



Ashburton Town Council

Minutes of the Finance Committee meeting
held on Tuesday 20th January 2026 at 7.30pm
in the Council Chambers of the Town Hall

Present: Cllrs. Distin, Giles, Nutley, Pugh and Wood.

In attendance: Town Clerk and Deputy Clerk.

01.26F Apologies.

The Clerk reported that apologies had been received from Cllr. Bovey due to illness and Cllr. Turner due to a prior commitment. Cllr. Giles proposed to accept these apologies; seconded by Cllr. Distin.

RESOLVED

02.26F Declarations of interest.

None.

03.26F Public comments and statements.

None.

04.26F To receive and approve the minutes of the previous meeting, 18th November 2025.

The Clerk presented the costs and benefits of moving to an alternative IT provider. Cllr. Nutley proposed that this be further investigated; seconded by Cllr. Giles.

RESOLVED

05.26F Inspection of accounts.

The accounts were inspected by Cllr. Pugh. With the exception of one missing November invoice all was declared in order.

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

06.26F Monthly Town Council income and expenditure details for November and December 2025.

The Clerk presented 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.

07.26F 2025/26 budget status report.

The Clerk presented the report drawing attention to the cost of the recent maintenance work on the lift.

08.26F To consider the Gas contract renewal.

The Clerk presented one, two and three year projected costs from three different gas suppliers. Cllr. Pugh proposed that the cheapest supplier is contracted; seconded by Cllr. Woods.

RESOLVED

09.26F To consider new funding requests and virements.

i. Lanyards/ID badges for Staff and Councilors.

The Clerk explained the benefits of ID cards with a QR code directing a reader to the Councilors page on the web-site. Orange lanyards with white writing was agreed. Cllr. Pugh proposed that these are purchased; seconded by Cllr. Wood.

RESOLVED

ii. Soundboards for the Main Hall.

The Clerk presented several designs and options for soundboards. Cllr. Distin proposed that a professional is brought in for advice; seconded by Cllr. Giles.

ACTION: Clerk’s office to arrange for advice from a sound board expert.

10.26F Matters raised by Councilors for information only or possible inclusion on a future agenda.

Cllr. Distin raised concern about the Balland Lane notice board and noted that he and Cllr. Coles would remove it at their earliest convenience.

The Mayor/Clerk’s noticeboard was discussed as it is out of date.

ACTIONS: Cllrs. Coles and Distin to remove the Balland Lane noticeboard.

Cllr. Nutley to ascertain the signwriter’s availability for the end of May.

Cllr. Pugh thanked those present and closed the meeting at 20.18

Signed (Chair) Date

Action Points Arising from the Finance Committee Meeting

Held on Tuesday 20th January 2026 at 7.30pm in the Council Chambers

05.26F Inspection of accounts.

Clerk's office to obtain the missing British Gas Lite invoice and file for reference.

09.26F To consider new funding requests and virements.

ii. Soundboards for the Main Hall.

Clerk's office to arrange for advice from a soundboard expert.

10.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Cllrs. Coles and Distin to remove the Balland Lane noticeboard.

Cllr. Nutley to ascertain the signwriter's availability for the end of May.

10 JANUARY 2020 (404237-2020)

Ashburton Iown Council
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
339 Town Hall Lettings	03/11/2025		ATC Main Account		Lettings	WT bookings	E	116.00		116.00
381 Rent	03/11/2025		ATC Main Account		Rent	The Old Library	X	775.00		775.00
343 Town Hall Lettings	05/11/2025		ATC Main Account		Lettings	Moor Trees	E	54.00		54.00
340 Town Hall Lettings	06/11/2025		ATC Main Account		Lettings	AWOL	E	25.00		25.00
344 Town Hall Lettings	06/11/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	211.00		211.00
345 Town Hall Lettings	06/11/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	227.50		227.50
346 Town Hall Lettings	06/11/2025		ATC Main Account		Lettings	Fiona Peterson	E	66.00		66.00
366 Town Hall Lettings	06/11/2025		ATC Main Account		Lettings	U3a Scottish Dancing	E	15.00		15.00
347 Town Hall Lettings	07/11/2025		ATC Main Account		Lettings	Pete Large	E	20.00		20.00
348 Town Hall Lettings	10/11/2025		ATC Main Account		Lettings	Pilates (Burch)	E	32.50		32.50
368 Town Hall Lettings	10/11/2025		ATC Main Account		Lettings	U3a Talks	E	35.00		35.00
374 Town Hall Lettings	10/11/2025		ATC Main Account		Lettings	Big Noise Chorus	E	176.00		176.00
372 Town Hall Lettings	11/11/2025		ATC Main Account		Lettings	Growing Space	E	139.00		139.00
382 VAT Refunds	11/11/2025		ATC Main Account		VAT Refund	HMRC	R		1,246.19	1,246.19
371 Photocopier	11/11/2025		ATC Main Account		Photocopier charges	Suzy Williamson	Z	7.50		7.50
370 Town Hall Lettings	12/11/2025		ATC Main Account		Lettings	Silver Swans	E	34.25		34.25
373 Town Hall Lettings	12/11/2025		ATC Main Account		Lettings	Silver Swans	E	171.25		171.25
426 Town Hall Lettings	12/11/2025		ATC Main Account		Lettings	Silver Swans	E	137.00		137.00
364 Town Hall Lettings	13/11/2025		ATC Main Account		Lettings	WT bookings	E	65.00		65.00
365 Town Hall Lettings	13/11/2025		ATC Main Account		Lettings	AWOL	E	25.00		25.00
367 Town Hall Lettings	13/11/2025		ATC Main Account		Lettings	Knit Knits	E	40.00		40.00
369 Town Hall Lettings	13/11/2025		ATC Main Account		Lettings	Ashburton Methodists	E	110.00		110.00
383 Rent	13/11/2025		ATC Main Account		Rent	Office 2	X	300.00		300.00
376 Town Hall Lettings	14/11/2025		ATC Main Account		Lettings	Woo's Taekwondo	E	65.00		65.00
377 Town Hall Lettings	14/11/2025		ATC Main Account		Lettings	Devon Area Car Forum	E	40.00		40.00
378 Town Hall Lettings	17/11/2025		ATC Main Account		Lettings	Natalie Summers Mant	E	107.25		107.25
379 Town Hall Lettings	17/11/2025		ATC Main Account		Lettings	Natalie Summers Mant	E	156.00		156.00
384 Town Hall Lettings	20/11/2025		ATC Main Account		Donations	Multiple Payees	X	30.00		30.00
386 Rent	21/11/2025		ATC Main Account		Rent	Sarah Watts	X	600.00		600.00
380 Photocopier	26/11/2025		ATC Main Account		Photocopier charges	Bank Youth Project	Z	15.00		15.00
385 Town Hall Lettings	28/11/2025		ATC Main Account		Lettings	Climb Global Solutions Ltd	E	110.00		110.00
387 Town Hall Lettings	02/12/2025		ATC Main Account		Lettings	The Big Skirts Choir	E	54.00		54.00
388 Town Hall Lettings	03/12/2025		ATC Main Account		Lettings	Pilates (Burch)	E	65.00		65.00

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Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
391 Town Hall Lettings	03/12/2025		ATC Main Account		Lettings	Woo's Taekwondo	E	39.00		39.00
392 Town Hall Lettings	03/12/2025		ATC Main Account		Lettings	Fiona Paterson	E	88.00		88.00
393 Town Hall Lettings	04/12/2025		ATC Main Account		Lettings	The Big Skirts Choir	E	72.00		72.00
394 Town Hall Lettings	05/12/2025		ATC Main Account		Lettings	Nikhila Em Ludlow	E	30.00		30.00
395 Town Hall Lettings	05/12/2025		ATC Main Account		Lettings	Naralie Summers Mant	E	263.25		263.25
396 Town Hall Lettings	08/12/2025		ATC Main Account		Lettings	Alanic Spendlove	E	40.00		40.00
397 Town Hall Lettings	08/12/2025		ATC Main Account		Lettings	Big Noise Chorus	E	156.00		156.00
398 Town Hall Lettings	09/12/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	41.25		41.25
399 Town Hall Lettings	09/12/2025		ATC Main Account		Lettings	Ashburton Tai Chi	E	156.00		156.00
404 Town Hall Lettings	09/12/2025		ATC Main Account		Lettings	Ashburton Methodists	E	147.50		147.50
405 Town Hall Lettings	09/12/2025		ATC Main Account		Lettings	Knit Knits	E	50.00		50.00
406 Town Hall Lettings	10/12/2025		ATC Main Account		Lettings	U3a Talks	E	35.00		35.00
409 Town Hall Lettings	10/12/2025		ATC Main Account		Lettings	U3a Scottish Dancing	E	30.00		30.00
410 Rent	15/12/2025		ATC Main Account		Rent	Office 2	X	300.00		300.00
407 Town Hall Lettings	16/12/2025		ATC Main Account		Lettings	Sandra Setheron	E	96.00		96.00
411 Rent	22/12/2025		ATC Main Account		Rent	Sarah Watts	X	600.00		600.00
412 Rent	23/12/2025		ATC Main Account		Rent	The Old Library	X	775.00		775.00
408 Town Hall Lettings	31/12/2025		ATC Main Account		Lettings	Climb Global Solutions Ltd	E	110.00		110.00
Total								7,053.25	1,246.19	8,299.44

