



Ashburton Town Council

Minutes of the Finance Committee meeting
held on Tuesday 21st April 2026 at 7.30pm
in the Council Chambers of the Town Hall

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

In attendance: The Clerk and Deputy Clerk.

Cllr. Pugh opened the meeting and requested a period of one minute silence in recognition of what would have been the late Queen's 100th birthday.

034.26F Apologies.

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

RESOLVED

035.26F Declarations of interest.

None.

036.26F Public comments and statements.

None.

037.26F To receive and approve the minutes of the previous meeting, 17th March 2026.

The Chair noted that all actions were complete. Cllr. Nutley proposed acceptance of these minutes; seconded by Cllr. Bovey. All in favour. The minutes were duly signed as a true and accurate record of the meeting.

038.26F Inspection of accounts.

The accounts were inspected by Cllr. Pugh. No anomalies found but she noted that several invoices are still in the name of the previous Clerk. These need to be amended.

ACTION: Clerk's office to arrange change of details where the previous Clerk's name is still shown on invoices.

039.26F Monthly Town Council income and expenditure details for March 2026.

The Clerk presented the Town Hall and Information Centre income and expenditure reports (Appendix 1). She advised Councillors that the annual business rates for 2026/27 have reduced relative to previous years. She was asked to circulate details of this to Councillors. The bank reconciliation was then presented to demonstrate financial accuracy within the accounting records.

ACTION: Clerk's office to circulate details of business rates for the year 2026/27.

040.26F 2025/26 year end overview.

The Clerk presented the report. (Appendix 2). She noted that there is a possibility of a government grant to pay for the Neighbourhood Plan referendum when it is required.

041.26F To discuss options to gather public opinion regarding transfer of assets.

The Clerk reported her findings regarding the TDC poll, Post Office poll and other options, most of which are still quite expensive. The Post Office poll was the preferred option; additionally, there may be options, via Cllr. Rogers, of halving the postage costs. Discussion moved to who will pay the transfer/legal fees for any assets we may wish to take on. The Clerk's office to contact TDC Estates Surveyor to ascertain this and take the information to the next Finance meeting.

ACTION: Clerk's office obtain the transfer costs of any asset Ashburton Town Council may choose to take on.

042.26F To discuss upgrade to the CCTV.

The Clerk presented two quotes and explained the differences. Cllr. Wood proposed acceptance of the second quote; seconded by Cllr. Giles.

RESOLVED

043.26F To resolve fitting new castors to the Council tables.

The Clerk explained the reasoning behind needing new castors on the heavy Council tables. Advice to be sought from a local antiques expert. Depending on her advice a budget of a maximum of £500 was proposed by Cllr. Pugh and seconded by Cllr. Wood. All in favour of this course of action.

ACTION: Clerk to seek advice on new castors from a local expert.

044.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Cllr. Distin noted that a new noticeboard for Balland Lane is in progress. Cllr. Wood reported that Wales and West have now agreed to pay compensation for the period the pool was forced to close last summer because of the roadworks. The Clerk reported that she had been asked about the electricity supply on Cleder for the food festival. It was agreed this topic will be put on a future agenda once decisions about the possible transfer of the area from TDC have been made.

ACTIONS: Move "Cleder Place electricity" to a future agenda and investigate a power supply.

045.26F PART II – To resolve that under the Public Bodies (Admission to Meetings) Act 1960 / Local Government Act 1972 (Schedule 12A), the public and press are excluded due to the confidential nature of the business to be transacted.

Cllr. Nutley proposed a move to a Part II discussion; seconded by Cllr. Wood. All in favour.

046.26F To receive an update regarding a staffing pension matter.

Discussion ensued. Cllr. Pugh proposed that a meeting is arranged and a letter hand delivered at that time setting out repayment terms; seconded by Cllr. Wood. All in favour.

ACTION: Clerk's office to arrange meeting.

Cllr. Pugh thanked those present and closed the meeting at 20.46

Signed (Chair) Date

Action Points Arising from the Finance Committee Meeting

Held on Tuesday 21st April 2026 at 7.30pm in the Council Chambers

038.26F Inspection of accounts.

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039.26F Monthly Town Council income and expenditure details for March 2026.

Clerk's office to circulate details of business rates for the year 2026/27.

041.26F To discuss options to gather public opinion regarding transfer of assets.

Clerk's office obtain the transfer costs of any asset Ashburton Town Council may choose to take on.

043.26F To resolve fitting new castors to the Council tables.

Clerk to seek advice on new castors from a local expert.

044.26F Matters raised by Councillors for information only or possible inclusion on a future agenda.

Move "Cleder" to a future agenda and investigate a power supply.

046.26F To receive an update regarding a staffing pension matter.

Clerk's office to arrange meeting.

