



Ashburton Town Council

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

Present: Cllrs. Distin, Nutley, Pugh and Turner.

In attendance: The Clerk and Deputy Clerk.

022.26F Apologies.

The Clerk reported that apologies had been received from Cllr. Bovey due to illness and Cllrs. Giles and Wood due to prior commitments. Cllr. Nutley proposed to accept these apologies; seconded by Cllr. Distin.

RESOLVED

023.26F Declarations of interest.

None.

024.26F Public comments and statements.

None.

025.26F To receive and approve the minutes of the previous meeting, 17th February 2026.

The Clerk presented the actions from the previous meeting. Cllr. Turner asked that the asset meeting be held after 13th April as she is unavailable until then. She also asked that TDC are chased for information. The minutes were duly signed as a true and accurate record of the meeting.

026.26F Inspection of accounts.

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

027.26F Monthly Town Council income and expenditure details for February 2026.

The Clerk reported the cessation of Ashburton U3a and therefore the cancellation of their bookings from March 31st. A new regular booking has been received which should counteract the financial loss. The provision of Christmas lighting was discussed and the suggestion made that this becomes an additional line on a referendum if one goes ahead for asset transfers. The 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. The current financial situation was discussed and will be added to the April Full Council agenda.

ACTION: Add the current financial situation to the April Full Council meeting.

028.26F 2025/26 budget status report.

The Clerk presented the report. (Appendix 2). She was asked to provide a five-year comparison of lettings income. The following virements were agreed, taking the

underspend from Staffing and transferring it to Town Hall maintenance, waste collection, water, audit, IT services, office telephone and office equipment. The Clerk was asked to investigate putting the ear-marked reserves into a savings account and report back to April finance if possible. Cllr. Distin asked that the fire risk assessment was reviewed and revisited.

ACTIONS: Clerk's office to investigate savings accounts suitable for the ear-marked reserves. Clerk's office to review and revisit the fire report from Totnes Fire.

029.26F To review the working relationship agreement with ACE.

The Clerk reported that she had had a meeting with members of ACE and presented a revised 'working together' statement. (Appendix 3). Cllr. Turner proposed that this statement be adopted; seconded by Cllr. Pugh.

RESOLVED

030.26F To review the Restaurant Lease.

The Clerk explained that the lease had not been reviewed since its inception. The lease was discussed and Cllr. Turner proposed a rent increase to take effective from 1st July 2026; seconded by Cllr. Pugh.

ACTION: Clerk to write to the tenants explaining the changes.

031.26F To receive an update on the Insurance Renewal for 2026/27.

The Clerk gave a report on her recent meeting with the insurance broker detailing the self-insured items and a reminder that the valuations will be due to be updated during 2027.

032.26F Asset Transfer discussion.

The Clerk reported that she is hoping to have a follow-up meeting with the Head of Assets at TDC imminently. Her main aim will be to gather further information regarding the costs of each asset and to receive a definitive answer on the transfer of ownership of the car parks.

033.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Cllr. Distin noted that many residents are asking for details of the budget as they have received details of the Council Tax increase. The Clerk has put the budget clearly on the website and will post a link to this on social media. Cllr. Turner will include details in her next Around Ashburton update.

ACTIONS: Clerk to post link to budget on social media.

Cllr. Turner to include details in Around Ashburton.

Cllr. Turner thanked those present and closed the meeting at 20.38

Signed (Chair) Date
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Action Points Arising from the Finance Committee Meeting

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

027.26F Monthly Town Council income and expenditure details for February 2026.

Clerk's office to add a discussion of the current financial situation to the April Full Council meeting with the main aim of making an assessment of the ability to meet large payments due towards the end of April.

028.26F 2025/26 budget status report.

Clerk's office to investigate savings accounts suitable for the ear-marked reserves.
Clerk's office to review and revisit the fire report from Totnes Fire.

033.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Clerk to post link to budget on social media.
Cllr. Turner to include details of how the public can view the budget in Around Ashburton..

