Ashburton Town Council

Minutes of the Finance Committee meeting held on Tuesday 16th June 2026 at 7.30pm, in the Council Chambers of the Town Hall.

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

In attendance: The Town Clerk and Admin Assistant.

060.26F APOLOGIES

None Received.

061.26F DECLARATIONS OF INTEREST

None Received.

062.26F PUBLIC COMMENTS / STATEMENTS

None Received.

063.26F TO RECEIVE THE PREVIOUS MINUTES OF 19TH MAY 2026.

The Clerk reported there was one matter outstanding; due to the recent audit the Clerk's Office hasn't had the opportunity to begin preliminary work relating to the town clock restoration - this will be added to the July agenda. All other actions have been completed.

Resolution

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

064.26F INSPECTION OF ACCOUNTS.

Cllr. Pugh noted that the accounts are missing one invoice for a transaction of £100.

Actions

The Clerk to print invoice, add it to the file and notify the Chair.

065.26F PAYMENTS FOR APPROVAL JUNE 2026.

The Clerk reported that an invoice has been received for the erection of a noticeboard in Balland Lane. As the cost exceeds the Clerk's delegated spending authority, approval from the Committee is required before payment can be authorised.

The noticeboard has not yet been sign-written. Councillors discussed the possibility of a member of the public undertaking the lettering free of charge/low cost.

Resolution
APPROVED:
Proposed: Cllr. Wood
Seconded: Cllr. Distin

It was agreed that £10 from the Mayor's Allowance be used to purchase flowers to mark a significant birthday for a long-serving member of staff.

Resolution
APPROVED:
Proposed: Cllr. Pugh
Seconded: Cllr. Giles

066.26F MONTHLY TOWN COUNCIL RECEIPT AND PAYMENT DETAILS FOR MAY.

The Clerk presented the accounts to the Committee **(Appendix 1)**.

She reported that she had met with a group of local traders, which are keen to support improvements within the town and is exploring ways in which it may be able to contribute, particularly towards the Christmas lights. The Clerk will keep councillors informed as discussions progress.

The Clerk also reported feedback received from the auditor, who advised that, owing to the commercially sensitive nature of the information, details of room hirers will be treated as confidential in future and will no longer be itemised in published reports, instead reporting the monthly total; these are still available to be viewed in the office as necessary.

067.26F TO RECEIVE AND ACCEPT THE BANK RECONCILIATION AS AT 31ST MAY 2026

The Clerk presented the bank reconciliation to the Committee **(Appendix 2).**

Resolution
ACCEPTED:
Proposed: Cllr. Turner
Seconded: Cllr. Nutley

068.26F TO REVIEW THE 2026/27 BUDGET MONITORING REPORT.

The Clerk presented the budget to the Committee and responded to a query from Cllr. Distin regarding the first VAT repayment received during the financial year.

Cllr. Turner noted that the current boiler is potentially nearing the end of its operational life and asked whether alternative options for replacing the main boiler should now be considered. She commented that forward planning could help avoid the need for a rushed replacement in the event of a failure.

Actions

- The Clerk’s Office is to revisit the recent email correspondence regarding the main boiler to confirm the work undertaken by the plumber and to assess the urgency of replacing the boiler.
- The Clerk's Office is to research replacement heating options and associated costs for the Town Hall.

Cllr. Nutley enquired about the outstanding £3,000 grounds maintenance grant payment to St Andrew's Church relating to the previous financial year. The Clerk explained that an invoice had been received and allocated to the previous year's budget. Cllr. Turner raised concerns regarding the source of funding, noting that the previous year's budget had been fully spent. The Clerk advised that the payment would need to be met from the General Reserve, which is funded through underspends on other budget headings.

Cllr. Turner requested that an item be included on the next agenda to review the current year's budget and consider how the £3,000 expenditure should be allocated.

Actions

- The Clerks Office will reassure the Church that the invoice will be paid after next month’s finance meeting.
- An item is to be included on the next agenda to review the current year's budget and consider the allocation of £3,000 for the St Andrew's Church grounds maintenance grant.

069.26F TO APPROVE THE DIRECT DEBITS FOR 2026/27.

Resolution
APPROVED:
Proposed: Cllr. Wood
Seconded: Cllr. Pugh

Actions
The Clerk's Office will circulate a schedule of contract end dates for all suppliers to assist with forward planning and contract management.

070.26F TO DISCUSS AND REVIEW THE QUOTATION FOR THE MAIN HALL SOUND BOARDS.

The Clerk reported that a quotation of £4,541.55 had been received for the installation of 15 acoustic panels in the Town Hall. The proposed positioning of the panels and the rationale for the project were explained, namely, to reduce echo and improve sound quality during meetings and events.

Cllr. Wood emphasised the importance of ensuring that the Town Hall remains a usable and welcoming space for all and enquired whether grant funding might be available to help meet the cost. Cllr. Wood further suggested that the Clerk's Office compile a list of "grant-ready" projects so that the Council is well placed to respond quickly when funding opportunities arise.

Cllr. Turner requested that the Clerk's Office obtain two additional quotations to enable Members to compare costs and assess value for money.

Resolution

APPROVED: To compile a list of grant-ready projects that could benefit from external funding.
Proposed: Cllr. Wood
Seconded: Cllr. Distin

Actions

- The Clerk's Office is to investigate potential grant funding opportunities for the installation of acoustic panels.
- The Clerk's Office is to compile a list of grant-ready projects that could benefit from external funding.
- The Clerk's Office is to obtain two further quotations for the installation of acoustic panels in the Town Hall.

071.26F TO DISCUSS THE TDC TRANSFER OF ASSETS.

The Clerk presented a report which she had previously circulated **(Appendix 3),** that set out estimated costs associated with the potential transfer of various assets from Teignbridge District Council. The Clerk also introduced a second report **(Appendix 4)** outlining the advantages and disadvantages of using either a Community Interest Company (CIC) or a Charitable Incorporated Organisation (CIO) to manage any transferred assets.

