15/3	Grants of Exclusive ROB	£0.00	£12,250.00	£0.00	£10,800.00	-£1,450.00
15	Total	<u>£25,000.00</u>	<u>£25,000.00</u>	<u>£0.00</u>	<u>£24,336.00</u>	<u>-£664.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
55	St Andrew's Car Park - Parking Fees	£5,500.00	£5,500.00	£0.00	£6,805.53	£1,305.53
60	Town Hall - Hall Hire	£250.00	£250.00	£0.00	£435.00	£185.00
Total Assets & Open Spaces		<u>£31,548.00</u>	<u>£30,748.00</u>	<u>£0.00</u>	<u>£31,491.03</u>	<u>£743.03</u>
Community Events & Wellbeing						
20	Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00	£0.00
21	Markets	£0.00	£1,800.00	£0.00	£1,273.21	-£526.79
Total Community Events & Wellbeing		<u>£0.00</u>	<u>£1,800.00</u>	<u>£0.00</u>	<u>£1,273.21</u>	<u>-£526.79</u>
Town Maintenance & Improvements						
25	Hanging Baskets	£0.00	£0.00	£0.00	£187.50	£187.50
45	Public Rights of Way	£400.00	£400.00	£0.00	-£2,135.00	-£2,535.00
Total Town Maintenance & Improvements		<u>£400.00</u>	<u>£400.00</u>	<u>£0.00</u>	<u>-£1,947.50</u>	<u>-£2,347.50</u>
Total Income		<u>£531,430.50</u>	<u>£532,430.50</u>	<u>£0.00</u>	<u>£534,131.79</u>	<u>£1,701.29</u>

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE						
Admin						
100	Advertising					
100/1	Community Engagment	£2,000.00	£1,500.00	£0.00	£492.95	£1,007.05
100/2	Recruitment	£400.00	£0.00	£0.00	£0.00	£0.00
100	Total	£2,400.00	£1,500.00	£0.00	£492.95	£1,007.05
115	Archive Project	£0.00	£200.00	£0.00	£180.00	£20.00
120	Bank Charges	£250.00	£250.00	£0.00	£44.25	£205.75
121	Late Payment Charges	£0.00	£0.00	£0.00	£10.00	-£10.00
125	Card Charges	£500.00	£500.00	£0.00	£305.55	£194.45
130	CCTV					
130/1	Maintenance Costs	£1,000.00	£750.00	£0.00	£55.00	£695.00
130/2	Equipment	£0.00	£1,375.00	£1,375.00	£1,375.00	£1,375.00
130	Total	£1,000.00	£2,125.00	£1,375.00	£1,430.00	£2,070.00
145	Councillor Allowances	£2,250.00	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£325.00	£0.00	£322.05	£2.95
160	Grants					
160/1	Community	£5,000.00	£5,500.00	£0.00	£2,800.00	£2,700.00
160/2	Youth Services	£20,000.00	£20,000.00	£0.00	£0.00	£20,000.00
160	Total	£25,000.00	£25,500.00	£0.00	£2,800.00	£22,700.00
175	Health & Safety					
175/1	Fire Safety	£2,000.00	£2,000.00	£0.00	£791.31	£1,208.69
175/2	First Aid	£900.00	£900.00	£0.00	£63.29	£836.71

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
175/3	Legionella	£500.00	£0.00	£0.00	£0.00	£0.00
175/4	Asbestos	£600.00	£0.00	£0.00	£0.00	£0.00
175/5	Defib	£500.00	£500.00	£0.00	£0.00	£500.00
175/6	PPE	£2,500.00	£2,500.00	£0.00	£988.53	£1,511.47
175/7	General	£0.00	£3,000.00	£0.00	£819.80	£2,180.20
175	Total	£7,000.00	£8,900.00	£0.00	£2,662.93	£6,237.07
180	Insurance	£6,000.00	£4,100.00	£0.00	£3,798.46	£301.54
185	Investments Charges	£0.00	£0.00	£0.00	£0.00	£0.00
190	IT					
190/1	Support	£6,000.00	£6,000.00	£0.00	£4,612.96	£1,387.04
190/2	Subscriptions	£5,000.00	£5,000.00	£0.00	£2,034.75	£2,965.25
190/3	Website	£600.00	£600.00	£0.00	£175.00	£425.00
190/4	Equipment	£0.00	£0.00	£0.00	£120.00	-£120.00
190	Total	£11,600.00	£11,600.00	£0.00	£6,942.71	£4,657.29
205	Mayor					
205/1	Charity	£0.00	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£150.00	£0.00	£0.00	£150.00
205	Total	£150.00	£150.00	£0.00	£0.00	£150.00
210	Office Expenses					
210/1	Telephone	£1,100.00	£2,850.00	£0.00	£2,508.84	£341.16
210/2	Mobiles	£900.00	£1,650.00	£0.00	£1,103.62	£546.38
210/3	Broadband	£1,600.00	£4,350.00	£0.00	£2,920.00	£1,430.00
210/4	Photocopier	£700.00	£1,400.00	£0.00	£1,135.44	£264.56

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
210/5	Postage	£100.00	£100.00	£0.00	£40.16	£59.84
210/6	Stationery	£800.00	£800.00	£0.00	£368.38	£431.62
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£0.00	£0.00
210/8	Staff Welfare	£1,000.00	£750.00	£0.00	£240.18	£509.82
210/9	Office Equipment	£5,000.00	£3,000.00	£0.00	£750.65	£2,249.35
210/10	Cleaning	£0.00	£200.00	£0.00	£476.16	-£276.16
210/11	Garage Rent	£0.00	£675.00	£0.00	£445.48	£229.52
210/12	Waste Disposal	£0.00	£600.00	£0.00	£311.96	£288.04
210	Total	£11,450.00	£16,375.00	£0.00	£10,300.87	£6,074.13
225	Professional Fees and Subscriptions					
225/1	Legal	£2,500.00	£6,000.00	£0.00	£5,656.00	£344.00
225/2	Audit Costs	£2,630.00	£1,630.00	£0.00	£883.25	£746.75
225/3	Consultancy	£0.00	£1,850.00	£0.00	£1,825.00	£25.00
225/4	Locum Support	£0.00	£0.00	£0.00	-£5,900.00	£5,900.00
225/5	Professional Subs	£2,500.00	£2,500.00	£0.00	£1,801.99	£698.01
225	Total	£7,630.00	£11,980.00	£0.00	£4,266.24	£7,713.76
245	Recruitment					
245/1	Outdoor Team	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00
245/2	Admin Team	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00
245	Total	£3,000.00	£3,000.00	£0.00	£0.00	£3,000.00
250	Recycling Bags	£300.00	£300.00	£0.00	£339.00	-£39.00
255	Salaries					
255/1	Basic Salaries	£240,000.00	£240,000.00	£0.00	£157,690.34	£82,309.66

