



Ashburton Town Council

**Minutes of the Finance and Town Hall Buildings Committee Meeting
held on Tuesday 18th November 2025 at 19.30
in The Chambers of the Town Hall**

Present: Cllrs. Distin, Giles, Nutley, Pugh and Turner.
In attendance: The Clerk, Deputy Clerk and one member of the public.

Cllr. Turner opened the meeting and welcomed those present.

130.25F Apologies.

Apologies were received from Cllr. Bovey due to ill health. Cllr. Giles proposed to accept these apologies, seconded by Cllr. Pugh. All in favour.

131.25F Declarations of interest.

None received.

132.25F Public comments/statements.

None received.

133.25F To receive the previous minutes of 21st October 2025.

Cllr. Turner confirmed that the previous minutes had been circulated. The Clerk went through the actions noting that obtaining costings for Operation London Bridge is outstanding. This will be actioned prior to the next meeting. Cllr. Distin proposed to accept these minutes as a true and accurate recording of the meeting, seconded by Cllr. Nutley. All in favour.

ACTION: Clerk's Office to obtain costings for Operation London Bridge.

134.25F Inspection of accounts.

Cllr. Pugh inspected the accounts and made note that one missing invoice needed to be printed and filed. No further anomalies.

ACTION: Clerk's Office to obtain and file missing invoice.

135.25F Monthly Town Council income and expenditure details for October 2025.

The Clerk put forward an invoice for approval from the Neighbourhood Plan consultant. Cllr. Turner proposed payment of this but did request that the Clerk's office write to NHP underlining the fact that no further budget is available; seconded by Cllr. Pugh. All in favour. The Clerk presented both the Town Hall and Information Centre income and expenditure reports (Appendix 1). The bank reconciliation was presented, and as Councillors raised no concern, it was duly signed by the Clerk and Deputy Chair of Finance.

136.25F To consider updated Broadband and VoIP quote.

The Clerk explained the issues currently being encountered with the broadband setup and presented the updated quotation from JMV Solutions. Cllr. Turner proposed that the Clerk's office

organise the installation of both the broadband and VoIP installation as soon as possible; seconded by Cllr. Pugh. All in favour.

ACTION: Clerk to organise new JMV Solutions contract.

137.25F Budget and Precept discussion.

Cllr. Turner explained the work she and the Clerk had done on the budget. She proposed moving emails and office documentation to parish online thereby giving a saving of £3,000 and asked the Clerk to write a proposal for the next Finance meeting. She also asked the Clerk to contact TDC and confirm the cost of an election. Discussion ensued about Community Grants –

- Cllr. Distin proposed £15,000 is awarded to BYP for each of the next two years with £5,000 being added to the asset line in preparation for taking on the toilets; seconded by Cllr. Nutley. Cllr Giles voted against and the rest in favour.
- Cllr. Giles proposed granting the Fridge £3,150 to pay towards a co-ordinator for six months; seconded by Cllr. Nutley. All in favour.
- Cllr. Pugh proposed granting Ashburton Cricket Club £500; seconded by Cllr. Giles. All in favour.
- Cllr. Distin proposed allowing Moorland to have free use of the Chambers and kitchen for their twice-monthly meetings for the financial year 2026/27.

ACTIONS: Clerk to write a proposal to move emails and documentation to parish online.

Clerk to contact TDC to obtain current price of an election.

138.25F Matters raised by Councillors for information only or possible inclusion on a future agenda.

No matters raised for further discussion.

Cllr. Turner thanked councillors and closed the meeting at 20.48.

Signed _____ (Chair) Date _____

Summary Of Actions – 18th November 2025

133.25F To receive the previous minutes of 21st October 2025.

Clerk's Office to obtain costings for Operation London Bridge.

134.25F Inspection of accounts.

Clerk's Office to obtain and file missing invoice BT invoice for November.

136.25F To consider updated Broadband and VoIP quote.

Clerk to organise new JMV contract for installation of broadband and VOIP system.

137.25F Budget and Precept discussion.

- a. Clerk to write a proposal to move emails and documentation to parish online.
- b. Clerk to contact TDC to obtain current price of an election.

