



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

NOTICE IS GIVEN THAT AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL  
WILL BE HELD AT TOWN HALL, CULLOMPTON  
ON THURSDAY, 25 APRIL 2024 AT 7:00PM

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

**TO THE CHAIR AND COUNCILLORS OF CULLOMPTON TOWN COUNCIL**

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

**Date of Summons: 19 April 2025**  
**Date of Meeting: 25 April 2024**

Dan Ledger  
Town Clerk/RFO

Prior to the meeting commencing:

**Outside Reports**

Reports will be received by representatives from the Police, County and District Councillors as well as outside bodies, if present, on items relating to Cullompton Town and the wider area.

## AGENDA

1. **Apologies for Absences.** Council to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
2. **Declaration of Interest and Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
3. **Member Questions.** To enable members to ask questions of the Town Clerk. It should be noted that questions raised will not trigger a debate or a decision and it may not be possible to respond substantively at the meeting to allow time for advice or research to be undertaken.
4. **Public Question Time.** Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
5. **Correspondence, Comments and Complaints.** To note comments and complaints received.
6. **Minutes** ([LGA1972 Schedule 12 Paragraph 41](#)). To approve the Minutes of the Ordinary Meeting of Cullompton Town Council held on 28 March 2024 and 11 April 2024.

7. **Co-Option.** To consider the co-option application received from
  - 7.1. M Kerslake
  - 7.2. S Robinson
8. **Events Update.** To receive an update on planned events and approve recommendations.
9. **Finance.** To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:
  - 9.1. Note the Bank Reconciliations up to 31 March 2024.
  - 9.2. Note the payments made under delegation, receipts received and approve the Council payment list.
  - 9.3. Approve the budget up to the 31<sup>st</sup> March 2024 and any required virements between budgets and/or reserves.
  - 9.4. Note the markets and overtime report.
  - 9.5. Note the draft outturn report.
10. **Asset Register.** To agree the Asset Register as of 31<sup>st</sup> March 2024.
11. **Street Naming Request.** To agree a response to MDDC regarding Street Names.
12. **Member Motion – Cllr J Buczkowski**

“That the Town Council purchases a bike storage rack shelter and installs in the vicinity of the Upcott Field/St Andrews School, up to the value of £5,000 to be funded by the grant received from the Solar Farm project to encourage sustainable and healthy travel to and from St Andrews School. The Town Clerk is to be delegated to select the design, make the final arrangements and secure all necessary permissions, with the intention to install as a soon as possible”.
13. **Forward Plan.** To agree the Full Council’s Forward Plan and any additions required.
14. **Exclusion of Press and Public.** In accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
15. **Town Hall Options Paper.**
16. **Entrance Signage Quotes.**
17. **Hayridge Tenancy Agreement.**
18. **Edge IT Systems Ltd Quote.**

## Comments Complaints and Correspondence

Correspondence Received

45

<b>Complaints</b>	<b>Action</b>
people constantly parking & blocking the disabled ramp/ drop kerbs. Bilbie Close	Reported to Police and DCC
Concerned about light installed on their building 28 High Street, which they thought will be temporary but it is permanent.	Reported and passed resident over to MDDC
<b>Noteworthy Correspondence</b>	
ASB in Cemetery	Informed Police and Supplied CCTV
Challenges and strategies of how we plan to deal and avoid future situations like this with the disruption caused by the travellers. Press enquiry	Informed that it is not CTC land and passed onto MDDC for comment
<b>Compliments</b>	
Family went to the cemetery today to say a big thank you to the team and how happy they are of what they`ve done regarding a recent internment.	Informed the wider team and Council



Town Clerk: Dan Ledger  
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01884 38249

**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**DATED THURSDAY, 28 MARCH 2024 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** E Buczkowski, J Buczkowski, R Dietrich, L Knight\*, C Matthews\*, P Regardsoe, T Spring, J Stanford, M Thompson, C Snow

**Officers:** The Town Clerk, Deputy Clerk.

**Others:** 4 Members of the Public.

\* For part of the meeting following their co-option to the Council.

**C23/138 Outside Reports.** Devon County Councillor J Berry submitted a written report that was circulated to all Councillors. A copy of this report is at Appendix 1 to these Minutes.

**C23/139 Apologies for Absences.** Councillor P James, District Councillor S Robinson.

**C23/140 Declaration of Interest and Dispensations.** The following Declarations of Interests were made:

1. J Buczkowski declared an ORI in Item 10.5 as he is a Trustee of Cullompton Scout Group and an ORI in Item 12 as an Elected Member of Mid Devon District Council. He further declared that he was a professional advisor for other applicants and would leave the room for the entire Agenda Item relating to grant applications.
2. E Buczkowski declared an ORI in Item 10.5 as she is Group Secretary of Cullompton Scout Group, an ORI in Item 12 as she is an Elected Member of Mid Devon District Council and an ORI in Item 10.3 as she is a Trustee of the Cullompton Community Association representing Cullompton Town Council. She also declared that she would leave the room for the entire Agenda Item relating to grant applications.

**C23/141 Member Questions.** There were no member questions.

**C23/142 Public Question Time.** The following questions were received from members of the public present:

1. Speaker 1 – Spoke about the area between the Leat and Tesco; will the Town Council pressure Tesco to deal with the fence, the trees and the rubbish in the hedges? *The Council committed to contacting Tesco on the matter.*
2. Speaker 1 – What will happen to the archive material when the Council's administrative function moves to The Hayridge? *The Council will respond in due course.*

- C23/143 Correspondence, Comments and Complaints.** The Town Clerk reported that there had been 87 correspondence items, including 2 compliments and 3 complaints.
- Council NOTED the report.
- C23/144 Minutes**
- RESOLVED** that the Minutes of the Ordinary Meeting of Cullompton Town Council held on 1 February 2024 were adopted as a true and correct record of the meeting; they were signed as such.
- C23/145 Co-options.**
1. **RESOLVED** that the application for Sue Robinson is deferred until the applicant is able to attend a Council meeting.
  2. **RESOLVED** that Lloyd Knight is co-opted to Cullompton Town Council. Cllr Knight signed the Councillor Acceptance of Office and joined the meeting.
  3. **RESOLVED** that Cheyenne Matthews is co-opted to Cullompton Town Council. Cllr Matthews signed the Councillor Acceptance of Office and joined the meeting.
- C23/146 Working Group Recommendations with the Play Area and Street Furniture Consultation**
1. **RESOLVED** that all recommendations in the agenda report are approved.
  2. **RESOLVED** that the draft Consultation 17/04/2024-31/05/2024 is approved for production and distribution. The Town Clerk is delegated to produce the consultation, finalise advertising material and have the leaflet delivered door-to-door at a cost of £435.00.
- C23/147 Committee Minutes.** Committee Minutes Presented:
1. Community, Economy and Tourism Committee of 8 February 2024.
  2. Governance, Finance and Resources Committee of 22 February 2024.
  3. Planning, Licensing and Strategic Growth Committee of 13 February 2024 and 5 March 2024.
  4. Services, Property and Outdoor Spaces Committee of 14 March 2024.
- Council NOTED the Committee Minutes presented.
- C23/148 Finance.**
1. Council NOTED the Bank Reconciliations up to 29 February 2024.
  2. Council NOTED the payments made under delegation and receipts received. There was no Council payment list at the meeting requiring authorisation.
  3. **RESOLVED** to APPROVE the budget to date and the virements listed in the agenda report including those requested verbally:
    - 3.1. Transfer of Office Equipment EMR to the main budget in order to facilitate the move to The Hayridge.
    - 3.2. Transfer either the Cemetery Paths EMR or Future Projects EMR to the main Cemetery Maintenance budget to pay for Chapel works.
    - 3.3. £1,000 transferred from Youth Services Grant Fund to Community Grant Fund.
    - 3.4. Carry forward of costs related to the Community Consultation to 2024-25 Budget and taken from the General Reserves.

- 3.5. £700 from the General Reserves to part-fund equipment for the flood resilience container.
4. **RESOLVED** to establish a new budget line for the new Town Council Office space, budget to be taken from Earmarked/General Reserves and allocated by Council at a future meeting.
5. **RESOLVED** that £3,300 is transferred from the General Reserve and that the 2023-24 Grant Budget surplus is carried forward in order that the following Grant payments are made:

*Councillors E Buczkowski and J Buczkowski departed the meeting at 19:46 having declared interests in several of the grant applications.*

*Councillor L Knight declared a NRI in 10.5.1 (as a lifelong friend of the applicant) and an ORI in 10.5.4 as he is a Trustee of the Cricket Club.*

- 5.1. **RESOLVED** that a grant of £500.00 is made to Bradninch Youth Club.
- 5.2. **RESOLVED** that a grant of £500.00 is made to Cullompton Arts House.
- 5.3. **RESOLVED** that a grant of £700.00 is made to the Cullompton Community Association.
- 5.4. **RESOLVED** that a grant of £1,000 is made to Cullompton Cricket Club.

*Councillor C Snow departed the meeting at 20:13.*

- 5.5. **RESOLVED** that a grant of £750.00 is made Cullompton Scouts.
- 5.6. **RESOLVED** that a grant of £500.00 is made to Gift of A Burrow for Allotments.

*Councillor C Snow rejoined the meeting at 20:17.*

- 5.7. **RESOLVED** that a grant of £850.00 is made to the School Pastors.
- 5.8. **RESOLVED** that a grant of £200.00 is made to the Walronds Preservation Trust.
- 5.9. **RESOLVED** that a grant of £1,000 is made to the Friends of Willowbank Primary School.
- 5.10. **RESOLVED** that a grant of £500.00 is made to Weird Sticks CIC.

*Councillors E Buczkowski and J Buczkowski rejoined the meeting at 20:26.*

#### **C23/149 Governance.**

1. **RESOLVED** that the resignation of former Councillor J Johns is NOTED and that a letter of thanks is written.
2. **RESOLVED** that a replacement for J Johns on the Town Team is deferred until the Annual Meeting of the Council.
3. **RESOLVED** that a nomination to the Cullompton Swimming Pool Campaign will be deferred until the Annual Meeting of the Council.
4. **RESOLVED** that:
  - 4.1. The existing Committee Structure is dissolved, and that Full Council will meet each month.
  - 4.2. Responses to planning applications are delegated to the Town Clerk unless called in by members on receipt of major or noteworthy

applications. The standard response will be *“The Council notes the application and wishes to pass no comment.”*

- 4.3. The December 2024 Council meeting will be moved forward one week, and the August meeting will remain in place.
- 4.4. A Human Resources Committee will form and will meet on an ad hoc basis, with Terms of Reference to be drafted.
5. **RESOLVED** that the revised Emergency Plan v7.1 is adopted subject to the amendment of the Mayor’s name listed.

*Councillors J Buczkowski, E Buczkowski and L Knight declared ORIs and departed the meeting at 20:45.*

**C23/150 Town & Parish Charter Review.**

**RESOLVED** that the Parish and Town Charter is agreed.

*Councillors J Buczkowski, E Buczkowski and L Knight rejoined the meeting at 20:50.*

**C23/151 Annual Parish Meeting Arrangements**

**RESOLVED** that the Annual Parish Meeting will take place on 15 May 2024.

**C23/152 Former Cllr Eileen Andrews Tribute**

**RESOLVED** that that interment fees are waived for the Late Eileen Andrew’s funeral.

**C23/153 Farmer’s Market**

**RESOLVED** to write a letter of support to the Farmers’ Market in their application for a grant from the Vibrant Town Centre Fund.

**C23/154 Play Area Fencing**

**RESOLVED** that bow topped fence is installed at Headweir Road, Tufty Park and Upcott Field play areas to a budget ceiling £24,999.00 funded from the Future Projects EMR. Council wished to have this project completed by 31 July 2024. Delegation is given to the Clerk to implement the project to completion.

**C23/155 Forward Plan.**

**RESOLVED** that the lease for the move to the Hayridge Centre be added to the Forward Plan. The Forward Plan was AGREED.

*As the time was 21:00, the remainder of the Agenda was deferred and the meeting was closed in line with Standing Order 3(x).*

## DEVON COUNTY COUNCILLOR J BERRY'S UPDATE REPORT

### DCC Budget

Thanks to the Leader, Portfolio Holder for finance, Officers and staff, Devon County finances have been carefully managed during the difficult years while government funding reduced and through the Pandemic, Devon is in a more secure financial position than many other counties. Tough decisions have had to be made and Council Tax will have to rise by 4.99%. The budget for 23/24 amounted to £699,575,000 – for 2024/25 it is £743,382,000, an increase of £43,807,000, amounting to 6.3%.

### Junction 28, New M5 Junction and Cullompton Relief Road

I attended DCC Cabinet speak in support the application for funding for the Cullompton Town Centre Relief Road, and I am delighted to report that following the Consultation, the application for funding for Junction 28, a new motorway junction and the Cullompton Relief Road has been approved. Plans will be submitted as the Strategic Outline Case, the first of three, in the Large Local Majors Fund Business Case application, which if approved by the DfT will result in funding to complete the scheme.

The preferred scheme proposing a new motorway junction to the south of the existing M5 Junction 28, additional to the existing all-movements junction, would include south facing slip roads only enabling traffic access to or from the M5 motorway via a southbound on slip. Access to and from the north of the M5 would be via the existing motorway junction. The new junction would consist of a single bridge across the railway and M5 and can only provide south facing slip roads due to its proximity to Junction 28. More traffic travels between Cullompton and Exeter, hence the decision for a junction to the south, and it also links with planned development at Culm Garden Village. The scheme would also provide a connection to the proposed Cullompton Town Centre Relief Road – the already approved design from 2021 Planning remains unchanged .

The M5 Junction 28 and Relief Road improvements would allow the full build out of all Local Plan and additional growth of the Culm Garden Village to 5,000 houses . The Town Centre Relief Road will connect Duke Street in the south to Station Road in the north, with a fourth arm added to the Millennium Way roundabout. The route will pass through the public open space and sports pitches, staying close to the railway line to avoid additional disruption to the Cullompton Community Association (CCA) fields. As per the original plans, the cricket club will be relocated to the east of the M5, with reconfiguration of the bowling club and football club pitches within the existing area. All of the sports clubs are in agreement with these proposals.

This scheme also includes upgrades to the walking and cycling routes through the CCA fields and additional links along Meadow Lane to the Community College, increasing the attractiveness of walking and cycling in the town I have campaigned for a bridge to allow CCC students to cross safely, and another across the J28 and will continue to do so.

Public Consultation between 13<sup>th</sup> December 2023 and 5<sup>th</sup> February 2024 , online and with paper options, resulted in the following responses: Community Center drop in 120 people, Hayridge drop in 80 people; 868 online responses were received from local people and 16 from local organisations. More than 90% supported the need for the Relief Road and improvements to M5 J28, 79% supported improvements. Written comments were received from 544 people. I share the concern expressed by many regarding the need for speedy delivery.



## **Consultation on Walking and Cycling routes for Cullompton and Tiverton**

Also East Devon is open until 7<sup>th</sup> April to have your say go to <https://devoncc.sharepoint.com/:b:/s/PublicDocs/Corporate/EXS84IQjtrdGjPnQPta3bzwBE0FHzXNcleJh4YzymbE Ug> on the newspage of the DCC website.

**Active Devon Free Cycle Training Sessions for Adults and children** are available. To book go to the Active Devon Website where sessions can be booked online

### **Easter Holiday Activities and Food (HAF) programmes**

Funded by the Dept of Education the programme offers free physical activities and healthy, nutritional hot meals to children of low-income families. 80 providers and 6,000 places are available across Devon for children aged five to 16 years who receive free school meals. Activities include cooking, crafts, sports coaching, outdoor and forest activities, music, dance and more. Details on the DCC website, interactive map and you can book directly with providers.

Thanks to all the volunteers for their valuable work throughout the year.

**Very best wishes for Easter. Here's hoping it will stop raining by then!**

**John Berry**

Devon County Councillor for Cullompton and Bradninch.

Phone 01884 32320

Email: [john.berry@devon.gov.uk](mailto:john.berry@devon.gov.uk)



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**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**DATED THURSDAY, 11 APRIL 2024 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** E Buczkowski, J Buczkowski, R Dietrich, L Knight, T Spring, J Stanford, M Thompson, C Snow.

**Officers:** The Town Clerk, Admin Assistant.

**Others:** None.

**C23/156 Apologies for Absences.** Apologies were received from Cllr C Matthews. The apologies were **APPROVED** by Council.

Cllr Regardsoe was also absent.

**C23/157 Declaration of Interest and Dispensations.** There were no declarations of interests given or dispensations sought.

**C23/158 Member Questions.** Members raised the issue of the belisha beacon that had been removed outside the Walronds making the zebra crossing non-compliant. Officers were asked to report this to Devon County Council and report back to Council the response received. Whilst enquiries were being made, members asked officers to check the belisha beacon at Willand Rd College surgery to check that these were also compliant and whether there is a newer standard illuminated pole that can be installed at all locations.

**C23/159 Public Question Time.** There were no members of the public present.

**C23/160 Minutes. RESOLVED** to defer the minutes as Cllr J Buczkowski was not named leaving and returning to the meeting and clarification on minute C23/148 (3) was required.

**C23/161 Exclusion of Press and Public. RESOLVED** that, in accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*The chair moved to change the order of business with item 7. Complaint being moved to the last item of business agenda item 9.*

**C23/162 Legal Matters. RESOLVED** to defer the matter until further information on the fire exit at the Town Hall had been received.

**C23/163 Staffing Matters. RESOLVED** that:

1. The Town Clerk be appraised by the Deputy Town Mayor and Cllr J Buczkowski.

2. All members of staff eligible for a single incremental point increase on their salary scale are granted this having satisfied the conditions of their contract. This will be implemented from 1st April 2024 as per the contract of employment.
3. Council **NOTED** that the job descriptions for both the finance officer and the assistant outdoor maintenance supervisor require amendment, and that these will be brought to the next available meeting of the Full Council.

**C23/156. Complaint. RESOLVED** to create a panel of 3 councillors, to include the Deputy Mayor, Cllr E Buczkowski and Cllr P James, to hear the complaint made and to bring their findings and recommendations back to Council for decision.

The meeting ended at 19:45.

DRAFT



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## Application for Co-option to Cullompton Town Council

Thank you for your interest in becoming a Cullompton Town Councillor. Please provide the information below to assist the Town Council in making their decision.

Completed applications are to be returned to the Town Clerk, either on paper or by email, to the Town Clerk.

Please note that your name and the information in the "about you" section may be included as part of the supporting papers for the Town Council meeting to assist in the consideration of candidates for co-option (and will therefore be publicly available).

<b>Full Name and Title</b>			
<b>Home address</b>			
<b>Home Telephone</b>			
<b>Mobile Telephone</b>			
<b>Email Address</b>			
<b>Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice.</b>			
<b>St Andrews Ward</b>		<b>Padbrook Ward</b>	
<b>Vale Ward</b>			

**About You.** Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.

## CO-OPTION ELIGIBILITY DECLARATION

1. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject, or a Citizen of the commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also be able to meet one of the following eligibility criteria set out below (please tick which applies to you):

I am registered as a local government elector for the parish; or

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

My principal or only place of work during those twelve months has been in the parish; or

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
  - i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
  - ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
  - iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been

sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or

- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

**DECLARATION**

I (insert full name) \_\_\_\_\_ hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:

Date:



Town Clerk: Dan Ledger  
The Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB  
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### Application for Co-option to Cullompton Town Council

Thank you for your interest in becoming a Cullompton Town Councillor. Please provide the information below to assist the Town Council in making their decision.

Completed applications are to be returned to the Town Clerk, either on paper or by email, to the Town Clerk **by noon on Thursday 22<sup>nd</sup> June 2023**.

Please note that your name and the information in the "about you" section may be included as part of the supporting papers for the Town Council meeting to assist in the consideration of candidates for co-option (and will therefore be publicly available).

Full Name and Title	Mrs. SUZANNE DIANA ROBINSON		
Home address	[REDACTED]		
Home Telephone	[REDACTED]		
Mobile Telephone	[REDACTED]		
Email Address	[REDACTED]		
Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice.			
St Andrews Ward	<input type="checkbox"/>	Padbrook Ward	<input checked="" type="checkbox"/>
Vale Ward	<input type="checkbox"/>	MADC can. for it.	



