



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, 22 FEBRUARY 2024 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

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

Committee Membership: Councillors J Buczkowski (Chair), R Dietrich, P Regardsoe, T Spring (ex-officio), C Snow, J Stanford.

Date of Notice: 16 February 2024
Date of Meeting: 22 February 2024

Dan Ledger - Town 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 Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#). This does not preclude any later declarations.
3. **Minutes.** In accordance with [LGA1972 Sch 12 Para 41](#), receive and approve the minutes of the Governance, Resources and Finance Committee meeting held on 18 January 2024.
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. **Members Questions** To enable members to ask questions of the Town Clerk or Chair. It should be noted that questions raised will not trigger a debate or a decision and it may not be possible to respond substantively at the meeting to allow time for advice or research to be undertaken.
6. **Finance Reports.** To consider and note the payments, receipts and invoices. To consider other financial matters and bank reconciliations. It is **RECOMMENDED** that members:
 - 6.1. Note the Bank Reconciliations up to 31 January 2024.

- 6.2. Note the Creditor and Debtors and approve recommended write off actions.
- 6.3. Note the payments made under delegation, receipts received and approve the Council payments list.
- 6.4. Note the budget to date and approve any virements between budgets and/or reserves.
- 6.5. Consider contracting the current Internal Auditor for a period of 3 years.
- 6.6. Consider cancellation of Council Credit Card.
7. **IT Provision.** To discuss the IT provision of the Council.
8. **Town Hall.** To consider applying for a grant and to complete necessary emergency works.
9. **Amendment of Hirer and Sale Forms of the Council.** To note the privacy notice changes made to all hirer and sale forms of the Council.
10. **Policies.** To consider and adopt the following policies.
 - 10.1. Media Communication Policy.
 - 10.2. Allotment Policy (Top Field and Hayman's Close).
 - 10.3. Volunteer Policy.
 - 10.4. Cemetery Policy.
11. **Forward Plan.**
Confidential Items
12. **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 the [Public Bodies \(Admission to Meetings\) Act 1960 s1\(2\)](#) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
13. **CCTV.** To consider a quotation to expand the Town Centre CCTV.
14. **Staffing Matters.** To receive a staffing update.



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

**MINUTES OF MEETING OF THE GOVERNANCE, FINANCE AND RESOURCES COMMITTEE
DATED THURSDAY 18 JANUARY 2024 AT 10:30AM AT CULLOMPTON TOWN HALL**

PRESENT:

Councillors: J Buczkowski (Chair), T Spring, J Stanford.

Officers: The Town Clerk, Deputy Clerk.

G 24/1. Apologies for Absence. There were no apologies for absence received.

G 24/2. Declaration of Interests. There were no Declarations of Interests made.

G 24/3. Minutes.

RESOLVED that the Minutes of the meeting of the Governance, Finance and Resources Committee held on 14 December 2023 were adopted as a true and correct record of the meeting; they were signed as such.

G 24/4. Public Question Time. There were no members of the public present.

G 24/5. Budget 2024/2025

RESOLVED to RECOMMEND to Council that the expenditure budget of £564,215 is approved, General Reserve are to be set at £188,071, being 4 months expenditure in accordance with current best practice, earmarked reserves are set at £335,447. The total funding requirement is £1,081,733 which will be made up of forecasted equity of £523,518, forecasted income of £39,400 and a precept of £524,815.

[This equates to a Band D property charge of £145.12 per annum, a 4.94% increase or £6.84 per annum or 13p extra a week.]

G 24/6. RESOLVED that, due to the confidential nature of the business to be transacted and in accordance with the [Public Bodies \(Admission to Meetings\) Act 1960 s1\(2\)](#), the Press and public are excluded from the rest of the meeting.

G 24/7. Staffing Matters

The Deputy Clerk exited the meeting.

Committee discussed the case in great depth. They stated how they were satisfied with the substance of the complaint and that it was understood by Committee. Committee agreed they would have no further questions of the complainant if the Complainant had been in attendance.

7.1. RESOLVED that, because the staff member was acting on direct instruction from their line manager and that the complaint was about that staff member specifically, the complaint was not upheld. The Committee acknowledges that best practice was not followed and apologises to the complainant on behalf of the Council. In future, there will be clear guidance and a Policy put in place to rectify this.

7.2. RESOLVED that an Information Release Policy is brought to a future meeting of the Governance, Finance and Resources Committee for adoption.

7.3. RESOLVED that all emails relating to a secondary complaint are to be sent to members of the Governance, Finance and Resources Committee, a report is be presented to Full Council, as the Complaints Policy has not been followed in this matter, and requesting clear direction from the Council on how this complaint is to be resolved.

Meeting closed at 1207.

Bank Reconciliation

Financial period ending 31/01/24

Balance per bank statements as at 31/01/24	£	£
Cambridge & Counties Bank	£83,786.13	
Credit Card	£0.00	
Lloyds 32 Day Notice	£103,137.93	
Lloyds Current Account	£351,959.36	
Recycling Bags Float	£0.00	
Soldo	£479.27	
Unity Instant Access	£52,291.15	
Unity T2 Current Account	£15,188.02	
	<hr/>	£606,841.86
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/01/24		£606,841.86

Bank Account Reconciliations Summary

Start of year 01/04/23

Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£81,275.47	£81,275.47	£81,275.47	01/04/23	30/04/23	1
2	£81,275.47	£81,275.47	£81,275.47	01/05/23	31/05/23	2
3	£81,275.47	£82,148.94	£82,148.94	01/06/23	30/06/23	3
4	£82,148.94	£82,148.94	£82,148.94	01/07/23	31/07/23	4
5	£82,148.94	£82,148.94	£82,148.94	01/08/23	31/08/23	5
6	£82,148.94	£82,951.82	£82,951.82	01/09/23	30/09/23	6
7	£82,951.82	£82,951.82	£82,951.82	01/10/23	31/10/23	7
8	£82,951.82	£82,951.82	£82,951.82	01/11/23	30/11/23	8
9	£82,951.82	£83,786.13	£83,786.13	01/12/23	31/12/23	9
10	£83,786.13	£83,786.13	£83,786.13	01/01/24	31/01/24	10

Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£0.00	-£59.95	-£59.95	01/04/23	30/04/23	1
2	-£59.95	-£59.95	-£59.95	01/05/23	31/05/23	2
3	-£59.95	£0.00	£0.00	01/06/23	30/06/23	3
4	£0.00	£0.00	£0.00	01/07/23	31/07/23	4
5	£0.00	£0.00	£0.00	01/08/23	31/08/23	5
6	£0.00	£0.00	£0.00	01/09/23	30/09/23	6
7	£0.00	£0.00	£0.00	01/10/23	31/10/23	7
8	£0.00	-£32.00	-£32.00	01/11/23	30/11/23	8
9	-£32.00	£0.00	£0.00	01/12/23	31/12/23	9

Bank Account Reconciliations Summary

Start of year 01/04/23

10 £0.00 £0.00 £0.00 01/01/24 31/01/24 10

Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£101,126.41	£101,270.03	£101,270.03	01/04/23	30/04/23	1
2	£101,270.03	£101,447.47	£101,447.47	01/05/23	31/05/23	2
3	£101,447.47	£101,607.38	£101,607.38	01/06/23	30/06/23	3
4	£101,607.38	£101,818.87	£101,818.87	01/07/23	31/07/23	4
5	£101,818.87	£102,029.28	£102,029.28	01/08/23	31/08/23	5
6	£102,029.28	£102,231.01	£102,231.01	01/09/23	30/09/23	6
7	£102,231.01	£102,457.00	£102,457.00	01/10/23	31/10/23	7
8	£102,457.00	£102,683.47	£102,683.47	01/11/23	30/11/23	8
9	£102,683.47	£102,895.79	£102,895.79	01/12/23	31/12/23	9
10	£102,895.79	£103,137.93	£103,137.93	01/01/24	31/01/24	10

Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£229,367.53	£440,480.48	£440,480.48	01/04/23	30/04/23	1
2	£440,480.48	£393,278.66	£393,278.66	01/05/23	31/05/23	2
3	£393,278.66	£345,244.00	£345,098.82	01/06/23	30/06/23	3
4	£345,244.00	£316,441.23	£316,441.23	01/07/23	31/07/23	4
5	£316,441.23	£301,889.78	£301,889.78	01/08/23	31/08/23	5
6	£301,889.78	£270,140.27	£270,140.27	01/09/23	30/09/23	6
7	£270,140.27	£453,276.42	£453,276.42	01/10/23	31/10/23	7
8	£453,276.42	£410,620.44	£410,620.44	01/11/23	30/11/23	8

Bank Account Reconciliations Summary

Start of year 01/04/23

9	£410,620.44	£378,408.70	£378,408.70	01/12/23	31/12/23	9
10	£378,408.70	£351,959.36	£351,959.36	01/01/24	31/01/24	10

Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£40.00	£40.00	£40.00	01/04/23	30/04/23	1
2	£40.00	£40.00	£40.00	01/05/23	31/05/23	2
3	£40.00	£40.00	£40.00	01/06/23	30/06/23	3
4	£40.00	£40.00	£40.00	01/07/23	31/07/23	4
5	£40.00	£0.00	£0.00	01/08/23	31/08/23	5
6	£0.00	£0.00	£0.00	01/09/23	30/09/23	6
7	£0.00	£0.00	£0.00	01/10/23	31/10/23	7
8	£0.00	£0.00	£0.00	01/11/23	30/11/23	8
9	£0.00	£0.00	£0.00	01/12/23	31/12/23	9
10	£0.00	£0.00	£0.00	01/01/24	31/01/24	10

Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£825.03	£102.65	£102.65	01/04/23	30/04/23	1
2	£102.65	£32.48	£32.48	01/05/23	31/05/23	2
3	£32.48	£149.18	£149.18	01/06/23	30/06/23	3
4	£149.18	£874.67	£874.67	01/07/23	31/07/23	4
5	£874.67	£145.00	£145.00	01/08/23	31/08/23	5
6	£145.00	£225.30	£225.30	01/09/23	30/09/23	6
7	£225.30	£431.60	£431.60	01/10/23	31/10/23	7

Bank Account Reconciliations Summary

Start of year 01/04/23

8	£431.60	£759.02	£759.02	01/11/23	30/11/23	8
9	£759.02	£374.48	£374.48	01/12/23	31/12/23	9
10	£374.48	£479.27	£479.27	01/01/24	31/01/24	10

Unity Instant Access

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£51,292.01	£51,292.01	£51,292.01	01/04/23	30/04/23	1
2	£51,292.01	£51,292.01	£51,292.01	01/05/23	31/05/23	2
3	£51,292.01	£51,580.86	£51,580.86	01/06/23	30/06/23	3
4	£51,580.86	£51,580.86	£51,580.86	01/07/23	31/07/23	4
5	£51,580.86	£51,580.86	£51,580.86	01/08/23	31/08/23	5
6	£51,580.86	£51,931.19	£51,931.19	01/09/23	30/09/23	6
7	£51,931.19	£51,931.19	£51,931.19	01/10/23	31/10/23	7
8	£51,931.19	£51,931.19	£51,931.19	01/11/23	30/11/23	8
9	£51,931.19	£52,291.15	£52,291.15	01/12/23	31/12/23	9
10	£52,291.15	£52,291.15	£52,291.15	01/01/24	31/01/24	10

Unity T2 Current Account

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

Bank Account Reconciliations Summary

Start of year 01/04/23

7	£4,212.03	£6,916.93	£6,916.93	01/10/23	31/10/23	7
8	£6,916.93	£14,190.22	£14,190.22	01/11/23	30/11/23	8
9	£14,190.22	£14,657.43	£14,657.43	01/12/23	31/12/23	9
10	£14,657.43	£15,188.02	£15,188.02	01/01/24	31/01/24	10

Aged Debtors

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

A G Real and Son Monumental Masons

187	05/12/23	91	04/01/24	42	Overpayment re invoice 91	-£22.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>-£22.00</td> <td>-£22.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	-£22.00	-£22.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	-£22.00	-£22.00											

China Orchids

198	19/12/23	94	18/01/24	28	Winter 2023	£30.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£30.00</td> <td>£30.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£30.00	£30.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£30.00	£30.00											

Cullompton Pre-School

227	06/02/24	116	07/03/24	-21	Easter Bingo Night	£35.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£35.00</td> <td>£0.00</td> <td>£0.00</td> <td>£35.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£35.00	£0.00	£0.00	£35.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£35.00	£0.00	£0.00	£35.00											