Appendix 1 – Income and Expenditure, September 2025

Main Account

Ashburton Town Council

13 November 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
299	Town Hall Lettings	01/10/2025		ATC Main Account		Lettings	Fiona Paterson	E	110.00		110.00
300	Town Hall Lettings	01/10/2025		ATC Main Account		Lettings	Pilates (Burch)	E	81.25		81.25
301	Town Hall Lettings	01/10/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	211.00		211.00
349	Rent	01/10/2025		ATC Main Account		Rent	The Old Library	X	775.00		775.00
302	Town Hall Lettings	02/10/2025		ATC Main Account		Lettings	WI Keep Fit	E	108.00		108.00
303	Town Hall Lettings	02/10/2025		ATC Main Account		Lettings	Ann Watson	E	36.00		36.00
329	Town Hall Lettings	02/10/2025		ATC Main Account		Lettings	Woo's Taekwondo	E	52.00		52.00
324	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	Natalie Summers Mant	E	208.00		208.00
325	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	Natalie Summers Mant	E	143.00		143.00
326	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	U3a Talks	E	70.00		70.00
327	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	U3a Scottish Dancing	E	15.00		15.00
327	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	U3a Scottish Dancing	E	15.00		15.00
328	Town Hall Lettings	03/10/2025		ATC Main Account		Lettings	Ashburton Guides	E	20.00		20.00
330	Town Hall Lettings	06/10/2025		ATC Main Account		Lettings	Big Noise Chorus	E	132.00		132.00
331	Town Hall Lettings	09/10/2025		ATC Main Account		Lettings	ADGA	E	328.00		328.00
332	Town Hall Lettings	09/10/2025		ATC Main Account		Lettings	Jacqueline Lawes	E	68.00		68.00
333	Town Hall Lettings	09/10/2025		ATC Main Account		Lettings	A Shen Shen	E	60.00		60.00
350	Rent	13/10/2025		ATC Main Account		Rent	Office 2	X	300.00		300.00
336	Town Hall Lettings	13/10/2025		ATC Main Account		Lettings	The Big Skirts Choir	E	72.00		72.00
334	Town Hall Lettings	14/10/2025		ATC Main Account		Lettings	Ashburton Methodists	E	137.50		137.50
335	Town Hall Lettings	14/10/2025		ATC Main Account		Lettings	Knit Knuts	E	40.00		40.00
337	Town Hall Lettings	14/10/2025		ATC Main Account		Lettings	Graham Lovegrove	E	53.00		53.00
351	Rent	21/10/2025		ATC Main Account		Rent	Sarah Watts	X	600.00		600.00
341	Town Hall Lettings	30/10/2025		ATC Main Account		Lettings	Devon C C	E	35.00		35.00
342	Town Hall Lettings	31/10/2025		ATC Main Account		Lettings	Climb Global Solutions Ltd	E	137.50		137.50
Total									3,807.25		3,807.25

