



Okehampton Town Council

### GRANT FEEDBACK FORM

Name of group/organisation/charity Okehampton Carnival Committee

Amount awarded £1,000:00 Date of award 15<sup>th</sup> November 2021

Please explain below how the grant has been spent and how the award has benefited

a) your organisation or group

It has been put towards the costs of putting on the Carnival, an approx. cost of £5,000:00 each year

b) all or part of Okehampton and/or some or all of its residents

A lot of residents from the town turn out to participate and watch the Carnival each year. Below are some of the comments we received following the day.

Absolutely amazing event and superbly organised, huge congratulations to everyone involved!! 😊  
Like Reply Message 4w 2

Thank you so much to all for organising. It was a great day and evening. It was great to see so many take part and watch. Looking forward to next year xxxx  
Like Reply Message 4w 1

Thanks it was a great carnival glad to have it back enjoyed every minute of it xx  
Like Reply Message 4w 1

Thank you for organising and to those who took part.xx  
Like Reply Message 4w 1

It was a wonderful day and evening. Here's to next year! Xx  
Like Reply Message 4w 1

Thankyou for organising it we had such fun yesterday with grand children who came down from Bristol especially to be in the afternoon parade and to see the evening procession. So lovely to see people out happy and enjoying a community event together 🥰🥰🥰  
Like Reply Message 4w 1

Well done to everyone involved. Great day, lovely to see soo many people out in the afternoon and evening 😊  
Like Reply Message 4w 1

Yes well done to everyone  
Like Reply Message 4w 1

Our first time as spectators for many years & we were well surprised! What a fab carnival in such difficult circumstances. Brilliant day, thank you 😊  
Like Reply Message 4w Edited 1

Lovely Carnival. Long Live Okehampton Carnival  
Like Reply Message 4w 1

Amazing 😊  
Can't wait for next year 😊  
Like Reply Message 4w 1

## CARNIVAL DAY ACCOUNT

### Income

Coffee Morning	233:61
Collection	1020:00
Lions Club	110:00
<b>Total</b>	<b>£1,363:61</b>

### Expenditure

Royalty grant	150:00
Royalty gifts	15:98
Replacement cups	75:00
Charter Hall hire	30:00
Printing	233:51
Conservative Club hire	30:00
Ellis Bakery	54:00
St John Ambulance	522:00
Insurance ( <i>Carnival Day</i> )	412:20
Prizes & grants	760:00
Entertainingly Different	120:00
Donations to supporting groups ( <i>marshalling, band</i> )	800:00
Gifts for helpers/ Goody bags for children	139:39
<b>Total</b>	<b>£3,342:08</b>

Income	1,363:61
Expenditure	3,342:08
<b><u>Total</u></b>	<b><u>£1978:47</u></b>

**Okehampton Town Council  
Policy & Resources Meeting 6<sup>th</sup> December 2021  
Meeting Report**

<b>Date:</b>	5 <sup>th</sup> November 2021
<b>Name:</b>	Emma James

**Budget 2022/23 - To consider the meeting report and V1 of the committee's budget requirement for the forthcoming financial year and resolve to make a recommendation to full Council**

At the last meeting of the Committee a review of the IT Maintenance, software and licences budget line was requested to investigate the possibility of a reduction in the budget for 2022/23. The following is breakdown of costs:

Brightpay (Payroll Software)	199	
AME Support Contract	1,950	
AME Email Licences	1,044	
Website	100	
<b>Sub-Total</b>	<b>3,293</b>	<b>(2020/21 figures)</b>
3% increase	98.79	
<u>Rialitas Accounting Software</u>	<u>1,532</u>	<b>(confirmed cost for 2022/23 – approved by P&amp;R)</b>
<b>Total</b>	<b>£4,924</b>	<b>(2020/21 figures)</b>

V1 of the proposed budget recommended an amount of £5,000 for this budget line. It is recommended that the budget figure for 2022/23 remains at this figure as there is likely to be an increase in costs at least in line with inflation which would set the figure at £4,924.

