



Ashburton Town Council

Minutes of the Finance Committee meeting
held on Tuesday 17th February 2026 at 7.30pm
in the Council Chambers of the Town Hall

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

In attendance: Cllr. Harper and Deputy Clerk.

011.26F Apologies.

The Deputy Clerk reported that apologies had been received from Cllr. Bovey due to illness. Cllr. Giles proposed to accept these apologies; seconded by Cllr. Distin.

RESOLVED

012.26F Declarations of interest.

None.

013.26F Public comments and statements.

None.

014.26F To receive and approve the minutes of the previous meeting, 20th January 2026.

The Deputy Clerk advised that a sound board expert had been contacted with a consultation being arranged shortly. Cllr. Nutley advised that he had made contact with the signwriter who will be available after 18th May. The minutes were signed as a true and accurate record of the meeting.

015.26F Inspection of accounts.

The accounts were inspected by Cllr. Pugh. No anomalies found.

016.26F Monthly Town Council income and expenditure details for January 2026.

The Deputy Clerk presented the Town Hall and Information Centre income and expenditure reports (Appendix 1). The bank reconciliation was then presented to demonstrate financial accuracy within the accounting records.

017.26F 2025/26 budget status report.

The Deputy Clerk presented the report highlighting the completion of the lift repair works. (Appendix 2).

018.26F To review the hire charges and storage capacity of the Town Hall ahead of the new financial year.

The Deputy Clerk outlined the current situation regarding the hire charges. Councillors approved an increase of 50p per hour on all hire charges, commencing in April 2026, with hire of the kitchen being increased to £5.50, £20.50 and £41.50 appropriately. These increases were proposed by Cllr. Wood; seconded by Cllr. Giles

RESOLVED

Discussion ensued regarding the storage of hall hirers' equipment, currently stored in the back room of the Clerk's office. It was agreed that this agreement is to be discontinued after 31st March 2026 due to the growing demand and need for space in the office. All hirers to be emailed and advised of this.

ACTION: Clerk's office to email all hirers.

019.26F To receive a report from the Information Centre sub-committee.

Cllr. Giles read her prepared report. (Appendix 3) highlighting the recent horrendous weather and volunteer absence as the main reason for a quiet January for both footfall and sales.

020.26F To consider the future costs involved in any asset transfer from TDC.

The asset survey was discussed at length. The closing date for it is 31st March. The results from these will be collated and taken to an asset meeting during April. The cost of a possible referendum and the notice period required for this were discussed. The Clerk's office to research this.

ACTIONS: Asset management working group meeting to be arranged for April.
Clerk's office to research the cost and required time-scale of a referendum.

021.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

The cost of a new noticeboard for Balland Lane was discussed. Cllr. Giles offered to ensure that laminated minutes are displayed as appropriate.

Cllr. Turner reminded Councillors that the restaurant lease is due for review. To be discussed at the next Finance committee meeting.

ACTION: Restaurant lease to be added to the next Finance meeting agenda.

Cllr. Pugh thanked those present and closed the meeting at 20.30

Signed (Chair) Date

Action Points Arising from the Finance Committee Meeting

Held on Tuesday 17th February 2026 at 7.30pm in the Council Chambers

018.26F To review the hire charges and storage capacity of the Town Hall ahead of the new financial year.

Clerk's office to email all hirers advising them of the price rises taking effect from 7th April 2026.

020.26F To consider the future costs involved in any asset transfer from TDC.

Asset management working group meeting to be arranged for April.

Clerk's office to research the cost and required time-scale of a referendum.

021.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Restaurant lease to be added to the next Finance meeting agenda.