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
255/2	Overtime	£1,000.00	£4,500.00	£0.00	£4,620.85	-£120.85
255/3	Employer NI	£21,000.00	£21,000.00	£0.00	£14,422.64	£6,577.36
255/4	Employers Pension	£59,000.00	£55,000.00	£0.00	£22,796.36	£32,203.64
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£0.00	£0.00
255	Total	£321,100.00	£320,500.00	£0.00	£199,530.19	£120,969.81
295	Training					
295/1	Staff	£4,500.00	£6,500.00	£0.00	£3,890.00	£2,610.00
295/2	Councillor	£2,500.00	£2,500.00	£0.00	£395.00	£2,105.00
295/3	Mileage and Subsistence	£250.00	£250.00	£0.00	£42.22	£207.78
295	Total	£7,250.00	£9,250.00	£0.00	£4,327.22	£4,922.78
305	Van					
305/1	Lease Costs	£3,685.20	£3,685.20	£0.00	£2,149.63	£1,535.57
305/2	Service Costs	£278.52	£278.52	£0.00	£162.47	£116.05
305/3	Fuel	£2,500.00	£2,000.00	£0.00	£963.67	£1,036.33
305/4	Road Licence	£36.28	£36.28	£0.00	£55.00	-£18.72
305/5	Other	£0.00	£500.00	£0.00	£260.91	£239.09
305	Total	£6,500.00	£6,500.00	£0.00	£3,591.68	£2,908.32
Total Admin		£418,380.00	£425,305.00	£1,375.00	£241,344.10	£185,335.90
Assets & Open Spaces						
110	Allotments					
110/1	EQ Hire	£500.00	£500.00	£0.00	£0.00	£500.00
110/2	Utilities	£300.00	£300.00	£0.00	£48.28	£251.72
110/3	Non Domestic Rates	£0.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
110/4	Maintenance Costs	£1,000.00	£1,000.00	£0.00	£496.44	£503.56
110	Total	£1,800.00	£1,800.00	£0.00	£544.72	£1,255.28
111	GoAB	£0.00	£0.00	£0.00	£732.83	-£732.83
135	Cemetery					
135/1	EQ Hire	£0.00	£2,000.00	£0.00	£1,486.50	£513.50
135/2	Utilities	£3,000.00	£2,000.00	£0.00	£1,119.02	£880.98
135/3	Non Domestic Rates	£0.00	£3,043.90	£0.00	£3,043.90	£0.00
135/4	Plants and Hedges	£0.00	£2,500.00	£0.00	£1,100.23	£1,399.77
135/5	Maintenance Costs	£18,500.00	£4,656.10	£0.00	£2,240.45	£2,415.65
135/6	EQ Maintenance & Fuel	£0.00	£2,500.00	£0.00	£1,471.04	£1,028.96
135/7	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£350.00	£0.00	£208.30	£141.70
135/9	Funeral Costs	£0.00	£3,000.00	£0.00	£1,578.53	£1,421.47
135/10	Bin Collections	£0.00	£1,500.00	£0.00	£991.64	£508.36
135	Total	£21,500.00	£21,550.00	£0.00	£13,239.61	£8,310.39
136	Public Works Loan Repayment	£17,650.00	£17,650.00	£0.00	£17,646.64	£3.36
137	New Equipment	£0.00	£10,000.00	£9,523.71	£10,869.57	£8,654.14
220	Play Areas					
220/1	Maintenance Costs	£2,500.00	£2,500.00	£0.00	£5,903.09	-£3,403.09
220/2	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
220/3	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
220	Total	£2,500.00	£2,500.00	£0.00	£5,903.09	-£3,403.09
235	Public Toilet					

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
235/1	Utilities	£500.00	£2,000.00	£0.00	£0.00	£2,000.00
235/2	Maintenance Costs	£0.00	£500.00	£0.00	£500.96	-£0.96
235	Total	£500.00	£2,500.00	£0.00	£500.96	£1,999.04
265	St Andrew's Car Park					
265/1	EQ Hire	£0.00	£655.00	£0.00	£653.30	£1.70
265/2	Non Domestic Rates	£0.00	£1,821.35	£0.00	£1,821.35	£0.00
265/3	Maintenance Costs	£5,500.00	£623.65	£0.00	£62.79	£560.86
265/4	Parking Services	£0.00	£2,400.00	£0.00	£2,400.00	£0.00
265	Total	£5,500.00	£5,500.00	£0.00	£4,937.44	£562.56
285	Town Hall					
285/1	EQ Hire	£0.00	£500.00	£0.00	£0.00	£500.00
285/2	Utilities	£5,000.00	£2,306.05	£0.00	£1,279.57	£1,026.48
285/3	Non Domestic Rates	£0.00	£2,270.45	£0.00	£2,270.45	£0.00
285/4	Maintenance Costs	£5,000.00	£3,000.00	£0.00	£1,833.77	£1,166.23
285	Total	£10,000.00	£8,076.50	£0.00	£5,383.79	£2,692.71
400	Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£13,500.50	£0.00	£0.00	£13,500.50
Total Assets & Open Spaces		£72,950.50	£83,077.00	£9,523.71	£59,758.65	£32,842.06
Community Events & Wellbeing						
105	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00
140	Christmas					
140/1	Lights	£17,000.00	£17,000.00	£0.00	£14,212.18	£2,787.82
140/2	Event	£3,000.00	£3,000.00	£0.00	£1,007.44	£1,992.56
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
140	Total	£20,000.00	£20,000.00	£0.00	£15,219.62	£4,780.38
141	Events					
141/1	Coronation	£748.50	£748.50	£0.00	£748.50	£0.00
141/2	Community					
141/2/1	Christmas Light Event	£0.00	£0.00	£0.00	£0.00	£0.00
141/2/2	Community	£3,500.00	£3,500.00	£0.00	£19.98	£3,480.02
141/2	Total	£3,500.00	£3,500.00	£0.00	£19.98	£3,480.02
141	Total	£4,248.50	£4,248.50	£0.00	£768.48	£3,480.02
200	Markets					
200/1	Utilities	£200.00	£750.00	£0.00	£242.74	£507.26
200/2	Market Expenses	£1,800.00	£750.00	£0.00	£76.80	£673.20
200/3	Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
200/4	Pitch Hire	£0.00	£0.00	£0.00	£0.00	£0.00
200	Total	£2,000.00	£1,500.00	£0.00	£319.54	£1,180.46
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	-£4,588.25	£4,588.25
Total Community Events & Wellbeing		£26,248.50	£25,748.50	£0.00	£11,719.39	£14,029.11
Town Maintenance & Improvements						
155	Gen. Maintenance Costs	£4,500.00	£2,500.00	£0.00	£1,458.47	£1,041.53
165	Grass/Verge Cutting	£3,000.00	£3,000.00	£0.00	£65.25	£2,934.75
170	Hanging Baskets	£0.00	£1,500.00	£0.00	£689.94	£810.06
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£250.00	£0.00	£218.00	£32.00
230	Public Rights of Way	£400.00	£1,000.00	£0.00	£649.25	£350.75

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Revised	Reserve Movements	Actual Net	Balance
240 Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00	£0.00
260 Skate Park Benches	£0.00	£0.00	£0.00	£8.08	-£8.08
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 Scheme	£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
Total Town Maintenance & Improvements	£11,400.00	£11,750.00	£0.00	£3,897.64	£7,852.36
Total Expenditure	£528,979.00	£545,880.50	£10,898.71	£316,719.78	£241,434.43
Total Income	£531,430.50	£532,430.50	£0.00	£534,131.79	£1,701.29
Total Expenditure	£528,979.00	£545,880.50	£10,898.71	£316,719.78	£240,059.43
Total Net Balance	£2,451.50	-£13,450.00		£217,412.01	



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Our Ref: MARK/CUL001

Mr D Ledger
Cullompton Town Council
1 High Street
Cullompton
Devon
EX15 1AB

10 November 2023

Dear Dan

**Re: Cullompton Town Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report**

Executive summary

Following completion of our interim internal audit on 10 November 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Cullompton Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

This is the first internal audit completed by Mulberry & Co, having recently been appointed by the council. The interim audit was conducted remotely. The requested information was forwarded to me for review and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.cullomptontowncouncil.gov.uk

The council uses the Edge accounting package for recording the council's finances, which is a suitable system for a council of this size. The system is updated regularly and used to produce management information reports for review at council meetings.

A review of the financial reports provided for review at the interim audit, and those published on the council website, demonstrate that detailed financial information is made available for review by both councillors and any members of the public who take an interest in the council's activities.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified, although the External Auditor commented under other matters 'We note that Section 2, Boxes 11 (a) and (b) in respect of trust funds has been left blank, the smaller authority has confirmed that it does act as sole managing trustee for trust funds and that trust fund transactions are excluded from the figures in the accounting statements, and thus the responses should have been 'No' and 'N/A' respectively. The smaller authority should ensure the AGAR is fully completed in future'

However, a further letter from the External Auditor dated 20 September 2023 states, 'In our other matter we mistakenly noted that the responses should have been 'No' and 'N/A' respectively, this is incorrect the responses should have been 'Yes' and 'Yes' respectively.'