Ashburton Town Council

16 April 2026 (2025-2026)

PAYMENTS 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	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	B. Staffing	06/03/2026	26/03/2026			Confidential			7,419.63		7,419.63
328	Gas	02/03/2026		ATC Main Account		Gas	British Gas Lite	S	1,046.52	209.30	1,255.82
330	IT services	06/03/2026		ATC Main Account		IT support	JMV	S	351.00	70.20	421.20
332	Electricity	09/03/2026		ATC Main Account		Electricity	British Gas Lite	L	228.70	11.44	240.14
331	Office Telephone	09/03/2026		ATC Main Account		Broadband	Eclipse	S	56.00	11.20	67.20
333	Photocopier	10/03/2026		ATC Main Account		Photocopier charges	Siemens	S	253.85	50.77	304.62
336	Town Hall Maintenance	10/03/2026		ATC Main Account		General maintenance	Church's	S	11.08	2.22	13.30
334	IT services	10/03/2026		ATC Main Account		Professional Fees	SLCC	Z	268.00		268.00
335	IT services	10/03/2026		ATC Main Account		As cost code	J Bartram	Z	156.89		156.89
337	Civic Events	10/03/2026		ATC Main Account		Lanyards	CCL Industries	S	31.75	6.35	38.10
338	IT services	13/03/2026		ATC Main Account		IT support	JMV	S	96.80	19.36	116.16
339	IT services	13/03/2026		ATC Main Account		IT support	JMV	S	96.80	19.36	116.16
340	Bank service charges	17/03/2026		ATC Main Account		Bank charges	Lloyds Bank	X	5.59		5.59
341	Waste Collection	25/03/2026		ATC Main Account		Waste	Biffa	S	607.10	121.42	728.52
342	Photocopier	26/03/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	22.19	4.44	26.63
347	Water	27/03/2026		ATC Main Account		Water usage	Everflow	Z	310.11		310.11
348	Gas	30/03/2026		ATC Main Account		Gas	British Gas Lite	S	829.62	165.92	995.54
Total									11,791.63	691.98	12,483.61

Ashburton Town Council

16 April 2026 (2025-2026)

RECEIPTS LIST

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
456	Town Hall Lettings	02/03/2026		ATC Main Account		Lettings	AWOL	E	25.00		25.00
456	Town Hall Lettings	02/03/2026		ATC Main Account		Lettings	AWOL	E	25.00		25.00
363	Town Hall Lettings	03/03/2026		ATC Main Account		Lettings	Ashburton Community land	Z			
454	Town Hall Lettings	03/03/2026		ATC Main Account		Lettings	U3a Family History	X	20.00		20.00
455	Town Hall Lettings	03/03/2026		ATC Main Account		Lettings	Ann Watson	E	108.00		108.00
470	Town Hall Lettings	03/03/2026		ATC Main Account		Lettings	Ashburton Community land	X	20.00		20.00
495	Rent	03/03/2026		ATC Main Account		Rent	The Old Library	X	775.00		775.00
485	Town Hall Lettings	05/03/2026		ATC Main Account		Lettings	Coop	X	40.00		40.00
484	Town Hall Lettings	06/03/2026		ATC Main Account		Lettings	Devon County Council	X	41.00		41.00
483	Town Hall Lettings	11/03/2026		ATC Main Account		Lettings	East Dartmoor Labour Part	X	45.00		45.00
496	Rent	13/03/2026		ATC Main Account		Rent	Office 2	X	300.00		300.00
482	Town Hall Lettings	18/03/2026		ATC Main Account		Lettings	WI bookings	E	88.00		88.00
497	Rent	23/03/2026		ATC Main Account		Rent	Sarah Wats	X	600.00		600.00
498	Town Hall Lettings	25/03/2026		ATC Main Account		Lettings	Ashburton Tai Chi	E	211.00		211.00
499	Town Hall Lettings	25/03/2026		ATC Main Account		Lettings	Faith Burch	X	81.25		81.25
500	Town Hall Lettings	25/03/2026		ATC Main Account		Lettings	Crown Property Managemex	X	30.00		30.00
501	Town Hall Lettings	25/03/2026		ATC Main Account		Lettings	Fiona Paterson	X	110.00		110.00
502	Town Hall Lettings	25/03/2026		ATC Main Account		Lettings	Woo's Taekwondo	X	52.00		52.00
503	Town Hall Lettings	26/03/2026		ATC Main Account		Lettings	The Big Skirts Choir	X	54.00		54.00
504	Town Hall Lettings	27/03/2026		ATC Main Account		Lettings	Martyn Brooks	X	48.00		48.00
486	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	U3a Family History	X	10.00		10.00
506	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	WI bookings	X	20.00		20.00
505	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	The Big Skirts Choir	X	90.00		90.00
507	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	WI Keep Fit	X	48.00		48.00
508	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	WI Keep Fit	X	48.00		48.00
509	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	U3a Talks	X	41.00		41.00
510	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	U3a Talks	X	35.00		35.00
513	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	Big Noise Chorus	X	176.00		176.00
511	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	U3a Scottish Dancing	X	15.00		15.00
512	Town Hall Lettings	30/03/2026		ATC Main Account		Lettings	U3a Scottish Dancing	X	30.00		30.00
Total									3,186.25		3,186.25