16 February 2026 (2025-2026)

Ashburton Town Council
RECEIPTS LIST

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

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
442 Rent	02/01/2026		ATC Main Account		Rent	The Old Library	E	775.00		775.00
389 Town Hall Lettings	05/01/2026		ATC Main Account		Lettings	Meg Heath	E	60.00		60.00
390 Town Hall Lettings	05/01/2026		ATC Main Account		Lettings	WI bookings	E	145.00		145.00
400 Town Hall Lettings	05/01/2026		ATC Main Account		Lettings	U3a Family History	E	20.00		20.00
403 Town Hall Lettings	05/01/2026		ATC Main Account		Lettings	AWOL	E	25.00		25.00
419 Town Hall Lettings	07/01/2026		ATC Main Account		Lettings	Ashburton Swimming Pool	E	20.00		20.00
424 Town Hall Lettings	07/01/2026		ATC Main Account		Lettings	Ashburton Tai Chi	X	117.00		117.00
362 Town Hall Lettings	12/01/2026		ATC Main Account		Lettings	U3a Family History	E	20.00		20.00
420 Town Hall Lettings	12/01/2026		ATC Main Account		Lettings	Sarah Clark	E	84.00		84.00
421 Town Hall Lettings	13/01/2026		ATC Main Account		Lettings	Graham Lovegrove	E	33.00		33.00
422 Town Hall Lettings	13/01/2026		ATC Main Account		Lettings	The Big Skirts Choir	X	36.00		36.00
423 Town Hall Lettings	13/01/2026		ATC Main Account		Lettings	Big Noise Chorus	X	44.00		44.00
443 Rent	13/01/2026		ATC Main Account		Rent	Office 2	E	300.00		300.00
425 Town Hall Lettings	13/01/2026		ATC Main Account		Lettings	Ashburton Tai Chi	X	41.25		41.25
445 Town Hall Lettings	13/01/2026		ATC Main Account		Lettings	The Big Skirts Choir	X	54.00		54.00
432 Town Hall Lettings	14/01/2026		ATC Main Account		Lettings	U3a Scottish Dancing	X	15.00		15.00
433 Town Hall Lettings	14/01/2026		ATC Main Account		Lettings	Fiona Paterson	X	66.00		66.00
431 Town Hall Lettings	19/01/2026		ATC Main Account		Lettings	Woo's Taekwondo	X	39.00		39.00
444 Rent	21/01/2026		ATC Main Account		Rent	Sarah Watts	E	600.00		600.00
430 Town Hall Lettings	28/01/2026		ATC Main Account		Lettings	Ashburton Methodists	E	55.00		55.00
435 Town Hall Lettings	29/01/2026		ATC Main Account		Lettings	Psychic Medium	E	73.00		73.00
437 Town Hall Lettings	29/01/2026		ATC Main Account		Lettings	Deborah Finch	E	59.50		59.50
Total								2,681.75		2,681.75

Ashburton Town Council PAYMENTS LIST

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Voushe Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
B. Staffing	06/01/2026 - 28/01/2026				Confidential			8,373.01	29.10	8,402.11
274 Gas	05/01/2026		ATC Main Account		Gas	British Gas Lite	L	303.05	15.15	318.20
276 Town Hall Maintenance	05/01/2026		ATC Main Account		General maintenance	Church's	S	3.28	0.66	3.94
275 Waste Collection	05/01/2026		ATC Main Account		Waste	BiFfa	S	607.10	121.42	728.52
278 Sanitary Hire	06/01/2026		ATC Main Account		Equipment Leasing	Wessex Leasing	S	79.25	15.85	95.10
298 Web hosting	06/01/2026		ATC Main Account		Website	Parish Online	S	455.00	91.00	546.00
281 IT services	07/01/2026		ATC Main Account		IT support	JMV	S	351.00	70.20	421.20
282 Office Telephone	09/01/2026		ATC Main Account		Broadband	Eclipse	S	56.69	11.34	68.03
284 Town Hall Maintenance	13/01/2026		ATC Main Account		General maintenance	Pattersons	S	223.59	44.72	268.31
283 Councillor Training	13/01/2026		ATC Main Account		Training & Support	DMLC - Devon Association	S	15.00	3.00	18.00
286 Bank service charges	19/01/2026		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
287 Rates - Teignbridge	26/01/2026		ATC Main Account		Rates	Teignbridge District Council	X	324.00		324.00
288 Rates - Teignbridge	26/01/2026		ATC Main Account		Rates	Teignbridge District Council	X	1,023.00		1,023.00
290 Water	27/01/2026		ATC Main Account		Water usage	Everflow	Z	340.83		340.83
289 Photocopier	27/01/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	39.52	7.90	47.42
291 Gas	28/01/2026		ATC Main Account		Gas	British Gas Lite	L	1,250.24	62.51	1,312.75
297 Office Equipment	29/01/2026		ATC Main Account		Office Equipment	L Travers-Howard	Z	321.55		321.55
296 IT services	29/01/2026		ATC Main Account		IT support	JMV	S	1,624.80	324.96	1,949.76
Total								15,395.16	797.81	16,192.97

Ashburton Town Council

16 February 2026 (2025-2026)

RECEIPTS LIST

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Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
446 Takings	02/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	7.35		7.35
447 Takings	02/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	110.50		110.50
448 Takings	05/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	18.90		18.90
449 Takings	08/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	12.04		12.04
450 Takings	12/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	7.08		7.08
451 Takings	15/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	32.41		32.41
452 Takings	26/01/2026		Information Centre 1		Paypal	Multiple Payees	Z	3.19		3.19
Total								191.47		191.47