Dunn & Baker Solicitors

200	19/12/23	96	18/01/24	28	Winter 2023	£30.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£30.00</td> <td>£30.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£30.00	£30.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£30.00	£30.00											

Gift of A Burrow

30	31/03/22	MI10781	30/04/22	656	Expenditure 2021/2022	£404.29									
189	01/12/23	44-1	31/12/23	46	2022/23 Expenditure	£2,035.79									
223	31/01/24	112	01/03/24	-15	Expenditure paid by CTC up to 31/12/20	£159.85									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£159.85</td> <td>£0.00</td> <td>£2,440.08</td> <td>£2,599.93</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£159.85	£0.00	£2,440.08	£2,599.93
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£159.85	£0.00	£2,440.08	£2,599.93											

HMRC (VAT)

231	31/01/24		01/05/24	-76	VAT refund 01/01/24 - 31/01/24	£1,545.53									
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Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£0.00	£1,545.53											

Mid Devon District Council

229	13/02/24	118	14/03/24	-28	Public Convenience, Station Road	£1,750.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£1,750.00</td> <td>£0.00</td> <td>£0.00</td> <td>£1,750.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£1,750.00	£0.00	£0.00	£1,750.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£1,750.00	£0.00	£0.00	£1,750.00											

Mitchell Funeral Directors

215	18/01/24	108	17/02/24	-2	For the late Philip Michael Whitton	£1,190.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£1,190.00</td> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£1,190.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£1,190.00	£0.00	£0.00	£0.00	£1,190.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£1,190.00	£0.00	£0.00	£0.00	£1,190.00											

192	05/12/23	90	04/01/24	42	Balance due, tn 184 - Relating to the lat	£29.00									
<table border="1"> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> <tr> <td>£0.00</td> <td>£0.00</td> <td>£0.00</td> <td>£29.00</td> <td>£29.00</td> </tr> </table>						Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£0.00	£0.00	£29.00	£29.00
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due											
£0.00	£0.00	£0.00	£29.00	£29.00											

Aged Debtors

Tn no	Inv. date	Invoice no	Due date	Days	Details	Gross
Pring & Son						
225	06/02/24	114	07/03/24	-21	For the late Caroline Langran	£265.00

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£265.00	£0.00	£0.00	£265.00

Walter H Squires & Son Ltd

224	06/02/24	113	07/03/24	-21	For the late Colin Edward Hunnings	£2,540.00
232	13/02/24	119	14/03/24	-28	For the late Ronald Reginald Lewis Partr	£715.00

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£3,255.00	£0.00	£0.00	£3,255.00

Overall Totals

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£1,190.00	£5,464.85	£0.00	£2,507.08	£10,707.46

Aged Creditors

Tn no	Inv. date	Due date	Days	Cheque no	Supplier	Details	Gross										
ABA Groundcare LLP																	
1810	13/02/24	14/03/24	-28	FPO 20240419 ABA	ABA Groundcare LLP	Model : HM-HORT.MACHINE	£30.00										
Airband Community Internet Ltd																	
1805	12/02/24	13/03/24	-27	DD 20240122 AIR	Airband Community Inte	Airband Connect	£25.00										
ALD FORD LEASE																	
1706	31/12/23	30/01/24	16	DD 20231026 ALD	ALD FORD LEASE	Van Rental - December 2023	£426.68										
1778	31/01/24	01/03/24	-15	DD 20231026 ALD	ALD FORD LEASE	Van Rental - January 2024	£426.68										
				<table border="1"> <thead> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> </thead> <tbody> <tr> <td>£0.00</td> <td>£426.68</td> <td>£0.00</td> <td>£426.68</td> <td>£853.36</td> </tr> </tbody> </table>		Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£426.68	£0.00	£426.68	£853.36		
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due													
£0.00	£426.68	£0.00	£426.68	£853.36													
Allstar																	
1813	14/02/24	15/03/24	-29	DD 20240207 ALLS	Allstar	Fuel	£20.69										
British Telecom																	
1722	01/01/24	31/01/24	15	DD 20230831 BT	British Telecom	3rd quarter telephone costs	£313.21										
CloudyIT																	
1787	01/01/24	31/01/24	15	FPO 20240206 CIT	CloudyIT	IT Support - February 2024	£379.70										
1788	01/02/24	02/03/24	-16	FPO 20240206 CIT	CloudyIT	Teams Phone - 01/02/2024 to 29/02/202	£73.80										
				<table border="1"> <thead> <tr> <th>Total due next 7 days</th> <th>Total due next 30 days</th> <th>Total due next 60 days</th> <th>Total overdue</th> <th>Total due</th> </tr> </thead> <tbody> <tr> <td>£0.00</td> <td>£73.80</td> <td>£0.00</td> <td>£379.70</td> <td>£453.50</td> </tr> </tbody> </table>		Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due	£0.00	£73.80	£0.00	£379.70	£453.50		
Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due													
£0.00	£73.80	£0.00	£379.70	£453.50													
Edenvale Turf (SW) Ltd																	
1784	31/01/24	01/03/24	-15	FPO 20240206 EDEN	Edenvale Turf (SW) Ltd	Seeded Turf	£4.20										
G & L Consultancy Ltd																	
1799	06/02/24	07/03/24	-21		G & L Consultancy Ltd	Asbestos Reinspection	£246.00										
Labdon Building Supplies																	
1789	01/02/24	02/03/24	-16	FPO 20240206 LAB	Labdon Building Supplie	Town Maintenance	£45.91										
1794	02/02/24	03/03/24	-17	FPO 20240206 LAB	Labdon Building Supplie	Water Pump	£12.97										
1795	03/02/24	04/03/24	-18	FPO 20240206 LAB	Labdon Building Supplie	Cemetery Maintenance	£7.48										
1796	03/02/24	04/03/24	-18	FPO 20240206 LAB	Labdon Building Supplie	Town Maintenance	£2.16										

Aged Creditors

Tn no	Inv. date	Due date	Days	Cheque no	Supplier	Details	Gross
1798	05/02/24	06/03/24	-20	FPO 20240206 LAB	Labdon Building Supplie	Market	£9.98
1800	06/02/24	07/03/24	-21	FPO 20240206 LAB	Labdon Building Supplie	Town Maintenance	£10.82
1804	10/02/24	11/03/24	-25	FPO 20240206 LAB	Labdon Building Supplie	Town Hall Maintenance	£10.36

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£99.68	£0.00	£0.00	£99.68

NPower

1802	07/02/24	08/03/24	-22	DD 20240122 NPOW	NPower	Electricity - 01/01/2024 to 31/01/2024 -	£404.39
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O2

1797	04/02/24	05/03/24	-19	DD 20240118	O2	Mobile Phones	£119.47
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Professional Hygiene Ltd

1729	01/01/24	31/01/24	15	FPO 20231208 PHL	Professional Hygiene Lt	Waste Disposal - Public Toilet	£7.73
1728	01/01/24	31/01/24	15	FPO 20231208 PHL	Professional Hygiene Lt	Waste Disposal - Town Hall	£7.97
1791	01/02/24	02/03/24	-16	FPO 20231208 PHL	Professional Hygiene Lt	Waste Disposal - Public Toilet	£7.73
1790	01/02/24	02/03/24	-16	FPO 20231208 PHL	Professional Hygiene Lt	Waste Disposal - Town Hall	£7.97

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£15.70	£0.00	£15.70	£31.40

Source for Business - A/C 5001377901

1014	09/12/22	08/01/23	403	CON SWW5001	Source for Business - A/	Credit for Sewerage	-£535.40
1015	20/03/23	19/04/23	302	CON SWW5001	Source for Business - A/	Cemetery Water - 16/12/2022 to 20/03/2	£39.19
1177		19/04/23	302		Source for Business - A/	Balance due, tn 1015 - Cemetery Water	£0.00
1242	29/06/23	29/07/23	201	CON SWW5001	Source for Business - A/	Cemetery Water - 21/03/2023 to 29/06/2	£51.85
1429	18/09/23	18/10/23	120	CON SWW5001	Source for Business - A/	Cemetery Water - 30/09/2023 to 18/09/2	£42.92
1737	09/01/24	08/02/24	7	CON SWW5001	Source for Business - A/	Cemetery Water - 19/09/2023 to 31/12/2	£40.75
1807	12/02/24	13/03/24	-27	CON SWW5001	Source for Business - A/	Cemetery Water - 19/09/2023 to 31/12/2	-£38.16
1808	12/02/24	13/03/24	-27	CON SWW5001	Source for Business - A/	Cemetery Water - 19/09/2023 to 05/02/2	£121.67

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£83.51	£0.00	-£360.69	-£277.18

Aged Creditors

Tn no	Inv. date	Due date	Days	Cheque no	Supplier	Details	Gross
Source For Business - A/C 5062023001							
1723	01/01/24	31/01/24	15	CON SWW5001	Source For Business - A	Public Toilet - 19/10/2023 to 21/12/2023	£72.27
Sparkx Ltd							
1013	08/01/22	07/02/22	738		Sparkx Ltd	Christmas Lights 2021	£2,508.00
Spirebourne Ltd							
1782	01/01/24	31/01/24	15	BP 20230817 SPIREBOR	Spirebourne Ltd	Empty septic tank at Cemetery - 09/11/2	£330.00
Staff Costs							
1183	31/03/23	30/04/23	291		Staff Costs	Opening Balance	£0.60
Vergo Pest Management							
1803	09/02/24	10/03/24	-24		Vergo Pest Management	Mole Traps - Culm Lea Play Park	£855.43
Viking							
1792	01/02/24	02/03/24	-16	FPO 20240103 VIK	Viking	Stationery	£93.42
Zurich Municipal							
1809	15/02/24	16/03/24	-30	FPO 20230918 ZUR	Zurich Municipal	Policy: YLL-2720841323	£98.77

Overall Totals

Total due next 7 days	Total due next 30 days	Total due next 60 days	Total overdue	Total due
£0.00	£2,596.74	£0.00	£3,685.47	£6,282.21

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
SOL 20240102 HR	02/01/24	1702		£64.80	£10.80	£54.00	SAGE Global - HR	Sage HR Monthly Subscription - 27/12/2023 to 27/01/2024	190/2
DD 20240102 MDDC-2	02/01/24	1710		£182.00	£0.00	£182.00	Mid Devon District Council	Balance due, tn 1561 - Balance due, tn 1475 - Balance due, tn 1379 - Balance due, tn 1313 - Balance	265/2
DD 20240102 SAGE	02/01/24	1717		£22.80	£3.80	£19.00	SAGE Global Payroll	Sage Payroll Software - 15 Employees - January 2023	190/2
DD 20240102 MDDC-1	02/01/24	1718		£55.68	£0.00	£55.68	Mid Devon District Council	Garage Rent - January 2024	210/11
FPO 20240103 PKF	03/01/24	1643		£1,638.00	£273.00	£1,365.00	PKF Littlejohn LLP	Professional services rendered in connection with the following: Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	225/2
		1644/1		£220.80	£36.80	£184.00	EDGE IT Systems Ltd	Band Increase from Band 5 to 6	190/1
		1644/2		£20.40	£3.40	£17.00	EDGE IT Systems Ltd	Admin Fee	190/1
FPO 20240103 EDGE	03/01/24	1644		£241.20	£40.20	£201.00	EDGE IT Systems Ltd	Finance System - Finance Band Increase	190/1
FPO 20240103 MDDC	03/01/24	1645		£3,963.35	£660.56	£3,302.79	Mid Devon District Council	Grass Cutting - 2023/2024	165
		1646/1		£20.56	£3.42	£17.14	Viking	PK500 ENVL PLAIN C5	210/6
		1646/2		£28.79	£4.80	£23.99	Viking	PK125 BOARD ENVLPS 13935	210/6
		1646/3		£10.42	£1.74	£8.68	Viking	PK100 CARD WHITE VIKING x2	210/6
		1646/4		£5.94	£0.99	£4.95	Viking	Frieght Charge	210/6
FPO 20240103 VIK	03/01/24	1646		£65.71	£10.95	£54.76	Viking	Stationery	210/6
		1651/1		£35.98	£6.00	£29.98	Labdon Building Supplies	PLASSON STOPCOCK 25MM	135/5
		1651/2		£0.72	£0.12	£0.60	Labdon Building Supplies	PLASSON INSERT 25MM x2	135/5
FPO 20240103 LAB	03/01/24	1651		£36.70	£6.12	£30.58	Labdon Building Supplies	Cemetery	135/5
		1652/1		£4.55	£0.76	£3.79	Labdon Building Supplies	21.5MM OVERFLOW PIPE 3M BRETT WF	135/6
		1652/2		£2.94	£0.49	£2.45	Labdon Building Supplies	SPEEDFIT COUPLER 22MM	135/6
		1652/3		£1.18	£0.20	£0.98	Labdon Building Supplies	38MM NP SLOTTED GLASS PLATE (PACK OF 4)	135/6