Ashburton Town Council

16 April 2026 (2025-2026)

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
324	Stock	10/03/2026		Information Centre 1		Stock	Dartmoor News	Z	3.75		3.75
325	Bank Charges - Info Centre	17/03/2026		Information Centre 1		Stock	Lloyds Bank	X	4.25		4.25
326	Electricity	24/03/2026		Information Centre 1		Stock	Total Energies	L	31.99	1.60	33.59
327	Stock	25/03/2026		Information Centre 1		Stock	Dartmoor News	Z	11.25		11.25
Total									51.24	1.60	52.84

Ashburton Town Council

16 April 2026 (2025-2026)

RECEIPTS LIST

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
487	Takings	02/03/2026		Information Centre t		Takings	Paypal	Z	9.82		9.82
488	Takings	05/03/2026		Information Centre t		Takings	Paypal	Z	103.16		103.16
489	Takings	12/03/2026		Information Centre t		Takings	Paypal	Z	22.59		22.59
490	Takings	16/03/2026		Information Centre t		Takings	Paypal	Z	32.36		32.36
491	Takings	19/03/2026		Information Centre t		Takings	Paypal	Z	65.56		65.56
492	Takings	23/03/2026		Information Centre t		Takings	Paypal	Z	44.21		44.21
493	Takings	26/03/2026		Information Centre t		Takings	Paypal	Z	4.91		4.91
494	Takings	30/03/2026		Information Centre t		Takings	Paypal	Z	69.02		69.02
Total									351.63		351.63

16 April 2026 (2025-2026)

Ashburton Town Council

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

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

A	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		85,688.77
	ADD Receipts 01/04/2025 - 31/03/2026		281,467.37
	SUBTRACT Payments 01/04/2025 - 31/03/2026		367,156.14
	Cash in Hand 31/03/2026 (per Cash Book)		87,989.71
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0,00	
	Cash Float 31/03/2026	50,00	
	CCLA - Public Sector Deposit Func 31/03/2026	63,796.96	
	Information Centre Main Account 31/03/2026	1,257.16	
	ATC Main Account 31/03/2026	22,885.59	
			87,989.71
	Less unrepresented payments		87,989.71
	Plus unrepresented receipts		
	Adjusted Bank Balance		87,989.71
	A = B Checks out OK		

Ashburton Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

16 April 2026 (2025-2026)

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A. Income / Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	↗ Under/over spend
101 Precept	224,162.26	224,162.26					(0%)
102 Rent	20,100.00	20,100.00					(0%)
103 Town Hall Lettings	12,000.00	21,647.26	9,647.26				9,647.26 (80%)
105 VAT Refunds							(N/A)
106 Rentals - water usage	500.00		-500.00				-500.00 (-100%)
108 CCLA Dividends		2,568.37	2,568.37				2,568.37 (N/A)
SUB TOTAL	256,762.26	268,477.89	11,715.63				11,715.63 (4%)

B. Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	↗ Under/over spend
SUB TOTAL		28,26	28,26	139,669,37	99,832,57	39,836,80	39,257,16 (28%)

C. Town Hall Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	↗ Under/over spend
301 Rates - Tolnbridge				14,093.36	13,673.00	596.38	596.38 (4%)
303 Gas				8,939.64	8,203.26	735.28	735.28 (8%)
304 Electricity				2,413.31	1,897.21	526.10	526.10 (21%)
305 Water				1,884.62	3,038.84	-1,154.22	-1,154.22 (-61%)
306 Insurance		373.33	373.33	9,095.66	9,440.19	-373.33	(0%)
310 Town Hall Lift				315.00	3,819.00	-3,504.00	-3,504.00 (-1112%)
311 Town Hall Maintenance				4,000.00	4,017.64	-17.64	-17.64 (-0%)
313 Grounds Maintenance		815.56	815.56	5,000.00	837.60	4,162.07	4,877.63 (99%)
315 Waste Collection				1,741.36	2,474.12	-732.74	-732.74 (-42%)
316 Sanitary Hire				890.00	899.00	241.00	241.00 (28%)
320 Window Cleaning				280.00	140.00	140.00	140.00 (50%)
325 Fire Extinguisher Service				298.64	299.60	32.14	32.14 (13%)
SUB TOTAL		1,188.89	1,188.89	48,797.63	48,146.70	651.04	1,839.63 (3%)