Members noted that, should the Council decide to take on the assets, it may need to budget for additional annual expenditure in the region of £100,000 to manage and maintain them.
It was agreed that both reports would be considered in greater detail and form the basis of further discussion at the next meeting of the Asset working group meeting.

The Clerk explains that there is a strong drain odour in the Clerk's Office. This is an ongoing issue that has been unable to be resolved despite plumbing investigations being undertaken in the past. The Clerk would like the councillors to be aware of the issue and consider options for the well-being of the staff.

Cllr. Giles presented a report on the future of the Information Centre **(Appendix 5).** She noted that the facility is currently underused and relies heavily on a small number of volunteers. Cllr. Giles asked Councillors to consider the benefits and disadvantages of continuing to operate the service.

Councillors were advised that an independent assessor had inspected the building and provided estimates of potential rental income, both for the building as a whole and for the rear office space. It was noted that a window would need to be installed in the rear office before it could be let. Various options for the future use of the building were then discussed.

Cllr. Wood suggested that the Council should distinguish between the Information Centre as a service and the building as a physical space. She proposed the formation of a sub-committee to consider the use of space across all Town Council buildings, taking into account the changing needs of the community, the odour issues within the Clerk's Office, and the potential requirement for additional storage should further assets be transferred from TDC.

Cllr. Bovey requested that the Clerk's Office investigate whether there were any restrictions attached to the original construction of the Information Centre requiring it to remain in that use, and whether similar restrictions apply to the public toilets.

Cllr. Turner advised that the current asset transfer terms with TDC provide that, should an asset be sold within 25 years of transfer, 50% of the sale proceeds would be payable to TDC, although she considered that this provision could be negotiated as part of the transfer process.

Councillors also discussed the previous management arrangements for the Information Centre by the Clerk's Office and considered whether this could be a viable option in the future, or whether the service could operate as a separate charity to attract external grant funding. Cllr. Pugh offered to investigate potential funding opportunities.

Resolution
RESOLVED: to continue exploring options for the future of the Information Centre within the next GP meeting and from that, potentially create a subcommittee to consider the use of the town council buildings as a whole.
Proposed: Cllr. Pugh
Seconded: Cllr. Turner

Actions
- The Clerk's Office is to contact Teignbridge District Council to establish whether the deeds for the Information Centre and public toilets contain any restrictions on changes of use.
- The Clerk's Office is to add the future of the Information Centre to a future General Purposes Committee agenda.
- Cllr Pugh is to investigate potential funding opportunities to support the future operation of the Information Centre.

Cllr. Turner reported on her recent attendance at a TDC Overview and Scrutiny Committee meeting, where she represented ATC. At the meeting she outlined the Town Council's position regarding the proposed asset transfers and requested that TDC either provide additional funding to assist with the ongoing management costs associated with the transferred assets or allow ATC to take on the management of the town car parks to help fund the additional assets. Cllr. Turner's full statement to Teignbridge District Council is attached to these minutes as **Appendix 6**. Cllr. Turner reported that the scrutiny meeting Chair responded that income from its car parks contributes towards the cost of waste and recycling services, which are not fully funded through the Council Tax TDC received.

Cllr. Turner advised that later in the same meeting Teignbridge District Council approved a £3 million programme to upgrade play areas across the District. When questioned, TDC officers stated that it was premature to allocate budgets to individual sites and that site visits and public engagement would be undertaken before decisions were made on which play areas would receive funding. Teignbridge District Council confirmed that play areas would be transferred to town councils in good condition, although no firm timescale for improvement works was provided.

Cllr. Turner advised that she intends to attend future meetings in order to seek further information and updates on this issue.

072.26F TO DISCUSS OPTIONS FOR FUTURE GREEN WASTE DISPOSAL.

The Clerk sought guidance regarding the disposal of green waste generated by the new Town Warden. Two potential locations for the temporary storage of green waste were identified:

1. A site adjacent to Bulliver's Way.
2. Temporarily - The Town Council's sandbag store, which is currently unused.

The Clerk also reported that she had investigated the purchase of a green waste trolley for the Town Warden and advised that a good quality trolley would cost in the region of £300–£400.

Resolution
RESOLVED to approve the purchase of a green waste trolley for the new Town Warden.
Proposed: Cllr. Turner
Seconded: Cllr. Pugh

Actions
- The Clerk's Office is to investigate storage options for the Town Warden's equipment and report back to the Council.
- The Clerk's Office is to undertake further investigations into options for the disposal of green waste.

073.26F MATTERS RAISED BY COUNCILLORS FOR INFORMATION ONLY OR POSSIBLE INCLUSION ON A FUTURE AGENDA.

Cllr. Turner requested an update on the Town's CCTV upgrade. The Clerk reported that an invoice had been received and that the Police had agreed to meet the cost of the works.

Cllr. Turner also enquired about the current arrangements for the barber's shop, which is presently occupied under a licence agreement. The tenant has indicated a preference to move to a five-year lease. The Clerk advised that she is consulting the Council's solicitors regarding the preparation of a lease and the associated annual retainer for legal services.

Actions
- The Clerk is to consult the Council's solicitors regarding the preparation of a five-year lease and an associated annual retainer for legal services.