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20240103 LAB	03/01/24	1652		£8.67	£1.45	£7.22	Labdon Building Supplies	Cemetery - Water Pump
			1654/1	£8.99	£1.50	£7.49	Labdon Building Supplies	32 & 40 MM PUSH FIT FITTINGS BRETT WF x4
			1654/2	£21.83	£3.64	£18.19	Labdon Building Supplies	32MM PUSH FIT PIPE 3M BRETT WF x3
FPO 20240103 LAB	03/01/24	1654		£30.82	£5.14	£25.68	Labdon Building Supplies	Cemetery - Electric Cable
			1655/1	£33.65	£5.61	£28.04	Labdon Building Supplies	5 TONNE STEEL MANHOLE COVER AND PLASTIC FRAME 600 X 450
FPO 20240103 LAB	03/01/24	1655		£33.65	£5.61	£28.04	Labdon Building Supplies	Cemetery - Chapel Electrics
			1657/1	£7.61	£1.27	£6.34	Labdon Building Supplies	BRETT MARTIN GUTTER JOINER x2
			1657/2	£17.30	£2.88	£14.42	Labdon Building Supplies	BRETT MARTIN GUTTER 90 DEGREE ANGLE x3
			1657/3	£7.50	£1.25	£6.25	Labdon Building Supplies	BRETT MARTIN GUTTER DOWNPIPE 2METERS
FPO 20240103 LAB	03/01/24	1657		£32.41	£5.40	£27.01	Labdon Building Supplies	Cemetery - Water Pump
			1659/1	£5.24	£0.87	£4.37	Labdon Building Supplies	BRETT MARTIN GUTTER 90 DEGREE ANGLE
FPO 20240103 LAB	03/01/24	1659		£5.24	£0.87	£4.37	Labdon Building Supplies	Cemetery
			1661/1	£7.27	£1.21	£6.06	Labdon Building Supplies	32MM PUSH FIT PIPE 3M BRETT WF
			1661/2	£7.27	£1.21	£6.06	Labdon Building Supplies	50mm 201 TPL WHITE DUCT TAPE
FPO 20240103 LAB	03/01/24	1661		£14.54	£2.42	£12.12	Labdon Building Supplies	Cemetery - Electric
			1662/1	£4.32	£0.72	£3.60	Labdon Building Supplies	RUBBLE SACKS (INDIVIDUAL) x12
FPO 20240103 LAB	03/01/24	1662		£4.32	£0.72	£3.60	Labdon Building Supplies	Cemetery - Electric

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
FPO 20240103 EPPLC	03/01/24	1663		£1,000.00	£0.00	£1,000.00	Exeter Planning Planning Law Consultancy	To receiving your instructions to object to the planning application. To considering the Mid Devon Local Plan and East Cullompton Masterplan policies. To considering the Cullompton Neighbourhood Plan policies. To considering the application documents including the Design and Access Statement, Planning Statement, Phasing and Delivery Statement, and Application Context Statement. To sending objection to Mid Devon District Council on 11 December.	225/3
			1664/1	£1.38	£0.23	£1.15	Labdon Building Supplies	M6X80 ROOFING BOLTS x8	200/2
			1664/2	£0.77	£0.13	£0.64	Labdon Building Supplies	M8 NYLON LOCKING NUTS x8	200/2
			1664/3	£0.38	£0.06	£0.32	Labdon Building Supplies	METAL IRON WASHERS FORM C M8 x8	200/2
FPO 20240103 LAB	03/01/24	1664		£2.53	£0.42	£2.11	Labdon Building Supplies	Market	200/2
			1671/1	£2.21	£0.37	£1.84	Labdon Building Supplies	32 40MM SOLVENT PIPE CLIPS BRETT WF x5	135/5
			1671/2	£5.93	£0.99	£4.94	Labdon Building Supplies	25X100 PSE CUT LENGTH (4X1) x2.5M	135/5
FPO 20240103 LAB	03/01/24	1671		£8.14	£1.36	£6.78	Labdon Building Supplies	Cemetery - Electric	135/5
FPO 20240103 MVF	03/01/24	1672		£18.95	£3.16	£15.79	Mole Valley Farmers	PRY Self Lock Catch Glv	230
			1676/1	£2.81	£0.47	£2.34	Labdon Building Supplies	JCP CONSTRUCTION PRODUCTS RED PLASTIC PLUGS (100)	135/5
FPO 20240103 LAB	03/01/24	1676		£2.81	£0.47	£2.34	Labdon Building Supplies	Cemetery	135/5
			1678/1	£4.22	£0.70	£3.52	Labdon Building Supplies	ROOF & GUTTER SEALANT BLACK 295ML	135/5
			1678/2	£4.84	£0.81	£4.03	Labdon Building Supplies	25X50 (2X1) SAWN x4.8M	135/5
			1678/3	£4.43	£0.74	£3.69	Labdon Building Supplies	25X50 (2X1)BLUE ROOFING BATTEN x4.8M	135/5
FPO 20240103 LAB	03/01/24	1678		£13.49	£2.25	£11.24	Labdon Building Supplies	Cemetery	135/5

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20240103 TS	03/01/24	1679		£97.00	£0.00	£97.00	Scrace, Tim	Window Cleaning - Bus Shelters 155
			1680/1	£8.64	£1.44	£7.20	Labdon Building Supplies	IRWIN JACK UNIVERSAL SAW 20"/500mm 140/1
			1680/2	£1.90	£0.32	£1.58	Labdon Building Supplies	15AMP 12 WAY CONNECTOR TERMINAL STRIP 140/1
			1680/3	£0.96	£0.16	£0.80	Labdon Building Supplies	PVC INSULATION TAPE - RED 140/1
FPO 20240103 LAB	03/01/24	1680		£11.50	£1.92	£9.58	Labdon Building Supplies	Christmas Lights 140/1
			1681/1	£2.27	£0.38	£1.89	Labdon Building Supplies	HEAVY DUTY 13AMP PLUG 140/1
			1681/2	£5.76	£0.96	£4.80	Labdon Building Supplies	57304 NIGLON PLUG STRIGHT 2P+E IP44 16A 240V BLUE QUICKWIRE 140/1
FPO 20240103 LAB	03/01/24	1681		£8.03	£1.34	£6.69	Labdon Building Supplies	Christmas Lights 140/1
			1682/1	£7.17	£1.19	£5.98	Viking	DIARY WTV BEA4 2024 XXDC 210/6
			1682/2	£6.59	£1.10	£5.49	Viking	PK1000 PAPERCLIPS SV30MM 210/6
			1682/3	£0.00	£0.00	£0.00	Viking	DIARY WTV BEA4 2024 XXDC 210/6
			1682/4	£62.50	£0.00	£62.50	Viking	PK50 1ST CLS STAMPS BBS1 210/5
			1682/5	£37.50	£0.00	£37.50	Viking	PK50 2ND CLAS BRCD STAMP 210/5
			1682/6	£57.98	£0.00	£57.98	Viking	PK 1040 TEA BG YORKSHIRE x2 210/8
			1682/7	£5.29	£0.00	£5.29	Viking	GRANULATED SUGAR 2KG 210/8
			1682/8	£32.99	£0.00	£32.99	Viking	COFFEE GOLD BLEND 750G 210/8
FPO 20240103 VIK	03/01/24	1682		£210.02	£2.29	£207.73	Viking	Stationery etc 210/6
FPO 20240103 ALARM	03/01/24	1683		£239.33	£39.89	£199.44	Alarmtec Ltd	Annual Maintenance Service - Fire Alarm and Emergency Lights 175/1
			1684/3	£32.69	£5.45	£27.24	Spot On Supplies	Clean & Clever Mini Jumbo PM3 210/10
FPO 20240103 SPOT	03/01/24	1684		£32.69	£5.45	£27.24	Spot On Supplies	Cleaning Supplies 210/10
			1698/1	£25.85	£4.31	£21.54	Allstar	Diesel - 16.79L - Van - 21/12/2023 305/3
			1698/2	£20.68	£3.45	£17.23	Allstar	Diesel - 13.43L - Digger/Dumper - 22/12/2023 135/9