Ashburton Town Council

12 March 2020 (2020-2020)

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
418	02/02/2026		ATC Main Account		Lettings	Cancer Research UK	E	159.00		159.00
429	02/02/2026		ATC Main Account		Lettings	U3a Family History	X	20.00		20.00
457	02/02/2026		ATC Main Account		Rent	The Old Library	Z	775.00		775.00
434	03/02/2026		ATC Main Account		Lettings	Meg Heath	E	72.00		72.00
436	03/02/2026		ATC Main Account		Lettings	WI bookings	X	20.00		20.00
438	09/02/2026		ATC Main Account		Lettings	Fiona Paterson	X	66.00		66.00
439	09/02/2026		ATC Main Account		Lettings	Woo's Taekwondo	X	13.00		13.00
440	10/02/2026		ATC Main Account		Lettings	Silver Swans	E	68.50		68.50
441	10/02/2026		ATC Main Account		Lettings	Silver Swans	E	137.00		137.00
458	11/02/2026		ATC Main Account		VAT Refund	HMRC	X		1,984.65	1,984.65
459	12/02/2026		ATC Main Account		Lettings	Natalie Summers Mant	X	143.00		143.00
460	12/02/2026		ATC Main Account		Lettings	Natalie Summers Mant	X	208.00		208.00
461	13/02/2026		ATC Main Account		Rent	Office 2	X	300.00		300.00
462	13/02/2026		ATC Main Account		Lettings	U3a Scottish Dancing	X	15.00		15.00
463	16/02/2026		ATC Main Account		Lettings	Ashburton Guides	X	15.00		15.00
464	16/02/2026		ATC Main Account		Lettings	Crank Dance Folk	X	42.00		42.00
465	17/02/2026		ATC Main Account		Lettings	U3a Talks	X	30.00		30.00
465	17/02/2026		ATC Main Account		Lettings	U3a Talks	X	5.00		5.00
466	18/02/2026		ATC Main Account		Lettings	Knit Knuts	X	50.00		50.00
467	18/02/2026		ATC Main Account		Lettings	Knit Knuts	X	25.00		25.00
468	18/02/2026		ATC Main Account		Lettings	Ashburton Methodists	X	90.00		90.00
469	23/02/2026		ATC Main Account		Rent	Sarah Watts	X	600.00		600.00
471	23/02/2026		ATC Main Account		Lettings	Big Noise Chorus	X	132.00		132.00
472	24/02/2026		ATC Main Account		Lettings	Ashburton Tai Chi	E	156.00		156.00
473	26/02/2026		ATC Main Account		Lettings	Philippa Brown	X	48.00		48.00
Total								3,189.50	1,984.65	5,174.15

Ashburton Town Council

12 March 2025 (2025-2025)

PAYMENTS LIST

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Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
B. Staffing	06/02/2026 - 26/02/2026				Confidential			7,697.73	5.10	7,702.83
304	02/02/2026		ATC Main Account		Loan repayment	Public Works Loan	X	9,173.71		9,173.71
305	04/02/2026		ATC Main Account		Electricity	British Gas Lite	L	207.55	10.38	217.93
308	06/02/2026		ATC Main Account		IT support	JMV	S	351.00	70.20	421.20
309	09/02/2026		ATC Main Account		Broadband	Eclipse	S	59.47	11.89	71.36
314	16/02/2026		ATC Main Account		General maintenance	P&P Lifts	S	1,909.50	381.90	2,291.40
311	16/02/2026		ATC Main Account		General maintenance	Mike Ruth Plumbing	S	116.08	23.22	139.30
312	16/02/2026		ATC Main Account		General maintenance	Church's	S	27.35	5.47	32.82
310	16/02/2026		ATC Main Account		Equipment Leasing	Wessex Leasing	S	65.00	13.00	78.00
313	16/02/2026		ATC Main Account		Christmas Lighting	LITE	S	998.00	199.60	1,197.60
315	17/02/2026		ATC Main Account		Bank charges	Lloyds Bank	X	4.25		4.25
316	25/02/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	11.01	2.20	13.21
321	27/02/2026		ATC Main Account		Water usage	Everflow	Z	301.28		301.28
Total								20,921.93	722.96	21,644.89

Ashburton Town Council

12 March 2026 (2025-2026)

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Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
474	02/02/2026		Information Centre 1		Takings	Paypal	Z	13.69		13.69
475	05/02/2026		Information Centre 1		Takings	Paypal	Z	10.80		10.80
476	09/02/2026		Information Centre 1		Takings	Paypal	Z	18.62		18.62
477	16/02/2026		Information Centre 1		Takings	Paypal	Z	45.19		45.19
478	19/02/2026		Information Centre 1		Takings	Paypal	Z	2.70		2.70
479	23/02/2026		Information Centre 1		Takings	Paypal	Z	42.23		42.23
480	26/02/2026		Information Centre 1		Takings	Paypal	Z	82.99		82.99
Total								216.22		216.22

Ashburton Town Council

12 March 2026 (2025-2026)

PAYMENTS LIST

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Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
322	17/02/2026		Information Centre 1		Bank charges	Lloyds Bank	X	4.25		4.25
323	24/02/2026		Information Centre 1		Electricity	Total Energies	L	36.28	1.81	38.09
Total								40.53	1.81	42.34

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 28/02/2026		
	Cash in Hand 01/04/2025		85,898.77
	ADD Receipts 01/04/2025 - 28/02/2026		277,745.87
			363,444.64
	SUBTRACT Payments 01/04/2025 - 28/02/2026		266,629.98
A	Cash in Hand 28/02/2026 (per Cash Book)		96,814.66
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	ATC Main Account 28/02/2026	32,192.95	
	Information Centre Main Account 28/02/2026	958.37	
	CCLA - Public Sector Deposit Fund 28/02/2026	63,613.34	
	Cash Float 28/02/2026	50.00	
			96,814.66
	Less unrepresented payments		
			96,814.66
	Plus unrepresented receipts		
B	Adjusted Bank Balance		96,814.66
	A = B Checks out OK		