Cllr. Pugh thanked those present and closed the meeting at 20.58

Ashburton Town Council

Action Points Arising from the Finance Committee Meeting

Held on Tuesday 16th June 2026 at 7.30pm in the Council Chambers of the Town Hall

Agenda Item	Actions	Responsible
064.26F	The Clerk to print invoice, add it to the file and notify the Chair.	Clerk's Office
068.26F	The Clerk's Office is to revisit the recent email correspondence regarding the main boiler to confirm the work undertaken by the plumber and to assess the urgency of replacing the boiler.	Clerk's Office
068.26F	The Clerk's Office is to research replacement heating options and associated costs for the Town Hall.	Clerk's Office
070.26F	The Clerk's Office is to investigate potential grant funding opportunities for the installation of acoustic panels.	Clerk's Office
070.26F	The Clerk's Office is to compile a list of grant-ready projects that could benefit from external funding.	Clerk's Office
070.26F	The Clerk's Office is to obtain two further quotations for the installation of acoustic panels in the Town Hall.	Clerk's Office
071.26F	The Clerk's Office is to contact Teignbridge District Council to establish whether the deeds for the Information Centre and public toilets contain any restrictions on changes of use.	Clerk's Office
071.26F	The Clerk's Office is to add the future of the Information Centre to a future General Purposes Committee agenda.	Clerk's Office
071.26F	Cllr Pugh is to investigate potential funding opportunities to support the future operation of the Information Centre.	Cllr. Pugh
072.26F	The Clerk's Office is to investigate storage options for the Town Warden's equipment and report back to the Council.	Clerk's Office
072.26F	The Clerk's Office is to undertake further investigations into options for the disposal of green waste.	Clerk's Office
073.26F	The Clerk's Office is to consult the Council's solicitors regarding the preparation of a five-year lease and the associated annual retainer for legal services.	Clerk's Office

Ashburton Town Council

Appendix 1

Town Hall

Ashburton Town Council

RECEIPTS LIST

11 June 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	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
	B. Income - Rent	06/05/2026 - 21/05/2026				Confidential			2,203.00		2,203.00
	A. Income - Lettings	06/05/2026 - 29/05/2026				Confidential			1,071.53		1,071.53
41	VAT Refunds	12/05/2026		ATC Main Account		VAT Refund	HMRC	X		2,424.60	2,424.60
								Total	**3,274.53**	**2,424.60**	**5,699.13**

Ashburton Town Council

PAYMENTS LIST

11 June 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	08/05/2026 - 27/05/2026				Confidential			7,398.33		7,398.33
32	Office Costs	05/05/2026		ATC Main Account		ICO	ICO - Information Commis	Z	47.00		47.00
33	Electricity	05/05/2026		ATC Main Account		Electricity	British Gas Lite	L	247.88	12.39	260.27
34	Payroll services	07/05/2026		ATC Main Account		Payroll Charge	Dawes Accountants	S	33.00	6.60	39.60
35	Water	08/05/2026		ATC Main Account		Water usage	Everflow	Z	6.61		6.61
37	IT services	11/05/2026		ATC Main Account		IT support	JMV	S	507.80	101.56	609.36
39	Town Hall Maintenance	13/05/2026		ATC Main Account		General maintenance	Mike Ruth Plumbing	S	64.04	12.81	76.85
42	Town Hall Maintenance	13/05/2026		ATC Main Account		General maintenance	P&P Lifts	S	985.00	197.00	1,182.00
45	Town Hall Maintenance	13/05/2026		ATC Main Account		Cleaning	J Tubby	S	17.88	3.58	21.46
44	Office Costs	13/05/2026		ATC Main Account		As cost code	L Travers-Howard	Z	7.79		7.79
43	Mayor's Allowance	13/05/2026		ATC Main Account		As cost code	C J Dodds	Z	21.10		21.10
41	Mayor's Allowance	13/05/2026		ATC Main Account		As cost code	Lucy Wood	Z	88.72		88.72
40	Civic Events	13/05/2026		ATC Main Account		As cost code	K Turner	S	75.00	15.00	90.00
38	Professional Fees	13/05/2026		ATC Main Account		Professional Fees	DALC - Devon Association (	S	987.15	197.43	1,184.58
47	Sanitary Hire	14/05/2026		ATC Main Account		Equipment Leasing	Wessex Leasing	S	65.00	13.00	78.00
46	IT services	14/05/2026		ATC Main Account		IT support	JMV	S	29.00	5.80	34.80
48	Bank service charges	18/05/2026		ATC Main Account		Bank charges	Lloyds Bank	X	5.73		5.73
49	Town Hall Maintenance	21/05/2026		ATC Main Account		General maintenance	C J Dodds	S	78.77	15.75	94.52
50	Town Hall Maintenance	21/05/2026		ATC Main Account		Cleaning	Church's	S	7.52	1.51	9.03
51	Christmas Lighting	21/05/2026		ATC Main Account		Christmas Lighting	LITE	S	1,996.00	399.20	2,395.20
52	Rates - Teignbridge	26/05/2026		ATC Main Account		Rates	Teignbridge District Counci	X	287.00		287.00
53	Rates - Teignbridge	26/05/2026		ATC Main Account		Rates	Teignbridge District Counci	X	774.00		774.00
55	Gas	27/05/2026		ATC Main Account		Gas	British Gas Lite	L	516.59	25.83	542.42
54	Photocopier	27/05/2026		ATC Main Account		Photocopier charges	Concorde Ltd	S	25.56	5.11	30.67
61	Water	28/05/2026		ATC Main Account		Water usage	Everflow	Z	237.71		237.71
62	Grounds Maintenance	28/05/2026		ATC Main Account		General maintenance	K Turner	Z	83.77		83.77
62	Mayor's Allowance	28/05/2026		ATC Main Account		General maintenance	K Turner	Z	7.50		7.50
								Total	**14,601.45**	**1,012.57**	**15,614.02**

Information Centre

Ashburton Town Council

RECEIPTS LIST

11 June 2026 (2026-2027)

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
31	Takings	05/05/2026		Information Centre M		Takings	Paypal	Z	8.83		8.83
32	Takings	07/05/2026		Information Centre M		Takings	Paypal	Z	10.79		10.79
33	Takings	11/05/2026		Information Centre M		Takings	Paypal	Z	9.04		9.04
34	Takings	14/05/2026		Information Centre M		Takings	Paypal	Z	18.41		18.41
35	Takings	18/05/2026		Information Centre M		Takings	Paypal	Z	10.71		10.71
36	Takings	21/05/2026		Information Centre M		Takings	Paypal	Z	27.93		27.93
37	Takings	26/05/2026		Information Centre M		Takings	Paypal	Z	34.39		34.39
								Total	**120.10**		**120.10**