This External Auditor's Certificate has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held in September 2023.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms under each councillor's profile information.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I note the council published the required information in various places on the council website.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. *All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.*

5.206. *When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.*

5.207. *Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*

5.208. *For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure, and I note that revised terms of reference were an agenda item for discussion at the meeting held on 28 September 2023. Future meeting dates and historic agendas and minutes for council and committee meetings are available on the council website.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the agendas include supporting documentation either as hyperlinks or as appendices in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and the website version states they were most recently reviewed and adopted by council in January 2023.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and the website version states they were most recently reviewed and adopted by council in January 2023. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £25,000;*
- *a duly delegated committee of the council for items over £5,000; or*
- *the Clerk for any items below £5,000.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

As the interim internal audit was conducted remotely, I did not conduct any detailed checking of invoices. However, based on my other testing and a review of the financial information included with agendas and within the minutes of meetings, I am content that the council ensures invoices are approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector

The council does not meet the eligibility criteria and was therefore unable to adopt the General Power of Competence (GPC). A check of the total section 137 spending will be conducted at the final internal audit.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £6,853.74. I was able to confirm receipt of this amount to the council's bank account on 21 July 2023. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE***Internal audit requirement***

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk register which was most recently reviewed and updated in October 2023. I reviewed the register, which splits risks into different areas of the council business, identifies the specific risk, assigns a perceived risk level, records mitigation measures in place, assigns an officer to each risk and then provides a reviewed level post mitigation. The register is extensive and contains actions on all risk types typically associated with a council of this size, demonstrating that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Clear Insurance which expires on 7 September 2024. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee of £500,000. **Based on the balances held by the council during the year, consideration should be given to increasing the Fidelity Guarantee level to ensure it covers the maximum balance held at any point during the year.**

I note the council has an additional insurance policy with Zurich covering motor vehicles which expires on 19 September 2024.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £498,983 for 2023/24. With a tax base of 3,608.5, this equates to a band D equivalent of £138.28 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process is underway, with reviews of budgets taking place at each committee meeting during November and December, prior to the Governance, Resources and Finance Committee reviewing the whole budget and making a recommendation to council for the budget and precept. This is anticipated to be approved at the council meeting to be held in January 2024.

I note there is regular review of financial information at council and committee meetings. The meeting of the Governance, Resources and Finance Committee held in October 2023 included a finance section detailing

- Note the Bank Reconciliations
- Note the payments made under delegation, receipts received and approve the Council payment list
- Note the budget to date and approve any virements between budgets and/or reserves
- Note the Creditor/Debtor reports

This level of information provides councillors with the opportunity to scrutinise and challenge the figures and ensures that councillors receive enough financial information to make informed decisions.

The council holds circa £195,000 in earmarked reserves at the date of the interim internal audit. These are split between a range of clearly identifiable projects, and I am satisfied these are all legitimate uses of earmarked reserves.

Council is reminded that the Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

A check of the general reserve balance will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

I was able to confirm receipt of the precept and that the full amount has been correctly allocated within the accounting package. Apart from the precept, the council budgets to receive income from the allotments, cemetery and parking fees. Cemetery fees are published on the council website and have been reviewed and agreed for the period to 2024.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

There are ten employees listed on the payroll summary for month 7 provided for the internal audit.

Payroll is processed in house by the Finance Officer, with checks completed by the Clerk. I reviewed the payslips provided for review at the interim audit and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments.

I remind the council that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances paid routinely, although they are available on request. The Clerk confirmed that he is aware that the allowance scheme is for elected councillors only and must be paid through payroll if claimed.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which has recently been added to the Edge accounting software. A copy of the more detailed excel version used previously by the council was also provided for review at the interim internal audit. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has a Public Works Loan Board (PWLB) loan which was taken out for the cemetery. A check of the year-end loan balance and in year capital and interest repayments will be completed at the final internal audit.

The council has no long-term investments.

I. BANK AND CASH**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Governance, Resources and Finance Committee.'

I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors. I was presented with evidence that the reconciliations and bank statements have been signed in accordance with the Financial Regulations.

Due to the size of the council's budget, it receives no protection from the Financial Services Compensation Scheme (FSCS). I note the council has accounts with different providers, and recently received a presentation from the CCLA as a further option. The council is taking responsible steps to protect the funds held.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

I note the internal auditor ticked 'yes' to this internal control objective on the 2022/23 AGAR. For future reference, the correct response to this question (as indicated on the annual internal audit report) for a council which is not exempt from external audit is 'not covered'.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	22 June 2023
Date inspection notice issued	23 June 2023
Inspection period begins	26 June 2023
Inspection period ends	4 August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of Gift of A Burrows for Allotments (charity number 270495) and Upcott Field Recreation Ground (300806). I reviewed the information available on the Charity Commission website and was able to confirm that all reporting is up to date and that the council is correctly listed as the sole trustee for both charities.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final audit		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final audit		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
C. RISK MANAGEMENT AND INSURANCE	Based on the balances held by the council during the year, consideration should be given to increasing the Fidelity Guarantee level to ensure it covers the maximum balance held at any point during the year.	

Total Budget Expenditure £648,665.00

Less Income £31,300.00

Precept £ 617,365.00

Band D Levy

Tax base for 24/25 3,616.51

Divide by tax base for 23-24 £ 170.71

Current levy (23/24) £ 138.28

Percentage Increase 23.5%

RECOMMENDATION

Percentage Increase	-3.0%	-2.0%	-1.0%	0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Extra per Band D Levy	-£ 4.15	-£ 2.77	-£ 1.38	£ -	£ 1.38	£ 2.77	£ 4.15	£ 5.53	£ 6.91	£ 8.30	£ 9.68

Total per Band D Levy	£ 134.13	£ 135.51	£ 136.90	£ 138.28	£ 139.66	£ 141.05	£ 142.43	£ 143.81	£ 145.19	£ 146.58	£ 147.96
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Precept Achieved	£ 484,015.22	£ 489,005.07	£ 493,994.92	£ 498,984.76	£ 503,974.61	£ 508,964.46	£ 513,954.31	£ 518,944.15	£ 523,934.00	£ 528,923.85	£ 533,913.70
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Precept Shortfall	£ 133,349.78	£ 128,359.93	£ 123,370.08	£ 118,380.24	£ 113,390.39	£ 108,400.54	£ 103,410.69	£ 98,420.85	£ 93,431.00	£ 88,441.15	£ 83,451.30
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Current Investments £ 237,556.00

Current Account Balance £ 425,570.00

Current Earmarked Reserves £ 193,228.40

Estimated End of Year Balance

Removal of Earmarked Reserves to create 1%

If we were to increase EMR's by: £ -

Amount able to allocate from General

Precept Shortfall

Proposed EMR changes

	Current	Proposed Reduction	Proposed New Total	
Allotments	£10,514.11	£ -	£ 10,514.11	
Archive Project	£2,500.00	£ -	£ 2,500.00	
CCTV EMR	£3,125.00	£ -	£ 3,125.00	
Cemetery Paths/Project	£35,000.00	£ -	£ 35,000.00	
Election Contingency	£5,000.00	£ -	£ 5,000.00	
Equipment Replacement EMR	£476.29	£ -	£ 476.29	
Gazebos & Equipment Market	£3,000.00	£ -	£ 3,000.00	
Leat Repairs	£2,000.00	£ -	£ 2,000.00	
Locum Support	£10,000.00	£ -	£ 10,000.00	
Play Area Fund EMR	£4,280.00	£ -	£ 4,280.00	
Play Equipment EMR	£2,000.00	£ -	£ 2,000.00	
Railway Feasibility Study EM	£20,000.00	£ -	£ 20,000.00	
Skate Park Benches	£4,000.00	£ -	£ 4,000.00	
St Andrews cpark iprvmt EMR	£10,000.00	£ -	£ 10,000.00	
Street Furniture Replacement	£4,000.00	£ -	£ 4,000.00	
Swimming Pool Dev Order EMR	£0.00	£ -	£ -	
Tech Fund EMR	£17,000.00	£ -	£ 17,000.00	
Town Hall Maintenance	£20,000.00	£ -	£ 20,000.00	Newly created EMR for 2023/24
Townscape Heritage Scheme EMR	£25,000.00	£ -	£ 25,000.00	
Uppcott Field Improvements EMR	£15,333.00	£ -	£ 15,333.00	
	£193,228.40	£ -	£ 193,228.40	

