Ashburton Town Council

Minutes of the Finance Committee meeting held on Tuesday 15th September 2026 at 7.30pm, in the Council Chambers of the Town Hall.

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

In attendance: The Deputy Clerk and Admin Assistant.

088.26F APOLOGIES

Apologies were received from Cllr. Turner due to a prior commitment.

089.26F DECLARATIONS OF INTEREST

None Received.

090.26F PUBLIC COMMENTS / STATEMENTS

None Received.

091.26F TO RECEIVE THE PREVIOUS MINUTES OF 21st JULY 2026.

The Deputy Clerk reported that all actions had been completed and updated the committee on work undertaken.

Resolution

RESOLVED: The minutes were duly signed as a true and accurate record of the meeting.
Proposed: Cllr. Giles
Seconded: Cllr. Bovey

092.26F INSPECTION OF ACCOUNTS.

The accounts were inspected by Cllr. Pugh and no anomalies were found.

093.26F MONTHLY TOWN COUNCIL RECEIPT AND PAYMENTS DETAILS FOR JULY AND AUGUST.

The Deputy Clerk presented the monthly receipts and payments to the Committee **(appendix 1)**.

094.26F TO RECEIVE AND ACCEPT THE BANK RECONCILIATION AS AT 31TH AUGUST 2026

The Deputy Clerk presented the bank reconciliation which was accepted by the Committee **(appendix 2).**

095.26F TO REVIEW THE 2026/27 BUDGET MONITORING REPORT

The Deputy Clerk presented the report **(appendix 3)** and advised that expenditure was broadly in line with budget. Cllr. Pugh asked that a summary report of this years community grant applications be circulated to councillors. **ACTION**

096.26F TO RECEIVE ANY UPDATE REGARDING NEW CCTV INSTALLATION AND RESOLVE ANY RECOMMENDATIONS

The Deputy Clerk reported that the Council had received a grant from Devon and Cornwall Police towards updating the town's CCTV system. The initial quotation, on which the grant was based, was for £7,597.00; however, following a full survey, the quotation has increased to £9,074.76. This is due to much of the existing coaxial cabling not meeting current standards and needing to be replaced with Cat6 cabling. As a result, the grant is now insufficient to cover the total cost, and Councillors were asked how they wished to proceed.

Cllr. Pugh reminded Councillors that £7,000.00 had originally been budgeted for the CCTV works before the Police grant was awarded. These funds had subsequently been transferred to the Asset Management Reserve. Cllr. Pugh therefore proposed that the shortfall be funded from the Asset Management Reserve.

Resolution
RESOLVED: Clerk's Office to take the additional funds needed from the asset management reserves and proceed with installation of new CCTV in Ashburton. **ACTION**
Proposed: Cllr. Giles
Seconded: Cllr. Wood

097.26f MATTERS RAISED BY COUNCILLORS FOR INFORMATION ONLY OR POSSIBLE INCLUSION ON A FUTURE AGENDA.

Cllr. Giles asked whether, as the churchyard is closed to new burials, the Council would still be liable for the maintenance of the land.

Cllr. Pugh confirmed that the Council was not liable for any maintenance payments to the church, regardless of whether new burial plots were available. Previously, the Council had awarded St Andrew's Church an annual maintenance grant; however, this arrangement changed last year following the introduction of the Town Council's Community Grants Policy. The church is now required to apply annually for funding if needed through the Community Grants Scheme.

The Deputy Clerk confirmed that, despite reminders being sent, St Andrew's Church had not submitted an application for a Community Grant before this year's closing date of 1 September.