Ashburton Town Council

PAYMENTS LIST

11 June 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
30	Stock	05/05/2026		Information Centre M		Stock	Outstanding Map	Z	335.80		335.80
30	Stock	05/05/2026		Information Centre M		Stock	Outstanding Map	S	4.10	0.82	4.92
31	Electricity	08/05/2026		Information Centre M		Electricity	Total Energies	L	34.04	1.70	35.74
29	Bank Charges - Info Centre	18/05/2026		Information Centre M		Bank charges	Lloyds Bank	X	4.25		4.25
63	Electricity	20/05/2026		Information Centre M		Electricity	Total Energies	L	50.92	2.55	53.47
28	Stock	28/05/2026		Information Centre M		Stock	Dartmoor News	Z	11.25		11.25
								Total	**440.36**	**5.07**	**445.43**

Ashburton Town Council

11 June 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/05/2026 and 31/05/2026)

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	1,071.53	-13,928.47				-13,928.47 (-92%)

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	2,203.00	-18,347.00				-18,347.00 (-89%)

C. Income - Other

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
105	Precept	253,434.66		-253,434.66				-253,434.66 (-100%)
106	CCLA Dividends	2,600.00		-2,600.00				-2,600.00 (-100%)
107	VAT Refunds							(N/A)
110	Income - Other							(N/A)
	SUB TOTAL	256,034.66		-256,034.66				-256,034.66 (-100%)

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	7,398.33	108,654.51	108,654.51 (93%)

E. Town Hall Expenses

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
301	Rates - Teignbridge				14,146.65	1,061.00	13,085.65	13,085.65 (92%)
303	Gas				6,000.00	516.59	5,483.41	5,483.41 (91%)
304	Electricity				2,785.60	247.88	2,537.72	2,537.72 (91%)
306	Water				2,256.51	244.32	2,012.19	2,012.19 (89%)
308	Insurance				9,412.20		9,412.20	9,412.20 (100%)
310	Annual Servicing				647.85		647.85	647.85 (100%)
311	Town Hall Maintenance				7,000.00	1,153.21	5,846.79	5,846.79 (83%)
313	Grounds Maintenance				5,000.00	83.77	4,916.23	4,916.23 (98%)
315	Waste Collection				2,910.39		2,910.39	2,910.39 (100%)
316	Sanitary Hire				977.60	65.00	912.60	912.60 (93%)
	SUB TOTAL				51,136.80	3,371.77	47,765.03	47,765.03 (93%)

Ashburton Town Council

11 June 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/05/2026 and 31/05/2026)

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

F. Town Hall Office Expenses

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
401	Office Costs				425.00	54.79	370.21	370.21 (87%)
405	Photocopier				1,875.00	25.56	1,849.44	1,849.44 (98%)
406	IT services				5,893.48	536.80	5,356.68	5,356.68 (90%)
407	Resource Books				144.00		144.00	144.00 (100%)
408	Car Park Permit				490.00		490.00	490.00 (100%)
409	Payroll services				396.00	33.00	363.00	363.00 (91%)
411	Scribe Accounts / Bookings				1,272.00		1,272.00	1,272.00 (100%)
480	Audit				1,815.00		1,815.00	1,815.00 (100%)
	SUB TOTAL				**12,310.48**	**650.15**	**11,660.33**	**11,660.33 (94%)**

G. Council Expenses

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
501	Mayor's Allowance				1,000.00	117.32	882.68	882.68 (88%)
502	Civic Events				550.00	75.00	475.00	475.00 (86%)
503	Election							(N/A)
504	Councillor Training				700.00		700.00	700.00 (100%)
505	Bank service charges				100.00	5.73	94.27	94.27 (94%)
525	Professional Fees				3,046.66	987.15	2,059.51	2,059.51 (67%)
550	PWLB Loan				18,000.00		18,000.00	18,000.00 (100%)
	SUB TOTAL				**23,396.66**	**1,185.20**	**22,211.46**	**22,211.46 (94%)**

H. Town Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
601	Road / Snow Warden Costs				50.00		50.00	50.00 (100%)
602	CCTV				1,250.00		1,250.00	1,250.00 (100%)
603	Memorials				100.00		100.00	100.00 (100%)
604	Shelters				100.00		100.00	100.00 (100%)
606	Christmas Lighting				5,000.00	1,996.00	3,004.00	3,004.00 (60%)
	SUB TOTAL				**6,500.00**	**1,996.00**	**4,504.00**	**4,504.00 (69%)**

I. Honorarium / Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
901	Community Grants				22,150.00		22,150.00	22,150.00 (100%)
908	Swimming Pool							(N/A)
909	Sustainability Grant				500.00		500.00	500.00 (100%)
911	Steward to the Courts				100.00		100.00	100.00 (100%)
912	Town Crier				75.00		75.00	75.00 (100%)
913	Twinning - Cleder Reception				100.00		100.00	100.00 (100%)

Ashburton Town Council

11 June 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/05/2026 and 31/05/2026)

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

		Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
	SUB TOTAL				**22,925.00**		**22,925.00**	**22,925.00 (100%)**

Y. Info Centre

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1001	Bank Charges - Info Centre				100.00	4.25	95.75	95.75 (95%)
1003	Electricity				500.00	84.96	415.04	415.04 (83%)
1004	Telephone / Broadband							(N/A)
1020	Stock				3,600.00	351.15	3,248.85	3,248.85 (90%)
1050	Takings	5,000.00	120.10	-4,879.90				-4,879.90 (-97%)
	SUB TOTAL	**5,000.00**	**120.10**	**-4,879.90**	**4,200.00**	**440.36**	**3,759.64**	**-1,120.26 (-12%)**