D. Town Hall Office Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	↗ Under/over spend
401 Office Equipment				100.00	392.77	-292.77	-292.77 (-292%)
402 Office Stationery				300.00	129.68	170.47	170.47 (58%)
403 Office Telephone				600.00	649.47	-49.47	-49.47 (-8%)
404 Postage				25.00	11.40	13.60	13.60 (54%)
405 Photocopier		22.50	22.50	1,895.00	1,647.13	162.87	175.37 (9%)
406 IT services				5,181.36	6,526.17	-1,336.79	-1,336.79 (-26%)
407 Books							(N/A)
408 Car Park Permit				475.00	475.00		(0%)
410 Web hosting				370.00	455.00	-85.00	-85.00 (-23%)

Ashburton Town Council

16 April 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

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411 Scribe Accounts / Bookings			1,000.00	1,000.00	(0%)
490 Audit			1,200.00	1,420.00	-220.00 (-18%)
SUB TOTAL	22.00	22.00	10,888.38	12,078.47	-1,190.09 (-10%)

E. Council Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
							N/A Under/over spend	
501	Mayor's Allowance				1,000.00	489.56	511.04 (51%)	
505	Bank service charges				51.00	60.84	-9.84 (-19%)	
510	Election						(N/A)	
520	Councillor Training				700.00	240.00	460.00 (65%)	
525	Professional Fees				2,268.00	1,268.19	1,099.19 (48%)	
530	Civic Events				550.00	302.72	247.28 (44%)	
SUB TOTAL					4,568.00	2,341.30	2,267.07 (49%)	

F. Town Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
							N/A Under/over spend	
601	Snow Warden / Salt / Grit				50.00		50.00 (100%)	
602	CCTV				1,250.00	115.50	1,134.50 (92%)	
603	Memorials				100.00		100.00 (100%)	
604	Shells				100.00		100.00 (100%)	
606	Christmas Lighting				5,000.00	4,990.00	10.00 (0%)	
607	Tourism				800.00	800.00	(0%)	
SUB TOTAL					7,300.00	6,015.50	1,284.50 (84%)	

H. Honorary / Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
							N/A Under/over spend	
901	Community Grants				60,000.00	60,000.00	(0%)	
902	Museum				250.00		250.00 (100%)	
903	Churchyard Ground Maintenance				3,000.00		3,000.00 (100%)	
906	Remembrance Band						(N/A)	
907	SDR Bus Service						(N/A)	
908	Swimming Pool						(N/A)	
909	Sustainability Grant		100.00	100.00	600.00	600.00	600.00 (100%)	
910	Court Leet and Baron				75.00		75.00 (100%)	
911	Steward to the Courts				100.00		100.00 (100%)	
912	Town Crier				75.00		75.00 (100%)	
913	Twining - Cleder Reception				300.00		300.00 (100%)	
SUB TOTAL			100.00	100.00	64,300.00	69,015.00	4,400.00 (6%)	

Ashburton Town Council

16 April 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

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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					42.50	-42.50 (N/A)	
1003	Electricity				403.78	349.76	61.02 (14%)	
1004	Telephone / Broadband				889.81	900.38	-11.57 (-1%)	
1020	Stock		157.36	157.36	3,900.00	1,720.10	1,937.26 (55%)	
1090	Telexing	5,000.00	3,811.75	-1,188.25			-1,188.25 (-23%)	
	SUB TOTAL	5,000.00	3,969.11	-1,030.89	4,796.59	3,011.74	1,784.85 (37%)	

M. External Funding

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

Z. Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
							↗ Under/over spend	
2001	Neighbourhood Plan				1,028.25	1,000.00	28.25 (1%)	
2002	Community Funds				1,786.33		1,786.33 (100%)	
2003	Safety reviews and certification				17,738.00		17,738.00 (100%)	
2004	PWLB Loan				18,431.04	18,431.04	(0%)	
2005	Boiler Replacement						(N/A)	
2006	Kitchen ventilation						(N/A)	
2007	ACE				729.73		729.73 (100%)	
2011	Town Hall Clock						(N/A)	
2012	Pension Backpay				6,000.00	5,936.41	61.59 (1%)	
2013	Election				3,000.00		3,000.00 (100%)	
2014	Ashburton Swimming Pool				14,000.00	14,000.00	(0%)	
	SUB TOTAL				63,214.35	39,969.45	23,344.90 (36%)	

Summary

NET TOTAL	261,762.26	273,778.76	12,016.50	343,166.52	271,845.85	71,262.67	63,279.16
V.A.T.		7,668.62			7,320.58		
GROSS TOTAL		281,447.37			279,166.43		