Ashburton Town Council

16 February 2026 (2025-2026)

PAYMENTS LIST

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Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
299 Telephone / Broadband	06/01/2026		Information Centre 1		Telephone	BT	S	226.23	45.25	271.48
300 Bank Charges - Info Centre	19/01/2026		Information Centre 1		Bank charges	Lloyds Bank	X	4.25		4.25
301 Electricity	23/01/2026		Information Centre 1		Electricity	Total Energies	L	33.70	1.68	35.38
303 Stock	29/01/2026		Information Centre 1		Stock	Irene Hollister	Z	50.00		50.00
302 Stock	29/01/2026		Information Centre 1		Stock	GD Brazier	Z	298.00		298.00
Total								612.18	46.93	659.11

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 31/01/2026		
	Cash in Hand 01/04/2025		85,698.77
	ADD Receipts 01/04/2025 - 31/01/2026		272,151.00
			357,849.77
	SUBTRACT Payments 01/04/2025 - 31/01/2026		244,942.75
A	Cash in Hand 31/01/2026 (per Cash Book)		112,907.02
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	ATC Main Account 31/01/2026	48,663.69	
	Information Centre Main Account 31/01/2026	784.49	
	CCLA - Public Sector Deposit Func 31/01/2026	63,408.84	
	Cash Float 31/01/2026	50.00	
			112,907.02
	Less unrepresented payments		
			112,907.02
	Plus unrepresented receipts		
B	Adjusted Bank Balance		112,907.02
	A = B Checks out OK		

Ashburton Town Council
Summary of Receipts and Payments

16 February 2026 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 31/01/2026)

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A. Income / Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108 OCLA Dividends		2,180.25	2,180.25				2,180.25 (N/A)
101 Precept	224,162.26	224,162.26					(0%)
102 Rent	20,100.00	16,750.00	-3,350.00				-3,350.00 (-16%)
106 Rentals - water usage	500.00		-500.00				-500.00 (-100%)
103 Town Hall Lettings	12,000.00	18,621.51	6,621.51				6,621.51 (55%)
105 VAT Refunds							(N/A)
SUB TOTAL	268,762.26	281,714.02	4,951.76				4,951.76 (1%)

B. Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL		20.38	20.38	138,069.37	84,716.21	54,354.16	54,374.62 (38%)

C. Town Hall Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
304 Electricity				2,413.31	1,185.79	1,227.52	1,227.52 (50%)
325 Fire Extinguisher Service				238.64	206.50	32.14	32.14 (13%)
303 Gas				8,938.64	6,630.27	2,308.37	2,308.37 (25%)
313 Grounds Maintenance		815.56	815.56	5,000.00	837.93	4,162.07	4,977.63 (99%)
308 Insurance		373.33	373.33	9,066.86	9,440.19	-373.33	(0%)
301 Rates - Teignbridge				14,069.38	13,473.00	596.38	596.38 (4%)
316 Sanitary Hire				850.00	544.00	306.00	306.00 (36%)
310 Town Hall Lift				315.00	1,909.50	-1,594.50	-1,594.50 (-506%)
311 Town Hall Maintenance				4,000.00	3,863.13	136.87	136.87 (3%)
315 Waste Collection				1,741.38	1,867.02	-125.64	-125.64 (-7%)
306 Water				1,884.62	2,427.45	-542.83	-542.83 (-28%)
320 Window Cleaning				280.00	140.00	140.00	140.00 (50%)
SUB TOTAL		1,188.89	1,188.89	48,787.83	42,624.78	6,273.06	7,481.84 (16%)

D. Town Hall Office Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
480 Audit				1,200.00	1,420.00	-220.00	-220.00 (-18%)
407 Books							(N/A)
408 Car Park Permit				475.00	475.00		(0%)
406 IT services				5,181.38	5,199.68	-18.30	-18.30 (-0%)
401 Office Equipment				100.00	362.77	-262.77	-262.77 (-262%)
402 Office Stationery				300.00	129.53	170.47	170.47 (56%)
403 Office Telephone				500.00	534.00	-34.00	-34.00 (-6%)
405 Photocopier		22.50	22.50	1,800.00	1,360.08	439.92	462.42 (25%)
404 Postage				25.00	11.40	13.60	13.60 (54%)

Ashburton Town Council

16 February 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/01/2026)

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411 Scribe Accounts / Bookings			1,008.00	1,008.00		(0%)
410 Web hosting			370.00	455.00	-85.00	-22%
SUB TOTAL	22.60	22.60	10,868.38	10,866.48	3.92	28.42 (0%)