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Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
B. Staffing	04/11/2025 - 18/12/2025				Confidential			17,733.96	10.20	17,744.16
215 Gas	03/11/2025		ATC Main Account		Gas	British Gas Lite	L	248.61	12.43	261.04
216 Town Hall Maintenance	03/11/2025		ATC Main Account		Cleaning	Church's	S	1.78	0.36	2.14
220 IT services	06/11/2025		ATC Main Account		IT support	JMW	S	351.00	70.20	421.20
224 Waste Collection	10/11/2025		ATC Main Account		Waste	Devon Contract Waste	S	25.00	5.00	30.00
221 Office Telephone	10/11/2025		ATC Main Account		Broadband	Eclipse	S	61.87	12.37	74.24
223 Mayor's Allowance	10/11/2025		ATC Main Account		As cost code	Ann Bovey	Z	60.00		60.00
225 Civic Events	11/11/2025		ATC Main Account		War memorial wreath	RBL Poppy Appeal	Z	28.50		28.50
226 Town Hall Maintenance	11/11/2025		ATC Main Account		General maintenance	Tweedie Build	Z	1,225.00		1,225.00
227 Councillor Training	11/11/2025		ATC Main Account		Training & Support	DALC - Devon Association	S	15.00	3.00	18.00
229 Christmas Lighting	13/11/2025		ATC Main Account		Christmas Lighting	LITE	S	1,996.00	399.20	2,395.20
228 Pension Backpay	13/11/2025		ATC Main Account		Pension payment	Devon Pension Services	X	5,938.41		5,938.41
230 Photocopier	14/11/2025		ATC Main Account		Photocopier charges	Wessex Leasing	S	211.25	42.25	253.50
231 Bank service charges	18/11/2025		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
233 Rates - Teignbridge	25/11/2025		ATC Main Account		Rates	Teignbridge District Council	X	324.00		324.00
234 Rates - Teignbridge	25/11/2025		ATC Main Account		Rates	Teignbridge District Council	X	1,023.00		1,023.00
232 Water	25/11/2025		ATC Main Account		Water usage	Everflow	Z	261.50		261.50
235 Photocopier	26/11/2025		ATC Main Account		Photocopier charges	Concorde Ltd	S	22.12	4.43	26.55
236 Town Hall Maintenance	26/11/2025		ATC Main Account		tree removal	PB Trees and Landscapes	Z	90.00		90.00
238 Town Hall Maintenance	26/11/2025		ATC Main Account		Cleaning	Jane Tubby	S	13.85	2.77	16.62
237 Office Stationery	26/11/2025		ATC Main Account		Stationery	Office Depot	S	49.89	9.98	59.87
239 Neighbourhood Plan	26/11/2025		ATC Main Account		Professional Fees	Stuart Todd Associates	S	1,600.00	320.00	1,920.00
246 Gas	27/11/2025		ATC Main Account		Gas	British Gas Lite	Z	985.25		985.25
245 Town Hall Lift	27/11/2025		ATC Main Account		General maintenance	P and P Lifts	S	1,909.50	361.90	2,291.40
252 Gas	05/12/2025		ATC Main Account		Gas	British Gas Lite	Z	266.87		266.87
253 Office Telephone	09/12/2025		ATC Main Account		Broadband	Eclipse	S	60.14	12.03	72.17
254 Photocopier	09/12/2025		ATC Main Account		Photocopier charges	Siemens	S	253.85	50.77	304.62
273 IT services	09/12/2025		ATC Main Account		IT support	JMW	S	351.00	70.20	421.20
255 Office Stationery	15/12/2025		ATC Main Account		As cost code	C J Dodds	S	7.49	1.50	8.99
255 Postage	15/12/2025		ATC Main Account		As cost code	C J Dodds	Z	4.25		4.25
256 Councillor Training	15/12/2025		ATC Main Account		Training & Support	DALC - Devon Association	S	175.00	35.00	210.00
255 Civic Events	15/12/2025		ATC Main Account		As cost code	C J Dodds	Z	92.47		92.47
260 Bank service charges	16/12/2025		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
272 Water	22/12/2025		ATC Main Account		Water usage	Everflow	Z	254.38		254.38