Cllr. Pugh thanked those present and closed the meeting at 19:51

SIGNED _____ DATE _____

Ashburton Town Council

Action Points Arising from the Finance Committee Meeting Held on Tuesday 15th September 2026 at 7.30pm in the Council Chambers of the Town Hall

Agenda Item	Actions	Responsible
095.26F	A summary report of this year's community grant applications should be created and circulated to councillors.	Clerk's Office
096.26F	Clerk's Office to take the additional funds needed from the asset management reserves and proceed with installation of new CCTV in Ashburton.	Clerk's Office

Appendix 1

Town Hall

Ashburton Town Council

PAYMENTS LIST

12 September 2026 (2026-2027)

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
	D. Staffing	03/07/2026 - 27/08/2026				Confidential			17,824.57		17,824.57
98	Community Grants	02/07/2026		ATC Main Account		Grant	Ashburton Cricket Club	E	250.00		250.00
100	Electricity	06/07/2026		ATC Main Account		Electricity	British Gas Lite	L	232.05	11.60	243.65
101	IT services	06/07/2026		ATC Main Account		IT support	3MV	S	507.80	101.56	609.36
102	Grounds Maintenance	16/07/2026		ATC Main Account		4 wheel trolley	C J Dodds	S	124.99	25.00	149.99
103	Bank service charges	20/07/2026		ATC Main Account		Bank charges	Lloyds Bank	E	4.25		4.25
104	Town Hall Maintenance	22/07/2026		ATC Main Account		General maintenance	Church's	S	6.92	1.39	8.31
105	Community Grants	22/07/2026		ATC Main Account		Grant	Ashburton PCC	E	1,500.00		1,500.00
107	Rates - Teignbridge	27/07/2026		ATC Main Account		Rates	Teignbridge District Council	E	287.00		287.00
106	Photocopier	27/07/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	30.06	6.01	36.07
108	Gas	27/07/2026		ATC Main Account		Gas	British Gas Lite	L	639.93	32.00	671.93
109	Rates - Teignbridge	27/07/2026		ATC Main Account		Rates	Teignbridge District Council	E	774.00		774.00
110	Civic Events	28/07/2026		ATC Main Account		Storytelling	Hannah Sneyd	Z	80.00		80.00
113	Civic Events	28/07/2026		ATC Main Account		Face Painting	Abbie's Facepainting	Z	120.00		120.00
114	Town Hall Maintenance	28/07/2026		ATC Main Account		As cost code	J E Rangeley	S	135.38	6.94	142.32
117	Town Hall Maintenance	28/07/2026		ATC Main Account		General maintenance	Tweedie Build	Z	130.00		130.00
116	Civic Events	28/07/2026		ATC Main Account		Storytelling	Sara Hurley	Z	80.00		80.00
120	Payroll services	30/07/2026		ATC Main Account		Payroll Charge	Dawes Accountants	S	33.00	6.60	39.60
133	Electricity	03/08/2026		ATC Main Account		Electricity	British Gas Lite	L	233.13	11.66	244.79
134	PWLB Loan	03/08/2026		ATC Main Account		Loan repayment	Public Works Loan	X	9,090.07		9,090.07
135	Mayor's Allowance	05/08/2026		ATC Main Account		Official Reception	Greedy Bird	Z	39.60		39.60
136	Audit	05/08/2026		ATC Main Account		As cost code	IAC	S	395.00	79.00	474.00
137	Town Hall Maintenance	05/08/2026		ATC Main Account		General maintenance	J Tubby	Z	9.57		9.57
138	Mayor's Allowance	05/08/2026		ATC Main Account		As cost code	Lucy Wood	Z	16.95		16.95
139	Office Costs	05/08/2026		ATC Main Account		As cost code	L Travers-Howard	Z	33.94		33.94
140	Town Hall Maintenance	05/08/2026		ATC Main Account		General maintenance	Mike Ruth Plumbing	S	55.03	11.01	66.04
141	Scribe Accounts / Bookings	05/08/2026		ATC Main Account		IT support	Scribe	S	924.00	184.80	1,108.80
142	Scribe Accounts / Bookings	05/08/2026		ATC Main Account		IT support	Scribe	S	348.00	69.60	417.60
143	Mayor's Allowance	06/08/2026		ATC Main Account		As cost code	Lucy Wood	Z	20.00		20.00
147	Payroll services	07/08/2026		ATC Main Account		Payroll Charge	Dawes Accountants	S	40.50	8.10	48.60
148	IT services	10/08/2026		ATC Main Account		IT support	3MV	S	507.80	101.56	609.36
149	Sanitary Hire	14/08/2026		ATC Main Account		Equipment Leasing	Wessex Leasing	S	65.00	13.00	78.00
150	Bank service charges	18/08/2026		ATC Main Account		Bank charges	Lloyds Bank	X	4.63		4.63