**APPENDIX 2
028.26F**

ITEM -

Ashburton Town Council

12 March 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

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

A. Income / Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108 CCLA Dividends		2,384.75	2,384.75				2,384.75 (N/A)
101 Precept	224,162.26	224,162.26					(0%)
102 Rent	20,100.00	18,425.00	-1,675.00				-1,675.00 (-8%)
106 Rentals - water usage	500.00		-500.00				-500.00 (-100%)
103 Town Hall Lettings	12,000.00	20,136.01	8,136.01				8,136.01 (67%)
105 VAT Refunds							(N/A)
SUB TOTAL	268,782.26	265,108.02	8,346.78				8,346.78 (3%)

B. Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL		20.38	20.38	139,089.37	92,412.94	48,666.43	48,676.79 (33%)

C. Town Hall Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
304 Electricity				2,413.31	1,658.51	754.80	754.80 (31%)
325 Fire Extinguisher Service				238.64	206.50	32.14	32.14 (13%)
303 Gas				8,938.64	6,327.22	2,611.42	2,611.42 (29%)
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 - Telgnbridge				14,069.38	13,473.00	596.38	596.38 (4%)
316 Sanitary Hire				850.00	609.00	241.00	241.00 (28%)
310 Town Hall Lift				315.00	3,819.00	-3,504.00	-3,504.00 (-1112%)
311 Town Hall Maintenance				4,000.00	4,006.56	-6.56	-6.56 (-0%)
315 Waste Collection				1,741.38	1,867.02	-125.64	-125.64 (-7%)
306 Water				1,884.62	2,728.73	-844.11	-844.11 (-44%)
320 Window Cleaning				260.00	140.00	140.00	140.00 (50%)
SUB TOTAL		1,188.89	1,188.89	48,797.83	46,113.88	3,884.17	4,873.08 (9%)

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	5,550.68	-369.30	-369.30 (-7%)
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	593.47	-93.47	-93.47 (-18%)
405 Photocopier		22.50	22.50	1,800.00	1,371.09	428.91	451.41 (25%)
404 Postage				25.00	11.40	13.60	13.60 (54%)

Ashburton Town Council

12 March 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

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411 Scribe Accounts / Bookings			1,008.00	1,008.00		(0%)	
410 Web hosting			370.00	455.00	-85.00	-85.00 (-22%)	
SUB TOTAL		22.60	22.60	10,869.38	11,378.84	-417.68	-396.08 (-3%)

E. Council Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
505	Bank service charges				51.00	55.25	-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					4,688.00	2,283.89	2,306.01	2,306.01 (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	4,990.00	10.00	10.00 (0%)
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	6,906.60	1,394.60	1,394.60 (19%)

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 (8%)

Ashburton Town Council

12 March 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

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

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	316.77	93.01	93.01 (22%)
1020 Stock		157.36	157.36	3,500.00	1,705.10	1,794.90	1,952.26 (55%)
1050 Takings	5,000.00	3,460.12	-1,539.88				-1,539.88 (-30%)
1004 Telephone / Broadband				888.81	900.38	-11.57	-11.57 (-1%)
SUB TOTAL	5,000.00	3,817.48	-1,382.62	4,798.69	2,980.60	1,838.09	466.67 (4%)

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 PWLB Loan				18,431.04	18,431.04		(0%)
2003 Safety reviews and certification				17,739.00		17,739.00	17,739.00 (100%)
2011 Town Hall Clock							(N/A)
SUB TOTAL				83,314.36	38,988.46	23,344.90	23,344.90 (38%)

Summary

NET TOTAL	281,782.28	270,067.26	8,284.88	343,108.62	280,002.88	83,106.64	81,400.63
V.A.T.		7,688.62			6,627.00		
GROSS TOTAL		277,746.87			286,629.88		

Working together:
Ashburton Town Council (ATC) and Ashburton Climate Emergency (ACE)

Status of ACE: ACE is an independent community organisation working alongside ATC following the Climate Emergency Declaration in 2019.

Finance: ACE will set up its own bank account, all funds currently held by ATC (around £600) will be transferred into it. Any future funding must be applied for in accordance with ATC's grants policy.

Use of Town Hall: As an organisation working alongside ATC, ACE can hold four free events in the Main Hall *OR* the Council Chambers for committee meetings, information sharing events or public meetings. This will include the usage of the kitchen for refreshments only (i.e. use hot water boiler and hand wash crockery); usage of the dishwasher or the oven will be charged in accordance with the Town Hall Schedule of fees.

Any event held with the intention of making a profit, or beyond the four free events per year, will be charged at the Local Organisations rate, also set out in the Town Hall Schedule of fees.

Working together in the future: ATC representatives working alongside ACE are currently Cllrs Lucy Wood and Nigel Coles; with an awareness that these may change following Annual meetings of the Council. They will be invited to attend all ACE meetings, help plan ongoing activities to support Ashburton and report back to the Full Council sharing relevant information.

Approved by Ashburton Town Council:

Signature:

Date:

Approved by Ashburton Climate Emergency:

Signature:

Date: