



Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Finance and Strategic Planning Committee

Issued: Thursday, 8 October 2026

Dear All,

Notice is hereby given of a public meeting of the **Finance and Strategic Planning Committee** to be held at **5:00 PM on Tuesday, 13 October 2026** at . Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Kerry Kennell

Clerk to Ottery St Mary Town Council

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

5. Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

6. Consideration of Community Grant Applications and Large Grant Applications (*Exempt*)

7. To receive an update regarding the Section 106 projects and to make decisions as appropriate

8. To note VAT Partial Exemption Calculation 2025/26

9. Finance Report / Budget Monitoring (*Exempt*)

To receive a report on income and expenditure against budget. Members are reminded of their fiduciary duty under the Local Government Act 1972 s.151 and the Accounts and Audit Regulations 2015.

10. To review the process of data capture and baselines for strategic impacts looking at community surveys and make decisions (as appropriate)

11. Review of Council Strategy and Opportunities Arising from Local Government Reorganisation and Community Asset Transfer

12. To receive an update from the Clerk regarding any outstanding issues and make decisions as appropriate

13. Correspondence Received

To note correspondence received and determine any items requiring a formal response.

14. Matters Arising

To note progress on matters arising from the minutes not otherwise on the agenda. For information only — no substantive decisions to be taken under this item.

15. Date and Time of Next Meeting

The next meeting will be held at 5pm on Tuesday 10th November.

APPENDIX I — Public Documents

5. Confirmation of Minutes

Finance and Strategic Planning Committee Meeting-Draft-Minutes.pdf

8. To note VAT Partial Exemption Calculation 2025/26

VAT Partial Exemption Calculation Letter 2025-26 (1).pdf

VAT Partial Exemption Calculation 2025-26 (1).pdf



Ottery St Mary Town Council — MINUTES

Finance and Strategic Planning Committee — Tuesday, 25 August 2026

Published: Thursday, 8 October 2026

Attendance

Present: Councillors Stewart (Chair), Feasey, Grainger

Also present: Kerry Kennell — Town Clerk

There were no members of the public present.

Declarations of Interest

Deputy Mayor Dean Stewart: declared an other registrable interest in Item 8 — Consideration of Community Grant Applications and Large Grant Applications — I am trustee of 1st Ottery St Mary Scouts who share some facilities with Tipton St John Scouts

Deputy Mayor Dean Stewart: declared an other registrable interest in Item 2 — Declarations of Interest — Trustee of Ottery St Mary Scouts and by mutual agreement share resources and venues.

FSP/26/08 Apologies for Absence

Apologies for absence were received from Cllrs Janice Aherne and Vicky Johns (Mayor).

FSP/26/08 Declarations of Interest

No interests were declared.

FSP/26/08 Exclusion of Public and Press

It was **RESOLVED** that the following agenda items would be discussed in Confidential session: FSP/26/08/07 Finance Report / Budget Monitoring; FSP/26/08 Consideration of Community Grant Applications and Large Grant Applications; FSP/26/08/08.1 Consideration of retrospective Shop Front Fund applications.

FSP/26/08 Public Participation

There were no members of the public present and no public participation took place.

FSP/26/08 Confirmation of Committee Minutes

The minutes of the Finance and Strategic Planning Committee meeting held on 14 July 2026 were **RESOLVED** to be approved and signed by the Chair as a correct record.

FSP/26/08 Strategic Alignment and Committee Progress

It was **RESOLVED** that a meeting would be arranged with the Chairs of the committees to review progress during the first six months of the year. This will take place at 5pm on 8th September 2026.

FSP/26/08 Finance Report / Budget Monitoring

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The finance report and budget monitoring reports were received and reviewed. It was **NOTED** that the Clerk will confirm why nominal code 4290 (Miscellaneous Expenditure) has increased, and will check that all journals relating to nominal code 4000 (Gross Salaries) have been carried out correctly. It was **AGREED** that these reports will be presented monthly to the Finance and Strategic Planning Committee and subsequently shared at the next meeting of the Full Council.

FSP/26/08 Consideration of Community Grant Applications and Large Grant Applications

Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

A Teams meeting was held with Tipton St John Scouts regarding their grant application.

It was **RESOLVED** that £1650.00 is awarded to Tipton St John Scouts.

The Confidential Session ended.

FSP/26/08 Consideration of retrospective Shop Front Fund applications

Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

It was **RESOLVED** that £600.00 will be awarded to Ottery Flooring

FSP/26/08 To consider and review the Council's current Community Infrastructure Levy (CIL) Receipts and consider Potential Infrastructure Projects

The Council's current Community Infrastructure Levy (CIL) receipts were reviewed. It was **RECOMMENDED** that up to £54,000 of CIL funding be used on the Wayfinding project.

FSP/26/08 To receive an update regarding the Section 106 projects and to make decisions as appropriate

The Committee received an update regarding the Section 106 projects. It was **RECOMMENDED** that the Council proceed with the quote from Courtstall at a cost of £38,300 plus VAT, and instruct Sid Valley to carry out the tree works at a cost of £1,500 plus VAT. It was further **RECOMMENDED** that, in accordance with the Council's Standing Orders, Cllr Vicky Johns (Mayor) be authorised to sign the grant funding agreement with East Devon District Council (EDDC) for the Section 106 funding towards the resurfacing of Winters Lane tennis courts, and that OSMTC agree to enter into the grant funding agreement.