Cullompton Town Council Current Year & Budget Planner - 2023/24
 Forward Budget Detail - By Centre
 Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

Tax Base 2024/25 - 3616.51 (2023-24 -3608.51)

Budget Heading	Sub Heading	Description	Committee	2022/23 Actual	2023/24 Budget	Revised 2023/24 Budget	Reserve Movements	Income/ Expenditure Actual as at 30/11/2023	Actual EMR remaining as at 30/11/23	Likely Income/Expenditure remaining 2023-24	2024/25 Budget	2024/25 Likely EMR	2024/25 Total required for budget and EMRs	2025-26 Estimated Budget	2026-2027 Estimated Budget	Town Clerk's Explanatory Notes
Income																
5	1	Allotments - Rents	AOS	£810.00	£798.00	£798.00	£0.00	£694.50	£0.00	£0.00	£800.00					
5	2	Allotments - Admin Fees	AOS	£0.00	£0.00	£-800.00	£0.00	£-800.00	£0.00	£0.00	£0.00					
6		GoAB Allotments	AOS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
10		Bank Interest	ADMIN	£2,507.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
11		Goodwill - Lloyds	ADMIN	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00					
15	1	Cemetery - Burial Fees	AOS	£24,875.00	£25,000.00	£12,250.00	£0.00	£13,204.00	£0.00	£2,500.00	£10,000.00					
15	2	Cemetery - Admin Fees	AOS	£932.00	£0.00	£500.00	£0.00	£332.00	£0.00	£172.00	£350.00					
15	3	Cemetery - Grants of Exclusive ROB	AOS	£0.00	£0.00	£12,250.00	£0.00	£10,800.00	£0.00	£2,500.00	£10,000.00					
20		Christmas Income/Donations	CEW	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
21		Markets	CEW	£35.00	£0.00	£1,800.00	£0.00	£1,273.21	£0.00	£700.00	£1,000.00					
25		Hanging Baskets	TMI	£25.00	£0.00	£0.00	£0.00	£187.50	£0.00	£0.00	£150.00					
30		Cambridge & Counties Interest	ADMIN	£0.00	£0.00	£0.00	£0.00	£1,676.35	£0.00	£0.00	£1,000.00					
31		Unity Instant Access Interest	ADMIN	£0.00	£0.00	£0.00	£0.00	£639.18	£0.00	£0.00	£500.00					
32		Lloyds 32 Day Notice Account	ADMIN	£0.00	£0.00	£0.00	£0.00	£1,557.06	£0.00	£0.00	£1,000.00					
35		Photocopier	ADMIN	£182.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
40		Precept	ADMIN	£482,000.00	£498,982.50	£498,982.50	£0.00	£498,982.50	£0.00	£0.00	£0.00					
45		Public Rights of Way	TMI	£400.00	£400.00	£400.00	£0.00	£-2,135.00	£0.00	£0.00	£400.00					
50		Recycling Bags	ADMIN	£519.81	£500.00	£500.00	£0.00	£419.96	£0.00	£80.00	£350.00					
55		St Andrew's Car Park - Parking Fees	AOS	£8,531.00	£5,500.00	£5,500.00	£0.00	£6,805.53	£0.00	£1,500.00	£5,500.00					
60		Town Hall - Hall Hire	AOS	£385.00	£250.00	£250.00	£0.00	£435.00	£0.00	£100.00	£250.00					
70		Grants/Gifts	ADMIN	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
		Miscellaneous Income	ADMIN	£888.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
											Budget heading no longer in use for 2023/24					
		Total Budget Income Income		£522,090.13	£531,430.50	£532,430.50	£0.00	£534,131.79	£0.00	£7,652.00	£31,300.00					