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1698/3	£18.00	£3.00	£15.00	Allstar	Adblue - Van - 22/12/2023 305/5
DD 20240103 ALLS	03/01/24		1698	£64.53	£10.76	£53.77	Allstar	Fuel 305/3
			1775/2	£0.61	£0.00	£0.61	SquareUp	Square Transaction Fees - 02/01/2024 125
SQ 20240102	03/01/24		1775	£0.61	£0.00	£0.61	SquareUp	Square Transaction Fees - 02 Jan 2024 125
SOL 20240104 SOL	04/01/24		1707	£21.60	£3.60	£18.00	Soldo Ltd	Soldo Pro Subscription - December 2023 125
DD 20240110 BGL49	10/01/24		1699	£202.46	£9.64	£192.82	British Gas - A/C BGL282249 - GAS	Gas - 25/11/2023 to 25/12/2023 285/2
DD 20240110 BGL53	10/01/24		1700	£23.90	£1.14	£22.76	British Gas - A/C BGL282253 - Electric	Electricity - Market Supply - 24/11/2023 to 27/12/2023 200/1
			1730/1	£41.36	£6.89	£34.47	Allstar	Diesel - 26.87L - Van - 02/01/2024 305/3
			1730/3	£4.02	£0.67	£3.35	Allstar	Ecopoint 125
			1730/4	£4.19	£0.70	£3.49	Allstar	Zero Liability 125
DD 20240110 ALLS	10/01/24		1730	£49.57	£8.26	£41.31	Allstar	Fuel 305/3
SOL 20240110 KBT	10/01/24		1744	£321.00	£53.50	£267.50	Keep Britain Tidy	Adult Litter Pick Group Kits 155
DD 20240112 CIX	12/01/24		1725	£438.00	£73.00	£365.00	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/01/2024 - 01/02/2024) 210/3
			1740/1	£196.09	£32.13	£163.96	Penninsula Business Services Limited	BusinessSafe & Online Services 175/7
DD 20240112 PBSL	12/01/24		1740	£196.09	£32.13	£163.96	Penninsula Business Services Limited	Provision of Services 175/7
DD 20240115 BGL57	15/01/24		1724	£66.63	£3.17	£63.46	British Gas - A/C BGL282257 - Electric	Electricity - 27/11/2023 to 01/01/2024 - Town Hall 285/2
			1738/1	£31.02	£5.17	£25.85	Allstar	Diesel - 20.15L - Van - 04/01/2024 305/3
DD 20240117 ALLS	17/01/24		1738	£31.02	£5.17	£25.85	Allstar	Fuel 305/3
			1731/1	£15.72	£2.62	£13.10	O2	07745525175 (Small Biz SIMO 4GB) 210/2
			1731/2	£15.72	£2.62	£13.10	O2	07745525168 (Small Biz SIMO 4GB) 210/2
			1731/3	£25.15	£4.19	£20.96	O2	07745525180 (Small Biz SIMO 20GB) 210/2
			1731/4	£15.72	£2.62	£13.10	O2	07745525178 (Small Biz SIMO 4GB) 210/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
			1731/5	£15.72	£2.62	£13.10	O2	07745525166 (Small Biz SIMO 4GB) 210/2
			1731/6	£15.72	£2.62	£13.10	O2	07745525172 (Small Biz SIMO 4GB) 210/2
			1731/7	£15.72	£2.62	£13.10	O2	07745525173 (Small Biz SIMO 4GB) 210/2
DD 20240118 O2	18/01/24	1731		£119.47	£19.91	£99.56	O2	Mobile Phones 210/2
FPO 20240419 MDDC-1	19/01/24	1690		£70.00	£0.00	£70.00	Mid Devon District Council	Premises Licence Annual Charge - Cullompton Town Hall 285/4
			1691/1	£48.00	£8.00	£40.00	ABA Groundcare LLP	Labour 135/6
			1691/2	£1.20	£0.20	£1.00	ABA Groundcare LLP	Parts - Consumables 135/6
FPO 20240419 ABA	19/01/24	1691		£49.20	£8.20	£41.00	ABA Groundcare LLP	STIHL BG86C BLOWER KEEPS LOCKING UP***Clean out full tank/air filter,removed carb and strip and clean fitted new carb kit,checked bolt under flywheel. Start and run up tune engine. 135/6
			1692/1	£96.00	£16.00	£80.00	ABA Groundcare LLP	Labour 135/6
			1692/2	£5.40	£0.90	£4.50	ABA Groundcare LLP	4 STROKE OIL 1ltr 135/6
			1692/3	£4.78	£0.80	£3.98	ABA Groundcare LLP	BPR6ES SPARK PLUG 135/6
			1692/4	£0.07	£0.01	£0.06	ABA Groundcare LLP	SET SCREW 135/6
			1692/5	£1.20	£0.20	£1.00	ABA Groundcare LLP	Parts - Consumables 135/6
FPO 20240419 ABA	19/01/24	1692		£107.45	£17.91	£89.54	ABA Groundcare LLP	WATER PUMP REPAIR*****Carry out service changing oil and spark plug,remove carb strip and clean. Price hoses. Start and run up. 135/6
			1694/1	£2.36	£0.39	£1.97	Labdon Building Supplies	GENERAL PURPOSE GIANT SPONGE 305/5
			1694/2	£6.34	£1.06	£5.28	Labdon Building Supplies	HARRIS BLACK BUCKETS x2 305/5
FPO 20240419 LAB	19/01/24	1694		£8.70	£1.45	£7.25	Labdon Building Supplies	Van 305/5
			1695/1	£3.59	£0.60	£2.99	Labdon Building Supplies	19X38 PSE x4.2M 135/5
FPO 20240419 LAB	19/01/24	1695		£3.59	£0.60	£2.99	Labdon Building Supplies	Cemetery Notice Board 135/5
FPO 20240419 WASTE	19/01/24	1696		£372.00	£62.00	£310.00	Wasteology Ltd	Skip Change - Soil and Stone 135/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
			1701/1	£1.99	£0.33	£1.66	Labdon Building Supplies	PU GRIP GLOVE 9/L BULK x2	135/5
FPO 20240419 LAB	19/01/24	1701		£1.99	£0.33	£1.66	Labdon Building Supplies	Cemetery	135/5
			1704/1	£11.11	£1.85	£9.26	Labdon Building Supplies	25X225 PSE x2.1m	135/5
			1704/2	£4.94	£0.82	£4.12	Labdon Building Supplies	25X50 PSE x5m	135/5
FPO 20240419 LAB	19/01/24	1704		£16.05	£2.67	£13.38	Labdon Building Supplies	Cemetery Store	135/5
			1705/1	£15.78	£2.63	£13.15	Labdon Building Supplies	MDF 6MM 8X4 FULL SHEET	135/9
			1705/2	£0.89	£0.15	£0.74	Labdon Building Supplies	38MM ZP CORNER BRACE (PACK OF 2)	135/9
			1705/3	£1.96	£0.33	£1.63	Labdon Building Supplies	25MM ZP CORNER BRACE (PACK OF 4) x2	135/9
FPO 20240419 LAB	19/01/24	1705		£18.63	£3.11	£15.52	Labdon Building Supplies	Funeral	135/9
DD 20240122 NPOW	22/01/24	1733		£132.18	£6.29	£125.89	NPower	Electricity - 01/12/2023 to 31/12/2023 - Cemetery	135/2
DD 20240122 AIR	22/01/24	1754		£25.00	£4.17	£20.83	Airband Community Internet Ltd	Airband Connect	135/8
			1649/1	£7.97	£1.33	£6.64	Professional Hygiene Ltd	STANDARD WHITE SANITARY BIN SERVICE December 2023	210/12
DD 20240123 PHL	23/01/24	1649		£7.97	£1.33	£6.64	Professional Hygiene Ltd	Waste Disposal - Town Hall	210/12
			1650/1	£7.73	£1.29	£6.44	Professional Hygiene Ltd	STANDARD WHITE SANITARY BIN SERVICE December 2023	235/2
DD 20240123 PHL	23/01/24	1650		£7.73	£1.29	£6.44	Professional Hygiene Ltd	Waste Disposal - Public Toilet	235/2
			1743/1	£20.60	£3.44	£17.16	EE & T Mobile	BD Ess 30GB 24M £15	210/2
			1743/2	£22.80	£3.80	£19.00	EE & T Mobile	B Ess SIM 100GB 24M	210/2
			1743/3	£2.00	£0.33	£1.67	EE & T Mobile	Itemised Billing Charge - EE	210/2
DD 20240123 EE	23/01/24	1743		£45.40	£7.57	£37.83	EE & T Mobile	Data Sims	210/2
			1747/1	£41.36	£6.89	£34.47	Allstar	Diesel - 26.87L - Van - 10/01/2024	305/3
			1747/2	£20.78	£3.46	£17.32	Allstar	Unleaded - 14.15L - EQ - 12/01/2024	135/6

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading		
DD 20240124 ALLS	24/01/24	1747		£62.14	£10.35	£51.79	Allstar	Fuel 305/3		
		1685/1		£179.09	£29.85	£149.24	ALD FORD LEASE	Finance Element - 16/11/2023 to 30/11/2023 305/1		
		1685/2		£13.61	£2.27	£11.34	ALD FORD LEASE	Service Element - 16/11/2023 to 30/11/2023 305/2		
DD 20240126 ALD	26/01/24	1685		£192.70	£32.12	£160.58	ALD FORD LEASE	Van Rental - November 2023 305/1		
SOL 20240126 ADOBE	26/01/24	1767		£48.53	£8.09	£40.44	Adobe Systems Software Ireland Ltd	Acrobat Pro x2 190/2		
BACS 20240126 SAL	26/01/24	1770		£15,847.41	£0.00	£15,847.41	Staff Costs	Confidential 255/1		
		1771/1		£833.45	£0.00	£833.45	Devon CC Pension Fund	Employee Pension Contributions - Month 10 - January 2024 255/1		
		1771/2		£2,945.80	£0.00	£2,945.80	Devon CC Pension Fund	Employer Pension Contributions - Month 10 - January 2024 255/4		
BP 20240126 PENS	26/01/24	1771		£3,779.25	£0.00	£3,779.25	Devon CC Pension Fund	Confidential 255/1		
		1772/1		£2,319.80	£0.00	£2,319.80	HMRC	PAYE - Month 10 - January 2024 255/1		
		1772/2		£190.00	£0.00	£190.00	HMRC	Student Loan - Month 10 - January 2024 255/1		
		1772/3		£1,014.45	£0.00	£1,014.45	HMRC	Employee NI - Month 10 - January 2024 255/1		
BP 20240126 HMRC	26/01/24	1772/4		£1,779.72	£0.00	£1,779.72	HMRC	Employer's NI - Month 10 - January 2024 255/3		
		1772		£5,303.97	£0.00	£5,303.97	HMRC	Confidential 255/1		
		BP 20240126 UNISON	26/01/24	1773		£17.25	£0.00	£17.25	Unison	Confidential 255/1
		SOL 20240129 HR	29/01/24	1764		£64.80	£10.80	£54.00	SAGE Global - HR	Sage HR Monthly Subscription - 27/01/2024 to 27/02/2024 190/2
DD 20240130 SAGE	30/01/24	1760		£22.80	£3.80	£19.00	SAGE Global Payroll	Sage Payroll Software - 15 Employees - 25/01/2024 to 24/02/2024 190/2		
		1752/1		£41.38	£6.90	£34.48	Allstar	Diesel - 27.05L - Van - 18/01/2024 305/3		
		1752/2		£25.91	£4.32	£21.59	Allstar	Diesel - 16.94l - Van - 22/01/2023 305/3		
DD 20240131 ALLS	31/01/24	1752		£67.29	£11.22	£56.07	Allstar	Fuel 305/3		
		1776/2		£1.06	£0.00	£1.06	SquareUp	Square Transaction Fees - 31/01/2024 125		

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
SQ 20240131	31/01/24	1776		£1.06	£0.00	£1.06	SquareUp	Square Transaction Fees - January 2024 125
DD 20240131 PH	31/01/24	1777		£368.99	£61.50	£307.49	PlusHeat	Annual Standard Maintenance Plan (No Call Out Fee) Maintenance Plan Boiler & Controls Central Heating Boiler Service No Call Out Fee 285/4
Total				£36,221.34	£1,560.67	£34,660.67		

Received Income Transactions

between 01/01/24 and 31/01/24

Start of year 01/04/23

(grouped by invoice number)

Paying ref.	Received date	Invoice	Gross	Vat	Net	Cttee	Details
CONTRA GoAB	01/01/24	44	£1,761.61	£0.00	£1,761.61		Gift of A Burrow 2022/23 Net Expenditure
CONTRA GoAB	01/01/24	44CR	-£1,761.61	£0.00	-£1,761.61		Gift of A Burrow 2022/23 Net Expenditure Credit due to transfer of rents collected.
SQ 20240102	03/01/24	110	£35.00	£0.00	£35.00		E Varghese Wedding Anniversary
FPI 20240109 CFM	09/01/24	93	£208.36	£0.00	£208.36		Cullompton Farmers Market Farmers Market Set Up/Take Down - November 2023
FPI 20240110 MSS	10/01/24	106	£1,190.00	£0.00	£1,190.00		M Sillifant & Sons For the late Lynda Estelle Wolland Grave Space: AXIII 4 Burial Date: 11/01/2024
FPI 20240112 FML	12/01/24	109	£172.00	£0.00	£172.00		Fine Memorials Limited Relating to the late Squire Grave Space XIX 23
FPI 20240116 JH	16/01/24	104	£715.00	£0.00	£715.00		Julie Howard For the late Derek Samuel and Kathleen Isobel Westcott Grave Space: MAG 33 Burial Date: 06/02/2024
FPI 20240118 TBH	18/01/24	98	£30.00	£5.00	£25.00		The Bakehouse Winter 2023
FPI 20240129 CFM	29/01/24	105	£218.62	£0.00	£218.62		Cullompton Farmers Market Farmers Market Set Up/Take Down - December 2023
FPI 20240130 WHS	30/01/24	102	£1,190.00	£0.00	£1,190.00		Walter H Squires & Son Ltd For the late Mark Theodore Thomas Stevens Grave Space: CAM 8 Burial Date: 15/12/2023
INT 20240131 LB	31/01/24	Jan'23	£242.14	£0.00	£242.14		Lloyds Bank #Error
Total			£4,001.12	£5.00	£3,996.12		Transactions without invoice numbers totalling £6,648.40 have been excluded.

Payments for Approval - GRF 22/02/2024

Supplier Name	Invoice Date	Invoice Number	Net	VAT	Total	Transaction Detail
Involve Voluntary Action in Mid Devon	15/02/2024	1135	19,000.00	-	19,000.00	Youth Services - Funding for Year 24-25
				Total	19,000.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
INCOME					
Admin					
10	Bank Interest	£0.00	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£0.00	£0.00	£40.00
30	Cambridge & Counties Interest	£0.00	£250.00	£0.00	£2,510.66
31	Unity Instant Access Interest	£0.00	£250.00	£0.00	£999.14
32	Lloyds 32 Day Notice Account	£0.00	£249.50	£0.00	£2,011.52
35	Photocopier	£0.00	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£498,982.50	£0.00	£498,982.50
50	Recycling Bags	£500.00	£500.00	£0.00	£457.96
70	Grants/Gifts	£0.00	£0.00	£0.00	£0.00
Total Admin		<u>£499,482.50</u>	<u>£500,232.00</u>	<u>£0.00</u>	<u>£505,001.78</u>
Assets & Open Spaces					
5	Allotments				
5/1	Rents	£798.00	£798.00	£0.00	£694.50
5/2	Admin Fees	£0.00	£0.00	£0.00	-£800.00
5	Total	<u>£798.00</u>	<u>£798.00</u>	<u>£0.00</u>	<u>-£105.50</u>
6	GoAB Allotments	£0.00	£0.00	£0.00	£454.03
15	Cemetery				
15/1	Burial Fees	£25,000.00	£12,250.00	£0.00	£20,544.00
15/2	Admin Fees	£0.00	£500.00	£0.00	£332.00
15/3	Grants of Exclusive ROB	£0.00	£12,250.00	£0.00	£12,600.00
15	Total	<u>£25,000.00</u>	<u>£25,000.00</u>	<u>£0.00</u>	<u>£33,476.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