**About You.** Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.

Prior to April 2023 I had lived in Cullompton for several years (from 2017 in the Cross Parks, in Tadbrook ward). Family circumstances necessitated my moving to N. Devon temporarily, and I was then unable to find a suitable property when I needed one (ground floor only, after recent hip replacement surgery). I found what I needed in Tiverton, instead.

Throughout these years I have continued to be a trustee (Treasurer) of Cullompton Town Tacklack Youth + Community Centre, to Chair Cullompton's Town Team to be an active member of several other committees to retain my close contacts with Wed and Farmers' Market traders, and, since May 2023 to deal with almost all of the casework in Tadbrook ward.

I spend several hours, every week, in and immediately around Cullompton, and consider this to constitute almost all of my working life (MSAC meetings, in Tiverton make up the remaining part). I feel very privileged to have been given this opportunity as I can better represent this town.

## CO-OPTION ELIGIBILITY DECLARATION

1. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject, or a Citizen of the commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also be able to meet one of the following eligibility criteria set out below (please tick which applies to you):

I am registered as a local government elector for the parish; or

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

My principal or only place of work during those twelve months has been in the parish; or

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
- iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been

sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or

- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

**DECLARATION**

I (insert full name) Mrs SUZANNE DIANA ROBINSON hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:



Date:

9th Feb 2024



The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[admin@cullomptontowncouncil.gov.uk](mailto:admin@cullomptontowncouncil.gov.uk)  
01884 38249

<b>CULLOMPTON TOWN COUNCIL</b> (‘the Council’)	
<b>Date of report</b>	<b>April 2024</b>
<b>Item of business</b>	<b>EVENTS UPDATE</b>
<b>Recommendations</b>	To note the report.

## 1. D-DAY 80

- 1.1. Falling on Thursday, 6 June 2024, there are a number of national events to mark this Anniversary. It is recommended that the following is marked in Cullompton:

<b>Time</b>	<b>Event</b>
Wednesday, 5 June	Union Flags to High Street and Fore Street buildings.
08:00	<b>D-Day Proclamation.</b> This is aimed, primarily, at Town Criers but, even though Cullompton does not have a Crier, there is no reason that the Proclamation cannot be made.
o/c	Lower Union Flags at the Higher Bullring and hoist D-Day 80 flags in their place. <b>HIGHER BULLRING</b>
11:00	<b>Poem for Schools: D-Day Heroes.</b> Schools have been encouraged to undertake their own activities around D-Day 80 and this is a school activity, but the Council could approach the Secondary School to see if a number of pupils could attend the Higher Bullring to read the poem publicly. <b>HIGHER BULLRING</b>
All Day	<b>National Fish and Chip Day</b> has been moved to coincide with D-DAY 80 with fish and chips as the promoted food of choice for the Anniversary. Promotion of fish and chip outlets will be left to individual outlets as, although

there are a number of specific fish and chip shops in Cullompton, there are others that may choose to add fish and chips to their menu on this day only.

18:30

**Ringin Out for Peace.** Church bells to ring. St Andrew's Church will be contacted.

#### **ST ANDREW'S CHURCH**

21:00

**Lighting of the Beacon.** It is intended to utilise the Platinum Jubilee Beacon rather than purchasing a new one at a cost of £549.

#### **HIGHER BULLRING**

21:15

**The Tribute.** A public reading of The Tribute.

#### **HIGHER BULLRING**

o/c

Lower D-Day 80 Flags and hoist Union Flags in their place.

o/c

Extinguish the Beacon.

o/c

Disperse.

Tuesday, 12 June

Remove Union Flags from High Street and Fore Street buildings.

## **2. SUMMER EVENT**

2.1. A Summer event is planned to be held at the CCA Fields. I have requested a call back from several providers of inflatable equipment to be available free at the point of use for a period during the day (probably, 1000-1400 on a weekend day) with inclusion of the sporting clubs in Cullompton if they wish to.

## **3. CHRISTMAS 2024**

3.1. Historical Promotions and a Victorian Themed Christmas event emerged as the preferred option at the last Working Group meeting. A fully managed 4-hour event will cost c£5,000-£7,000 and will include:

3.1.1. Santa's Grotto.

3.1.2. c12, themed, craft stalls.

3.1.3. Entertainment and "minglers".

3.1.4. Will tailor the service to match the available budget.

3.1.5. Might qualify for Vibrant Town Centre funding as it hasn't been done before and, dependent on the level of funding available, may be able to be scaled up.

3.1.6. The Working Group settled on a 1000-1400 event to coincide with the Farmers' Market with a Sunday switch-on at 1800.

3.2. A meeting has been arranged with Historical Promotions on 29 April to discuss the scope of the event and what budget will be required.

# Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Cullompton Town Council

County area (local Councils and Parish meetings only):

## Financial year ending 31/03/24

Prepared by (Name and role): Dan Ledger

Date: 19/04/24

Balance per bank statements as at 31/03/24	£	£
Cambridge & Counties Bank	£84,619.63	
Credit Card	£0.00	
InstaVolt	£61.03	
Lloyds 32 Day Notice	£103,557.53	
Lloyds Current Account	£28,622.41	
PWLB	-£157,718.01	
Recycling Bags Float	£0.00	
Soldo	£303.98	
Unity Instant Access	£152,935.97	
Unity T2 Current Account	£185,422.72	
	<hr/>	£397,805.26
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/24 (Box 8)		£397,805.26