Ashburton Town Council

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	B. Staffing	07/10/2025 - 27/10/2025				Confidential			7,678.96	15.10	7,694.06
186	Gas	06/10/2025		ATC Main Account		Electricity	British Gas Lite	L	190.71	9.54	200.25
187	IT services	06/10/2025		ATC Main Account		IT support	JMV	S	351.00	70.20	421.20
189	Office Telephone	09/10/2025		ATC Main Account		Broadband	Eclipse	S	54.62	10.92	65.54
191	Town Hall Maintenance	14/10/2025		ATC Main Account		Cleaning	J Tubby	S	9.59	1.92	11.51
193	Town Hall Maintenance	14/10/2025		ATC Main Account		General maintenance	Tweedie Build	Z	50.00		50.00
195	Town Hall Maintenance	14/10/2025		ATC Main Account		Alcohol Licence	Teignbridge District Council	X	180.00		180.00
194	Councillor Training	14/10/2025		ATC Main Account		Training & Support	DALC - Devon Association	S	35.00	7.00	42.00
196	Bank service charges	20/10/2025		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
211	Rates - Teignbridge	27/10/2025		ATC Main Account		Rates	Teignbridge District Council	X	1,023.00		1,023.00
212	Rates - Teignbridge	27/10/2025		ATC Main Account		Rates	Teignbridge District Council	X	324.00		324.00
213	Gas	27/10/2025		ATC Main Account		Gas	British Gas Lite	L	241.21	12.06	253.27
214	Water	27/10/2025		ATC Main Account		Water usage	Everflow	Z	259.49		259.49
198	Town Hall Maintenance	27/10/2025		ATC Main Account		General maintenance	L Travers-Howard	Z	150.95		150.95
199	Town Hall Maintenance	27/10/2025		ATC Main Account		Fire alarm service	ADV	S	94.50	18.90	113.40
203	Town Hall Maintenance	27/10/2025		ATC Main Account		General maintenance	M H Perry	Z	60.00		60.00
204	Town Hall Maintenance	27/10/2025		ATC Main Account		General maintenance	M H Perry	Z	337.00		337.00
205	Town Hall Maintenance	27/10/2025		ATC Main Account		Cleaning	Pattersons	S	26.24	5.25	31.49
197	Photocopier	27/10/2025		ATC Main Account		Photocopier charges	Concorde Ltd	S	41.84	8.37	50.21
206	Audit	27/10/2025		ATC Main Account		As cost code	PKF Littlejohn	S	630.00	126.00	756.00
202	Audit	27/10/2025		ATC Main Account		As cost code	IAC	S	395.00	79.00	474.00
201	Community Grants	27/10/2025		ATC Main Account		Grant	Bank Youth Project	X	15,000.00		15,000.00
200	Community Grants	27/10/2025		ATC Main Account		Grant	Ashburton Swimming Pool	X	15,000.00		15,000.00
Total									42,137.36	364.26	42,501.62

Information Centre

ASHBURTON TOWN COUNCIL RECEIPTS LIST

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Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
352 Takings	01/10/2025		Information Centre ♪		Takings	Paypal	Z	4.86		4.86
353 Takings	06/10/2025		Information Centre ♪		Takings	Paypal	Z	10.17		10.17
354 Takings	07/10/2025		Information Centre ♪		Takings	Paypal	Z	4.91		4.91
355 Takings	10/10/2025		Information Centre ♪		Takings	Paypal	Z	27.98		27.98
356 Takings	13/10/2025		Information Centre ♪		Takings	Paypal	Z	9.53		9.53
357 Takings	14/10/2025		Information Centre ♪		Takings	Paypal	Z	5.89		5.89
358 Takings	15/10/2025		Information Centre ♪		Takings	Paypal	Z	8.58		8.58
359 Takings	22/10/2025		Information Centre ♪		Takings	Paypal	Z	7.57		7.57
360 Takings	23/10/2025		Information Centre ♪		Takings	Paypal	Z	11.77		11.77
361 Takings	28/10/2025		Information Centre ♪		Takings	Multiple Payees	Z	97.85		97.85
Total								189.11		189.11

Ashburton Town Council

13 November 2025 (2025-2026)

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Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183 Telephone / Broadband	10/10/2025		Information Centre ♪		Telephone	BT	S	226.23	45.25	271.48
184 Bank Charges - Info Centre	20/10/2025		Information Centre ♪		Bank charges	Lloyds Bank	X	4.25		4.25
185 Electricity	21/10/2025		Information Centre ♪		Electricity	Total Energies	L	29.51	1.48	30.99
Total								259.99	46.73	306.72

Bank Reconciliation – October 2025

13 November 2025 (2025-2026)

Ashburton Town Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		85,698.77
	ADD		
	Receipts 01/04/2025 - 31/10/2025		259,646.28
			345,345.05
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		188,072.05
A	Cash in Hand 31/10/2025 (per Cash Book)		157,273.00
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	50.00	
	ATC Main Account 31/10/2025	93,511.01	
	Information Centre Main Account 31/10/2025	932.41	
	CCLA - Public Sector Deposit Func 31/10/2025	62,779.58	
			157,273.00
	Less unrepresented payments		
			157,273.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		157,273.00
	A = B Checks out OK		