# Okehampton Town Council Budget 2022/23

## ADMINISTRATION

DRAFT 01/11/2021

		Actual	Budget	Actual	Projected	Budget	code	
		2020/21	2021/22	30/09/2021	2021/22	2022/23		
Notes								
	<b>Expenditure</b>							
1	Salaries & pensions	76188	90100	41302	90100	94605	4001	101
2	Staff Training/Conference	3179	5000	2439	5000	5600	4009	101
3	Staff Travel	25	800	31	100	0	4010	101
4	Telephone	1744	1600	733	1500	1200	4021	101
5	Printing, Post & Stationery	1598	1000	486	1000	1000	4023	101
6	Subscriptions	1902	2100	1980	2100	2163	4024	101
7	Insurance (all areas)	1549	18476	18341	18341	19258	4025	101
8	Photocopier	523	600	467	800	800	4026	101
9	Advertising/Recruitment	745	800	108	500	600	4031	101
10	Marketing	1687	3000	1073	2500	3000	4032	101
11	Bank Charges & A/c maintenance	178	500	90	350	350	4051	101
12	Rail Resilience Support Project	300	0	0	0	0	4054	101
13	Legal & Professional Fees	1	8999	0	0	0	4055	101
14	Audit Fees (Internal and External)	1260	2500	380	1760	2000	4057	101
15	IT: maintenance, software & licenses	6461	4000	3349	4000	5000	4058	101
16	Clothing/PPE	169	100	36	50	100	4068	101
17	Miscellaneous	108	0	0	0	0	4105	101
18	Miscellaneous - grant funded	650	0	0	0	0		
19	CCTV	29369	5000	5000	5000	5200	4141	101
	Ear Marked Reserves (see attached)					13000		
	<b>total a</b>	<b>127636</b>	<b>144575</b>	<b>75815</b>	<b>133101</b>	<b>153876</b>		
	<b>Capital</b>							
20	Capital purchases	0	500	0	0	0	4401	101
21	IT equipment	1482	500	0	0	0	4403	101
	<b>total b</b>	<b>1482</b>	<b>1000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Total expenditure a+b</b>	<b>129118</b>	<b>145575</b>	<b>75815</b>	<b>133101</b>	<b>153876</b>		
	<b>Income</b>							
	Miscellaneous Income	0	0	0	0	0	1080	101
	Donations	300	0	0	0	0	1020	101
	Precept	286702	295708	295708	295708		1176	101
	Grants Received	37305	0	0	0	0	1021	101
	Insurance Refund	635	0	0	600	600		
	Interest received - bank/Bldg Soc	990	1400	372	800	800	1190	101
	Investment Income	0	250	0	250	250		
	<b>total income c</b>	<b>325932</b>	<b>297358</b>	<b>296080</b>	<b>297358</b>	<b>1650</b>		
	<b>Tax charge / net income (a+b)-c</b>	<b>-196814</b>	<b>-151783</b>	<b>-220265</b>	<b>-164257</b>	<b>152226</b>		

## Notes

- 1 3% had been budgeted for in 2021/22. As of 18/10/21 the pay increase for 2021/22 has not been finalised. This makes budgeting for 2022/23 particularly difficult. In addition to the % increase employee and employer National insurance contributions are increasing by 1.5% and the employer pension contribution is projected to increase by 2%. An increase of 5% on the projected year end figure is recommended to allow for % increase as well as the NIC impact
- 2 To cover training needed including the Clerk's University course as already approved (all council areas)
- 3 Travel reduced because of the pandemic, almost all being moved to remote meetings. Anticipated some will remain remote. Recommend rolling over £400 of the remaining budget
- 4 likely to be small decrease because of recent changes to the system
- 5 Costs likely to increase
- 6 Anticipate 3% overall increase - DALC increasing by 4%
- 7 Anticipate 5% increase
- 8 Contract renewal due in March 2022
- 9 Advertising will be needed
- 10 Marketing budget required
- 11 Bank charges relatively small, could increase
- 12 Agreed no longer required - funding donated to Bude's ongoing lobbying for train link
- 13 Recommend roll over £4000 of remaining budget
- 14 Internal and External auditor contract reviews due in 2022 (note - external appointment not made by OTC)
- 15 Costs likely to increase, fixed fee IT contract now in place
- 16 No large expenditure anticipated
- 17 Miscellaneous budgets not good practice
- 18 Miscellaneous budgets not good practice
- 19 Annual anticipated costs, including £2000 for CCTV footage retrieval
- 20 Recommend roll over remaining budget
- 21 Recommend roll over remaining budget