Z. Earmarked Reserves

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2001	Neighbourhood Plan							(N/A)
2002	Community Funds							(N/A)
2003	Safety reviews and certification							(N/A)
2005	Boiler Replacement							(N/A)
2006	Kitchen ventilation							(N/A)
2007	ACE							(N/A)
2011	Town Hall Clock							(N/A)
2013	Election							(N/A)
	SUB TOTAL							**(N/A)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**296,584.66**	**3,394.63**	**-293,190.03**	**236,521.78**	**15,041.81**	**221,479.97**	**-71,710.06**
V.A.T.		2,424.60			1,017.64		
GROSS TOTAL		**5,819.23**			**16,059.45**		

Appendix 2

	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		87,989.71
	ADD Receipts 01/04/2026 - 31/05/2026		137,034.14
			225,023.85
	SUBTRACT Payments 01/04/2026 - 31/05/2026		38,548.26
A	**Cash in Hand 31/05/2026** (per Cash Book)		**186,475.59**
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	ATC Main Account 31/05/2026	121,561.94	
	Information Centre Main Account 31/05/2026	863.87	
	CCLA - Public Sector Deposit Func 30/04/2026	63,999.78	
	Cash Float 31/05/2026	50.00	
			186,475.59
	Less unpresented payments		
			186,475.59
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**186,475.59**
	A = B Checks out OK		

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Appendix 3

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Asset Transfer Brief: Estimated Costs of Taking on Play Parks, Recreation Ground and Public Toilets

Overview

This report provides indicative costs associated with the potential transfer of five play parks (including the recreation ground) and the town public toilets from Teignbridge District Council to Ashburton Town Council as part of local government reorganisation. The figures are intended to inform discussion and financial planning and are based on current industry costs and comparison with neighbouring councils. These estimates have not been provided by Teignbridge District Council and should therefore be regarded as indicative only and may be subject to revision following detailed due diligence and receipt of information from TDC.

Background

The proposed transfer could result in Ashburton Town Council assuming responsibility for:

- Five children's play areas: Prigg Meadow (The Rec), Miners Close, Home Park, Cleder Place, Westabrook Avenue;
- The Recreation Ground skate park, MUGA and associated open spaces;
- Public toilets (including daily cleaning and restocking costs)
- Grass cutting and grounds maintenance;
- Trees within the transferred sites;
- Ongoing repairs and maintenance;
- Statutory health and safety inspections.

Benchmarking has been undertaken against published budgets and practices of neighbouring town councils, including Bovey Tracey, Chudleigh, Buckfastleigh and Kingsteignton.

1) Play Areas

Inspections

Annual independent inspections are mandatory and monthly visual inspections by town council staff would also be required throughout the year.

Kingsteignton Town Council uses RoSPA Play Safety to inspect their play equipment annually. RoSPA are widely recognised by insurers and local authorities. We have priced our estimate based on RoSPA's published pricing.

Typical Costs

According to the current RoSPA Play Safety pricing for parish and town councils:

- £83 + VAT per site for up to five pieces of equipment.
- £4 + VAT for each additional item over five.
- Additional charges apply if you require a meeting with the inspector.
- This does not cover the cost of repairing any items that may need it.

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Annual Inspection Costs

Using RoSPA's current pricing and assuming an average of 10 pieces of equipment per site:

Item	Cost
5 sites × base inspection (£83)	£415
Additional equipment charges (25 items @ £4)	£100
VAT	£103
Annual inspection budget	**≈ £620**

Other local inspection providers

- The Play Inspection Company Ltd - Based in Poole and covers the South West.
- SouthWest Playground Safety Inspections - Independent South West-based inspector.
- Academic Facilities Services - Devon-based.
- Outdoor Play UK - Newton Abbot based.
- The Play Company - Devon-based manufacturer and installer.

Suggested Annual Revenue Budget for 5 play parks

If we add the predicted annual inspection costs to other predicted annual costs (based on published information from other local parish and town council), this suggests an annual budget of:

Item	Annual Budget
Independent annual inspections	£700
Weekly/monthly operational checks (staff time)	£1,000
Minor repairs (chains, bearings, seats, signs, bolts)	£2,000
Surfacing repairs	£1,500
Tree and vegetation management (around equipment)	£1,000
Contingency for vandalism and unexpected defects	£2,000
Total annual revenue provision	**£8,000–£10,000**

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2) Grounds Maintenance (Parks, Open Spaces and Trees)

Allowances should be made for:

- Grass cutting;
- Hedge trimming;
- Weed control;
- Litter collection;
- Bin emptying;
- Minor repairs and maintenance.

Bovey Tracey town council currently budgets:

- Grounds maintenance contract: £16,000
- Recreation grounds/open spaces: £6,000
- Tree works: £4,500
- Fuel for grounds vehicle: £1,200

Total Bovey Tracey annual parks maintenance budget ≈ £27,000–£30,000.

Trees

Ownership of transferred sites would normally include responsibility for all trees within the site boundaries, including perimeter trees.
Provision should be made for:

- Professional tree surveys;
- Routine maintenance;
- Emergency works following storms or disease.
- making dangerous trees safe;
- overhanging branches;
- subsidence claims;

Most councils undertake a Tree Risk Survey every 2–3 years at a typical cost of £1,500–£3,000 for all sites. From this survey there may be recommended tree works, some years might be only £2k; another year one diseased beech could cost £10k.

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Equipment (only applicable If we bring the maintenance in-house)

Equipment	Approx Cost
Ride-on mower	£12,000–£20,000
Pedestrian mower	£1,500
Strimmer and hedge cutter	£1,500
Trailer	£2,000
Hand tools	£1,000
Storage container/building	£10,000
Grounds vehicle/pick-up	£20,000–£35,000
Initial investment	**£50,000–£71,000**

As initial capital investment could exceed £50,000, contracting out grounds' maintenance is likely to represent the most cost-effective option in the short to medium term.