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266 Rates - Teignbridge	29/12/2025		ATC Main Account		Rates	Teignbridge District Council	X	324.00		324.00
267 Rates - Teignbridge	29/12/2025		ATC Main Account		Rates	Teignbridge District Council	X	1,023.00		1,023.00
268 Gas	29/12/2025		ATC Main Account		Gas	British Gas Ltd	S	966.96	193.39	1,160.35
265 Photocopier	29/12/2025		ATC Main Account		Photocopier charges	Concorde Ltd	S	29.30	5.86	35.16
Total								37,992.70	1,642.84	39,635.54

Ashburton Town Council

15 January 2026 (2025-2026)

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
401	Takings	20/11/2025		Information Centre 1		Takings	Multiple Payees	Z	75.00		75.00
402	Takings	28/11/2025		Information Centre 1		Takings	Multiple Payees	Z	38.07		38.07
413	Takings	10/12/2025		Information Centre 1		Takings	Paypal	Z	450.99		450.99
414	Takings	15/12/2025		Information Centre 1		Takings	Paypal	Z	16.92		16.92
415	Takings	18/12/2025		Information Centre 1		Takings	Paypal	Z	32.52		32.52
416	Takings	22/12/2025		Information Centre 1		Takings	Paypal	Z	23.33		23.33
417	Takings	29/12/2025		Information Centre 1		Takings	Paypal	Z	65.97		65.97
Total									702.80		702.80

Ashburton Town Council

15 January 2026 (2025-2026)

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
247	Stock	13/11/2025		Information Centre 1		Stock	Halsgrove Ltd	Z	121.47		121.47
248	Stock	13/11/2025		Information Centre 1		Stock	Sophie Mordin	Z	142.00		142.00
249	Bank Charges - Info Centre	18/11/2025		Information Centre 1		Bank charges	Lloyds Bank	X	4.25		4.25
250	Electricity	21/11/2025		Information Centre 1		Electricity	Total Energies	L	31.89	1.59	33.48
251	Stock	26/11/2025		Information Centre 1		Stationery	Ann Bovey	Z	11.16		11.16
271	Stock	27/11/2025		Information Centre 1		Stock	Irene Hollister	Z	32.00		32.00
269	Bank service charges	16/12/2025		Information Centre 1		Bank charges	Lloyds Bank	X	4.25		4.25
270	Electricity	23/12/2025		Information Centre 1		Electricity	Total Energies	L	32.83	1.64	34.47
Total									379.85	3.23	383.08

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 31/12/2025		
	Cash in Hand 01/04/2025		85,698.77
	ADD Receipts 01/04/2025 - 31/12/2025		269,068.17
			354,766.94
	SUBTRACT Payments 01/04/2025 - 31/12/2025		228,090.67
A	Cash in Hand 31/12/2025 (per Cash Book)		126,676.27
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	50.00	
	ATC Main Account 31/12/2025	62,174.91	
	Information Centre Main Account 31/12/2025	1,252.13	
	CCLA - Public Sector Deposit Fund 31/12/2025	63,199.23	
	Cash Float 13/01/2026	0.00	
			126,676.27
	Less unrepresented payments		
			126,676.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		126,676.27
	A = B Checks out OK		