Budget Heading	Sub Heading	Description	Committee	2022/23 Actual	2023/24 Budget	Revised 2023/24 Budget	Reserve Movements	Income/ Expenditure Actual as at 30/11/2023	Actual EMR remaining as at 30/11/23	Likely Income/Expenditure remaining 2023-24	2024/25 Budget	2024/25 Likely EMR	2024/25 Total required for budget and EMRs	2025-26 Estimated Budget	2026-2027 Estimated Budget	Town Clerk's Explanatory Notes
Expenditure																
100	1	Advertising - Community Engagement	ADMIN	£0.00	£2,000.00	£1,500.00	£0.00	£492.95	£1,000.00	£1,500.00	£1,500.00			£1,575.00	£1,653.75	
100	2	Advertising - Recruitment	ADMIN	£0.00	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00			£525.00	£551.25	
105		Advertising	CEW	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00			£525.00	£551.25	
110	1	Allotments - EQ Hire	AOS	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00	£500.00	£500.00			£525.00	£551.25	
110	2	Allotments - Utilities	AOS	£0.00	£300.00	£300.00	£0.00	£48.28	£100.00	£300.00	£300.00			£315.00	£330.75	
110	3	Allotments - Non Domestic Rates	AOS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
110	4	Allotments - Maintenance Costs	AOS	£1,241.00	£1,000.00	£1,000.00	£0.00	£496.44	£500.00	£2,000.00	£2,000.00			£2,100.00	£2,205.00	
111		GoAB	AOS	£0.00	£0.00	£0.00	£0.00	£732.83	£400.00	£0.00	£0.00			£0.00	£0.00	
115		Archive Project	ADMIN	£70.00	£0.00	£200.00	£0.00	£180.00	£0.00	£0.00	£0.00			£0.00	£0.00	
120		Bank Charges	ADMIN	£2.00	£250.00	£250.00	£0.00	£44.25	£100.00	£250.00	£250.00			£262.50	£275.63	
121		Late Payment Charges	ADMIN	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£0.00	£0.00			£0.00	£0.00	
125		Card Charges	ADMIN	£664.00	£500.00	£500.00	£0.00	£305.55	£150.00	£500.00	£500.00			£525.00	£551.25	
130	1	CCTV - Maintenance Costs	ADMIN	£550.00	£1,000.00	£750.00	£0.00	£55.00	£500.00	£750.00	£750.00			£787.50	£826.88	
130	2	CCTV - Equipment	ADMIN	£0.00	£0.00	£1,375.00	£1,375.00	£1,375.00	£0.00	£1,375.00	£1,500.00			£1,575.00	£1,653.75	
135	1	Cemetery - EQ Hire	AOS	£0.00	£0.00	£2,000.00	£0.00	£1,486.50	£500.00	£2,000.00	£2,000.00			£2,100.00	£2,205.00	
135	2	Cemetery - Utilities	AOS	£0.00	£3,000.00	£2,000.00	£0.00	£1,119.02	£800.00	£2,000.00	£2,000.00			£2,100.00	£2,205.00	
135	3	Cemetery - Non Domestic Rates	AOS	£0.00	£0.00	£3,043.90	£0.00	£3,043.90	£0.00	£3,100.00	£3,255.00			£3,417.75	£3,417.75	
135	4	Cemetery - Plants and Hedges	AOS	£0.00	£0.00	£2,500.00	£0.00	£1,100.23	£0.00	£2,500.00	£2,500.00			£2,625.00	£2,756.25	
135	5	Cemetery - Maintenance Costs	AOS	£19,666.00	£18,500.00	£4,656.10	£0.00	£2,240.45	£2,000.00	£10,000.00	£10,500.00			£11,025.00	£11,025.00	
135	6	Cemetery - EQ Maintenance & Fuel	AOS	£7,814.00	£0.00	£2,500.00	£0.00	£1,471.04	£500.00	£2,000.00	£2,000.00			£2,100.00	£2,205.00	
135	7	Cemetery - Projects	AOS	£10,240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
135	8	Cemetery - Broadband	AOS	£0.00	£0.00	£350.00	£0.00	£208.30	£85.00	£350.00	£350.00			£367.50	£385.88	
135	9	Cemetery - Funeral Costs	AOS	£0.00	£0.00	£3,000.00	£0.00	£1,578.53	£1,500.00	£3,000.00	£3,000.00			£3,150.00	£3,307.50	
135	10	Cemetery - Bin Collections	AOS	£0.00	£0.00	£1,500.00	£0.00	£991.64	£500.00	£1,500.00	£1,500.00			£1,575.00	£1,653.75	
136		Public Works Loan Repayment	AOS	£17,647.00	£17,650.00	£17,650.00	£0.00	£17,646.64	£0.00	£17,650.00	£17,650.00			£18,532.50	£19,459.13	
137		New Equipment	AOS	£0.00	£0.00	£10,000.00	£0.00	£9,523.71	£0.00	£10,869.57	£10,000.00			£10,500.00	£11,025.00	
140	1	Christmas - Lights	CEW	£20,943.00	£17,000.00	£17,000.00	£0.00	£14,212.18	£0.00	£18,000.00	£18,000.00			£19,845.00	£19,845.00	
140	2	Christmas - Event	CEW	£850.00	£3,000.00	£3,000.00	£0.00	£1,007.44	£0.00	£2,000.00	£2,000.00			£2,205.00	£2,205.00	
140	3	Christmas - EQ hire	CEW	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
141	1	Events - Coronation	CEW	£0.00	£748.50	£748.50	£0.00	£748.50	£0.00	£0.00	£0.00			£0.00	£0.00	
141	2.1	Events - Christmas Light Event	CEW	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00			£1,050.00	£1,102.50	
141	2.2	Events - Community	CEW	£3,362.00	£3,500.00	£3,500.00	£0.00	£19.98	£500.00	£6,000.00	£6,000.00			£6,615.00	£6,615.00	
145		Councillor Allowances	ADMIN	£0.00	£2,250.00	£2,250.00	£0.00	£0.00	£2,250.00	£2,250.00	£2,250.00			£2,362.50	£2,480.63	
150		Election	ADMIN	£0.00	£5,000.00	£325.00	£0.00	£322.05	£0.00	£0.00	£0.00			£0.00	£0.00	
155		Gen. Maintenance Costs	TMI	£12,783.00	£4,500.00	£2,500.00	£0.00	£1,458.47	£1,000.00	£2,500.00	£2,500.00			£2,625.00	£2,756.25	
160	1	Grants - Community	ADMIN	£5,360.00	£5,000.00	£5,500.00	£0.00	£2,800.00	£2,700.00	£5,000.00	£5,000.00			£5,250.00	£5,512.50	
160	2	Grants - Youth Services	ADMIN	£19,650.00	£20,000.00	£20,000.00	£0.00	£0.00	£20,000.00	£20,000.00	£20,000.00			£21,000.00	£22,050.00	
165		Grass/Verge Cutting	TMI	£2,912.00	£3,000.00	£3,000.00	£0.00	£65.25	£3,000.00	£0.00	£0.00			£0.00	£0.00	
170		Hanging Baskets	TMI	£0.00	£0.00	£1,500.00	£0.00	£689.94	£750.00	£1,500.00	£1,500.00			£1,575.00	£1,653.75	
175	1	Health & Safety - Fire Safety	ADMIN	£1,488.00	£2,000.00	£2,000.00	£0.00	£791.31	£1,100.00	£2,000.00	£2,000.00			£2,100.00	£2,205.00	
175	2	Health & Safety - First Aid	ADMIN	£0.00	£900.00	£900.00	£0.00	£63.29	£85.00	£900.00	£900.00			£945.00	£992.25	
175	3	Health & Safety - Legionella	ADMIN	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00							