Suggested Annual Revenue Budget for Parks, Open Spaces and Trees

With five play parks plus recreation ground and grass areas at Cleder Place, we would expect Ashburton to need:

Item	Annual Cost
Grass cutting contract	£15,000–£25,000
Litter picking and bins	£2,000–£4,000
Weed control	£1,000–£2,000
Hedge cutting	£1,000–£3,000
Minor repairs	£2,000–£5,000
Tree surveys and works	£5,000–£10,000
Total annual revenue cost	**£26,000 –£50,000**

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3) Public Toilets

The annual cost of operating public toilets typically includes:

- Daily cleaning;
- Opening and closing the building;
- Replenishing toilet rolls and soap;
- Sanitary waste collection;
- Utilities;
- Reactive repairs and vandalism.

Bovey Tracey town council currently budgets:

- Station Road toilets: £12,000
- Recreation Ground toilets: £6,000

Bovey Tracey total annual toilet budget = £18,000.

Public Toilet Maintenance Options

Rather than employing dedicated staff, many councils contract out cleaning and servicing.

Cleaning Contractor

Daily cleaning, replenishment of toilet rolls and soap, and reporting faults.

Local companies include:

- Ninja Cleaners SW (Paignton)
- The Really Useful Cleaning Company (Totnes)
- Flo's Super Clean Cleaning Services Ltd (Torquay)
- Chameleon Property & Laundry Ltd (South Hams)

Estimated annual cost: £7,000–£12,000 per year

Sanitary Waste Collection

Usually monthly or fortnightly.

Potential providers include:

- EMS Waste Services
- Coastal Recycling
- Devon Contract Waste Ltd
- SSR Waste Ltd

Estimated annual cost: £500–£1,000 per year

Consumables

Can either be supplied by the cleaner or purchased directly.

Local supplier:

- Washroom Hub

Annual budget:

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- Toilet roll: £800–1,500
- Soap: £300–600
- Bin liners and cleaning products: £400–1,000

Repairs and Reactive Maintenance
Allow: £2,000–5,000 per annum

Caretaker Role

An option worth considering is whether Ashburton could combine public toilet management with a wider caretaker role, covering:

- Opening and closing toilets
- Play inspections.
- Litter bins.
- Minor repairs.
- Locking parks.

which is a model increasingly adopted by town councils and can provide better value than several separate contracts.

Automation

Alternatively, the town council could consider installing automated opening and closing the toilet block and charging a small fee for users to visit which would cover some of the running costs.

Example Cost Model

Item	Capital Cost
Automated locking system	£4,000
Contactless payment entry	£15,000
CCTV system, cloud storage and maintenance	£3,000
Signage and electrical works	£3,000
Total capital cost	**£25,000**

Potential income
Assuming: open 365 days/year and £0.20 per use
Projected income:

- 100 visits/day: £7,300/year
- 150 visits/day: £10,950/year
- 200 visits/day: £14,600/year

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The financial case for charging depends heavily on visitor numbers. If the toilets are used mainly by tourists and visitors, charging 20p could potentially offset a substantial proportion of the running costs. If usage is modest, the payback period may be long.

Suggested Annual Revenue Budget for Ashburton Toilets (free use, no automation)

Item	Annual Cost
Daily cleaning and locking	£6,000–£8,000
Consumables	£1,000–£2,000
Utilities	£1,500–£2,500
Sanitary waste	£500–£1,000
Repairs and contingency	£2,000–£4,000
Recommended budget	**£12,000–£17,000**

Recommended Annual Revenue Budget

Service	Estimated Annual Cost
Grounds maintenance	£15,000–£25,000
Play area inspections	£700–£850
Playground repairs	£3,000–£5,000
Tree surveys and works	£5,000–£10,000
Public toilets	£12,000–£17,000
Contingency and miscellaneous maintenance	£5,000–£10,000
Total Recommended Annual Budget	**£41,000 – £68,000**

Longer-Term Asset Replacement

The greatest financial liability is likely to arise from future replacement of play equipment and associated surfacing. The replacement value of five play parks may exceed £500,000. To avoid significant one-off costs in future years, it is recommended that the Council establishes an annual capital reserve.

This reserve would avoid large one-off capital requests when major equipment reaches the end of its life. The council could look into forming a CIO to manage some assets which could then

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apply for grants or other funding (see separate document on advantages / disadvantages of forming a CIO or CIC).

Recommended annual contribution: £20,000–£30,000

Conclusions

Members are advised that:

1. The ongoing annual revenue cost of maintaining five play parks, recreation grounds and public toilets is likely to be in the region of **£40,000–£70,000 per annum**.
2. A longer-term asset replacement reserve of **£20,000–£30,000 per annum** should be established to fund future replacement of play equipment and major infrastructure.
3. Prior to any transfer, the Council should seek:
    - Detailed schedules of assets;
    - Land Registry title plans;
    - Existing tree surveys;
    - Maintenance histories;
    - Utility costs;
    - Records of previous expenditure;
    - Details of any known defects or liabilities.
4. The Council should strongly seek adequate financial support from Teignbridge District Council or a way to fund transferred assets (such as income from town carparks or CIL) to ensure that they are sustainable and do not place an unreasonable burden on local taxpayers.

Appendix 4

Future Management of Community Assets Following Local Government Reorganisation

Overview

As part of local government reorganisation, Ashburton Town Council may have the opportunity to acquire assets currently owned by Teignbridge District Council. The assets under discussion include:

- Public toilets
- Play parks
- The Recreation Ground (Rec)
- Some community open spaces

If Ashburton Town Council gains ownership of these assets should their day-to-day management remain with the Council or be delegated to a separate organisation, such as a Community Interest Company (CIC) or a Charitable Incorporated Organisation (CIO).