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
DD 20240301 SWW 5062	01/03/24	1723		£72.27	£5.57	£66.70		Source For Business - A/C 5062023001	Public Toilet - 19/10/2023 to 21/12/2023	235/1	<input type="checkbox"/>
DD 20240301 MDDC-1	01/03/24	1851		£55.68	£0.00	£55.68	ADMIN	Mid Devon District Council	Garage Rent - February 2024	210/11	<input type="checkbox"/>
SOL 20240301 AMA - 1	01/03/24	1852		£90.00	£15.00	£75.00	AOS	Amazon	Makita DBO180Z 18V Li-Ion LXT Sander - Batteries and Charger Not Included	137	<input type="checkbox"/>
SQ 20240301	04/03/24	1854		£0.28	£0.00	£0.28	ADMIN	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>
FPO 20240305	05/03/24	1828		£240.00	£40.00	£200.00		D & H Plant Ltd	Digger and Dumper Hire	135/9	<input type="checkbox"/>
FPO 20240305 INVOLVE	05/03/24	1829		£19,000.00	£0.00	£19,000.00	ADMIN	Involve Voluntary Action in Mid Devon	Youth Services - John Tallack Centre Year 2	160/2	<input checked="" type="checkbox"/>
FPO 20240305 DEFIB	05/03/24	1833		£1,963.19	£327.20	£1,635.99		Defib Store Ltd	Automated external defibrillator	137	<input type="checkbox"/>
FPO 20240305 VERGO	05/03/24	1835		£420.00	£70.00	£350.00		Vergo Pest Management	Mole Traps - Cemetery	135/5	<input type="checkbox"/>
FPO 20240305 LAB	05/03/24	1837		£18.45	£3.08	£15.37		Labdon Building Supplies	Chapel Electric	135/5	<input type="checkbox"/>
FPO 20240305 LAB	05/03/24	1843		£76.80	£12.80	£64.00		Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240305 LS	05/03/24	1844		£1,812.00	£302.00	£1,510.00	AOS	Ledger Scaffolding	Scaffold Ref - Cullompton Town Council Office Cost of scaffold for 4 weeks: £1510+VAT After the initial 4 weeks, the scaffold hire cost will be: £95+VAT per week	285/4	<input type="checkbox"/>
FPO 20240305 CIT	05/03/24	1847		£379.70	£63.28	£316.42		CloudyIT	IT Support - March 2024	190/1	<input type="checkbox"/>
FPO 20240305 CIT	05/03/24	1848		£73.80	£12.30	£61.50	ADMIN	CloudyIT	Teams Phone - 01/03/2024 to 31/03/2024	210/1	<input type="checkbox"/>
FPO 20240305 TS	05/03/24	1849		£97.00	£0.00	£97.00	TMI	Scrace, Tim	Window Cleaning - Bus Shelters	155	<input type="checkbox"/>
FPO 20240305 EXP-1	05/03/24	1850		£46.07	£0.00	£46.07	ADMIN	Employee Expense Claims	EV Charge	305/3	<input type="checkbox"/>
SQ 20240304	05/03/24	1855		£0.17	£0.00	£0.17	ADMIN	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
SOL 20240305 LR-1	05/03/24	1865		£6.00	£0.00	£6.00	ADMIN	Land Registry	Land Registry Search - Title Register and Title Plan	225/1	<input type="checkbox"/>
FPI 20240306 MEL	06/03/24	1831		£1,099.00	£183.17	£915.83		Myenergi GB Limited	EV Charge Point	137	<input type="checkbox"/>
SOL 20240306 SOL	06/03/24	1896		£21.60	£3.60	£18.00	ADMIN	Soldo Ltd	Soldo Pro Subscription - February 2024	125	<input type="checkbox"/>
SOL 20240307 AMA - 1	07/03/24	1870		£17.89	£2.98	£14.91	AOS	Amazon	Makita B-65115 Starlock Sanding Pad	285/4	<input type="checkbox"/>
SOL 20240307 AMA - 2	07/03/24	1884		£189.71	£31.62	£158.09	AOS	Amazon	Makita DTM52Z Li-ion LXT Brushless Multi-Tool - Batteries and Charger Not Included, Blue, 18 V	137	<input type="checkbox"/>
CONTRA	07/03/24	1915		-£1,099.00	-£183.17	-£915.83		Myenergi GB Limited	EV Charge Point	137	<input type="checkbox"/>
CONTRA	07/03/24	1917		£1,099.00	£183.17	£915.83		Myenergi GB Limited	EV Charge Point	137	<input type="checkbox"/>
SOL 20240311 AMA - 1	11/03/24	1885		£23.33	£3.90	£19.43	ADMIN	Amazon	Durabull Protective Work Gloves. 12 Pack Of PU Coated Multi Purpose Gloves. Safety Working Gloves For Construction, Gardening, Mechanic Work. Heavy Duty Grip, Wear Resistant - (PU1670, Size 11, Black)	175/6	<input type="checkbox"/>
DD 20240312 BGL49	12/03/24	1841		£275.48	£13.12	£262.36	AOS	British Gas - A/C BGL282249 - GAS	Gas - 25/01/2024 to 25/02/2024	285/2	<input type="checkbox"/>
DD 20240312 BGL53	12/03/24	1842		£24.90	£1.19	£23.71	CEW	British Gas - A/C BGL282253 - Electric	Electricity - Market Supply - 27/01/2024 to 27/02/2024	200/1	<input type="checkbox"/>
DD 20240312 PBSL	12/03/24	1887		£196.09	£32.13	£163.96		Penninsula Business Services Limited	Provision of Services	175/7	<input type="checkbox"/>
DD 20240313 ALLS	13/03/24	1869		£28.90	£4.82	£24.08		Allstar	Fuel	305/3	<input type="checkbox"/>
SOL 20240313 LR-1	13/03/24	1874		£6.00	£0.00	£6.00	ADMIN	Land Registry	Land Registry Search - Title Register and Title Plan	225/1	<input type="checkbox"/>
SOL 20240313 LR-2	13/03/24	1886		£6.00	£0.00	£6.00	ADMIN	Land Registry	Land Registry Search - Title Register and Title Plan	225/1	<input type="checkbox"/>
DD 20240314 CIX	14/03/24	1846		£438.00	£73.00	£365.00	ADMIN	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/03/2024 - 01/04/2024)	210/3	<input type="checkbox"/>
SQ 20240313	14/03/24	1888		£0.06	£0.00	£0.06	ADMIN	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
DD 20240315 BGL57	15/03/24	1860		£27.10	£1.29	£25.81	AOS	British Gas - A/C BGL282257 - Electric	Electricity - 01/02/2024 to 01/03/2024 - Town Hall	285/2	<input type="checkbox"/>
DD 20240320 O2	20/03/24	1866		£24.24	£4.04	£20.20		O2	Mobile Phones	210/2	<input type="checkbox"/>
DD 20240320 ALLS	20/03/24	1875		£24.44	£4.07	£20.37		Allstar	Fuel	135/6	<input type="checkbox"/>
SOL 20240320 LR- 1	20/03/24	1924		£6.00	£0.00	£6.00	ADMIN	Land Registry	Land Registry Search - Title Register and Title Plan	225/1	<input type="checkbox"/>
CON SWW5001	21/03/24	1816		£15.59	£2.60	£12.99	AOS	Source for Business - A/C 5001377901	Balance due, tn 1808 - Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1845		£399.16	£66.53	£332.63		ALD FORD LEASE	Van Rental - February 2024	305/1	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1853		£110.00	£0.00	£110.00	ADMIN	Split Dimension Ltd	Occupational Health Services Case Ref: 67316	210/8	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1856		£49.57	£3.10	£46.47		Viking	Stationery	210/6	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1858		£474.00	£79.00	£395.00	ADMIN	Spectrum Management & Training	Safeguarding Awareness - 22/02/2024	295/2	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1863		£216.00	£36.00	£180.00		Devon Association of Local Councils	Training	295/2	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1864		£8.36	£1.40	£6.96		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1868		£22.23	£3.71	£18.52		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1872		£5.72	£0.95	£4.77		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1880		£7.17	£1.20	£5.97		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1881		£54.85	£0.00	£54.85	ADMIN	Kevin Pilgrim Ltd	MOT on WG70 HND	305/2	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1882		£13.94	£2.32	£11.62		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1883		£29.89	£4.98	£24.91		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1889		£5.28	£0.88	£4.40		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
BP 20240321 PR	21/03/24	1890		£1.57	£0.26	£1.31		Labdon Building Supplies	Cemetery Electric	135/5	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1891		£88.90	£14.82	£74.08		Labdon Building Supplies	Cemetery Topple Testing	135/5	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1893		£4.19	£0.70	£3.49		Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1894		£4.91	£0.83	£4.08		Labdon Building Supplies	Trailer	135/6	<input type="checkbox"/>
BP 20240321 PR	21/03/24	1895		£915.00	£0.00	£915.00		ALD FORD LEASE	Vehicle Appraisal Invoice	305/3	<input type="checkbox"/>
CON SWW5001	21/03/24	1909		£38.16	£6.36	£31.80	AOS	Source for Business - A/C 5001377901	Cemetery Water - 19/09/2023 to 31/12/2023	135/2	<input type="checkbox"/>
CON SWW5001	21/03/24	1910		-£40.75	-£8.95	-£31.80	AOS	Source for Business - A/C 5001377901	Cemetery Water - 19/09/2023 to 31/12/2023	135/2	<input type="checkbox"/>
CON SWW5001	21/03/24	1911		-£15.59	-£2.60	-£12.99	AOS	Source for Business - A/C 5001377901	Contra (part payment) for tn 1816, Balance due, tn 1808 - Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
CON SWW5001	21/03/24	1912		£2.59	£0.43	£2.16	AOS	Source for Business - A/C 5001377901	Part payment , tn 1816 - , Balance due, tn 1808 - Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
CON SWW5001	21/03/24	1913		£13.00	£2.17	£10.83	AOS	Source for Business - A/C 5001377901	Balance due, tn 1816 - Balance due, tn 1808 - Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
CON SWW5001	21/03/24	1914		-£13.00	-£2.17	-£10.83	AOS	Source for Business - A/C 5001377901	Balance due, tn 1816 - Balance due, tn 1808 - Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
DD 20240322 AIR	22/03/24	1873		£25.00	£4.17	£20.83	AOS	Airband Community Internet Ltd	Airband Connect	135/8	<input type="checkbox"/>
SQ 20240321	22/03/24	1918		£0.28	£0.00	£0.28	ADMIN	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>
DD 20240325 PHL	25/03/24	1790		£7.97	£1.33	£6.64		Professional Hygiene Ltd	Waste Disposal - Town Hall	210/12	<input type="checkbox"/>
DD 20240325 PHL	25/03/24	1791		£7.73	£1.29	£6.44		Professional Hygiene Ltd	Waste Disposal - Public Toilet	235/2	<input type="checkbox"/>
DD 20240325 EE	25/03/24	1892		£45.40	£7.57	£37.83		EE & T Mobile	Data Sims	210/2	<input type="checkbox"/>
SOL 20240325 HP	25/03/24	1929		£11.99	£2.00	£9.99	ADMIN	HP Instant Ink	Instant Ink Plan - 300 Pages per Month	210/9	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
DD 20240326 ALD-1	26/03/24	1778		£426.68	£71.11	£355.57		ALD FORD LEASE	Van Rental - January 2024	305/1	<input type="checkbox"/>
DD 20240326 ALD-2	26/03/24	1827		£1,977.66	£329.61	£1,648.05		ALD FORD LEASE	Van Rental - Intial Rental Invoice	305/1	<input type="checkbox"/>
DD 20240326 ALD-2	26/03/24	1859		£659.22	£109.87	£549.35		ALD FORD LEASE	Van Rental	305/1	<input type="checkbox"/>
SOL 20240326 ADOBE	26/03/24	1897		£48.53	£8.09	£40.44	ADMIN	Adobe Systems Software Ireland Ltd	Acrobat Pro x2	190/2	<input type="checkbox"/>
SOL 20240327 HR	27/03/24	1901		£64.80	£10.80	£54.00	ADMIN	SAGE Global - HR	Sage HR Monthly Subscription - 27/03/2024 to 27/04/2024	190/2	<input type="checkbox"/>
SOL 20240327 AMA	27/03/24	1944		£24.77	£4.14	£20.63		Amazon	HDMI Cables	210/9	<input type="checkbox"/>
DD 20240328 SAGE	28/03/24	1898		£22.80	£3.80	£19.00	ADMIN	SAGE Global Payroll	Sage Payroll Software - 15 Employees - 25/03/2024 to 24/04/2024	190/2	<input type="checkbox"/>
BACS 20240328 SAL	28/03/24	1903		£15,609.21	£0.00	£15,609.21	ADMIN	Staff Costs	Confidential	255/1	<input type="checkbox"/>
BP 20240328 HMRC	28/03/24	1904		£5,262.77	£0.00	£5,262.77		HMRC	Confidential	255/1	<input type="checkbox"/>
BP 20240328 PENS	28/03/24	1905		£3,733.84	£0.00	£3,733.84		Devon CC Pension Fund	Confidential	255/1	<input type="checkbox"/>
FPO 20231231 UNITY	28/03/24	1907		£3.10	£0.00	£3.10		Unity Trust Bank	Cash & Cheque Charge - 05/12/2023 to 04/03/2024	120	<input type="checkbox"/>
BP 20240328 UNISON	28/03/24	1908		£17.25	£0.00	£17.25	ADMIN	Unison	Confidential	255/1	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1919		£6.30	£1.05	£5.25		Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1920		£37.71	£6.28	£31.43		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1921		£100.95	£16.82	£84.13		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1922		£4.28	£0.71	£3.57		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1923		£10.72	£1.79	£8.93		Labdon Building Supplies	Town Hall Maintenance	175/6	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1925		£330.00	£0.00	£330.00	AOS	Spirebourne Ltd	Empty septic tank at Cemetery - 19/03/2024	135/5	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
FPO 20240328 PR	28/03/24	1927		£5.99	£1.00	£4.99		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1928		£41.05	£6.84	£34.21		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1930		£25.59	£4.27	£21.32		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1931		£1,098.70	£183.12	£915.58	AOS	Bard Electrical	Phase 1 Electrical Installation works carried out to Cullompton Cemetry Site	135/5	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1932		£54.64	£9.10	£45.54		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1933		£9.80	£1.63	£8.17		Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1935		£234.00	£39.00	£195.00		Devon Association of Local Councils	Training	295/2	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1936		£60.00	£0.00	£60.00	ADMIN	Exeter Travel Clinic Ltd	Hepatitis B Antibodies Blood Test	175/7	<input type="checkbox"/>
DD 20240328 ICO	28/03/24	1937		£35.00	£0.00	£35.00	ADMIN	Information Commissioner's Office	Data Protection Renewal Fee	225/5	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1938		£526.83	£87.81	£439.02	AOS	Cost Cutters UK	Wirksworth Recycled Plastic Outdoor Bench 1200mm Brown	137	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1940		£695.99	£116.00	£579.99	ADMIN	EuroPC Limited	DELL OPTIPLEX REF 7000 SFF Ci7 12700 1.6GHz 2x 8GB 512GB M.2 PCIe SSD W11P DELL 3YR ONSITE	210/9	<input type="checkbox"/>
CONTRA EUROPC	28/03/24	1941		-£695.99	-£116.00	-£579.99	ADMIN	EuroPC Limited	DELL OPTIPLEX REF 7000 SFF Ci7 12700 1.6GHz 2x 8GB 512GB M.2 PCIe SSD W11P DELL 3YR ONSITE	210/9	<input type="checkbox"/>
FPO 20240328 PR	28/03/24	1942		£105.97	£17.66	£88.31	ADMIN	LampsDirect.Co.Uk	ET-LAV400 Projector Lamp for PANASONIC PT-VZ580E	210/9	<input type="checkbox"/>
SQ 20240327	28/03/24	1952		£0.11	£0.00	£0.11		SquareUp	Square Transaction Fees	125	<input type="checkbox"/>
CONTRA EUROPC	28/03/24	1963		£695.99	£116.00	£579.99	ADMIN	EuroPC Limited	DELL OPTIPLEX REF 7000 SFF Ci7 12700 1.6GHz 2x 8GB 512GB M.2 PCIe SSD W11P DELL 3YR ONSITE	210/9	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/03/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	137	
FPO 20240331 UNITY	31/03/24	1906		£28.20	£0.00	£28.20		Unity Trust Bank	Service Charge - 05/12/2023 to 04/03/2024	120	<input type="checkbox"/>
IV 20240331	31/03/24	1948		£125.31	£20.89	£104.42	ADMIN	InstaVolt Limited	EV Charging	305/5	<input type="checkbox"/>
<b>Total</b>				£60,657.03	£2,492.43	£58,164.60					