205	2	Mayor - Fund	ADMIN	£0.00	£150.00	£150.00	£0.00	£0.00	£150.00	£150.00	£157.50	£165.38			
210	1	Telephone	ADMIN	£3,050.00	£1,100.00	£2,850.00	£0.00	£2,508.84	£250.00	£1,000.00	£1,050.00	£1,102.50			
210	2	Mobiles	ADMIN	£1,170.00	£900.00	£1,650.00	£0.00	£1,103.62	£550.00	£1,650.00	£1,732.50	£1,819.13			
210	3	Broadband	ADMIN	£0.00	£1,600.00	£4,350.00	£0.00	£2,920.00	£1,460.00	£4,400.00	£4,620.00	£4,851.00			
210	4	Photocopier	ADMIN	£632.00	£700.00	£1,400.00	£0.00	£1,135.44	£350.00	£1,000.00	£1,050.00	£1,102.50			
210	5	Postage	ADMIN	£109.00	£100.00	£100.00	£0.00	£40.16	£60.00	£200.00	£210.00	£220.50			
210	6	Stationery	ADMIN	£995.00	£800.00	£800.00	£0.00	£368.38	£100.00	£600.00	£630.00	£661.50			
210	7	Mileage & Subsistence	ADMIN	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£200.00	£210.00	£220.50			
210	8	Staff Welfare	ADMIN	£0.00	£1,000.00	£750.00	£0.00	£240.18	£100.00	£500.00	£525.00	£551.25			
210	9	Office Equipment	ADMIN	£3,941.00	£5,000.00	£3,000.00	£0.00	£750.65	£2,000.00	£1,500.00	£1,575.00	£1,653.75			
210	10	Cleaning	ADMIN	£0.00	£0.00	£200.00	£0.00	£476.16	£100.00	£400.00	£420.00	£441.00			
210	11	Garage Rent	ADMIN	£0.00	£0.00	£675.00	£0.00	£445.48	£225.00	£675.00	£708.75	£744.19			
210	12	Waste Disposal	ADMIN	£0.00	£0.00	£600.00	£0.00	£311.96	£300.00	£600.00	£630.00	£661.50			
215		Planting	TMI	£212.00	£0.00	£250.00	£0.00	£218.00	£30.00	£250.00	£262.50	£275.63			
220	1	Play Areas - Maintenance Costs	AOS	£0.00	£2,500.00	£2,500.00	£0.00	£5,903.09	£5,903.00	£10,500.00	£11,025.00	£11,025.00			
220	2	Play Areas - Equipment	AOS	£5,405.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
220	3	Play Areas - Projects	AOS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£62,500.00	£65,625.00	£68,906.25			
225	1	Legal	ADMIN	£5,650.00	£2,500.00	£6,000.00	£0.00	£5,656.00	£1,000.00	£6,000.00	£6,300.00	£6,615.00			
225	2	Audit Costs	ADMIN	£1,960.00	£2,630.00	£1,630.00	£0.00	£883.25	£650.00	£1,000.00	£1,050.00	£1,102.50			
225	3	Consultancy	ADMIN	£0.00	£0.00	£1,850.00	£0.00	£1,825.00	£0.00	£2,000.00	£2,100.00	£2,205.00			
225	4	Locum Support	ADMIN	£50,120.00	£0.00	£0.00	£0.00	£-5,900.00	£0.00	£2,500.00	£2,625.00	£2,756.25			
225	5	Professional Subs	ADMIN	£1,709.00	£2,500.00	£2,500.00	£0.00	£1,801.99	£600.00	£2,500.00	£2,625.00	£2,756.25			
230		Public Rights of Way	TMI	£0.00	£400.00	£1,000.00	£0.00	£649.25	£350.00	£1,000.00	£1,050.00	£1,102.50			
235	1	Public Toilet - Utilities	AOS	£0.00	£500.00	£2,000.00	£0.00	£0.00	£500.00	£2,500.00	£2,625.00	£2,756.25			
235	2	Public Toilet - Maintenance Costs	AOS	£4,471.00	£0.00	£500.00	£0.00	£500.96	£250.00	£1,000.00	£1,050.00	£1,102.50			
240		Railway Feasibility Study	TMI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
245	1	Recruitment - Outdoor Team	ADMIN	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	£500.00	£500.00	£525.00	£551.25			
245	2	Recruitment - Admin Team	ADMIN	£6,450.00	£1,500.00	£1,500.00	£0.00	£0.00	£500.00	£500.00	£525.00	£551.25			
250		Recycling Bags	ADMIN	£276.00	£300.00	£300.00	£0.00	£339.00	£170.00	£500.00	£525.00	£551.25			
255	1	Basic Salaries	ADMIN	£188,508.00	£240,000.00	£240,000.00	£0.00	£157,690.34	£79,870.84	£255,000.00	£267,750.00	£281,137.50			
255	2	Overtime	ADMIN	£8,112.00	£1,000.00	£4,500.00	£0.00	£4,620.85	£1,500.00	£5,000.00	£5,250.00	£5,512.50			
255	3	Employer NI	ADMIN	£15,035.00	£21,000.00	£21,000.00	£0.00	£14,422.64	£8,000.00	£25,000.00	£26,250.00	£27,562.50			
255	4	Employers Pension	ADMIN	£27,770.00	£59,000.00	£55,000.00	£0.00	£22,796.36	£12,000.00	£65,000.00	£68,250.00	£71,662.50			
255	5	Homeworking Allowance	ADMIN	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00	£105.00	£110.25			
260		Skate Park Benches	TMI	£0.00	£0.00	£0.00	£0.00	£8.08	£0.00	£0.00	£0.00	£0.00			
265	1	St Andrew's Car Park - EQ Hire	AOS	£0.00	£0.00	£655.00	£0.00	£653.30	£0.00	£150.00	£157.50	£165.38			
265	2	St Andrew's Car Park - Non Domestic Rates	AOS	£0.00	£0.00	£1,821.35	£0.00	£1,821.35	£0.00	£2,000.00	£2,100.00	£2,205.00			
265	3	St Andrew's Car Park - Maintenance Costs	AOS	£1,927.00	£5,500.00	£623.65	£0.00	£62.79	£250.00	£2,000.00	£2,100.00	£2,205.00			
265	4	St Andrew's Car Park - Parking Services	AOS	£2,400.00	£0.00	£2,400.00	£0.00	£2,400.00	£0.00	£2,400.00	£2,520.00	£2,646.00			
270		Street Furniture	TMI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,500.00	£11,025.00	£11,025.00			
275		Swimming Pool Dev Order	CEW	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
280		Tourism & Economic Development	TMI	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	£1,000.00	£1,500.00	£1,575.00	£1,653.75			
285	1	Town Hall - EQ Hire	AOS	£0.00	£0.00	£500.00	£0.00	£0.00	£500.00	£500.00	£525.00	£551.25			
285	2	Town Hall - Utilities	AOS	£0.00	£5,000.00	£2,306.05	£0.00	£1,279.57	£1,000.00	£3,000.00	£3,150.00	£3,307.50			
285	3	Town Hall - Non Domestic Rates	AOS	£0.00	£0.00	£2,270.45	£0.00	£2,270.45	£0.00	£2,500.00	£2,625.00	£2,756.25			
285	4	Town Hall - Maintenance Costs	AOS	£5,486.00	£5,000.00	£3,000.00	£0.00	£1,833.77	£1,150.00	£3,000.00	£3,150.00	£3,307.50			
290		Townscape Heritage Scheme	TMI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
295	1	Training - Staff	ADMIN	£7,280.00	£4,500.00	£6,500.00	£0.00	£3,890.00	£2,500.00	£4,500.00	£4,725.00	£4,961.25			
295	2	Training - Councillor	ADMIN	£0.00	£2,500.00	£2,500.00	£0.00	£395.00	£600.00	£2,500.00	£2,625.00	£2,756.25			
295	3	Training - Mileage and Subsistence	ADMIN	£0.00	£250.00	£250.00	£0.00	£42.22	£100.00	£200.00	£210.00	£220.50			
300		Trees	TMI	£1,800.00	£2,000.00	£2,000.00	£0.00	£808.65	£1,000.00	£2,000.00	£2,100.00	£2,205.00			
305	1	Van - Lease Costs	ADMIN	£3,964.00	£3,685.20	£3,685.20	£0.00	£2,149.63	£1,500.00	£7,000.00	£7,350.00	£7,717.50			
305	2	Van - Service Costs	ADMIN	£0.00	£278.52	£278.52	£0.00	£162.47	£115.00	£350.00	£367.50	£385.88			
305	3	Van - Fuel	ADMIN	£0.00	£2,500.00	£2,000.00	£0.00	£963.67	£500.00	£0.00	£0.00	£0.00			
305	4	Van - Road Licence	ADMIN	£0.00	£36.28	£36.28	£0.00	£55.00	£0.00	£40.00	£42.00	£44.10			
305	5	Van - Other	ADMIN	£1,074.00	£0.00	£500.00	£0.00	£260.91	£200.00	£500.00	£525.00	£551.25			
310		War Memorial	TMI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,100.00	£2,205.00			
315		Youth Services	CEW	£0.00	£0.00	£0.00	£0.00	£-4,588.25	£0.00	£0.00	£0.00	£0.00			
400		Play Parks and Cemetery Maintenance Annual Fund	AOS	£0.00	£13,500.50	£13,500.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
		Community Wellbeing Committee		£174.00											
		General Administration/Other		£447.00											
		Miscellaneous Expenditure		£210.00											
		Total Budget Expenditure		£499,871.00	£528,979.00	£545,880.50	£10,898.71	£316,719.78	£0.00	£171,425.84	£648,665.00	£0.00	£0.00	£681,098.25	£715,153.16

Budget heading no longer in use for 2023/24

Please note all costs are indicative as they have not all been fully scoped.