# Okehampton Town Council Budget 2022/23

DEMOCRATIC

DRAFT 01/11/2021

		Actual	Budget	Actual	Projected	Budget	Code
Notes		2020/21	2021/22	30/09/2021	2021/22	2022/23	
<b>Expenditure</b>							
1	Mayor's expenses	3888	2500	136	1000	2500	4028 102
1	Civic dinner	0	700	0	700	800	4035 102
1	Civic functions	71	1000	175	500	1000	4060 102
	Councillor training & expenses	285	800	288	500	500	4061 102
	Localism & Devolution agenda/NP support	3000	1000	0	500	1000	4171 102
	Eamarked Reserves (see attached)		0	0	0	500	
	<b>Total expenditure</b>	<b>7244</b>	<b>6000</b>	<b>599</b>	<b>3200</b>	<b>6300</b>	
<b>Income</b>							
	Misc income, Donations	0	0	0	0	0	1072 102
	Civic dinner	0	0	0	0	0	1073 102
	<b>Total income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Tax charge / net income</b>	<b>7244</b>	<b>6000</b>	<b>599</b>	<b>3200</b>	<b>6300</b>	
<b>Grants</b>							
<b>Expenditure</b>							
	Grants - specific powers	20642	37358	11794	37000	29000	4205 104
	Grants - COVID19	565	2435	0	2400	0	4208 104
	<b>Total expenditure</b>	<b>21207</b>	<b>39793</b>	<b>11794</b>	<b>39400</b>	<b>29000</b>	
<b>Income</b>							
	Misc	555	0	0		0	1170 102
	<b>Total income</b>		<b>0</b>			<b>0</b>	
	<b>Tax charge / net income</b>	<b>28451</b>	<b>45793</b>	<b>12393</b>	<b>42600</b>	<b>35300</b>	

**Notes**

- 1 Funds not used this year to date due to covid, expected that the Civic Dinner and other events will take place and will be near normal in 2022/23

# Okehampton Town Council

Earmarked Reserves (EMR) - 2022/23 Draft 01/11/21

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2021/22			2021/22	
Notes	a/c	Detail	EMR	Budget remaining at 30/09/2021	Projected Year End Remaining £	Add	EMR TOTAL
		<b>Administration</b>					
1	329	CCTV Town and Park	51242	36545	20000	10000	30000
2	346	Rail Resilience Contingency	1207	1207	1207	0	1207
3	347	Neighbourhood Plan Support (Localism)	11108	11108	11108	0	11108
4	367	IT/Email Upgrade	1000	1000	1000	1000	2000
5	373	Climate Change	2000	2000	2000	0	2000
6		Christmas Lights	0	0	0	2000	2000
			<b>66557</b>	<b>51860</b>	<b>35315</b>	<b>13000</b>	<b>48315</b>
		<b>Democratic</b>					
7	372	Markets, Fairs and Charters Celebrations	500	500	500	1500	2000
8	357	Election/Referendum	2001	2001	2001	0	2001
9	374	Civic Regalia and Clothing	500	500	500	0	500
			<b>3001</b>	<b>3001</b>	<b>3001</b>	<b>1500</b>	<b>2500</b>
			<b>69558</b>	<b>54861</b>	<b>38316</b>	<b>14500</b>	<b>50815</b>
<b>Notes</b>							
1	£15,000 grant from PCC to be claimed						
2	To consider if this EMR is still required						
3	Will be needed for a referendum at a later date						
4	Funding to be built up for future repairs/replacements						
5	Towards any future requirements or actions that need to be taken						
6	Fund to built up for future repairs/maintenance or other associated costs						
7	Add funding for Queens Platinum Jubilee Celebrations in 2022 (Marquee, toilets, tree, leaflets)						
8	Fund required in the event of an election in 2023 or the need for a by-election in the event of a casual vacancy						
9	Fund in the case of repairs needed or purchase of additional/replacement items						

**Okehampton Town Council  
P & R Committee Meeting 6<sup>th</sup> December 2021  
Meeting Report**

<b>Date:</b>	17 <sup>th</sup> November 2021
<b>Name:</b>	Caroline Ellis

## **Card Payment Facilities Proposal**

In December 2020 we analysed different card readers and the Council approved the use World Pay. The card reader was put on hold as the office was not open due to the pandemic. We applied to World when we returned to the office but unfortunately, they were very unhelpful, did not return telephone calls, therefore, we have been unable to complete the application. Reviews of World Pay had been very poor so it was decided we would re-investigate the different card payment facilities.

The current bank charges for banking cash is £1.00 per 100 and cost for banking a cheque is .85p per cheque. Therefore, the cost to bank £30 cheque is .85p or 30p for cash.

### **Square Terminal**

1.75% per in person transaction  
1.9% Online payment for European Cards or 2.9% for non-European Cards  
2.5% Keyed in transactions & over the phone transactions.  
24/7 Phone Support  
Connect to internet via ethernet cable via Wi-Fi (not portable)  
PCI approved payment service  
1 – 2 Days for payment to be in the bank  
Square Terminal & Printer £149  
Hub £29 (to connect to internet via ethernet) optional

### **SumUp**

1.69% per transaction  
Built in 3G Sim Card to connect to Wi-Fi– no cable needed (portable)  
8am – 7pm Phone Support  
No receipt printed for refunds  
PCI approved payment service  
Card Reader & Printer £149  
1-3 Days for payment to be in the bank