# Received Income Transactions

Start of year 01/04/23

received between 01/03/24 and 31/03/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		234/1		£11.20	£1.87	£9.33	50	Recycling Bags Bags Sold
PIS 000007	01/03/24	234		£11.20	£1.87	£9.33	50	Recycling Bags Bags sold - Cash
		200/1		£30.00	£5.00	£25.00	25	Dunn & Baker Solicitors Hanging Basket
PIS 000006	04/03/24	200 96		£30.00	£5.00	£25.00	25	Dunn & Baker Solicitors Winter 2023
		227/1		£35.00	£0.00	£35.00	60	Cullompton Pre-School Community Rate - 4 Hours
FPI 20240304 CPS	04/03/24	227 116		£35.00	£0.00	£35.00	60	Cullompton Pre-School Easter Bingo Night
		238/1		£20.00	£0.00	£20.00	60	██████████ Saturday, 16th March 2024 Community Rate - 24/02/2024
FPI 20240304 JB	04/03/24	238 123		£20.00	£0.00	£20.00	60	██████████ Town and District Councillor Surgery
		241 20240301	20240301	£16.00	£2.67	£13.33	50	Recycling Bags 4th Saturday of the Month 10 Garden Waste Bags
SQ 20240301	04/03/24	241	20240301	£16.00	£2.67	£13.33	50	Recycling Bags
SQ 20240304	05/03/24	242	20240304	£9.60	£1.60	£8.00	50	Recycling Bags 6 Garden Waste Bags
		245/1		£1,350.00	£0.00	£1,350.00	15/3	██████████ 30 Year Grant of Exclusive Right of Burial - Adult Grave
FPI 20240305 MJR	05/03/24	245 124		£1,350.00	£0.00	£1,350.00	15/3	██████████ ██████████ Grave Space: CAM 68
		248 20240306	20240306	£3.20	£0.53	£2.67	50	Recycling Bags 2 Garden Waste Bags - Cash
PIS 000031	06/03/24	248	20240306	£3.20	£0.53	£2.67	50	Recycling Bags
		224/1		£1,190.00	£0.00	£1,190.00	15/1	Walter H Squires & Son Ltd Interment Fee - Single Depth/Re-open Grave
		224/2		£1,350.00	£0.00	£1,350.00	15/3	Walter H Squires & Son Ltd 30 Year Grant of Exclusive Right of Burial - Adult Grave
FPI 20240307 WHS-1	07/03/24	224 113		£2,540.00	£0.00	£2,540.00	15/1	Walter H Squires & Son Ltd For the late ██████████ Grave Space: CAM 67
		232/1		£265.00	£0.00	£265.00	15/1	Walter H Squires & Son Ltd Burial Date: 14/02/2024 Interment Fee - Cremated Remains
		232/2		£450.00	£0.00	£450.00	15/3	Walter H Squires & Son Ltd 30 Year Grant of Exclusive Right of Burial - Cremated Remains

# Received Income Transactions

Start of year 01/04/23

received between 01/03/24 and 31/03/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI 20240307 WHS-2	07/03/24	232	119	£715.00	£0.00	£715.00	15/1	Walter H Squires & Son Ltd For the late [REDACTED] Grave Space: MAG 43 Burial Date: 06/03/2024
FPI 20240307 WHS-2	07/03/24	243	20240307	£600.00	£0.00	£600.00	15/3	Walter H Squires & Son Ltd Overpayment re invoice 115 - Credited and re-invoiced on 119
		237/1		£105.00	£0.00	£105.00	60	[REDACTED] Community Rate @ £10 ph
FPI 20240308 NB	08/03/24	237	122	£105.00	£0.00	£105.00	60	[REDACTED] Birthday Party Saturday, 23rd March 2024
		246/1		£35.00	£0.00	£35.00	60	Ace Majorettes Community Rate - 4 Hours - 02/02/2024
PIS 000008	08/03/24	246	125	£35.00	£0.00	£35.00	60	Ace Majorettes Monthly Bingo 1st Friday of the month
		247/1		£35.00	£0.00	£35.00	60	Ace Majorettes Community Rate - 4 Hours - 01/03/2024
PIS 000008	08/03/24	247	126	£35.00	£0.00	£35.00	60	Ace Majorettes Monthly Bingo 1st Friday of the month
PIS 000008	08/03/24	249	20240305	£35.00	£0.00	£35.00	60	Ace Majorettes Payment In Advance - Monthly Bingo 1st Friday of the month
CONTRA 20240311	11/03/24	192	90	£29.00	£0.00	£29.00	15/1	[REDACTED] Balance due, tn 184 - Relating to the late [REDACTED] Grave Space CX 1
		251/1		£234.00	£0.00	£234.00	15/3	A G Real and Son Monumental Masons Right to Erect a Memorial for a Grave Purchased Prior to 1 April 2014
PIS 000009	11/03/24	251	127	£234.00	£0.00	£234.00	15/3	A G Real and Son Monumental Masons Relating to the late [REDACTED] Grave Space LVI 6
		252/1		-£172.00	£0.00	-£172.00	15/1	[REDACTED] Additional Inscription on a Monument
CONTRA 20240311	11/03/24	252	90	-£172.00	£0.00	-£172.00	15/1	[REDACTED] Credit transaction 184
		253/1		£172.00	£0.00	£172.00	15/1	A G Real and Son Monumental Masons Additional Inscription on a Monument

# Received Income Transactions

Start of year 01/04/23

received between 01/03/24 and 31/03/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
CONTRA 20240311	11/03/24	253	128	£172.00	£0.00	£172.00	15/1	A G Real and Son Monumental Masons Relating to the late [REDACTED] Grave Space CX 1
		254/1		-£172.00	£0.00	-£172.00	15/1	A G Real and Son Monumental Masons Additional Inscription on a Monument
CONTRA 20240311	11/03/24	254	128	-£172.00	£0.00	-£172.00	15/1	A G Real and Son Monumental Masons Contra (part receipt) for tn 253, Relating to the late [REDACTED] Grave Space CX 1
CONTRA 20240311	11/03/24	255	128	£143.00	£0.00	£143.00	15/1	A G Real and Son Monumental Masons Part receipt, tn 253 - , Relating to the late Anne Rochell Grave Space CX 1
PI 20240312 JBM	12/03/24	258	82	£48,000.00	£8,000.00	£40,000.00	70	JBM Solar Projects 2 Limited Deed of Gift – Langford Solar Farm
		229/1		£1,750.00	£0.00	£1,750.00	70	Mid Devon District Council 50% contribution to legal fees of £3,500
BGC 20240313 MDDC	13/03/24	229	118	£1,750.00	£0.00	£1,750.00	70	Mid Devon District Council Public Convenience, Station Road
		187/1		-£22.00	£0.00	-£22.00	15/1	A G Real and Son Monumental Masons To cancel Transaction 186 - Additional Inscription on a Monument
PIS 000010	14/03/24	187	91	-£22.00	£0.00	-£22.00	15/1	A G Real and Son Monumental Masons Overpayment re invoice 91 Grave Space LXXII 17
PIS 000010	14/03/24	256	128	£29.00	£0.00	£29.00	15/1	A G Real and Son Monumental Masons Balance due, tn 253 - Relating to the late [REDACTED] Grave Space CX 1
SQ 20240313	14/03/24	260	20240313	£3.20	£0.53	£2.67	50	Recycling Bags 2 Garden Waste Bags
		30/1		£222.03	£0.00	£222.03	6	Gift of A Burrow Water Supplied to Allotments
		30/2		£48.00	£8.00	£40.00	6	Gift of A Burrow Hedge Trimming
		30/3		£38.26	£6.38	£31.88	6	Gift of A Burrow Signage Boards
		30/4		£96.00	£16.00	£80.00	6	Gift of A Burrow Removal of Wasps Nest
FPI 20240318 GoAB	18/03/24	30	MI10781	£404.29	£30.38	£373.91	6	Gift of A Burrow Expenditure 2021/2022
		189/1		£1,532.57	£0.00	£1,532.57	6	Gift of A Burrow Plot 17 - Disabled Access
		189/2		£80.76	£0.00	£80.76	6	Gift of A Burrow Padlocks and Water Pipe Parts etc