FSP/26/08 To receive an update from the Clerk regarding any outstanding issues and make decisions as appropriate

There were none.

FSP/26/08 Correspondence Received

There was none.

FSP/26/08 Matters Arising

It was **AGREED** that the Committee would not meet in September.

FSP/26/08 Date and Time of Next Meeting

The next meeting will be held at 5pm on Tuesday 13th October.

The meeting closed at 18:12.

Signed: _____

Dean Stewart

Chair of the Finance and Strategic Planning Committee

Date: _____

UNAPPROVED MINUTES

Kerry Kennell
Ottery St Mary Town Council
The Council Offices
8 Broad Street
Ottery St Mary
Devon
EX11 1BZ



DCK Accounting Solutions Limited
Unit 1 Uffcott Farm
Uffcott
Swindon
Wiltshire
SN4 9NB

2 September 2026

Dear Kerry

VAT Partial Exemption 2025/26

We have now completed our calculations of your Partial Exemption position for 2025/26 in accordance with your instructions.

We are pleased to inform you that Ottery St Mary Town Council does not have any issues with partial exemption for 2025/26 as the input VAT being attributable to exempt activities was under the de-minimis limit. The total input VAT attributable to exempt income for 2025/26 was £5,770.53.

We wish to emphasise the importance of regularly reviewing your VAT calculations to ensure all cost centres are accurately allocated to the correct VAT activity. This is crucial as activities can change frequently, and such updates may not always be communicated to us in a timely manner. A proactive review will ensure continued accuracy in your VAT declarations.

Please advise us in advance of any planned projects if you think they may impact on your de minimis limit. It is much easier to avoid the potential of lost VAT if steps are taken before it is actually incurred.

If you require further assistance, please feel free to contact us.

I enclose the calculation which you should retain on file in case HM Revenue & Customs request it in the future.

Our invoice to follow in due course.

A handwritten signature in dark ink, appearing to read 'David'.

David Mattingley
BC&A Accounting Solutions

Ottery St Mary Town Council
VAT Partial Exemption Calculation 2025/26

Centre	Description	PL	CB	NL	TOTAL
100	Council Administration	5041.82	236.42		5278.24
105	Ground Maintenance	970.65	0.00	0.00	970.65
120	Allotments	264.39	17.50	0.00	281.89
140	Events	1710.92	0.00	0.00	1710.92
150	Grants	0.00	4.94	0.00	4.94
160	Library & Info Centre	1179.17	0.00	0.00	1179.17
180	Station Centre	9049.65	166.64	0.00	9216.29
190	Strawberry Lane Rec Site	2135.34	0.00	0.00	2135.34
195	Tourism	1000.00	0.00	0.00	1000.00
200	Museum	462.28	0.00	0.00	462.28
205	Skate Park	280.32	0.00	0.00	280.32
210	Council Office	116.67	0.00	0.00	116.67
215	Tennis Court	0.00	0.00	0.00	0.00
220	Regeneration	1060.98	0.00	0.00	1060.98
225	MUGA	2778.35	0.00	0.00	2778.35
299	Projects	600.36	0.00	0.00	600.36

26650.90	425.50	0.00	27076.40
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	PL	CB	NL	Total	VAT Return	
QTR1	6680.76	70.59	0.00	6751.35	6751.35	0.00
QTR2	7562.86	156.66	0.00	7719.52	7719.52	0.00
QTR3	7375.31	169.63	0.00	7544.94	7544.94	0.00
QTR4	5031.97	28.62	0.00	5060.59	5060.59	0.00
	26650.90	425.50	0.00	27076.40	27076.40	0.00
	0.00	0.00	0.00			

[illegible]0.00

Apportionable	Business	Non Business	Outside Scope	Exempt
5278.24				
		970.65		
			281.89	
		1710.92		
		4.94		
				1179.17
		5842.51		3373.78
		2135.34		
		1000.00		0.00
		371.13		91.15
		280.32		
	115.14			1.53
			0.00	
		1060.98		
		2778.35		
		600.36		

5278.24	115.14	16755.50	281.89	4645.63
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Apportion: Station Centre					
Basis: Availability	0.00	0.00	0.00	0.00	0.00
	5278.24	115.14	16755.50	281.89	4645.63
Apportion: Admin					
Basis: Input VAT	-5278.24	27.88	4057.20	68.26	1124.90
	0.00	143.02	20812.71	350.15	5770.53

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7500.00
No Partial Exemption Disallowable

Station Centre	Available Hrs	
Monday - Friday (06:00-22:00)	4160.00	
Saturday (08:00-12:00)	<u>208.00</u>	
	<u><u>4368.00</u></u>	
 Youth Club		
Monday + Thursday (17:00-21:00)	416.00	9.52%
Other	3952.00	90.48%