Project	Location	Approx Total Cost	Recommended Annual Cost	Reoccurring Budget	Time to Completion	Note
Play Areas (5 areas) £200k-400k each to renew minimum	Various	£1,250,000.00	£62,500.00	£62,500.00	Various over 20 year period	Used 250k as figure per park
Play Area Maintenance	Various		£10,000.00	£10,000.00	Continual	Maintenance of 2k per play park per year
Extension to Current Welfare Unit - Standard Construction	Cemetery	£80,000.00	£80,000.00		1 year	For additional space for maintenance equipment either or with below
Extension to Container	Cemetery	£10,000.00	£10,000.00		In year	For additional space for maintenance equipment either or with above
Repoint Lime Pointing both Chapel and Mortuary	Cemetery	£70,000.00	£35,000.00	£2,334.00	In year	On basis of a 30 years before further maintenance is required could be significantly longer if maintained well
Internal plastering/render using lime in Chapel	Cemetery	£25,000.00	£25,000.00	£834.00	In year	On basis of a 30 years before further maintenance is required could be significantly longer if maintained well
Electrics	Cemetery	£4,000.00	£4,000.00		In year	Cable already ordered - Need electrician to hook it up to chapel and install lights and sockets
Memorial Garden	Cemetery	£15,000.00	£7,500.00		2 years	Totally dependant on spec wished by Council this is simply ballpark
Scattering of Ashes	Cemetery	£10,000.00			1 year	Totally dependant on spec wished by Council this is simply ballpark
Cemetery Paths (additional cost if done in 2 years over 1)	Cemetery	£35,000.00	£20,000.00		2 years	Will cost additional to do in 2 phases but resources dictate that it may not be possible in 1 year
Window Replacement	Town Hall	£50,000.00	£50,000.00		In year	Expression of interest is in with MDDC
Roof Works	Town Hall	£30,000.00	£30,000.00		In year	Could just be the cost of scaffold plus a few tiles(4k). Alternatively, it could be removal of chimney, conservation approvals and retille whole face of roof etc.
Internal wiring, decoration and fire safety compliance	Town Hall	£30,000.00	£15,000.00	£5,000.00	2 years	Extensive works required internally from renewed IT cabling, new fire doors to internal decoration maintenance programme
Relocation	Town Hall	£40,000.00		£20,000.00	24/25	Assuming 20k annual rent and 20k relocation costs
Solar Grant Projects (Utilising grants not budget)	Various	£0.00	£0.00		Various over lifetime of grant	No budget required but projects will come out of this £40k when project commences
Public Toilet - Change spec to stainless steel	Public Toilet	£2,500.00	£2,500.00		In year	£10,000 budget was exceeded, it has been floated that council may wish to change to stainless steel to reduce vandalism
Street Furniture	Various	£20,000.00	£10,000.00		2 years	Consultation on benches, bins and all street furniture to go out in new year on what public wish to see
Events - Possible free inflatable event on Upcott Field (Clerk's Suggestion)	Various	£6,000.00	£6,000.00	£6,000.00	Continual	Suggestion of half term/Summer Break event the TC could run for free for its residents
Planting and Planters	Various	£3,000.00	£3,000.00	£1,500.00	In year	New planters are £800-£1k each for the large 3 tier ones. We will also have the new higher bullrings to manage
Bus Stops	Various	£24,000.00	£8,000.00	£8,000.00	3 years	Falcon stop does require a bus stop would council wish to do this? Price includes 3 new bus stops on a 3 year programme
New Signage - Remove Pillows and replace	Various	£15,000.00		£1,000.00	2 years	New welcome signage and posts including installation. Branding exercise required prior to works commencing.
20s plenty campaign and adoption by County	Various	£30,000.00			25/26	New traffic order for reduced speed limits plus signage and enforcement.
Christmas Light infrastructure improvement	Various	£30,000.00			24/25	6 x feeder pillars at c£5,000ea. Alternatively, ask premises tenants for permission to install a single exterior socket to the premises and pay to have it done.
Volunteer Programme	Various				24/25	
Additional Barrowman for Town	Various	£25,000.00			25/26	Dependent on devolution deal with MDDC and how much funding comes with it.
EV Charging Station St Andrews	Car Park				24/25	Will probably be a nil cost for installation and may provide a small income stream.
Bike Storage near Upcott Field	Upcott Field	£3,000.00		£500.00	24/25	Approximate total cost to include installation. Ongoing cost to be placed in an EMR for maintenance/replacement.
Free Parking over festival periods Christmas/Rememberance/Spring and Autumn Fest	Car Park				24/25	
Additional Bins	Various	£5,000.00	£500.00		24/25 after a consultation.	Broxap Derby litter bin £329+VAT each. Additional costs for installation.
War memorial Cleanng - 2 quotes one for detergent and scrub another for steaming and replacing enamel	High Street	£3,000.00		£1,000.00	23/24 and then quadrenial.	Steam clean and letter refurbishment will last far longer than a detergent clean; it will cost less over time. Recurring cost to an EMR.
Totals		£1,815,500.00	£379,000.00	£118,668.00		



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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	December 2023
Item of business	Town Hall and Allotment Hire Charges
Details	To consider Town Hall hire fees and rents for Hayman’s Close and Top Field Allotments.
Recommendations	<p>It is RECOMMENDED that Hall Hire rates remain, largely, unchanged from current levels until availability and community usage becomes embedded but that the structure of fees is modified to have a fixed hourly rate to make publicity and billing simpler.</p> <p>It is RECOMMENDED that rents for the Hayman’s Close Allotment Field remain unchanged.</p> <p>It is RECOMMENDED that rents for the Top Field Allotment Field increase to match those at Burrow’s Field to account for increases in water rates and tree and hedge maintenance.</p>

1. **TOWN HALL HIRE FEES.** Current fees are as follows:
 - 1.1. Private/Charity 2-hour rate: £20.00.
 - 1.2. Private/Charity 4-hour rate: £35.00.
 - 1.3. Commercial 2-hour rate: £45.00.
 - 1.4. Commercial 4-hour rate: £80.00.
 - 1.5. Rates have not been changed since pre-COVID.
 - 1.6. It is **RECOMMENDED** that Hall Hire rates remain, largely, unchanged from current levels until availability and community usage becomes embedded but that the structure of fees is modified to have a fixed hourly rate to make publicity and billing simpler as follows:
 - 1.6.1. Private/Charity rate: £10/hour.
 - 1.6.2. Commercial rate: £22.50/hour.

2. **HAYMAN'S CLOSE AND TOP FIELD ALLOTMENT RENTS.** Current fees are as follows:
- 2.1. Hayman's Close Allotment Field:
- 2.1.1. Full Plot: £35.00.
 - 2.1.2. Half Plot: £20.00.
 - 2.1.3. It should be noted that Hayman's Close allotment plots are less expensive than the Top Field and Burrow's Field as they have no fixed water supply and require less maintenance.
- 2.2. Top Field Allotment Field:
- 2.2.1. Full Plot: £45.00.
 - 2.2.2. Half Plot: £25.00.
- 2.3. For comparison, rents for the Burrow's Field will increase with effect from September 2024 to:
- 2.3.1. Full Plot: £50.00.
 - 2.3.2. Half Plot: £30.00.
 - 2.3.3. Quarter Plot: £17.50.
- 2.4. It is **RECOMMENDED** that rents for the Hayman's Close Allotment Field remain unchanged.
- 2.5. It is **RECOMMENDED** that rents for the Top Field Allotment Field increase to match those at Burrow's Field to account for increases in water rates and tree and hedge maintenance.



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CULLOMPTON CEMETERY SCHEDULE OF FEES

Effective 1 April 2023

30 YEAR GRANT OF EXCLUSIVE RIGHT OF BURIAL INCLUDING THE RIGHT TO ERECT A MONUMENT

Under 18	No Charge
Cremated Remains	£450
Adult Grave	£1,350

75 YEAR GRANT OF EXCLUSIVE RIGHT OF BURIAL INCLUDING THE RIGHT TO ERECT A MONUMENT

Under 18	No Charge
Cremated Remains	£1,050
Adult Grave	£3,100

The above fees will be doubled for any person not living or owning a property within the Parish of Cullompton.

INTERMENT FEES

Under 18	No Charge
Single depth/re-open	£1,190
Double depth	£1,364
Cremated Remains	£265
Saturday/Public Holiday Surcharge	£172 (Cremated Remains) £346 (Burial)

ADDITIONAL FEES

Use of the Chapel	Not available at present
Administration fee	£13
Research fee	£13

MONUMENTS

The purchase of a Grant of Exclusive Right of Burial now includes the right to erect a monument on the purchased grave.

Burial Plot Memorials are not to exceed 3 feet in height, 2 feet 6 inches in width and 12 inches in depth.

Cremation Markers in the Cemetery (East) are not to exceed 27" in height, 15 inches in width and 12 inches in depth except on the bank (Row M).

Row M markers will be flat or wedge-shaped tablets and not exceed 18 inches in width, 18 inches in depth and be no taller than 4 inches tapering to 2 inches.

Cremation Markers in the new Cemetery (West) are to be 18 inches in width, 18 inches in depth and 4 inches tapering to 2 inches in height.

Right to erect a memorial for a grave purchased prior to 1 April 2014	£234
Additional inscription on a memorial	£172
Installation of kerbing on an adult grave up to 7 feet (2,130mm) x 3 feet (920mm)	£1,765
Installation of kerbing up to 7 feet (2,130mm) x 7 feet (2,130mm)	£1,950
Installation of kerbing on a child's grave	£346

Please note that kerbing will not be permitted in the new Cemetery (West).

Stone, granite, slate or temporary wooden memorials are permitted only with prior approval. Memorials of any other type will be removed by Cullompton Town Council.