	2023/24	Revised	Reserve Movements	Actual Net
55 St Andrew's Car Park - Parking Fees	£5,500.00	£5,500.00	£0.00	£6,805.53
60 Town Hall - Hall Hire	£250.00	£250.00	£0.00	£525.00
99 Suspense	£0.00	£0.00	£0.00	£0.00
Total Assets & Open Spaces	<u>£31,548.00</u>	<u>£31,548.00</u>	<u>£0.00</u>	<u>£41,155.06</u>
Community Events & Wellbeing				
20 Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00
21 Markets	£0.00	£1,800.00	£0.00	£1,700.19
Total Community Events & Wellbeing	<u>£0.00</u>	<u>£1,800.00</u>	<u>£0.00</u>	<u>£1,700.19</u>
Town Maintenance & Improvements				
25 Hanging Baskets	£0.00	£0.00	£0.00	£325.00
45 Public Rights of Way	£400.00	£400.00	£0.00	-£2,135.00
Total Town Maintenance & Improvements	<u>£400.00</u>	<u>£400.00</u>	<u>£0.00</u>	<u>-£1,810.00</u>
Total Income	<u>£531,430.50</u>	<u>£533,980.00</u>	<u>£0.00</u>	<u>£546,047.03</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
EXPENDITURE					
Admin					
100	Advertising				
100/1	Community Engagment	£2,000.00	£1,500.00	£0.00	£514.95
100/2	Recruitment	£400.00	£0.00	£0.00	£0.00
100	Total	£2,400.00	£1,500.00	£0.00	£514.95
115	Archive Project	£0.00	£200.00	£0.00	£180.00
120	Bank Charges	£250.00	£250.00	£0.00	£64.95
121	Late Payment Charges	£0.00	£0.00	£0.00	£0.00
125	Card Charges	£500.00	£500.00	£0.00	£379.78
130	CCTV				
130/1	Maintenance Costs	£1,000.00	£750.00	£0.00	£55.00
130/2	Equipment	£0.00	£1,375.00	£1,375.00	£1,375.00
130	Total	£1,000.00	£2,125.00	£1,375.00	£1,430.00
145	Councillor Allowances	£2,250.00	£2,250.00	£0.00	£0.00
150	Election	£5,000.00	£325.00	£0.00	£322.05
160	Grants				
160/1	Community	£5,000.00	£5,500.00	£0.00	£3,300.00
160/2	Youth Services	£20,000.00	£20,000.00	£0.00	£0.00
160	Total	£25,000.00	£25,500.00	£0.00	£3,300.00
175	Health & Safety				
175/1	Fire Safety	£2,000.00	£2,000.00	£0.00	£990.75
175/2	First Aid	£900.00	£400.00	£0.00	£63.29

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
175/3	Legionella	£500.00	£0.00	£0.00	£0.00
175/4	Asbestos	£600.00	£500.00	£0.00	£0.00
175/5	Defib	£500.00	£500.00	£0.00	£0.00
175/6	PPE	£2,500.00	£2,500.00	£0.00	£988.53
175/7	General	£0.00	£3,000.00	£0.00	£1,417.72
175	Total	£7,000.00	£8,900.00	£0.00	£3,460.29
180	Insurance	£6,000.00	£3,935.00	£0.00	£3,798.46
185	Investments Charges	£0.00	£0.00	£0.00	£0.00
190	IT				
190/1	Support	£6,000.00	£6,550.00	£0.00	£6,038.22
190/2	Subscriptions	£5,000.00	£5,000.00	£0.00	£2,261.63
190/3	Website	£600.00	£600.00	£0.00	£175.00
190/4	Equipment	£0.00	£120.00	£0.00	£120.00
190	Total	£11,600.00	£12,270.00	£0.00	£8,594.85
205	Mayor				
205/1	Charity	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£150.00	£0.00	£0.00
205	Total	£150.00	£150.00	£0.00	£0.00
210	Office Expenses				
210/1	Telephone	£1,100.00	£2,850.00	£0.00	£2,892.85
210/2	Mobiles	£900.00	£1,650.00	£0.00	£1,378.40
210/3	Broadband	£1,600.00	£4,385.00	£0.00	£3,650.00
210/4	Photocopier	£700.00	£1,550.00	£0.00	£1,346.40

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
210/5	Postage	£100.00	£200.00	£0.00	£170.16
210/6	Stationery	£800.00	£800.00	£0.00	£454.99
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£0.00
210/8	Staff Welfare	£1,000.00	£750.00	£0.00	£338.44
210/9	Office Equipment	£5,000.00	£3,000.00	£0.00	£750.65
210/10	Cleaning	£0.00	£605.00	£0.00	£506.06
210/11	Garage Rent	£0.00	£675.00	£0.00	£556.84
210/12	Waste Disposal	£0.00	£600.00	£0.00	£325.24
210	Total	£11,450.00	£17,065.00	£0.00	£12,370.03
225	Professional Fees and Subscriptions				
225/1	Legal	£2,500.00	£8,000.00	£0.00	£5,656.00
225/2	Audit Costs	£2,630.00	£2,250.00	£0.00	£2,248.25
225/3	Consultancy	£0.00	£2,850.00	£0.00	£2,825.00
225/4	Locum Support	£0.00	£0.00	£0.00	-£5,900.00
225/5	Professional Subs	£2,500.00	£2,800.00	£0.00	£2,175.99
225	Total	£7,630.00	£15,900.00	£0.00	£7,005.24
245	Recruitment				
245/1	Outdoor Team	£1,500.00	£500.00	£0.00	£0.00
245/2	Admin Team	£1,500.00	£1,000.00	£0.00	£0.00
245	Total	£3,000.00	£1,500.00	£0.00	£0.00
250	Recycling Bags	£300.00	£510.00	£0.00	£452.00
255	Salaries				
255/1	Basic Salaries	£240,000.00	£237,000.00	£0.00	£197,625.76

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
255/2	Overtime	£1,000.00	£7,700.00	£0.00	£5,451.13
255/3	Employer NI	£21,000.00	£22,400.00	£0.00	£18,026.37
255/4	Employers Pension	£59,000.00	£49,000.00	£0.00	£28,741.66
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£0.00
255	Total	£321,100.00	£316,100.00	£0.00	£249,844.92
295	Training				
295/1	Staff	£4,500.00	£6,500.00	£0.00	£3,890.00
295/2	Councillor	£2,500.00	£2,000.00	£0.00	£395.00
295/3	Mileage and Subsistence	£250.00	£250.00	£0.00	£42.22
295	Total	£7,250.00	£8,750.00	£0.00	£4,327.22
305	Van				
305/1	Lease Costs	£3,685.20	£4,685.20	£0.00	£2,959.79
305/2	Service Costs	£278.52	£328.52	£0.00	£224.03
305/3	Fuel	£2,500.00	£1,981.00	£0.00	£1,299.72
305/4	Road Licence	£36.28	£55.28	£0.00	£55.00
305/5	Other	£0.00	£650.00	£0.00	£433.16
305	Total	£6,500.00	£7,700.00	£0.00	£4,971.70
Total Admin		£418,380.00	£425,430.00	£1,375.00	£301,016.44
Assets & Open Spaces					
110	Allotments				
110/1	EQ Hire	£500.00	£500.00	£0.00	£0.00
110/2	Utilities	£300.00	£300.00	£0.00	£48.61
110/3	Non Domestic Rates	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
110/4	Maintenance Costs	£1,000.00	£1,000.00	£0.00	£496.44
110	Total	£1,800.00	£1,800.00	£0.00	£545.05
111	GoAB	£0.00	£0.00	£0.00	£734.94
135	Cemetery				
135/1	EQ Hire	£0.00	£2,500.00	£0.00	£1,906.50
135/2	Utilities	£3,000.00	£2,000.00	£0.00	£1,527.07
135/3	Non Domestic Rates	£0.00	£3,043.90	£0.00	£3,043.90
135/4	Plants and Hedges	£0.00	£1,500.00	£0.00	£1,110.23
135/5	Maintenance Costs	£18,500.00	£8,156.10	£0.00	£4,627.57
135/6	EQ Maintenance & Fuel	£0.00	£2,500.00	£0.00	£1,653.13
135/7	Projects	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£350.00	£0.00	£249.96
135/9	Funeral Costs	£0.00	£3,000.00	£0.00	£2,259.20
135/10	Bin Collections	£0.00	£1,500.00	£0.00	£991.64
135	Total	£21,500.00	£24,550.00	£0.00	£17,369.20
136	Public Works Loan Repayment	£17,650.00	£17,650.00	£0.00	£17,646.64
137	New Equipment	£0.00	£10,000.00	£9,523.71	£10,869.57
220	Play Areas				
220/1	Maintenance Costs	£2,500.00	£8,500.00	£0.00	£7,653.07
220/2	Equipment	£0.00	£0.00	£0.00	£0.00
220/3	Projects	£0.00	£0.00	£0.00	£0.00
220	Total	£2,500.00	£8,500.00	£0.00	£7,653.07
235	Public Toilet				

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
235/1	Utilities	£500.00	£1,395.00	£0.00	£66.70
235/2	Maintenance Costs	£0.00	£800.00	£0.00	£513.84
235	Total	£500.00	£2,195.00	£0.00	£580.54
265	St Andrew's Car Park				
265/1	EQ Hire	£0.00	£655.00	£0.00	£653.30
265/2	Non Domestic Rates	£0.00	£1,821.35	£0.00	£1,821.35
265/3	Maintenance Costs	£5,500.00	£323.65	£0.00	£62.79
265/4	Parking Services	£0.00	£2,400.00	£0.00	£2,400.00
265	Total	£5,500.00	£5,200.00	£0.00	£4,937.44
285	Town Hall				
285/1	EQ Hire	£0.00	£500.00	£0.00	£0.00
285/2	Utilities	£4,700.00	£3,056.05	£0.00	£1,885.00
285/3	Non Domestic Rates	£0.00	£2,270.45	£0.00	£2,270.45
285/4	Maintenance Costs	£5,000.00	£3,100.00	£0.00	£2,310.48
285	Total	£9,700.00	£8,926.50	£0.00	£6,465.93
400	Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£0.00	£0.00	£0.00
Total Assets & Open Spaces		£72,650.50	£78,821.50	£9,523.71	£66,802.38
Community Events & Wellbeing					
105	Advertising	£0.00	£0.00	£0.00	£0.00
140	Christmas				
140/1	Lights	£17,000.00	£14,500.00	£0.00	£14,252.63
140/2	Event	£4,000.00	£1,250.00	£0.00	£1,007.44
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Revised	Reserve Movements	Actual Net
140	Total	£21,000.00	£15,750.00	£0.00	£15,260.07
141	Events				
141/1	Coronation	£1,500.00	£748.50	£0.00	£748.50
141/2	Community				
141/2/1	Christmas Light Event	£1,000.00	£0.00	£0.00	£0.00
141/2/2	Community	£3,500.00	£600.00	£0.00	£47.48
141/2	Total	£4,500.00	£600.00	£0.00	£47.48
141	Total	£6,000.00	£1,348.50	£0.00	£795.98
200	Markets				
200/1	Utilities	£200.00	£750.00	£0.00	£279.25
200/2	Market Expenses	£1,800.00	£750.00	£0.00	£78.91
200/3	Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00
200/4	Pitch Hire	£0.00	£0.00	£0.00	£0.00
200	Total	£2,000.00	£1,500.00	£0.00	£358.16
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	-£4,588.25
Total Community Events & Wellbeing		£29,000.00	£18,598.50	£0.00	£11,825.96
Town Maintenance & Improvements					
155	Gen. Maintenance Costs	£4,500.00	£2,500.00	£0.00	£2,000.97
165	Grass/Verge Cutting	£3,000.00	£3,370.00	£0.00	£3,368.04
170	Hanging Baskets	£0.00	£1,500.00	£0.00	£1,239.94
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£250.00	£0.00	£230.00
230	Public Rights of Way	£400.00	£1,000.00	£0.00	£665.04

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

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

	2023/24	Revised	Reserve Movements	Actual Net
240 Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00
260 Skate Park Benches	£0.00	£10.00	£0.00	£8.08
270 Street Furniture	£0.00	£0.00	£0.00	£0.00
280 Tourism & Economic Development	£1,500.00	£500.00	£0.00	£0.00
290 Townscape Heritage Scheme	£0.00	£0.00	£0.00	£25,000.00
300 Trees	£2,000.00	£2,000.00	£0.00	£808.65
310 War Memorial	£0.00	£0.00	£0.00	£0.00
Total Town Maintenance & Improvements	<u>£11,400.00</u>	<u>£11,130.00</u>	<u>£0.00</u>	<u>£33,320.72</u>
Total Expenditure	<u>£531,430.50</u>	<u>£533,980.00</u>	<u>£10,898.71</u>	<u>£412,965.50</u>
Total Income	£531,430.50	£533,980.00	£0.00	£546,047.03
Total Expenditure	£531,430.50	£533,980.00	£10,898.71	£412,965.50
Total Net Balance	<u>£0.00</u>	<u>£0.00</u>		<u>£133,081.53</u>

From: [Councils](#)
Subject: Internal Audit
Date: 17 January 2024 15:00:30
Attachments: [Outlook-ywoxchqc.png](#)

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor this year.