# Received Income Transactions

Start of year 01/04/23

received between 01/03/24 and 31/03/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		189/3		£422.46	£0.00	£422.46	6	Gift of A Burrow Water 2022/23
FPI 20240318 GoAB	18/03/24	189 44-1		£2,035.79	£0.00	£2,035.79	6	Gift of A Burrow 2022/23 Expenditure
		223/1		£159.85	£0.00	£159.85	6	Gift of A Burrow Water Supplied 21/03/2023 to 31/12/2023
FPI 20240318 GoAB	18/03/24	223 112		£159.85	£0.00	£159.85	6	Gift of A Burrow Expenditure paid by CTC up to 31/12/2023
		236/1		£680.00	£0.00	£680.00	55	ZED PODS Limited 34 Bays - 25/09/2023 to 29/09/2024
		236/2		£96.00	£0.00	£96.00	55	ZED PODS Limited 6 Bays for 4 Days - Muck away and deliveries
		236/3		£1,680.00	£0.00	£1,680.00	55	ZED PODS Limited 3 Spaces - 20 Weeks from Commencement Date
FPI 20240321 ZPL	21/03/24	236 121		£2,456.00	£0.00	£2,456.00	55	ZED PODS Limited Parking Fees St Andrews Car Park, Cullompton Start Date: 07/09/2023
		215/1		£1,190.00	£0.00	£1,190.00	15/1	Mitchells Funeral Directors Interment Fee - Single Depth/Re-open Grave
FPI 20240322 MFD	22/03/24	215 108		£1,190.00	£0.00	£1,190.00	15/1	Mitchells Funeral Directors For the late [REDACTED] Grave Space: VI 29 Burial Date: 18/01/2024
SQ 20240321	22/03/24	261 20240321		£16.00	£2.67	£13.33	50	Recycling Bags 10 Garden Waste Bags
		262/1		£973.00	£0.00	£973.00	70	Mid Devon District Council Grant contribution to Town Hall Works
BGC 20240325 MDDC	25/03/24	262 20240325		£973.00	£0.00	£973.00	70	Mid Devon District Council Town Hall Grant
		235/1		£101.25	£0.00	£101.25	60	Devon County Council Community Rate per hour
BR 20240326 DCC	26/03/24	235 120		£101.25	£0.00	£101.25	60	Devon County Council Public Consultation Monday, 18th March 2024
		264/1		£1,500.00	£0.00	£1,500.00	70	Devon Communities Together Devon Communities Resilience Fund
BGC 20240327 DCT	27/03/24	264 20240327		£1,500.00	£0.00	£1,500.00	70	Devon Communities Together DCRF Grant
		263/1		£172.00	£0.00	£172.00	15/1	William & Triggs Additional Inscription on a Monument

# Received Income Transactions

Start of year 01/04/23

received between 01/03/24 and 31/03/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
PIS 000011	28/03/24	263	130	£172.00	£0.00	£172.00	15/1	William & Triggs Relating to the late [REDACTED] [REDACTED]
		266/1		£206.34	£0.00	£206.34	32	Lloyds Bank Grave Space AXIII 4 Interest Rec'd - 28/03/2024
INT 20240328 LB	28/03/24	266	Mar'24	£206.34	£0.00	£206.34	32	Lloyds Bank Interest Received - March 2024
SQ 20240327	28/03/24	268	20240327	£6.40	£1.07	£5.33	50	Recycling Bags 4 Garden Waste Bags
		265/1		£283.00	£0.00	£283.00	30	Cambridge & Counties Bank Interest Rec'd - 31/01/2024
		265/3		£265.64	£0.00	£265.64	30	Cambridge & Counties Bank Interest Rec'd - 29/02/2024
		265/4		£284.86	£0.00	£284.86	30	Cambridge & Counties Bank Interest Rec'd - 31/03/2024
INT 20240331 CCB	31/03/24	265		£833.50	£0.00	£833.50	30	Cambridge & Counties Bank Interest Received
INT 20240331 UNITY	31/03/24	267	Mar'23	£644.82	£0.00	£644.82	31	Unity Trust Account Interest Received
<b>Total</b>				<b>£66,233.44</b>	<b>£8,046.32</b>	<b>£58,187.12</b>		

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance
<b>INCOME</b>				
<b>Admin</b>				
10	Bank Interest	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£40.00	£40.00
30	Cambridge & Counties Interest	£0.00	£3,344.16	£3,344.16
31	Unity Instant Access Interest	£0.00	£1,643.96	£1,643.96
32	Lloyds 32 Day Notice Account	£0.00	£2,431.12	£2,431.12
35	Photocopier	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£498,982.50	£0.00
50	Recycling Bags	£500.00	£573.95	£73.95
70	Grants/Gifts	£0.00	£44,223.00	£4,223.00
<b>Total Admin</b>	<b>£499,482.50</b>	<b>£40,000.00</b>	<b>£551,238.69</b>	<b>£11,756.19</b>
<b>Assets &amp; Open Spaces</b>				
5	Allotments			
5/1	Rents	£798.00	£669.50	-£128.50
5/2	Admin Fees	£0.00	-£800.00	-£800.00
5	<b>Total</b>	<b>£798.00</b>	<b>-£130.50</b>	<b>-£928.50</b>
6	GoAB Allotments	£0.00	£454.03	£454.03
15	Cemetery			
15/1	Burial Fees	£25,000.00	£22,436.00	-£2,564.00
15/2	Admin Fees	£0.00	£332.00	£332.00
15/3	Grants of Exclusive ROB	£0.00	£15,984.00	£15,984.00
15	<b>Total</b>	<b>£25,000.00</b>	<b>£38,752.00</b>	<b>£13,752.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance
55 St Andrew's Car Park - Parking Fees	£5,500.00	£0.00	£9,261.53	£3,761.53
60 Town Hall - Hall Hire	£250.00	£0.00	£916.25	£666.25
99 Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Assets &amp; Open Spaces</b>	<u>£31,548.00</u>	<u>£0.00</u>	<u>£49,253.31</u>	<u>£17,705.31</u>
<b>Community Events &amp; Wellbeing</b>				
20 Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00
21 Markets	£0.00	£0.00	£1,700.19	£1,700.19
<b>Total Community Events &amp; Wellbeing</b>	<u>£0.00</u>	<u>£0.00</u>	<u>£1,700.19</u>	<u>£1,700.19</u>
<b>Town Maintenance &amp; Improvements</b>				
25 Hanging Baskets	£0.00	£0.00	£325.00	£325.00
45 Public Rights of Way	£400.00	£0.00	-£2,135.00	-£2,535.00
<b>Total Town Maintenance &amp; Improvements</b>	<u>£400.00</u>	<u>£0.00</u>	<u>-£1,810.00</u>	<u>-£2,210.00</u>
<b>Total Income</b>	<u>£531,430.50</u>	<u>£40,000.00</u>	<u>£600,382.19</u>	<u>£28,951.69</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Admin</b>					
100	Advertising				
100/1	Community Engagment	£2,000.00	£0.00	£514.95	£1,485.05
100/2	Recruitment	£400.00	£0.00	£0.00	£400.00
100	Total	£2,400.00	£0.00	£514.95	£1,885.05
115	Archive Project	£0.00	£0.00	£180.00	-£180.00
120	Bank Charges	£250.00	£0.00	£96.25	£153.75
121	Late Payment Charges	£0.00	£0.00	£0.00	£0.00
125	Card Charges	£500.00	£0.00	£431.22	£68.78
130	CCTV				
130/1	Maintenance Costs	£1,000.00	£0.00	£480.00	£520.00
130/2	Equipment	£0.00	£1,375.00	£1,375.00	£0.00
130	Total	£1,000.00	£1,375.00	£1,855.00	£520.00
145	Councillor Allowances	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£0.00	£322.05	£4,677.95
160	Grants				
160/1	Community	£5,000.00	£0.00	£9,800.00	-£4,800.00
160/2	Youth Services	£20,000.00	£0.00	£19,000.00	£1,000.00
160	Total	£25,000.00	£0.00	£28,800.00	-£3,800.00
175	Health & Safety				
175/1	Fire Safety	£2,000.00	£0.00	£990.75	£1,009.25
175/2	First Aid	£900.00	£0.00	£63.29	£836.71

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
175/3	Legionella	£500.00	£0.00	£0.00	£500.00
175/4	Asbestos	£600.00	£0.00	£205.00	£395.00
175/5	Defib	£500.00	£0.00	£23.76	£476.24
175/6	PPE	£2,500.00	£0.00	£1,016.89	£1,483.11
175/7	General	£0.00	£0.00	£1,895.64	-£1,895.64
175	Total	£7,000.00	£0.00	£4,195.33	£2,804.67
180	Insurance	£6,000.00	£0.00	£3,897.23	£2,102.77
185	Investments Charges	£0.00	£0.00	£0.00	£0.00
190	IT				
190/1	Support	£6,000.00	£0.00	£6,354.64	-£354.64
190/2	Subscriptions	£5,000.00	£0.00	£2,488.51	£2,511.49
190/3	Website	£600.00	£0.00	£175.00	£425.00
190/4	Equipment	£0.00	£0.00	£375.98	-£375.98
190	Total	£11,600.00	£0.00	£9,394.13	£2,205.87
205	Mayor				
205/1	Charity	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£0.00	£0.00	£150.00
205	Total	£150.00	£0.00	£0.00	£150.00
210	Office Expenses				
210/1	Telephone	£1,100.00	£0.00	£2,680.91	-£1,580.91
210/2	Mobiles	£900.00	£0.00	£1,584.60	-£684.60
210/3	Broadband	£1,600.00	£0.00	£4,380.00	-£2,780.00
210/4	Photocopier	£700.00	£0.00	£1,558.13	-£858.13