Approval must be obtained from the town council prior to a memorial being erected or removed, an inscription added or any other changes made. Memorials erected before approval has been granted will be removed at the cost of the purchaser.

All memorials must be properly and securely fixed using fixings approved by the National Association Memorial Masons (NAMM) and must be removed in accordance with the procedures stipulated by NAMM.

MEMORIAL BENCHES

Lease of space on benches will be for a period of 5 years from the date of the deed and will include supply and fixing of a memorial plaque with an inscription agreed in advance with Cullompton Town Council. Benches will remain the property of Cullompton Town Council who will maintain and replace benches as appropriate.

Individual Bench	£697
Communal Bench	£346

Further information can be found in the POLICY FOR THE INSTALLATION OF MEMORIALS AT CULLOMPTON CEMETERY.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	December 2023
Item of business	St Andrew’s Car Park Charges
Details	To consider parking fees at St Andrew’s Car Park
Recommendations	None.

1. St Andrew’s Car Park is owned and operated by Cullompton Town Council although day-to-day management of the car park is by Devon County Council; for this service they charged £2,400.00 for 2023-2024 and the Council receives approximately £10,000 in income. There has been an additional payment made for this year only to compensate for the use of the car park by Cormac for use as a yard during the Higher Bullring works and by MDDC appointed contractors during the construction of the ZedPod project at St Andrew’s Estate.
2. Charges are currently as follows:
 - 2.1. No charge for the first hour.
 - 2.2. £1 fixed fee for up to two hours.
 - 2.3. £2 fixed fee for up to four hours.
 - 2.4. No charge for any parking period after 1800 and before 0800 the following day.
 - 2.5. Once the parking period has expired, no return to the car park is permitted for a complete hour.
3. There is no recommendation.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	December 2023
Item of business	Market Pitch Fees
Details	To consider reinstatement of Market pitch fees for the Wednesday Street Market.
Recommendations	None

1. Currently, and since the first COVID19 lockdown, there has been no charge for market traders as it was felt that they needed support during the COVID19 lockdown periods and in the aftermath of them.
2. It is generally accepted that society has entered the post-COVID19 “normal” and all aspects of society has returned to near pre-lockdown levels of personal interaction although it is generally accepted that there is an ongoing cost of living crisis with both interest rates and inflation at historically high levels.
3. In accordance with the attached reports from both markets, however, the market traders are not averse to the idea of paying for their pitches as the Council is incurring significant cost in setting up the market and clearing it away. The Farmers’ Market are recharged for this service.

This report is compiled from discussions between the traders at Cullompton Town Market, in response to the meeting on 13th September between a Cullompton Town Council representative, Cullompton Farmer's market representatives and some of the town market traders.

The market on a Wednesday has 4 regular traders, namely, Jonas Fishmongers, Mole End Plants, Mandy's Must Haves and The Healthy Root. Bigfoot's scarves is an irregular trader. Going forward we would all like to see the market grow with additional regular traders. We have a good and loyal customer base, with many customers visiting weekly. It would be good to increase footfall to the market.

Currently the relationship between the traders and the town council staff is good, the layout and set up are working well, with open communication making any necessary changes easy. We are confident this will continue when the market returns to the memorial side of the road once the work there is complete.

The opening of the new market place feels like an excellent opportunity to relaunch the markets in the town, we are hopeful that the town market and the farmers market will be able to collaborate with this, and have briefly discussed this at the aforementioned meeting. For this to be successful, we believe it would need to be an event on the scale of the current spring and autumn festivals, ideally joining with other organisations and businesses to really raise awareness of the markets. We discussed the best timing for this and agreed that a Saturday would encourage more traders and customers to attend, either the 10th or 17th February 2024 to coincide with the schools half term.

To ensure a relaunch event is successful, we mentioned asking for assistance from the Town Team and they have experience and resources in this area. We feel that live music is essential, along with as many stall as possible, who would continue to trade at the town market, the farmers market (as long as they fulfil their criteria) or both.

To recruit as many new traders as possible, we suggest that any traders who have previously attended, or shown interest, be contacted. Also advertising for new traders could be carried out, making the most of any incentives that are able to be offered (attend 3 markets, get the 4th free. Come for 2 months, get the 3rd free etc) to new traders only for a set period of at least 6 months from their starting date.

We talked about the possibility of a market manager being employed, this was on the basis of an umbrella over both markets, with them both still keeping their own identities (and some autonomy in the case of the farmers market). This person would deal with the management of both markets, including working to get new traders, advertising the markets, dealing making sure the layout is working etc. This could be really beneficial for both markets, and a joined up approach could be more efficient as resources could be shared, and work could be reduced.

We are all really keen for the markets to thrive and increase, and welcome this opportunity to get Cullompton on the map as a destination market town.

Cullompton Farmers Market

Report on current status and future possibilities – September 2023

The Cullompton Farmers market has been a volunteer run organisation for the last 25 years. The committee is mostly made up of current traders and this has allowed a fair amount of autonomy in how it is run. The market started off being held in Forge Way Car Park and eventually moved to the Higher Bullring. With the development works the market has temporarily moved back to Forge Way Car Park with a view to then moving back to the expanded space at the Higher Bullring sometime in late 2023 or early 2024.

The volunteer run nature of the market so far has meant that stall fees have been able to stay quite low (£5). This makes it an attractive opportunity for traders.

When the market was still in the Higher Bullring and logistics were at their 'easiest' Chris, the current market manager, or Ian the previous chairman would bring the market horse box, which contains all the gazebos, signs, weights, tables, chairs...etc. They would help unload for the market and set the gazebos up with the help of a few early arriving traders and then re-load at the end of the day and take the horse box home. In an ideal world when we return to the Higher Bullring this would just continue, but finding someone who is able to bring in and also store the horsebox is proving tricky. Ian has left the market, Chris is looking to do less after many years of service, and the van I personally use with Chloe Blackmore as part of our organic veg business is not big enough to legally tow the horsebox. No other trader has so far come forward to take this on. Some traders are farmers, so have animals to sort before they come to the market, so for them it's just not possible to get to the market any earlier to help set up.

For a brief time before the move to Forge Way we paid for Perry to set up the town council gazebos. While this was convenient, it proved costly and would not be financially viable long term even with a fair raise in stall fees. Also the town council gazebos aren't as big as the ones the farmers market owns. The bigger gazebos are beneficial particularly on rainy days.

One option could be that traders bring their own gazebos. It's not clear yet if this is feasible for everyone.

Over the next 6 months or so, the market committee roles will potentially change with Chris (manager), Sarah (secretary) and Jenny (treasurer) looking to step back. We had three new committee members join at our AGM yesterday, so there is potential that these roles are taken on, but it is not for certain yet.

An issue that has previously been discussed is the challenge of marketing and getting more people along to the market. I have been able to keep the website up to date and do some of the social media work. There is the potential for more work to be done here, but as a volunteer organisation people only have so much time to spare. Chris, the manager, has said at times that if he could dedicate more time to his role of manager he would be able to seek out new traders in a more involved way.

A possible market manager from the council looking after both the Wednesday and Saturday market could potentially give both markets more direction and promotion. Various places, such as Exeter work in this way with the council running the market. Coordination with council workers, such as Perry, and other venues in the town would be much easier, because it would be all handled "in house". Increasing the stall fees combined perhaps with some sort of subsidised help from the council could help this be sustainable. There are members of the Saturday farmers market

committee who would be keen for the market to still be able to have trader input to the decisions being made with a view to maintaining it as a farmers' market.

On the whole, everyone involved wants to see the farmers' market and the town in general thrive. Coordination with the Walronds and other venues for the Spring and Autumn festivals show the potential that is there.

GOVERNANCE, RESOURCES & FINANCE – FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Governance, Resources and Finance Committee. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

Report title	Meeting date
Staff Handbook – To include equalities policy, complaints, grievance and disciplinary procedures.	February 2024
Investment Policy	February 2024
Cemetery Policy	February 2024
Allotment Policy	February 2024