We contacted you earlier in the year informing you of our hourly rate increase for 2023/24 to £65 and offering you the opportunity to agree a three-year engagement term with us whereby that price would be fixed until the end of the 2025/26 financial year audits.

While most councils have taken up this offer to secure a fixed cost to help their forward budgeting, our records indicate that you have not.

We are therefore writing to offer you a final opportunity to take advantage of this offer and fix your hourly internal audit rate until the end of the 2025/26 financial year audits at £65 per hour.

To take up this offer, you must confirm by email to councils@mulberryandco.co.uk by close of business on **29 February 2024** that you wish to enter the longer term engagement with us.

If you choose not to take up this option but wish to renew your arrangements with us on an annual basis, please be advised that the hourly rate for 2024/25 is increasing to £70 per hour.

As a reminder, the other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support *
- Provision of dedicated reviews of councils policies and procedures *

** Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the

southeast for the last fifteen years and we have now expanded our portfolio to include over 230 Town and Parish Councils in 17 counties across the country, with precepts ranging from under £10,000 to over £4 million.

We were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as *'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils'* and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting developments planned during 2024/25, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to.

We look forward to continuing to work with you.

Kind regards

[Redacted signature]



Mulberry & Co

[Redacted contact information]

[Large redacted area]



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EX15 1AB

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admin@cullomptontowncouncil.gov.uk
01884 38249
Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	February 2024
Item of business	IT Provision and Other Office Functions
Details	To discuss the IT provision of the Council.
Recommendations	Committee to note the report and give their thoughts on any changes to providers listed.

1. Background

- 1.1. Council have expanded its IT provision dramatically over the past 24 months with a new Microsoft 365 provider, IT support, new apps for services, Finance software, Website provider, VOIP and new health and safety provider. This report will outline current provision, spend and set out certain recommendations for how to proceed in future years. All costs listed are net.

2. Microsoft 365 & IT Support

- 2.1. Our IT support and 365 services are provided by Cloudy IT.
- 2.2. This include 7 premium Microsoft accounts, 19 basic accounts, datasafe cloud, cloudy user support, Microsoft defender for all premium accounts, intune device for tablets and totals £316.42 per month/£3797.04 annually. Additional Charges this year of £120 for device set up.
- 2.3. Contract ends in December 2024 where the market will be tested, and a report brought back

3. Apps

- 3.1. Cloudy IT provide apps for Cemetery, Asset Management, Play Area Inspections and Open Spaces Inspections
- 3.2. The total cost currently is £360 annually as the Council has only taken on park inspection, asset management open spaces at this time following trial the contract for these runs to May 2024.
- 3.3. It is felt that the apps are not fully equipped to the needs of the Council and are rather primitive. A report will be brought back in April on alternatives moving forward which will be more robust to Council operations

4. VOIP

- 4.1. VOIP is also provided by CloudyIT. This is £61.50 a month/£738 annually.
- 4.2. This was recently purchased and Committee will be informed and kept appraise throughout the year as to how successful it is

5. Health and Safety

- 5.1. This provision is provided by Peninsula costs the Council 163.96 per month. It includes both Health and Safety advice, policy review, site visits alongside online software for risk assessments, method statements, near misses, toolbox talks, e-training and documentation on a dedicated platform called BrightSafe
- 5.2. The Council is in a 5 year deal for this taken up in 2023

6. Website

- 6.1. The Town Council's website is provided through Netwise costing £330 annually.
- 6.2. There are no plans to update the Town Council website at this time with the ability to switch provider in October 2024.
- 6.3. The archive project still has a website using Mode User. This costs £175 annually + £80 for membership fee
- 6.4. The Mode User Website is an area to discuss within Committee when the report on the archive project's future is returned to Committee in the coming months.

7. Finance

- 7.1. EdgeIT provide our Finance software costing. £649 annually (this is increasing next year as we move into a higher expenditure bracket) increase will be £58 annually.
- 7.2. This package has one additional user at £128 annually. Each additional user costs £128 2 users feels to be adequate at this current time.
- 7.3. The Council are 1 year into a 5 year contract.

8. SAGE HR & Payroll

- 8.1. HR costs £54 per month/£648 annually. Officers are currently seeking quotes to test the market in this area
- 8.2. Payroll £19 a month. As above quotes are being sought for alternatives and will be brought to committee at the earliest opportunity.
- 8.3. Peninsula do a HR function that can be brought into our system, We currently have a free version and there is an option to upgrade to a paid version.

9. Mobile Phones & Tablets

- 9.1. EE for tablets - £45.40 per month. Contract for each sim end in 2024 and 2025 respectively. It is felt that the Council should move away from EE at the earliest opportunity due to 4G signal not being reliable in the Cullompton area.
- 9.2. O2 for mobiles - £12 a month per sim. Two sims purchased therefore £24 a month. £288 annually. Previously £91.70 a month/£1100.40 annually. Saving £812.40 a year.

10. Broadband

- 10.1. CIX provide broadband services to the Town Hall. £365 per month/£4380 per year
- 10.2. Contract for CIX ends in November 2024. We will not be renewing at the above values as fibre lines will be available at much lower costs. When Council moves to its new premises it will need to evaluate Wifi/Broadband connections and whether to utilise the Wifi provided by the centre or to request permission to install dedicated broadband for Town Council operations.
- 10.3. Airband provides broadband to our Cemetery for the Outdoor Team. This costs £25 annually. £300 a year. There are no plans to amend this at the current time.

11. Adobe

- 11.1. The Council pays for 2 adobe accounts shared across staff. This costs £40.44 a month/£485.28 a year
- 11.2. Free versions have been utilised in the past but for authorisation of payment and the necessary payment trail as well as agenda production the paid service is deemed to be required. There are no plans to alter the subscription in this area

12. Soundcloud

- 12.1. The Town Council pays £75 annually to soundcloud
- 12.2. This was to store audios from meetings during COVID-19. Committee are asked whether this is still required.

13. Photocopier

- 13.1. 157.89 per quarter with standing charges per page depending on B&W or Colour.
- 13.2. This contracts finishes this year and once moved to alternative accommodation a further report will be brought back to Committee.

14. Zoom

- 14.1. The Town Council utilises Zoom at £59.95 annually to host its meetings.
- 14.2. Council have had issues with integration of Teams onto live broadcasting of meetings and therefore switched back to using zoom.
- 14.3. Officers need to spend time resolving the teams issues before moving away from the Zoom platform. Recommended to keep for a further year.

15. SquareUp

- 15.1. The Council are charged a 1.75% processing fee for each transaction. This is similar to all other card charges and is felt to be best value for the small number of transactions made on the reader.
- 15.2. No recommendation from officers to change at this time.

16. Soldo & Allstar Card

- 16.1. Soldo currently provides the Council with a prepaid business card at £18 a month
- 16.2. Other Cards Available:

Card	Monthly Fee	Card Fee	Card Purchases	ATM Withdrawals	Top-up Fee
Moss Debit Corporate Cards	Free	Free	Free	Free	Free
Equals Money Prepaid Expenses Card	Free	£10	Free	£1.50	Free
Tide Expenses Card	Free	£5	Free	£1	20p
Pleo Starter	Free	Free	Free	£5	Free
Payhawk Debit Corporate Card	Free	Free	Free	Free	Free
Soldo Pro	£18	Free	Free	1%	£10 (Free for Council)
Wallester Free	Free	Free	Free	2%	Free

16.3. The above table was taken from [10 Best Prepaid Business Cards \(2024\)](#) ([bestbusiness.co.uk](#)) and was accurate at the time of report creation

16.4. With Allstar for fuel, the Council pays £3.35 for an ecopoint fuel card per month and £3.49 per month for a Zero Liability fuel card

16.5. With the moving to an EV vehicle thought needs to be given to how the team pays for fuel for plant and machinery in future years. Officers are recommending utilising the Soldo card or any card listed above if Committee decide to switch.

17. Recommendations

17.1. Committee to note the report and give their thoughts on any changes to providers listed.



The Town Hall
1 High Street
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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	February 2024
Item of business	Town Hall
Details	To consider a grant bid and necessary works to the roof and gutter at the town hall.
Recommendations	<ol style="list-style-type: none">1. That the Council applies for a Heritage Action Zone (HAZ) Building Grant for the works required at the Town Hall.2. Committee to decide whether this should include only the necessary works to the roof and guttering, or whether it should also include painting of the windows by the outdoor team. Materials to not exceed £500.3. That funds be utilised from the Town Hall EMR and £2500 be transferred to cover all costs of the project, noting that if successful with the grant the Council would be reimbursed to 70%

1. Background

- 1.1. Council recently applied for a HAZ building grant for works to replace the windows at the town hall. Due to restrictive timescales and the requirement to apply for planning permission the grant was withdrawn by Mid Devon District Council.
- 1.2. Since this time, water has started to ingress further at the front of the Town Hall and a scaffold is required to replace a patch of roof tiles, survey the extent of the roof and to clear the gutters so that they are free flowing again.
- 1.3. At the same time, it is possible for the windows to be painted. Although the windows are close to the end of their useful life, painting the exteriors could extend their longevity for a short while longer as well as improving the aesthetic of the Town Hall frontage.

1.4. All the works listed above are within the criteria for a 70% building grant from the HAZ scheme. It is suggested to put in a grant form and proceed as quickly as possible. To be eligible for funding the works need to be completed by mid-March.

2. Costs

2.1. Two quotes have been obtained for scaffolding both include a pavement licence and can be erected by the first week in March:

- Scaffold Supplier 1 - £1150+VAT. After 4 weeks cost of scaffold would be £120 per week
- Scaffold Supplier 2 - £1199+VAT. After 4 week cost of scaffold would be £199 per week
- If painting was requested as well an additional £200 would be required to board all lifts of the scaffold and handrail fully. Debris netting would need to be considered for the structure, no costs have been obtained for this as yet.

2.2. All roofing works and painting can be completed by the Outdoor Team and therefore there would only be material costs to the tune of a few hundred pounds.

2.3. With a 70% grant the total cost to the Council would be in the region of £500-800

3. Recommendation

3.1. It is recommended that committee:

- Applies for a Heritage Action Zone (HAZ) Building Grant for the works required at the Town Hall.
- Committee to decide whether this should include only the necessary works to the roof and guttering, or whether it should also include painting of the windows by the outdoor team. Materials to not exceed £500.
- That funds be utilised from the Town Hall EMR and £2500 be transferred to cover all costs of the project, noting that if successful with the grant the Council would be reimbursed to 70%

PRIVACY STATEMENT AND DATA PROTECTION

Introduction

As a Local Authority and Data Controller, the Council collects, holds and processes information, including personal information, about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can.

The Council recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you.

Our main contact details can be found [here](#).

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales. Their website is [here](#)

Who is our Data Protection Officer?

The Council's Data Protection Officer is Dan Ledger. He can be contacted at town.clerk@cullomptontowncouncil.gov.uk

What information do we collect about you and for what purpose?

We may collect personal data about you which covers basic details such as name, address, telephone number. We also collect some sensitive information such as ethnicity and religious beliefs, but only where it is required to provide a service or for monitoring equality of our employees. We will always explain to you why and how this information will be used.

The legal basis for processing the data is:

- Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract
- Legal obligation: the processing is necessary for you to comply with the law
- Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law
- Consent: the individual has given clear consent for you to process their personal data for a specific purpose

We process personal information to enable us to provide a range of government services to the local community. Information we process includes:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- managing our property
- providing leisure and cultural services
- carrying out surveys
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority

If you would like to know more about the Council's functions and duties please see the Council's website at www.cullomptontowncouncil.gov.uk.

We will process personal data for the following purposes:

- For the purpose to which you provided the information.

- To ensure that the Council meets its legal requirements.
- To process financial transactions to and from the Council
- Where you have consented to the processing or for the purpose of a contract you have entered into with us
- Where necessary to protect individuals from harm or injury
- Where otherwise permitted under data protection legislation e.g. disclosure to comply with legal obligations.

Further Processing

If we wish to use your personal data for a new purpose, not in line with the purpose you originally gave it to us for, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

When do we share your personal data with third parties?

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

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Town Clerk in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.



POLICY TITLE	Media Communication Policy
POLICY NO	020
ADOPTION DATE	September 2010
LAST REVISION DATE	February 2024
REVIEW DATE	Annually at the Annual Meeting of the Council
POLICY AIM	To direct members and officers on communication with the media.