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
210/5	Postage	£100.00	£0.00	£170.16	-£70.16
210/6	Stationery	£800.00	£0.00	£520.83	£279.17
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£250.00
210/8	Staff Welfare	£1,000.00	£0.00	£512.42	£487.58
210/9	Office Equipment	£5,000.00	£0.00	£1,497.93	£3,502.07
210/10	Cleaning	£0.00	£0.00	£506.06	-£506.06
210/11	Garage Rent	£0.00	£0.00	£668.20	-£668.20
210/12	Waste Disposal	£0.00	£0.00	£338.52	-£338.52
210	<b>Total</b>	<b>£11,450.00</b>	<b>£0.00</b>	<b>£14,417.76</b>	<b>-£2,967.76</b>
225	Professional Fees and Subscriptions				
225/1	Legal	£2,500.00	£0.00	£5,680.00	-£3,180.00
225/2	Audit Costs	£2,630.00	£0.00	£2,248.25	£381.75
225/3	Consultancy	£0.00	£0.00	£2,825.00	-£2,825.00
225/4	Locum Support	£0.00	£0.00	-£5,900.00	£5,900.00
225/5	Professional Subs	£2,500.00	£0.00	£2,210.99	£289.01
225	<b>Total</b>	<b>£7,630.00</b>	<b>£0.00</b>	<b>£7,064.24</b>	<b>£565.76</b>
245	Recruitment				
245/1	Outdoor Team	£1,500.00	£0.00	£0.00	£1,500.00
245/2	Admin Team	£1,500.00	£0.00	£0.00	£1,500.00
245	<b>Total</b>	<b>£3,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,000.00</b>
250	Recycling Bags	£300.00	£0.00	£452.00	-£152.00
255	Salaries				
255/1	Basic Salaries	£240,000.00	£0.00	£237,560.58	£2,439.42

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
255/2	Overtime	£1,000.00	£0.00	£5,733.02	-£4,733.02
255/3	Employer NI	£21,000.00	£0.00	£21,554.42	-£554.42
255/4	Employers Pension	£59,000.00	£0.00	£34,595.91	£24,404.09
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£100.00
255	Total	£321,100.00	£0.00	£299,443.93	£21,656.07
295	Training				
295/1	Staff	£4,500.00	£0.00	£3,890.00	£610.00
295/2	Councillor	£2,500.00	£0.00	£1,165.00	£1,335.00
295/3	Mileage and Subsistence	£250.00	£0.00	£42.22	£207.78
295	Total	£7,250.00	£0.00	£5,097.22	£2,152.78
305	Van				
305/1	Lease Costs	£3,685.20	£0.00	£5,521.91	-£1,836.71
305/2	Service Costs	£278.52	£0.00	£1,245.90	-£967.38
305/3	Fuel	£2,500.00	£0.00	£1,462.47	£1,037.53
305/4	Road Licence	£36.28	£0.00	£55.00	-£18.72
305/5	Other	£0.00	£0.00	£573.46	-£573.46
305	Total	£6,500.00	£0.00	£8,858.74	-£2,358.74
<b>Total Admin</b>		£418,380.00	£1,375.00	£385,020.05	£34,734.95
<b>Assets &amp; Open Spaces</b>					
110	Allotments				
110/1	EQ Hire	£500.00	£0.00	£0.00	£500.00
110/2	Utilities	£300.00	£0.00	£48.61	£251.39
110/3	Non Domestic Rates	£0.00	£0.00	£0.00	£0.00



# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
110/4	Maintenance Costs	£1,000.00	£0.00	£496.44	£503.56
110	Total	£1,800.00	£0.00	£545.05	£1,254.95
111	GoAB	£0.00	£0.00	£560.66	-£560.66
135	Cemetery				
135/1	EQ Hire	£0.00	£0.00	£1,906.50	-£1,906.50
135/2	Utilities	£3,000.00	£0.00	£2,203.99	£796.01
135/3	Non Domestic Rates	£0.00	£0.00	£3,043.90	-£3,043.90
135/4	Plants and Hedges	£0.00	£0.00	£1,110.23	-£1,110.23
135/5	Maintenance Costs	£18,500.00	£0.00	£7,248.45	£11,251.55
135/6	EQ Maintenance & Fuel	£0.00	£0.00	£1,764.07	-£1,764.07
135/7	Projects	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£0.00	£291.62	-£291.62
135/9	Funeral Costs	£0.00	£0.00	£2,461.44	-£2,461.44
135/10	Bin Collections	£0.00	£0.00	£991.64	-£991.64
135	Total	£21,500.00	£0.00	£21,021.84	£478.16
136	Public Works Loan Interest	£17,650.00	£0.00	£8,255.97	£9,394.03
137	New Equipment	£0.00	£11,123.71	£12,041.01	-£917.30
220	Play Areas				
220/1	Maintenance Costs	£2,500.00	£0.00	£8,365.93	-£5,865.93
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	£0.00	£8,365.93	-£5,865.93
235	Public Toilet				

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
235/1	Utilities	£500.00	£0.00	£121.43	£378.57
235/2	Maintenance Costs	£0.00	£0.00	£526.72	-£526.72
235	Total	£500.00	£0.00	£648.15	-£148.15
265	St Andrew's Car Park				
265/1	EQ Hire	£0.00	£0.00	£653.30	-£653.30
265/2	Non Domestic Rates	£0.00	£0.00	£1,821.35	-£1,821.35
265/3	Maintenance Costs	£5,500.00	£0.00	£62.79	£5,437.21
265/4	Parking Services	£0.00	£0.00	£2,400.00	-£2,400.00
265	Total	£5,500.00	£0.00	£4,937.44	£562.56
285	Town Hall				
285/1	EQ Hire	£0.00	£0.00	£0.00	£0.00
285/2	Utilities	£4,700.00	£0.00	£2,519.33	£2,180.67
285/3	Non Domestic Rates	£0.00	£0.00	£2,270.45	-£2,270.45
285/4	Maintenance Costs	£5,000.00	£1,510.00	£4,185.27	£2,324.73
285	Total	£9,700.00	£1,510.00	£8,975.05	£2,234.95
400	Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£0.00	£0.00	£13,500.50
<b>Total Assets &amp; Open Spaces</b>		<b>£72,650.50</b>	<b>£12,633.71</b>	<b>£65,351.10</b>	<b>£19,933.11</b>
<b>Community Events &amp; Wellbeing</b>					
105	Advertising	£0.00	£0.00	£0.00	£0.00
140	Christmas				
140/1	Lights	£17,000.00	£0.00	£14,252.63	£2,747.37
140/2	Event	£4,000.00	£0.00	£1,007.44	£2,992.56
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
140	Total	£21,000.00	£0.00	£15,260.07	£5,739.93
141	Events				
141/1	Coronation	£1,500.00	£0.00	£748.50	£751.50
141/2	Community				
141/2/1	Christmas Light Event	£1,000.00	£0.00	£0.00	£1,000.00
141/2/2	Community	£3,500.00	£0.00	£47.48	£3,452.52
141/2	Total	£4,500.00	£0.00	£47.48	£4,452.52
141	Total	£6,000.00	£0.00	£795.98	£5,204.02
200	Markets				
200/1	Utilities	£200.00	£0.00	£324.21	-£124.21
200/2	Market Expenses	£1,800.00	£0.00	£87.23	£1,712.77
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	£0.00	£411.44	£1,588.56
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	-£4,588.25	£4,588.25
<b>Total Community Events &amp; Wellbeing</b>		<b>£29,000.00</b>	<b>£0.00</b>	<b>£11,879.24</b>	<b>£17,120.76</b>
<b>Town Maintenance &amp; Improvements</b>					
155	Gen. Maintenance Costs	£4,500.00	£0.00	£2,147.04	£2,352.96
165	Grass/Verge Cutting	£3,000.00	£0.00	£3,368.04	-£368.04
170	Hanging Baskets	£0.00	£0.00	£1,239.94	-£1,239.94
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£0.00	£230.00	-£230.00
230	Public Rights of Way	£400.00	£0.00	£665.04	-£265.04

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
240 Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00
260 Skate Park Benches	£0.00	£0.00	£8.08	-£8.08
270 Street Furniture	£0.00	£0.00	£0.00	£0.00
280 Tourism & Economic Development	£1,500.00	£0.00	£0.00	£1,500.00
290 Townscape Heritage Scheme	£0.00	£25,000.00	£25,000.00	£0.00
300 Trees	£2,000.00	£0.00	£808.65	£1,191.35
310 War Memorial	£0.00	£0.00	£0.00	£0.00
<b>Total Town Maintenance &amp; Improvements</b>	<b>£11,400.00</b>	<b>£25,000.00</b>	<b>£33,466.79</b>	<b>£2,933.21</b>
<b>Total Expenditure</b>	<b>£531,430.50</b>	<b>£39,008.71</b>	<b>£495,717.18</b>	<b>£77,607.03</b>
Total Income	£531,430.50	£40,000.00	£600,382.19	£28,951.69
Total Expenditure	£531,430.50	£39,008.71	£495,717.18	£74,722.03
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£104,665.01</b>	



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<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>April 2024</b>
<b>Item of business</b>	<b>Market and Overtime report</b>
<b>Recommendations</b>	Council is RECOMMENDED to note the report.

### 1. Background

- 1.1. Council and Committees have previously asked for a fuller breakdown of market costs and overtime.
- 1.2. Now the Council is in a new financial year this is being brought to Council for perusal.

### 2. Overtime

- 2.1. The hours spent in total on each activity of overtime are as follows:

<b>Sum of Farmers Market</b>	<b>Sum of Events</b>	<b>Sum of Burials</b>	<b>Sum of Emergency</b>	<b>Sum of Christmas Lights</b>
97	32.5	116.75	5	5

- 2.2. The total expenditure as per the budget for last year was £5,733.02.

### 3. Markets

- 3.1. Markets are slightly harder to gain an accurate costing due to staffing expenditure varying between different members of the team. Information is not kept week to week on which of the team members have erected/dismantled the market.
- 3.2. The expenditure for the year 2023/24 is as follows:

- Utilities - £318.10
- Market Expenses - £90.68
- Staffing Costs Wednesday (approximate range including on costs for 48 weeks of the year) – £4,344.48-£5,165.88
- Staffing Costs Farmers Market - £1,700.19

3.3. £1,700.19 has been invoiced to the Farmer's market for in the year 2023/24

#### **4. Recommendation**

4.1. Council is **RECOMMENDED** to note the report.



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<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>April 2024</b>
<b>Item of business</b>	<b>Asset Register</b>
<b>Recommendations</b>	<p>Council is RECOMMENDED to:</p> <ol style="list-style-type: none"><li>1. Gives delegation to the Town Clerk to make the necessary amendments to the values stated replacing the insurance values with accurate reflections of cost of new items.</li><li>2. Gives delegation to the Town Clerk in consultation with the Mayor and Deputy Mayor to gain asset values for all property and land. If the costs of gaining the valuations exceed that of the Town Clerk’s delegation the matter alongside formal quotation for services required will be brought back to a future meeting.</li><li>3. APPROVE the Asset Register as of 31/03/2024 alongside all disposals listed.</li><li>4. NOTES the work still outstanding to complete a comprehensive Asset Register.</li></ol>

## 1. Background

1.1. Town and Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register at acquisition cost, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

1.2. A Town/Parish Council’s fixed asset register has four main purposes:

- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential lifespan of certain items.