Ashburton Town Council

PAYMENTS LIST

12 September 2026 (2026-2027)

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
151	Rates - Teignbridge	25/08/2026		ATC Main Account		Rates	Teignbridge District Council	X	287.00		287.00
152	Rates - Teignbridge	25/08/2026		ATC Main Account		Rates	Teignbridge District Council	X	774.00		774.00
153	Photocopier	26/08/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	14.52	2.91	17.43
154	Gas	27/08/2026		ATC Main Account		Gas	British Gas Lite	L	230.03	11.50	241.53
162	Resource Books	27/08/2026		ATC Main Account		Staff training	SLCC	Z	149.40		149.40
163	Water	28/08/2026		ATC Main Account		Water usage	Everflow	L	165.19	8.26	173.45
								Total	36,163.31	692.50	36,855.81

Ashburton Town Council

RECEIPTS LIST

12 September 2026 (2026-2027)

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
	A. Income - Lettings	06/08/2026 - 24/08/2026				Confidential			2,349.10		2,349.10
	B. Income - Rent	06/07/2026 - 21/08/2026				Confidential			3,550.00		3,550.00
106	Income - Other	21/07/2026		ATC Main Account		Refund	Lloyds Bank	E	60.00		60.00
88	VAT Refunds	06/08/2026		ATC Main Account		VAT Refund	HMRC	X		-2,424.60	-2,424.60
89	VAT Refunds	06/08/2026		ATC Main Account		VAT Refund	HMRC	R		2,424.60	2,424.60
140	VAT Refunds	12/08/2026		ATC Main Account		VAT Refund	HMRC	R		14.91	14.91
								Total	5,959.10	14.91	5,974.01

Ashburton Town Council

Information Centre

Ashburton Town Council

PAYMENTS LIST

12 September 2026 (2026-2027)

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
121	Stock	02/07/2026		Information Centre N		Stock	Irene Hollister	Z	85.00		85.00
122	Stock	02/07/2026		Information Centre N		Stock	T E Elliot	Z	58.50		58.50
123	Telephone / Broadband	06/07/2026		Information Centre N		Telephone	BT	S	242.79	48.56	291.35
124	Electricity	20/07/2026		Information Centre N		Electricity	Total Energies	L	50.34	2.52	52.86
125	Bank Charges - Info Centre	20/07/2026		Information Centre N		Bank charges	Lloyds Bank	X	4.25		4.25
126	Stock	22/07/2026		Information Centre N		Stock	GD Brazier	Z	146.00		146.00
127	Stock	22/07/2026		Information Centre N		Stock	Sophie Murdin	Z	56.00		56.00
128	Bank Charges - Info Centre	18/08/2026		Information Centre N		Bank charges	Lloyds Bank	X	4.25		4.25
129	Electricity	20/08/2026		Information Centre N		Electricity	Total Energies	L	51.42	2.57	53.99
130	Stock	20/08/2026		Information Centre N		Stock	Alan Swindell	Z	24.00		24.00
131	Stock	20/08/2026		Information Centre N		Stock	Bon Rymel	Z	135.50		135.50
132	Stock	20/08/2026		Information Centre N		Stock	DNPA	Z	475.50		475.50
								Total	**1,333.55**	**53.65**	**1,387.20**