1. INTRODUCTION

- 1.1. to follow the Town Council's Policy on Media Communications could lead to a breach of the statutory Code of Recommended Practice on Local Authority Publicity and the risk of adverse publicity, which could damage the Council's reputation and efficiency. It is important that all Members and Officers who might come into contact with the media understand the implications of this Code which this policy explains within a local context.
- 1.2. Without proper co-ordination it would be difficult to ensure that the messages put out by the Council are consistent and accurate. However, if communication is managed effectively, the Council will be Failure able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.
- 1.3. Cullompton Town Council throughout the year:
 - 1.3.1. receives enquiries from the media
 - 1.3.2. issues news releases
 - 1.3.3. organises photo opportunities
 - 1.3.4. arranges interviews
 - 1.3.5. utilises social media for communications
- 1.4. The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is further to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach to the media should be:
 - 1.4.1. open and honest
 - 1.4.2. proactive

1.4.3. responsive and timely

1.4.4. in line with the Council's Equal Opportunities policy

2. THE TOWN COUNCIL'S APPROACH TO PUBLICITY

- 2.1. The media plays a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that:
 - 2.1.1. The Council is recognised as one which is open, accountable, accessible and willing to listen
 - 2.1.2. There are opportunities to share and celebrate the Council's successes
 - 2.1.3. Information is provided about policies and services as well as the democratic process so that people feel more informed about the Council and its work.
 - 2.1.4. Negative issues are handled clearly and decisively
- 2.2. The main media is the local and regional press together with local radio and television stations. It is unlikely that Cullompton would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur. It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on Cullompton and Cullompton Town Council.

3. IDENTIFYING NEWSWORTHY ITEMS

It is the responsibility of everyone working within the Council to identify newsworthy items; these will include a range of Council activities and decisions and it is the responsibility of the Town Clerk to make the decision as to whether or not a news release should be issued.

4. HANDLING MEDIA ENQUIRIES

- 4.1. The Town Clerk will co-ordinate all media enquiries into the Town Council office. In certain circumstances it may be appropriate for the Town Mayor to respond to the enquiry.
- 4.2. Members of the Town Council's staff who are directly approached by the media should not attempt to answer questions themselves and should refer the enquirer to the Town Clerk.
- 4.3. Members of the Council who are directly approached by the media may respond in accordance with the guidance contained in this policy.
- 4.4. The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

5. PRESS RELEASES

- 5.1. The use of press releases is a key technique for publicising Council activities, decisions and achievements. There are two types of news release:

- 5.1.1. Council Press Releases. An official Council release is made on behalf of the Council as a whole; it will be written and issued by the Town Clerk. Official Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Member's political party or persuade the general public to hold a particular view. All official Council releases will be placed on the Council's website and/or social media.
- 5.1.2. Councillor Press Releases. Councillor press releases are personal and are written and issued by the Councillor responsible. This type of release may or may not be political and should not include the name of any Officer, use the Council logo or the Council telephone number as a point of contact. It would be beneficial for copies of intended releases to be provided to the Clerk. Councillors seeking advice can contact the Clerk.
- 5.2. Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make it clear that he or she disagreed with a policy and voted against it (if this took place in open session), they should not seek to undermine a decision through the news media.

6. INTERVIEWS

Any member of staff contacted by a journalist requesting an interview should refer the matter to the Clerk. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Council's approved and agreed policies.

7. MEDIA COVERAGE OF MEETINGS

- 7.1. Many stories relating to the Council will be picked up from agendas and reports in advance of meetings, all agendas being sent direct to local media. All background papers should carry the message "This report may contain the recommendations of an Officer or Member of the Council but these are subject to the final decision of the Town Council at its meeting".
- 7.2. Provision is made for members of the media to attend Council and committee meetings. During meetings Members should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

8. PUBLICITY DURING ELECTIONS

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (purdah) all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or

European elections. During this period Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

9. NON-COUNCIL RELATED MEDIA

Officers and Members of the Council who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

10. MANAGING NEGATIVE ISSUES

- 10.1. From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully to limit the potential for negative publicity.
- 10.2. Members must alert the Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media.
- 10.3. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Council about an issue.

11. CORRECTING INACCURATE REPORTING

- 11.1. Should the media publish or broadcast something inaccurate about the Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.
- 11.2. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.
- 11.3. There may be instances where the Council is at fault for a matter. In these instances Council will always admit the mistake, apologise and state how the Council will rectify the issue or where this is not possible, learn from the error.

12. MONITORING AND EVALUATION

The Council office will continually monitor the media coverage and will report any findings to the Promoting Cullompton Committee.

13. FREEDOM OF INFORMATION AND DATA PROTECTION

- 13.1. Council Members are reminded that they must not misuse Council resources for political or other inappropriate purposes.
- 13.2. Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that

correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.

- 13.3. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

14. INTERNET USE

- 14.1. Internet use covers all websites, social media, networking sites, e-mails, forums and blogs which may be used by both Officers and Councillors. If they are used in an official capacity or on Council-related business, the guidance in this policy must be adhered to and they must be used in a responsible and appropriate manner.
- 14.2. When acting in the capacity of Cullompton Town Council, websites should not:
 - 14.2.1. contain content that may result in actions for libel, defamation or other claims for damages
 - 14.2.2. be used to process personal data other than for the purpose stated at the time of capture
 - 14.2.3. promote any political party or use for campaigning
 - 14.2.4. promote personal financial interests or commercial ventures
 - 14.2.5. be used for personal campaigns
 - 14.2.6. be used in an abusive, hateful or disrespectful manner



ALLOTMENT POLICY – TOP FIELD AND HAYMAN’S CLOSE

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

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

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

1. INTRODUCTION

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

2. OUR AIM

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

3. OBJECTIVE

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

4. RESOURCES

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

5. COUNCIL RESPONSIBILITIES

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

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

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

6. APPLYING FOR AN ALLOTMENT

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

7. WAITING LIST FOR NEW APPLICANTS

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

8. WHEN AN ALLOTMENT BECOMES VACANT AND ACCEPTING AN ALLOTMENT

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

9. DECLINING AN ALLOTMENT

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

10. RENTS

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

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

11. ENVIRONMENTAL REQUIREMENTS AND OBJECTIVES

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

12. SITE IMPROVEMENTS, SECURITY, MAINTENANCE AND PEST CONTROL

12.1. Site Security

- 12.1.1. The Council will maintain site boundary walls, fences, gates and their locks (where supplied) in good order to maintain a reasonable level of site security. Locks will be combination padlocks and the Council will issue the relevant numbers to all Tenants. Tenants will co-operate with the Council in maintaining site security and will ensure that gates are locked when leaving the site.
 - 12.1.2. The Council has no liability in respect of Tenant's losses due to theft or vandalism.
 - 12.1.3. Tenants are responsible for the care, cultivation, maintenance of their allocated allotment plot, clearing and keeping tidy the adjoining paths to their plot and likewise their own property. If a Tenant's property is stolen or vandalised, they are encouraged to inform the Council and report the incident or loss to the Police.
- 12.2. **Pest Control.** In the event of an infestation by pests (such as rats, wasps or hornets) such that public safety is at risk, the Council will take all reasonable steps to control such infestations, particularly where nests are in boundaries to the site. Tenants will take all reasonable steps so as not to promote rat infestations by ensuring that foodstuff and other waste materials likely to encourage rats are not left on site.

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

13. INSPECTIONS AND NOTICES

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

14. HEALTH AND SAFETY

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

15. ALLOTMENT ASSOCIATION AND REPRESENTATION

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

16. TENANCY AGREEMENT

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

17. SHARING/CO-WORKING

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

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

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

18. TERMINATION OF AN ALLOTMENT TENANCY

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

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

19. VACATING AN ALLOTMENT AND LIABILITIES ARISING

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

20. GENERAL CONDITIONS OF TENANCY

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

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

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

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

21. ADDITIONS TO POLICY

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

22. REPEAL OF RULES PREVIOUSLY IN FORCE

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

INTRODUCTION

Cullompton Town Council (“the Council”) recognises that volunteers can make a valuable contribution to the Council’s work in the community and understands the importance of volunteers feeling that the time they give freely is appreciated. A committed group of volunteers are a valuable asset to the town.

POLICY STATEMENT

This policy applies to individuals undertaking work or duties on behalf of the Council in a voluntary capacity. It does not apply to councillors, officers or those who have a contractual relationship with the Council. The relationship with volunteers is non-contractual and no working relationship is created or implied at any time, however, the Council recognises the importance of having clear guidelines in place to manage expectations of both the Council and volunteers.

The aim of this policy is to ensure that all volunteers remain safe and feel valued when volunteering on Council projects. It provides a framework within which the Council will manage volunteers and what the volunteers can expect in return from the Council.

Whilst officers and councillors may identify volunteering opportunities, these must be approved by the Town Clerk in consultation with the Chairman of the Council or the Chair of Community, Economy & Tourism Committee.

PRINCIPLES

The Council appreciates that volunteers contribute their time, skills and knowledge freely for many reasons and will support personal aspirations and professional ambitions wherever it is reasonably practicable and appropriate to do so.

The Council values volunteers and recognise that they should be provided with satisfying roles and the opportunity for personal development as well as the support, training and equipment to undertake these tasks effectively and safely. A volunteer coordinator will be appointed for each volunteering activity and will have primary responsibility for volunteers involved in that activity.

WHO CAN VOLUNTEER

The Council will not discriminate on the basis of any protected characteristics such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and is committed to providing equal opportunities to all volunteers from all backgrounds and recognises that having a broad, diverse group of volunteers brings a variety of knowledge, skills, creativity and experience and promotes social and community cohesion.

The Council’s Equality and Diversity policy will always be adhered to in relation to the recruitment and support of volunteers.

If a volunteering opportunity arises where, for example, reasons of health and safety or safeguarding issues, a volunteer may not be suitable, the Council will make reasonable adjustments, insofar as is practicable. Where it is not possible to place a volunteer in their requested role, efforts will be made to find a suitable alternative.

Having a criminal record will not necessarily preclude anyone from volunteering with the Council however this will depend on the nature of the volunteer role and the nature and circumstances of the offence.

The majority of volunteer roles will not require a DBS (Disclosure and Barring Service) check. However, should this be a requirement of the volunteer role, the Council will confirm this at the outset.

RECRUITMENT AND INDUCTION

The Council may recruit volunteers using a range of methods such as word of mouth, advertising, talking with other organisations. It may also directly approach those who have previously assisted the Council with its work.

All volunteers will be required to:

- sign a volunteer agreement, attached as (Appendix A)
- complete a volunteer contact form (Appendix B) and ensure that any changes to their contact details are communicated to either the activity supervisor or the Town Clerk in a timely manner

Completed agreements and contact details will be retained by the Town Clerk in accordance with the Data Protection Act 2018.

All volunteers will receive an appropriate induction prior to commencing the role assigned to them which will include:

- a brief overview of the work and policies of the Council
- a discussion on volunteer code of conduct and confidentiality
- guidance on health and safety measures and risk assessments associated with their role
- any task related training that is required to enable them to fulfil their role

VOLUNTEER SUPPORT

All volunteers will have a named person as their point of contact.

The Council will invite volunteers to provide feedback on the activity they are engaged in, including evaluation of events and projects and will encourage volunteers to proactively make suggestions for how things might be improved in the future.

Where appropriate, or where required for health and safety purposes or compliance with any other statutory requirement, the Council may offer training to assist volunteers.

Where volunteers are under the age of 18, additional support will be provided and checks undertaken, as necessary.

HEALTH AND SAFETY

The Council has a duty of care to all volunteers and each activity supervisor will complete and share a comprehensive risk assessment.

Volunteers have a responsibility to themselves and others who might be affected by their actions and must always follow the Council's Health and Safety policies and procedures.

Volunteers must disclose to either the Town Clerk or the activity supervisor, details of any medical conditions that may affect their ability to undertake certain activities.

The Council will always inform volunteers of any specific health and safety measures that must be undertaken during a volunteer activity and, if required, will provide volunteers with the necessary personal protective equipment ('PPE').

Volunteers must report any accidents or incidents to the activity supervisor as soon as practicable.

Volunteers are covered by the Council's insurance policy whilst undertaking official duties on behalf of the Council. Insurance cover is not provided for unauthorised actions or any actions undertaken outside of the volunteer agreement.

Volunteers who are required to use their car as part of their volunteering, but not including travel to and from a place of volunteering, must inform their own insurers to arrange suitable cover. This does not usually incur an additional charge but in the unlikely event that it does, and the cost would present a barrier to volunteer, this will need to be brought to the attention of the Town Clerk.