- It provides assurance of the continued existence of Council's property.
- It forms a basis for completion of box 9 in the 'Annual Return.'

1.3. The asset register is updated by the Town Council at the end of each financial year but is a working document it will be amended as necessary. The definition of fixed assets are property, plant and equipment with a useful life of more than one year used by the Council to deliver its services.

1.4. The following items are included in the Cullompton Town Council asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100

1.5. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- stock items intended for resale
- stationery and other consumable items
- plants and trees
- assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)

1.6. The Asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

1.7. To view the latest version of Cullompton Town Council's Asset register, please click [HERE](#)

## **2. Current Position**

2.1. The asset register has needed a considerable amount of work for some time now. Whilst adequate insurance cover has been in place, officers have found that certain items held on our asset register do not have insurance values attached to them. This is coupled with the fact that there have been instances where assets have been disposed of in previous years and the asset register has not adequately reflected this.



2.2. To get an accurate position of the asset register officers have conducted a full inventory check of all assets and items held by the Council across all sites. Whilst this has been completed there is still further work required with data entry, asset identification implementation (both better descriptions in the asset register and tagging of individual items) and the revising of insurance values.

2.3. In the format submitted to Councillors due to the use of both Edge and the older Rialtas Asset Register, the assets have been separated out on the spreadsheet. Further to this, items that are part transactions or have been gifted are listed under the older figures. This year the systems will be fully integrated.

2.4. There are three key area of note from Officers:

- a number of items have had an insurance values omitted. Namely, Codners Corner, St Andrews Car Park, Cemetery Extension Land as well as the Town Hall sound system, mayoral honours board and various other items. It is felt that all items listed on the asset register should hold an insurance value even if that is a nominal amount.
- The last valuation of land and property appears to have been taken in 2020. It is not known by the Clerk whether this was done internally or by a professional surveyor. The values stated should, in the opinion of the proper officer, be that of rebuild values and they seem to be significantly lower than expected even for 2020 costings. After the past few years, Council is due another valuation of land and buildings held under their ownership. This is compounded by the huge increase in building material costs seen over the past few years which look to not accurately reflect the listed values of the asset register.
- The assets are not divided into headline groupings how one would typically expect. For example, Land and Buildings, Street Furniture, Vehicles & Equipment, Community Assets and Infrastructure.

### **3. Recommendations**

3.1. It is RECOMMENDED that Council:

- Gives delegation to the Town Clerk in consultation with the Mayor and Deputy Mayor to gain asset values for all property and land. If the costs of gaining the valuations exceed that of the Town Clerk's delegation the matter alongside formal quotation for services required will be brought back to a future meeting.

- Gives delegation to the Town Clerk to make the necessary amendments to the insurance values, replacing these figures with accurate reflections of the cost of new rebuild costings/like for like items.
- APPROVE the Asset Register as of 31/03/2024 alongside all disposals listed.
- NOTES the work still outstanding to complete a comprehensive Asset Register.



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<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>April 2024</b>
<b>Item of business</b>	<b>Street Naming Request</b>
<b>Recommendations</b>	It is RECOMMENDED that Council propose three street names for the new development area listed.

## 1. Background

1.1. The Town Council has received the following correspondence from Mid Devon District Council:

“We have an urgent street naming and numbering case which requires three new street names at Stoneyford Business Park, Cullompton (off Honiton Road).

Please can the Town Council propose names for the three new streets and send them to me, along with a couple of extra/spare names, as soon as possible along with the reason(s) for your choice. Please note the district council will decide on the suffix (Road, Close, Way etc).

The Council tries to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.

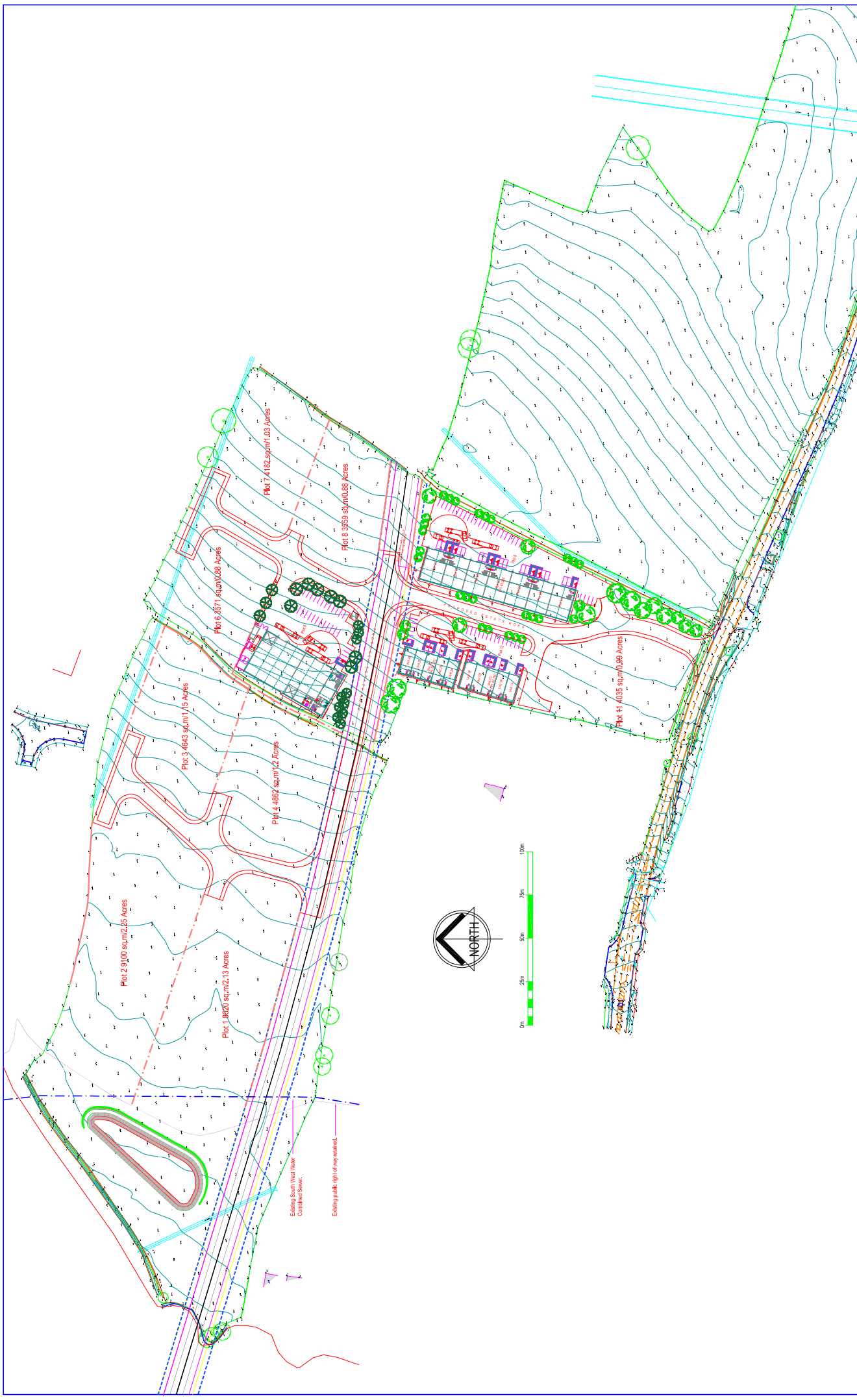
Criteria for naming streets can be found in the attached procedure document.

It should be noted that Mid Devon District Council has the legal responsibility to ensure that streets are named and numbered and has the power to approve or reject street names that are submitted. In the event of disagreement a final

decision will be taken by the appropriate authorising officer (who has delegated powers to approve street names) in consultation with the Ward Member(s).”

## **2. Recommendations**

2.1. It is RECOMMENDED that Council propose three street names for the new development area listed.



**PINNACLE**  
 ARCHITECTURAL DESIGN

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REVISION	DATE	REVISION	DATE	NOTES
1	2002			
2	05/20			
3	2020			

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**CLIENT** • Goldmix Limited  
 4 Ashton Road, Marsh Barton Trading Estate,  
 Exeter EX2 6LN

**PROJECT** • Proposed Development Site, Plot 10,  
 Seale Business Park, Honiton Road,  
 Cullompton EX15 0QM

**TITLE** • Plot Allocation Drawing

## FULL COUNCIL – FORWARD PLAN

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

<b>Report title</b>	<b>Meeting date</b>
Policies, Risk Assessments and Terms of Reference Review and Update	May 2024
Internal Audit Report	May 2024
Office Move Update	May 2024
Rewilding Grass Verges	May 2024
Play Park Update Report – Including surfaces work, gates and fencing and tufty next steps	June 2024
Cemetery Update Report – Works Required including Chapel work specification, Listed Building Consent, Cemetery Paths, and Cemetery Markers	June 2024
Youth Services Update	June 2024
Play Area & Street Furniture Consultation results and Proposed Next Steps	June 2024
Market Operational Plan	July 2024
Strategic Plan 1 <sup>st</sup> Draft	July 2024
Reestablishment of Trader’s Association/Culm Valley Business	July 2024
Storage of Archive Materials	July 2024
Community Garden	August 2024
Education Provision in New Developments	August 2024
Town Centre Economy Report	August 2024
Storage of Recordings of Meetings	August 2024
External Audit Report	September 2024 at latest (possibly earlier if received)
Working Group Updates as convened	As required
Policy Update (Health and Safety, Staff Handbook and Access to information policy coming to Council first)	Monthly
Debtors/Creditors Report	Quarterly