E. Council Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
505 Bank service charges				51.00	46.75	4.25	4.25 (8%)
530 Civic Events				550.00	270.97	279.03	279.03 (50%)
520 Councillor Training				700.00	240.00	460.00	460.00 (65%)
510 Election							(N/A)
501 Mayor's Allowance				1,000.00	488.96	511.04	511.04 (51%)
525 Professional Fees				2,268.00	1,208.81	1,059.19	1,059.19 (46%)
SUB TOTAL				4,689.00	2,266.48	2,313.61	2,313.61 (60%)

F. Town Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
602 CCTV				1,250.00	115.50	1,134.50	1,134.50 (90%)
606 Christmas Lighting				5,000.00	3,992.00	1,008.00	1,008.00 (20%)
603 Memorials				100.00		100.00	100.00 (100%)
604 Shelters				100.00		100.00	100.00 (100%)
601 Snow Warden / Salt / Grit				50.00		50.00	50.00 (100%)
607 Tourism				800.00	800.00		(0%)
SUB TOTAL				7,300.00	4,807.60	2,392.60	2,392.60 (32%)

H. Honorary / Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
903 Churchyard Ground Maintenance				3,000.00		3,000.00	3,000.00 (100%)
901 Community Grants				60,000.00	60,000.00		(0%)
910 Court Leet and Baron				75.00		75.00	75.00 (100%)
902 Museum				250.00		250.00	250.00 (100%)
906 Remembrance Band							(N/A)
907 SDR Bus Service							(N/A)
911 Steward to the Courts				100.00		100.00	100.00 (100%)
909 Sustainability Grant		100.00	100.00	500.00		500.00	600.00 (120%)
908 Swimming Pool							(N/A)
912 Town Crier				75.00		75.00	75.00 (100%)
913 Twinning - Cleder Reception				300.00		300.00	300.00 (100%)
SUB TOTAL		100.00	100.00	64,300.00	60,000.00	4,300.00	4,400.00 (6%)

Ashburton Town Council

16 February 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/01/2026)

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I. Info Centre

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1001 Bank Charges - Info Centre					38.25	-38.25	-38.25 (N/A)
1003 Electricity				409.78	280.49	129.29	129.29 (31%)
1020 Stock		157.36	157.36	3,500.00	1,705.10	1,794.90	1,952.26 (55%)
1050 Takings	5,000.00	3,243.90	-1,756.10				-1,756.10 (-35%)
1004 Telephone / Broadband				888.81	900.38	-11.57	-11.57 (-1%)
SUB TOTAL	5,000.00	3,401.26	-1,688.74	4,798.68	2,824.22	1,874.37	275.83 (2%)

M. External Funding

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701 UKSPF							(N/A)
SUB TOTAL							(N/A)

Z. Earmarked Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2007 ACE				729.73		729.73	729.73 (100%)
2014 Ashburton Swimming Pool				14,000.00	14,000.00		(0%)
2005 Boiler Replacement							(N/A)
2002 Community Funds				1,786.33		1,786.33	1,786.33 (100%)
2013 Election				3,000.00		3,000.00	3,000.00 (100%)
2006 Kitchen ventilation							(N/A)
2001 Neighbourhood Plan				1,628.25	1,600.00	28.25	28.25 (1%)
2012 Pension Backpay				6,000.00	5,938.41	61.59	61.59 (1%)
2004 P/WLB Loan				18,431.04	9,257.33	9,173.71	9,173.71 (49%)
2003 Safety reviews and certification				17,739.00		17,739.00	17,739.00 (100%)
2011 Town Hall Clock							(N/A)
SUB TOTAL				63,314.36	30,786.74	32,618.61	32,618.61 (61%)

Summary

NET TOTAL	281,782.28	288,447.03	4,684.77	343,108.62	238,078.40	104,030.12	108,714.88
V.A.T.		5,703.97			5,864.35		
GROSS TOTAL		272,161.00			244,842.76		

Ashburton Information Centre Report Feb '26

Late last year we lost both of our bird box suppliers for various reasons which was a big loss being so close to Christmas but I'm happy to report they are now both back with us and we are now fully stocked with boxes ready to sell. January was a very quiet month due to both the time of the year but also due to the horrendous weather we have been having. I'm sure most shops are feeling the same. We also suffered from a lot of volunteer sickness, holidays and volunteers' wishing to take time off so we were not able to open as much as we would usually but we are now nearly back to full strength and will now be able to open for more shifts.

We will be having a meeting with the volunteers shortly to think of ways in which we can diversify parts of the Information Centre.