Option 1: Direct Management by Ashburton Town Council

Under this option, the Council owns and manages the facilities directly.

Suitable for

- Public toilets.
- Play parks.
- The Recreation Ground
- Open spaces and green areas

Advantages

- Full democratic accountability through elected councillors.
- Decisions are made openly and transparently.
- Clear lines of responsibility for residents.
- Existing financial and governance procedures already exist.
- No need to establish and administer a separate organisation.
- No duplication of insurance, accounting or regulatory requirements.
- Assets and liabilities remain under direct Council control.
- The Council can employ contractors or staff as required.

Disadvantages

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- The Council carries all operational and financial risks.
- Limited access to charitable grants.
- Increased officer and member workload – volunteers would be needed!

Option 2: Management by a Community Interest Company (CIC)

Under this arrangement, the Council would retain ownership but lease or licence the facilities to a CIC, which would manage them on the Council's behalf.

Suitable for

- Community enterprises.
- Commercial facilities.
- Markets and events.
- Assets with significant trading opportunities.

Suitability for toilets, parks and recreation grounds

Limited.

These facilities generally require ongoing maintenance rather than commercial operation, and a CIC may add unnecessary complexity.

Advantages

- Separate legal entity with limited liability.
- Ability to trade and generate income.
- Flexibility to employ staff and enter contracts.
- Opportunity to involve community members and volunteers.
- The Council can retain strategic oversight through service agreements.

Disadvantages

- Additional administration and governance.
- Annual reporting requirements to Companies House.
- Some grant funders favour charities rather than CICs.
- Potential duplication of accounting, insurance and governance costs.
- Reduced democratic accountability.
- The interests of the CIC may not always align perfectly with those of the Council.

Can councillors be directors?

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Councillors may serve as directors, but they must act in the interests of the CIC and manage conflicts of interest carefully.

Option 3: Management by a Charitable Incorporated Organisation (CIO)

Under this model, the Council retains ownership and grants a lease or management agreement to a CIO responsible for operating the facilities.

Suitable for

- Community centres.
- Heritage buildings.
- Museums.
- Environmental projects.
- Facilities capable of attracting external grant funding.

Suitability for toilets, parks and recreation grounds

Moderate.

A CIO may be appropriate where there is significant potential to secure grants for biodiversity projects, play equipment, sports facilities or environmental improvements. However, it introduces additional complexity and governance requirements.

Advantages

- Separate legal entity with limited liability.
- Access to charitable grants and trusts.
- Eligibility for Gift Aid and charitable tax reliefs.
- Ability to attract volunteers and donations.
- Strong public confidence and reputation.
- Independent board members can bring additional expertise.

Disadvantages

- The organisation must operate exclusively for charitable purposes.
- Charity law restricts some commercial activities.
- Additional administration and regulatory requirements.
- Trustees must act solely in the interests of the charity.
- Potential conflicts where councillors are also trustees.
- Some reduction in direct democratic accountability.

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Can councillors be trustees?

Councillors may act as trustees, although good governance would suggest a mixture of councillors and independent trustees. Trustees must always act in the interests of the charity rather than the Council.

Comparison

Factor	Council Management	CIC	CIO
Council retains ownership	Yes	Yes	Yes
Democratic accountability	High	Medium	Medium
Commercial flexibility	Moderate	High	Limited
Access to charitable grants	Limited	Moderate	High
Additional administration	Low	Medium	Medium
Ability to involve volunteers	Moderate	High	High
Suitable for toilets and parks	High	Low	Medium
Public perception	High	Medium	High

Governance

Councillors may legally serve as directors of a CIC or trustees of a CIO.

However, this creates dual responsibilities and potential conflicts of interest. Good practice would be:

- A mixed board of councillors and independent members.
- Formal service level agreements with the Council.
- Regular reporting to the Council.
- Clear financial arrangements and performance measures.
- Retention of ownership by Ashburton Town Council.

Overall Assessment

For public toilets, play parks and recreation grounds, direct management by Ashburton Town Council remains the simplest and most accountable model.

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Creating a separate organisation would introduce additional administration and governance without necessarily reducing costs.

A Charitable Incorporated Organisation (CIO) could be considered if:

- Significant external grant funding opportunities become available;
- A large volunteer base is established;
- Sports, biodiversity or community development projects are envisaged; or
- A larger portfolio of community facilities is transferred in the future.

A Community Interest Company (CIC) appears less suited to the types of assets currently under consideration, as these facilities are not primarily commercial enterprises.

Recommendation

A CIO is generally more suitable than a CIC for community facilities and open spaces because charitable status provides access to grants and public trust, whereas a CIC tends to be more appropriate for trading enterprises. Public conveniences, playgrounds and recreation grounds are also services that residents generally expect their elected council to provide and oversee.

There is also a fourth option that deserves consideration and which many larger parish councils use: a charitable trust or CIO specifically for parks and recreation, while the Council continues to run public conveniences directly. That hybrid model could allow grant funding for play equipment, biodiversity and sports facilities without introducing a separate body to manage the less glamorous but essential services such as toilets. That may ultimately prove the most practical arrangement if Ashburton acquires a substantial portfolio from TDC.

Taking into account the above data the preferred approach would be to, short term, acquire and manage the assets directly through Ashburton Town Council. Longer term, if additional facilities are acquired, or substantial external funding opportunities arise, consider establishing a Charitable Incorporated Organisation (CIC) to manage specific facilities under lease from the Council, while ownership remains with Ashburton Town Council.

Appendix 5

The Future of Ashburton Information Centre

Formal Proposal for Consideration

1. Background

The Ashburton Information Centre was constructed by Teignbridge District Council **xx years ago** as a dedicated facility for visitor and community information. Over time, the Centre has experienced periods of both high and low activity, yet it has consistently remained open and continues to provide a valued service to both tourists and local residents.