### **Payment Sense**

Minimum 3-month contract  
No charge for card reader  
£15 per month  
PCI compliance £5.00 per month  
0.9% Credit Cards  
0.3% Debit Cards  
1.9% American Express  
Authorisation Fee .385p per transaction



	Cost of Terminal or Reader & Printer	Monthly Cost	Transaction Cost	Authorisation Fee	Number of Days for money to be in bank	Cost for £30 Transaction	Connection
Square Terminal	£149		1.75% in person Transaction.  Over the phone transactions 2.5%		1 – 2 days	53p  75p	Ethernet cable
SumUp	£149		1.69% in person transaction  Over the phone transactions 2.95% + 25p		1 - 3 days	51p  £1.14	Via 2G Sim Card to connect to (Wi-fi No cable needed)
Payment Sense	No charge	£15  £5 PCI	0.95% credit cards  0.3% Debit Cards  1.9% American Express	0.385p per transaction	Next Day	67p  48p  96p	Via ethernet cable or Wi-Fi

**Okehampton Town Council  
P & R Committee Meeting 6<sup>th</sup> December 2021  
Meeting Report**

<b>Date:</b>	17 <sup>th</sup> November 2021
<b>Name:</b>	Caroline Ellis

Okehampton Town Council have a credit account with McCulloch and Sons to enable the park staff to purchase fuel for the van, tractor, and garden machinery. McCulloch and Sons are now only supplying E10 fuel which is not compatible with some of the park's machinery. BP at Whitehouse Services is the only local garage supplying E5 fuel. The Park staff are currently purchasing E5 Fuel through the petty cash system.

## **Fuel Card Proposal**

### **All Star One**

Access to over 7,700 fuel sites including Shell Sourton, Texaco Mole Avon, BP Whitehouse Services.

6 months free. Then £1.50 per card per month.

No minimum spend.

Up to 2 pence per litre discount against the pump price (the garage locations qualifying for the discount and discount changes daily)

### **BP Card, Esso Card, Key Fuels, Shell Crystal, UK Fuelplus**

All have a minimum spend of £300.00

### **Fuelgenie**

No charges for the card but mainly supermarket fuel stations. Nearest locations are Tesco Launceston, Tesco Crediton or Morrisons Tavistock.

## **Recommendation**

All Star One is the only fuel card which can be used at BP Whitehouse Services, where the E5 fuel is available that does not have a minimum spend of £300. The cost of £1.50 per card per month could off-set against the possible fuel saving. Average monthly cost of fuel spent is £157.25. BP Unleaded Fuel is £1.559 per litre. Possible saving of £2 over the month, which would cover the cost of the card, but the discount is not guaranteed. Not all fuel stations will offer the discount as it can change from location to location.



Okehampton Town Council

## Okehampton Town Council

### Uniform Policy for Employees

Okehampton Town Council provides uniform in the form of sweatshirts and polo shirts or T-shirts, with the Council logo thereon, for its park and caretaking staff. In addition, the parks staff are provided with two types of coats obtained from Keela, both with the Council logo thereon.

**Commented [E1]:** Consider the additional provision of a suitable fleece type jacket with the Council logo thereon for caretaking staff to improve OTC's image.

All employees are provided with the personal protective equipment (PPE) necessary for them to safely carry out their roles.

Permission to replace or purchase new items must be obtained from the Town Clerk. Employees provided with clothing may request the following in any one financial year; 1<sup>st</sup> April to 31<sup>st</sup> March. Additional items may be provided at the discretion of the Town Clerk.

Item of Uniform	Max. No in a Financial Year
Sweatshirts	3
Polo or T-shirts	5

PPE appropriate to the work being undertaken will be provided to employees upon approval of the Town Clerk.

Work boots up to the value of £80 +VAT as required and appropriate to the work in hand will be provided by the Council on the approval and discretion of the Town Clerk.

**Commented [E2]:** Increased by £5

In exceptional circumstances, with the permission of the Town Clerk, additional items may be provided; ie in the event that boots have split or clothing has torn.

Parks and caretaking employees will wear Council issued logo clothing at all times unless undertaking duties for which other clothing is more suitable; for example, painting. Caretaking staff will wear them when stewarding an event being hosted in the Town Hall or Charter Hall.

**Commented [E3]:** Recommend change to requirement for caretaking staff to wear council issued clothing at all times to improve the council's image with the public. The addition of the provision of fleeces for them will assist and it could be suggested that they are left on the premises so that they do not get used for other purposes.

All other employees and persons carrying out voluntary roles must wear smart clothing suited to the task being undertaken and in line with health and safety regulations.

Employees who are issued with items of clothing with the Council's logo may be able to claim VAT relief for the cleaning of them. Details can be found at <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

**Commented [E4]:** Additional paragraph