



Ashburton Town Council

Minutes of the Finance and Town Hall Buildings Committee Meeting
held on Tuesday 21st October 2025 at 19.30
in The Chambers of the Town Hall

Present: Cllrs. Bovey, Distin, Giles, Nutley and Pugh.
In attendance: The Clerk.

Cllr. Pugh opened the meeting and welcomed those present.

116.25F Apologies.

Apologies were received from Cllrs. Turner and Wood due to prior commitments. Cllr. Giles proposed to accept these apologies, seconded by Cllr. Bovey. All in favour.

117.25F Declarations of interest.

None received.

118.25F Public comments/statements.

No members of the public present.

119.25F To receive the previous minutes of 17th September 2025.

The Clerk confirmed that the Expression of Interest application form has been sent to the Police Crime Commissioner for a grant to upgrade to the CCTV system, the deadline is Friday 24th October so should soon hear an outcome. Sash Windows will be repaired as soon as possible but unlikely to be this side of Christmas due to current workload. Pension discretionary policy is still to be actioned. Other actions reviewed are on this agenda. Cllr. Distin proposed to accept these minutes as a true and accurate recording of the meeting, seconded by Cllr. Nutley. All in favour.

120.25F Inspection of accounts.

Cllr. Pugh inspected the accounts and noted that no anomalies were found. She also requested a form (provided a handwritten template) to be present for each inspection for Councillors to note any actions required or notes.

ACTION: Clerk's Office to prepare Inspection of Accounts form for each meeting.

107.25F Cheques/BACS payments for approval October 2025.

There were no payments waiting for approval this month.

108.25F Monthly Town Council income and expenditure details for September 2025.

(Appendix 1). The Clerk presented both the Town Hall and Information Centre income and expenditure reports. The bank reconciliation was presented, and as Councillors raised no concern, it was duly signed by the Clerk and Deputy Chair of Finance. Lettings debtors were also discussed.

<https://ashburton1.sharepoint.com/sites/AshburtonTownCouncil/Shared Documents/ATC Docs/Agendas and Minutes/Finance Committee/Finance Mins/2025/10. October Finance minutes - 21.10.25.docx>

122.25F 2025/26 budget status report.

(Appendix 2). The Clerk presented the budget status report and highlighted several aspects for clarity. She noted the insurance overspend presented previously has now been rectified as actioned. Clerk confirmed lettings income budget is £12,000 for the year but has exceeded this already. Clerk confirmed expenditures are within budget.

123.25F To consider new funding requests and virements.

The Clerk confirmed virements have been actioned as per the last meetings actions, and these will be reevaluated towards the year end.

i. Purchase of hand dryers – updated quote

The Clerk explained the renewal or purchase options for the hand dryer contract – quotes for buying/continue renting were presented and discussion ensued.

Cllr. Giles proposed to continue with a rental agreement, seconded by Cllr. Pugh. All in favour.

ACTION: Clerk to organise new Handryers contract

124.25F To consider current leases held by ATC and new lease for Office 2.

The Clerk noted that the Internal Auditor made an observation regarding the need to review leases.

i. Restaurant

Clerk advised that the restaurant lease is overdue for a review. Councillors discussed whether to review this now, or wait until June 2026, when the next review would be due. Cllr. Distin proposed to keep rent review date in June 2026, seconded by Cllr. Giles. All in favour.

ii. Office 2

The Clerk explained two options: 1) lease for 5-years, cost £1500 – £2500 +VAT dependent on the time taken to complete the lease. 2) Retainer; Under the retainer, Council would be provided with a lease template to complete, it can then be checked for £1500. The Clerk advised in future we may need legal advice regarding assets. Cllr Pugh proposed to pay for the retainer and request the template; however, subject to Tenant's agreement, not commence this until the new financial year. Seconded by Cllr. Giles. All in favour.

ACTION: Clerk to organise lease, subject to Tenant's agreement.

125.25F To receive the lift service report and consider repair costs.

The Clerk presented the lift service report, matters of concern were raised but also assurance that the lift is currently operational. Discussion ensued.

Lift will be used regularly throughout the festive season and concerns were raised that this work needs to be completed at the earliest convenience to avoid any potential risk to the public. Cllr Pugh proposed, with a matter of urgency, maintenance and repairs to be actioned on the lift and to be taken from the safety review and certification budget. Cllr Distin seconded, all in favour.

ACTION: Clerk to arrange repairs to the lift

126.25F To review bookings procedure and hire charges for 2026/2027.

The Clerk explained hire T&C's reduced to one document for ease of sharing with new customers.

i. Capacity Regulations

Capacity of numbers set to 100 standing, or 75 seated, in the Main Hall and 50 standing or seated in the Council Chambers recommended by fire department (not given in writing and as a guideline

only). In T&Cs event organisers responsible for assessing own risks of event and adjusting as required. Cllr. Pugh proposed change wording to 'guidance on capacity of attendees'.

ii. Interest on overdue invoices

Discussed whether interest should be paid, as it is not currently, although in practice it should and what percentage it should be. Agreed 4% interest to be charge every 28days after non-payment. Cllr Pugh stated wording should state a 4% interest will be charged on overdue invoices at time of invoicing.

iii. Hire charges

Last raised Sept 2024 – review charge around the financial year. Cllr. Pugh suggested to review in new financial year. The Clerk advised it would be good to give regulars some form of notice of any increase. Cllr Pugh proposed review in January giving the Clerk time to formally notify all users. Agreed. Cllr. Nutley prosed a setting up and cleaning charge is also discussed.