The Centre offers far more than directions or basic information. Staff provide a **personalised, individual service** to every visitor, and the building also serves as a safe, friendly space for local residents who may otherwise have limited social contact. This human element remains a core strength of the service.

In recent months, the Information Centre team has explored ways to improve the Centre's financial sustainability. Howard Douglas was invited to assess the rental potential of the office space. His assessment concluded that the office could be rentable with the addition of a window — a modification that is entirely feasible. He further estimated that the entire Information Centre could be rented for approximately **£12,000 per year**. When combined with the **£3,000** currently paid by the Town Council in rates, the Centre represents an annual cost of approximately **£15,000**.

While this is a significant figure, it is important to recognise that, as a resident stated at the recent Town Meeting, **"it's not all about the money."**

2. Purpose of the Information Centre

The Information Centre exists to:

1. **Act as a point of contact** for residents and visitors seeking information about Ashburton's facilities, activities, and attractions.
2. **Hold and disseminate information** about local businesses, craftspeople, organisations, and individuals, enabling them to publicise their services, products, events, and opening hours.
3. **Provide a welcoming and attractive retail and display space** that encourages use of the Centre and creates a positive impression of the town.
4. **Work collaboratively with a wide range of local organisations** to ensure that information about Ashburton and its surroundings is collected and shared in an accessible, effective, and inclusive manner.

The Centre also provides informal social support, offering a warm and friendly environment where residents can engage in conversation — often the only interaction some individuals may have in a day.

3. Options for the Future

Option 1: Install a Window to Enable Office Rental

This option involves installing a window in the office to make it suitable for rental, thereby generating income to offset operational costs.

Advantages

- Creates a new revenue stream
- Retains the Information Centre service
- Requires only a manageable building modification

Disadvantages

- Some disruption during installation
- Ongoing support for the Centre still required

Option 2: Close the Information Centre and Rent Out the Building

Under this option, the Centre would close and the building would be rented out. Several repairs and improvements would be required before the building becomes suitable for rental.

Required works

- Boiler repair
- Replacement of two blown large windows
- Flooring repairs where the counter meets the tiled floor
- Making good the walls following removal of slat shelving

Advantages

- Potential for strong rental income
- Removes ongoing operational costs

Disadvantages

- Loss of a valued community asset
- Upfront expenditure required
- Loss of a warm, human point of contact for residents and visitors

Option 3: Create New Public Toilets Within the Information Centre

The Centre's back entrance allows for reconfiguration of the existing large toilet and office space to create **two additional toilets**, forming a new set of public facilities. The Information Centre team could then take over the existing public toilets. Once the new toilets are operational, the old public toilet building could be sold.

Howard Douglas estimates a potential sale value of **£30,000–£40,000**, subject to confirmation that no asset-return conditions apply.

Advantages

- Provides improved public toilet facilities
- Generates income from sale of the old toilet building
- Makes efficient use of existing space

Disadvantages

- Requires building work and temporary disruption
- Dependent on asset-sale conditions

Option 4: Relocate the Town Clerk's Office into the Information Centre

The current Clerk's office, located in the former Town Hall toilet area, has long been affected by foul odours from a drain beneath the desk. This issue has recently worsened, with staff experiencing significant discomfort. This environment is unsuitable for staff and visitors.

This option proposes installing a partition wall within the Information Centre to create a new Clerk's office. The existing Clerk's office would be reinstated as public toilets. Access to the Town Hall could be controlled via a keypad, and the Clerk's back office would remain secure.

Advantages

- Provides staff with a healthier and more professional working environment
- Creates new public toilet facilities
- Improves use of the Information Centre building

Disadvantages

- Reduces floor space within the Centre
- Requires internal reconfiguration
- Must ensure the Centre remains welcoming and functional

4. Conclusion

When determining the future of the Ashburton Information Centre, it is essential to consider not only financial implications but also the wider social and community value the Centre provides. The service offers warmth, connection, and a sense of belonging — qualities that cannot be measured solely in monetary terms.

The options presented above are intended to support informed decision-making and constructive discussion. Whatever option is chosen, the broader value of the Centre to the town and its residents should remain central to the decision.

Appendix 6

The statement:

Firstly, Ashburton Town Council welcomes Teignbridge District Council's decision to establish a four-year match funding programme,

We wish to highlight a significant inequity in the current arrangements. Unlike many other towns and parishes within Teignbridge, Ashburton receives no CIL income. While other communities can use accumulated CIL reserves as the local contributions required for the match-funded scheme (doubling their purchasing power), Ashburton never had CIL in the first place.

Ashburton residents would like their town council to take on the management and responsibility of community assets, but the transfer of these assets would create financial liabilities for maintenance and renewal. The Council has little capacity to hold reserves that can be used as match funding, so Teignbridge's funding programme may remain inaccessible despite clear local need and a strong commitment to delivering community benefit.

The Council asks Teignbridge to recognise the unique position of communities such as Ashburton and to consider alternative arrangements such as direct grants that ensure towns with low or no CIL receipts are not excluded from accessing strategic investment.

Secondly, with regard to Kingsbridge Lane Car Park, Ashburton has been informed that Teignbridge is not currently prepared to consider transferring this asset to the Town Council.

More so than any other town or parish council, Ashburton has invested considerable time and effort in engaging with the community over asset transfers. The evidence gathered demonstrates overwhelming public support for bringing this income-generating asset into local ownership so that any surplus revenue can be retained and used for the benefit of the Ashburton community. It also demonstrates significant resentment that Teignbridge would stop investing in community assets while continuing to extract car parking revenues on top of council tax.

Can the officers and members of Teignbridge District Council provide assurance that they will fully consider the evidence submitted by Ashburton Town Council, give due weight to the views expressed by local residents, and take this information into account when making decisions regarding future asset transfers?