EXPENSES

Volunteers will be reimbursed for any out-of-pocket expenses incurred on behalf of the Council where this has been approved in advance. Receipts must always be provided.

VOLUNTEER CONDUCT

Volunteers represent the Council and must comply with the following:

- undertake volunteering duties to the best of their abilities

- treat other volunteers, members of the public and anyone else they encounter in the course of volunteering, fairly and courteously
- adhere to decisions taken by the Council or its officers and follow all reasonable instructions
- comply with all health and safety procedures and wear and PPE provided
- wear appropriate clothing, including footwear, provide identification if required and take necessary steps to protect themselves in the environment they are working in. For example, through the use of sunscreen and a hat
- not behave in a way that could bring the Council into disrepute, this includes behaving in an appropriate manner online and when using social media.
- return any equipment / clothing supplied at the end of their volunteer activity

Volunteers may, from time to time, have access to personal data or sensitive information about the work of the Council, its volunteers and staff and other organisations. Volunteers will only be given access to personal or sensitive information if it is required to fulfil the specific activity for which they are volunteering and any such disclosure will be approved, in advance, by the Town Clerk. It is an absolute requirement, both during and after volunteering, that confidentiality is maintained and that no information is passed to another individual or third party, unless required to do so by law.

In the event of a serious complaint or inappropriate or dangerous behaviour, the nominated activity supervisor will discuss this directly with the Town Clerk, who will advise on an appropriate course of action.

The Council reserves the right not to assign further activities to a volunteer if, in the absolute discretion of the Town Clerk, it is considered in the best interests of the volunteer, the Council or the wider public. The Council will always act transparently and fairly.

RIGHT TO LEAVE

Volunteers are not contracted and are under no obligation to give notice if they no longer wish to give their time. However, it is greatly appreciated if volunteers can provide advance notice if they are unable to undertake their volunteer role or wish to end their volunteer agreement with the Council. This not only means the Council is able to reallocate the task but also provides the Council with the opportunity to thank the individual for their volunteer contributions.



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

CULLOMPTON TOWN COUNCIL VOLUNTEER CONTACT DETAILS

This list is maintained by the Town Clerk. All information will be kept in accordance with the Data Protection Act 2018.

It is essential that a volunteer advises the activity supervisor of any medical condition that could put the safety of themselves and others at risk. Where a volunteer can no longer support the work of Seaton Town Council, they are to contact the Town Clerk and request that their details are destroyed in line with the Council's data protection policy.

Volunteer Contact Details:

Name:	
Address:	
Telephone:	
Email:	
Emergency contact details: <i>(name, relationship to volunteer, contact telephone number)</i>	
Volunteer signature:	
Date:	



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CULLOMPTON TOWN COUNCIL VOLUNTEER AGREEMENT

ONCE COMPLETED, THIS FORM MUST BE GIVEN TO THE TOWN CLERK

Task Name:			
Task Date:		Start time:	Finish time:
Location:			
Named Supervisor:			
Description of activity:			
Tools / Equipment required:			
Specific health and safety measures:			
First Aid:	<ul style="list-style-type: none">• In the event of an injury (cuts and grazes), the supervisor will be notified. A first aid kit is held by the supervisor.• In the case of a serious injury, immediate first aid should be administered, and the supervisor informed.• The supervisor is expected to carry with them a mobile phone and if necessary, will contact emergency services		



Volunteer Agreement:

- I understand the scope of work described by the supervisor and agree to abide by the direction given relating to this work and, further understand, that should I not comply with such directions then the Council's policy of insurance may not cover my activities.
- I agree to comply with all health and safety direction and training that I am given in support of this work.
- I agree that I am fit and health to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.
- I understand that this agreement is not intended to create any contractual relationship between myself and the Council.

Volunteer Name:	
Signature:	
Changes to contact details:	

Additional Comments:

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CULLOMPTON TOWN COUNCIL VOLUNTEER ACTIVITY RISK ASSESSMENT



Activity Name and date: Tourist Information Centre Volunteers

What are the hazards?	Who might be harmed	Risk Rating before control measures			Control Requirements	Risk Rating after control measures			Actioned by who
		Severity 1-3	Likelihood 1-3	RISK RATE		Severity 1-3	Likelihood 1-3	RISK RATE	
	Volunteers/Public								

Completing the risk assessment:

For each hazard that you can identify, you must assess the likelihood of the risk occurring and the impact it would have if it did occur. Score both items on a scale from 1 to 3 (3 being highest) and multiply the two together to get a Risk Rate.

Then identify steps that can be taken to reduce or remove the risk. Does the mitigation give a significantly lower risk score? If not, what further mitigation must be put into place to bring the Risk Rate to an acceptable level? If the risk remains “Intolerable” or “Substantial,” what can you do to remove that activity or area of risk completely?

		Severity/Consequence		
		Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly unlikely (1)	Trivial risk (Score 1)	Tolerable risk (Score 2)	Moderate risk (Score 3)
	Unlikely (2)	Tolerable risk (Score 2)	Moderate risk (Score 4)	Substantial risk (Score 6)
	Likely (3)	Moderate risk (Score 3)	Substantial risk (Score 6)	Intolerable risk (Score 9)



POLICY TITLE	CEMETERY POLICY AND REGULATIONS FOR MEMORIAL MASONS
POLICY NO	010
APPROVAL DATE	Adopted February 2016
REVIEW DATE	February 2024
POLICY AIM	This Policy details the regulations for the use of Cullompton Cemetery and the regulations for Memorial Masons.

1. INTRODUCTION

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

2. GENERAL REGULATIONS

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

3. CHARGES AND FEES

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

4. GRANT OF EXCLUSIVE RIGHT OF BURIAL

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

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

5. INTERMENT

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

6. MEMORIALS AND HEADSTONES

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

7. REGULATIONS OF THE NATURAL BURIAL AREA

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

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

- 7.2.6. Only memorial trees of a native species may be planted. Trees are to be sourced and purchased by the grave owner and prior approval of the species is to be obtained prior to purchase. Memorial trees will be planted by Town Council staff. It must be noted that trees may be cut or, in some instances, removed by Cullompton Town Council without notice if they preclude the development of other trees, are obstructing a footpath or a grave or for health and safety reasons. Application is to be made on the application form contained on the website.
- 7.2.7. Cullompton Town Council will not be responsible for damage or loss to any items placed upon graves or in any area of the burial ground. Unauthorised items removed by the Council from grave spaces in the natural burial area will be retained for a period of 6 months before being disposed of.
- 7.2.8. Whilst efforts will be made to keep soil away from graves, it must be understood that, on occasions when neighbouring graves are excavated, soil from that grave may temporarily cover other graves. Every effort will be made to minimise this, reduce the time any such action is required, and to make good all graves once the interment is complete. Graves may from time to time be levelled by the addition of topsoil and reseeded by Cullompton Town Council if required and deemed appropriate.
- 7.2.9. Unless attending a service, or to help the disabled or infirm, motor vehicles are restricted to the car park only. Other mobility devices, such as mobility scooters, are permitted but great care must be taken in their use as the pathways will not be formalised.
- 7.2.10. No litter. There are no litter bins at the natural burial area and all litter must be removed from the burial ground and taken home with you.
- 7.2.11. There are to be no recreational activities that may have a negative impact upon visitors to the burial ground or are not respectful to the burial ground or the environment are permitted. This includes the drinking of alcohol at the burial ground unless as a toast at the time of burial or at picnic during or after a funeral service. Picnics during and after burial services are welcomed, however, consideration must be made for other visitors to the burial ground and the environment; no fires or barbecues are to be lit. Appropriate respect must be always maintained. This includes responsibly disposing of all litter.

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

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

8. REGULATIONS FOR MEMORIAL MASONS

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

9. RIGHTS AND PERMISSION TO ERECT A MONUMENT

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

10. INSTALLATION OF A MONUMENT

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

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

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

11. MEMORIALS

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

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

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

- 11.3.1. East Cemetery Front Bank (Row M) will have wedge shaped memorial tablets the will not exceed the following dimensions; the foundation stone is to be no more than 20 inches square:

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

- 11.3.2. West Cemetery (Magnolia) will have wedge shaped memorial tablets that are of the following dimensions; the foundation stone is to be no more than 20 inches square:

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

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

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

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

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

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

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

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

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

12. TIVERTON ROAD WEST CEMETERY

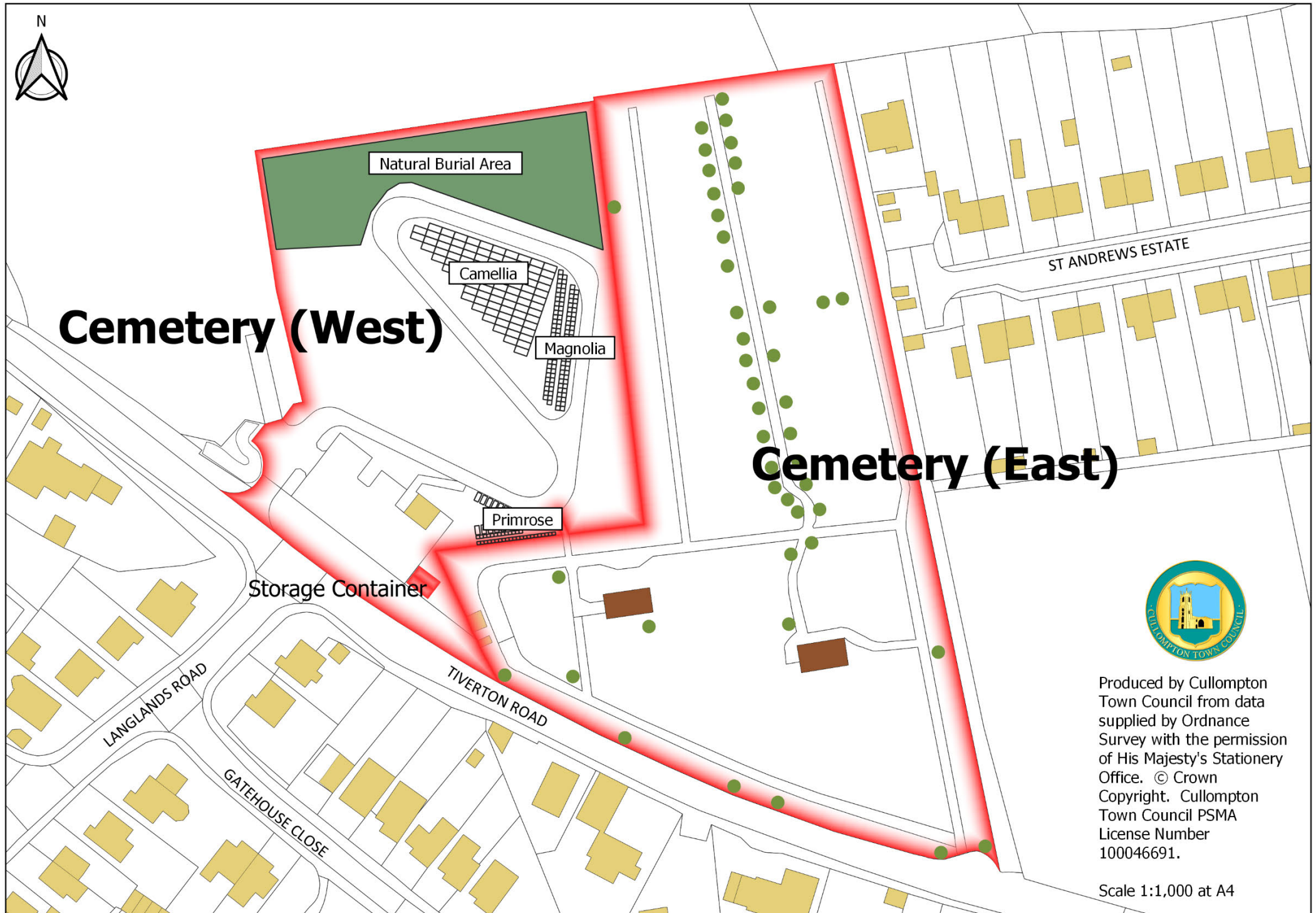
- 12.1. All graves in the Cemetery Extension will be laid to lawn with no burial mounds. No memorial items are to be placed on the lawned area. Side by side burial plots may be purchased if available.
- 12.2. Grave memorial headstones will not exceed:

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

13. MEMORIAL BENCHES

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

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



Cemetery (West)

Cemetery (East)



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Scale 1:1,000 at A4

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.	April 2024
Investment Policy – Accounts report	April 2024
Outturn Report	April 2024
Market Charges	Once direction agreed by CET