Cllr Pugh proposed, subject to the changes below, the new T&Cs hire agreement be used for all future bookings. Cllr Giles seconded. All in favour.

ACTION:

- i. Clerk to change wording for capacity to “Guidance/suggested on attendees’ capacity”**
- ii. Clerk to change wording on all invoices to state “on all overdue invoices you will incur a 4% charge after each 28days”**
- iii. Clerk to add review of hire charges to January 2026 agenda ready for new financial year**

127.25F To consider Grant Applications for 2026/2027.

The Clerk confirmed there are four current grant applications, all of which the Council have the legal power to grant. Applications total approx. £38000. Cllr. Distin proposed to consider these grants alongside the budget. Seconded by Cllr Giles. All in favour.

128.25F Initial Budget and Precept discussion.

The Clerk explained current proposed budget. Under town hall maintenance, Cllr Pugh stated repairs to the Chambers floor needs to be added. The Clerk believes there will be an increase to IT services in the new budget, due to the digital switchover and is currently awaiting cost estimates. Clerk asked for Mayor’s allowance to be put on November’s agenda. The Clerk advised that the Neighbourhood Plan needs to be assigned to another agenda. Cllr. Pugh proposed adding £10,000 to the budget for Asset Management, then earmarking any amounts to create a reserve for them.

ACTION: Clerk to put Mayor’s allowance and Neighbourhood plan on November 2025 agenda

129.25F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Cllr Giles asked whether the Operation London Bridge costs have been sought and would like this to be on the November agenda.

ACTION: Clerk to add Operation London Bridge costs to November agenda.

Cllr. Pugh thanked councillors and closed the meeting at 21:37.

Signed _____ (Chair) Date _____

Summary Of Actions

120.25F Inspection of accounts.

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Appendix 1 – Income and Expenditure, September 2025

Main Account

Ashburton Town Council

16 October 2025 (2025-2026)

RECEIPTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
320	Rent	01/09/2025		ATC Main Account		Rent	The Old Library	E	775.00		775.00
247	Town Hall Lettings	02/09/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	158.25		158.25
248	Town Hall Lettings	02/09/2025		ATC Main Account		Lettings	U3a Talks	E	35.00		35.00
249	Town Hall Lettings	03/09/2025		ATC Main Account		Lettings	Fiona Paterson	E	33.00		33.00
287	Town Hall Lettings	04/09/2025		ATC Main Account		Lettings	WI Keep Fit	E	60.00		60.00
288	Town Hall Lettings	04/09/2025		ATC Main Account		Lettings	WI bookings	E	20.00		20.00
293	Town Hall Lettings	10/09/2025		ATC Main Account		Lettings	The Big Skirts Choir	E	54.00		54.00
294	Town Hall Lettings	10/09/2025		ATC Main Account		Lettings	Natalie Summers Mant	E	39.00		39.00
291	Town Hall Lettings	11/09/2025		ATC Main Account		Lettings	U3a Family History	E	20.00		20.00
292	Town Hall Lettings	11/09/2025		ATC Main Account		Lettings	Ann Watson	E	96.00		96.00
323	Rent	15/09/2025		ATC Main Account		Rent	Office 2	X	300.00		300.00
296	Town Hall Lettings	16/09/2025		ATC Main Account		Lettings	Knit Knuts	E	40.00		40.00
297	Town Hall Lettings	16/09/2025		ATC Main Account		Lettings	Ashburton Methodists	E	105.00		105.00
295	Town Hall Lettings	19/09/2025		ATC Main Account		Lettings	Twinning Association - Cler	E	161.00		161.00
322	Rent	22/09/2025		ATC Main Account		Rent	Sarah Watts	X	600.00		600.00
321	Precept	26/09/2025		ATC Main Account		Precept	Teignbridge District Council	X	112,081.13		112,081.13
298	Town Hall Lettings	30/09/2025		ATC Main Account		Lettings	Climb Global Solutions Ltd	E	110.00		110.00
Total									114,687.38		114,687.38