Ashburton Town Council

RECEIPTS LIST

12 September 2026 (2026-2027)

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
108	Takings	02/07/2026		Information Centre N		Takings	Paypal	Z	61.14		61.14
109	Takings	06/07/2026		Information Centre N		Takings	Paypal	Z	35.36		35.36
110	Takings	09/07/2026		Information Centre N		Takings	Paypal	Z	23.04		23.04
111	Takings	13/07/2026		Information Centre N		Takings	Paypal	Z	48.38		48.38
112	Takings	16/07/2026		Information Centre N		Takings	Paypal	Z	51.85		51.85
113	Takings	20/07/2026		Information Centre N		Takings	Paypal	Z	11.25		11.25
114	Takings	23/07/2026		Information Centre N		Takings	Paypal	Z	12.76		12.76
115	Takings	27/07/2026		Information Centre N		Takings	Paypal	Z	103.55		103.55
116	Takings	30/07/2026		Information Centre N		Takings	Paypal	Z	151.01		151.01
121	Takings	03/08/2026		Information Centre N		Takings	Paypal	Z	54.48		54.48
122	Takings	06/08/2026		Information Centre N		Takings	Paypal	Z	32.27		32.27
123	Takings	10/08/2026		Information Centre N		Takings	Paypal	Z	101.91		101.91
124	Takings	11/08/2026		Information Centre N		Takings	Paypal	Z	258.12		258.12
125	Takings	13/08/2026		Information Centre N		Takings	Paypal	Z	7.37		7.37
126	Takings	17/08/2026		Information Centre N		Takings	Paypal	Z	30.38		30.38
127	Takings	20/08/2026		Information Centre N		Takings	Paypal	Z	45.10		45.10
128	Takings	24/08/2026		Information Centre N		Takings	Paypal	Z	9.82		9.82
129	Takings	27/08/2026		Information Centre N		Takings	Paypal	Z	15.72		15.72
								Total	**1,053.51**		**1,053.51**

Appendix 2

10 September 2026 (2026-2027)

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 31/08/2026			
	Cash in Hand 01/04/2026			87,989.71
	ADD			
	Receipts 01/04/2026 - 31/08/2026			148,452.73
				236,442.44
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			104,534.87
A	**Cash in Hand 31/08/2026** (per Cash Book)			**131,907.57**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	ATC Main Account	31/08/2026	66,290.96	
	Information Centre Main Account	31/08/2026	749.29	
	CCLA - Public Sector Deposit Func	31/08/2026	64,817.32	
	Cash Float	30/06/2026	50.00	
				131,907.57
	Less unpresented payments			
				131,907.57
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**131,907.57**
	A = B Checks out OK			

Ashburton Town Council

Appendix 3

Ashburton Town Council

15 September 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/08/2026)

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 - Lettings

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
	SUB TOTAL	**15,000.00**	**6,345.80**	**-8,654.20**				**-8,654.20 (-57%)**

B. Income - Rent

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
	SUB TOTAL	**20,550.00**	**10,193.00**	**-10,357.00**		**1,000.00**	**-1,000.00**	**-11,357.00 (-55%)**

C. Income - Other

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
106	CCLA Dividends	2,600.00	1,020.36	-1,579.64				-1,579.64 (-60%)
110	Income - Other		60.00	60.00				60.00 (N/A)
105	Precept	253,434.66	126,717.33	-126,717.33				-126,717.33 (-50%)
107	VAT Refunds							(N/A)
	SUB TOTAL	**256,034.66**	**127,797.69**	**-128,236.97**				**-128,236.97 (-50%)**

D. Staffing

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
	SUB TOTAL				**116,052.84**	**41,848.84**	**74,204.00**	**74,204.00 (63%)**

E. Town Hall Expenses

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
310	Annual Servicing				647.85		647.85	647.85 (100%)
304	Electricity				2,785.60	938.11	1,847.49	1,847.49 (66%)
303	Gas				6,000.00	2,832.51	3,167.49	3,167.49 (52%)
313	Grounds Maintenance				5,000.00	856.76	4,143.24	4,143.24 (82%)
308	Insurance				9,412.20	9,044.76	367.44	367.44 (3%)
301	Rates - Teignbridge				14,146.65	5,303.00	8,843.65	8,843.65 (62%)
316	Sanitary Hire				977.60	488.80	488.80	488.80 (50%)
311	Town Hall Maintenance				7,000.00	5,173.42	1,826.58	1,826.58 (26%)
315	Waste Collection				2,910.39	673.17	2,237.22	2,237.22 (76%)
306	Water				2,256.51	1,316.25	940.26	940.26 (41%)
	SUB TOTAL				**51,136.80**	**26,626.78**	**24,510.02**	**24,510.02 (47%)**