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	B. Staffing	04/09/2025 - 25/09/2025				Confidential			7,705.03	8.10	7,713.13
163	Town Hall Maintenance	04/09/2025		ATC Main Account		General maintenance	P&P Lifts	S	85.00	17.00	102.00
162	IT services	04/09/2025		ATC Main Account		IT support	JMV	S	351.00	70.20	421.20
165	Gas	05/09/2025		ATC Main Account		Gas	British Gas Lite	Z	248.73		248.73
166	Office Telephone	09/09/2025		ATC Main Account		Broadband	Eclipse	S	54.15	10.83	64.98
167	Photocopier	10/09/2025		ATC Main Account		Photocopier charges	Siemens	S	253.85	50.77	304.62
168	Bank service charges	16/09/2025		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
182	Gas	23/09/2025		ATC Main Account		Gas	British Gas Lite	L	182.19	9.11	191.30
170	Rates - Teignbridge	25/09/2025		ATC Main Account		Rates	Teignbridge District Council	X	324.00		324.00
171	Rates - Teignbridge	25/09/2025		ATC Main Account		Rates	Teignbridge District Council	X	1,023.00		1,023.00
169	Photocopier	25/09/2025		ATC Main Account		Photocopier charges	Concorde Ltd	S	36.02	7.20	43.22
172	Waste Collection	25/09/2025		ATC Main Account		Waste	Biffa	S	577.46	115.49	692.95
173	Town Hall Maintenance	25/09/2025		ATC Main Account		Cleaning	Church's	S	15.31	3.06	18.37
176	Postage	25/09/2025		ATC Main Account		Stationery	C J Dodds	Z	1.55		1.55
177	Office Equipment	25/09/2025		ATC Main Account		Office Equipment	C J Dodds	Z	41.22		41.22
181	Water	29/09/2025		ATC Main Account		Water usage	Everflow	Z	254.38		254.38
Total									11,157.14	291.76	11,448.90

Information Centre

Ashburton Town Council

16 October 2025 (2025-2026)

RECEIPTS LIST

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Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
304 Takings	02/09/2025		Information Centre 1		Sales	Paypal	Z	43.21		43.21
305 Takings	03/09/2025		Information Centre 1		Takings	Paypal	Z	45.91		45.91
306 Takings	05/09/2025		Information Centre 1		Takings	Paypal	Z	33.38		33.38
307 Takings	08/09/2025		Information Centre 1		Takings	Paypal	Z	21.60		21.60
308 Takings	09/09/2025		Information Centre 1		Takings	Paypal	Z	22.35		22.35
309 Takings	10/09/2025		Information Centre 1		Takings	Paypal	Z	42.88		42.88
310 Takings	12/09/2025		Information Centre 1		Takings	Paypal	Z	9.82		9.82
311 Takings	16/09/2025		Information Centre 1		Takings	Paypal	Z	26.02		26.02
312 Takings	17/09/2025		Information Centre 1		Takings	Paypal	Z	22.29		22.29
313 Takings	19/09/2025		Information Centre 1		Takings	Paypal	Z	12.28		12.28
314 Takings	23/09/2025		Information Centre 1		Takings	Paypal	Z	4.77		4.77
315 Takings	24/09/2025		Information Centre 1		Takings	Paypal	Z	8.10		8.10
316 Takings	24/09/2025		Information Centre 1	500953	Takings	Multiple Payees	Z	143.35		143.35
317 Takings	25/09/2025		Information Centre 1		Takings	Paypal	Z	17.12		17.12
318 Takings	26/09/2025		Information Centre 1		Takings	Paypal	Z	9.82		9.82
319 Takings	29/09/2025		Information Centre 1		Takings	Paypal	Z	30.17		30.17
Total								493.07		493.07

Ashburton Town Council

16 October 2025 (2025-2026)

PAYMENTS LIST

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Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
155 Stock	02/09/2025		Information Centre 1		Stock	Clare's Preserves	Z	114.00		114.00
156 Stock	02/09/2025		Information Centre 1		Stock	Dartmoors Daughtier	Z	38.22		38.22
157 Stock	02/09/2025		Information Centre 1		Stock	Outstanding Map	Z	352.38		352.38
157 Stock	02/09/2025		Information Centre 1		Stock	Outstanding Map	S	26.27	5.25	31.52
158 Stock	02/09/2025		Information Centre 1		Stock	Wholesale Stationers	Z	31.50		31.50
158 Stock	02/09/2025		Information Centre 1		Stock	Wholesale Stationers	S	20.10	4.03	24.13
159 Bank Charges - Info Centre	16/09/2025		Information Centre 1		Bank charges	Lloyds Bank	X	4.25		4.25
160 Electricity	23/09/2025		Information Centre 1		Electricity	Total Energies	L	29.32	1.47	30.79
Total								616.04	10.75	626.79

Bank Reconciliation – September 2025

16 October 2025 (2025-2025)

Ashburton Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		85,698.77
	ADD		
	Receipts 01/04/2025 - 30/09/2025		255,442.04
			341,141.71
	SUBTRACT		
	Payments 01/04/2025 - 30/09/2025		145,263.71
A	Cash in Hand 30/09/2025 (per Cash Book)		195,878.00
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	50.00	
	ATC Main Account 30/09/2025	132,205.38	
	Information Centre Main Account 30/09/2025	1,050.02	
	CCLA - Public Sector Deposit Fund 30/09/2025	62,572.60	
			195,878.00
	Less unrepresented payments		
			195,878.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		195,878.00
	A = B Checks out OK		

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