Ilfracombe Town Council

F&GP Meeting – Monday 23rd November 2026 at 7.00 pm

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15. Draft budget for 2027/28 – to follow	

Ilfracombe Town Council

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

To Councillors, T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, P Crabb, J Irwin, N Basil as well as M Fay (Mayor) or J Williams (Deputy Mayor)

You are hereby summoned to attend the **Finance and General Purposes Committee Meeting** to be held on **23rd November 2026** at **19:00** at **Council Chambers, The Ilfracombe Centre, 44 High Street, Ilfracombe** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Laura Donovan
Proper Officer
clerk@ilfracombetowncouncil.gov.uk

18th November 2026

AGENDA

1. **Welcome by Chair**

2. **To note apologies and reasons for absence.**

3. **To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.

4. **To receive and agree any Chair's discretion** – for any matters or announcements for Information only.

5. **Public participation** – As per Standing Order 3 (e-i), members of the public are permitted to make representations, ask questions and give evidence in relation to any business relating to the Town Council. The period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

6. **To adopt minutes of F&GP meeting held 26th October 2026** and to note matters arising.

7. **To determine which items, if any, of the agenda should be taken with the public excluded** – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.

8. **Finance and Audit – RFO Report ITC 26100**
   8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.

8.1.1. Signing of Reconciliations
8.1.2. Outstanding Payment Report – Debtors

8.2. To receive and approve items of expenditure including addendum submitted on the day.

9. To review and agree the additional cost for the repair of the solar panels as deferred by Full Council (Item 2611-11.5)

10. **ITC 26101 – HR & Health and Safety Support –** To review and consider report recommendations

11. **ITC 26102 – Asset Management Software Options –** To review and consider report recommendations

12. **ITC 26103 – Accounting Software Options –** To review and consider report recommendations

13. **ITC 26104 – Provision of Noticeboard at Lee –** To review and agree the report recommendations

14. **ITC 26105 – Youth Project – Proposed Funding Arrangements and Next Steps –** To review and agree the report recommendations

15. To review and agree for recommendation to Full Council the draft budget for 2027/28

16. **General Purposes**
16.1. Town Team Update – via link

17. **Chairs Discretion –** for information only

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

Finance & General Purposes Committee Meeting
Monday 26th October 2026 at 7:00 pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Finance & General Purposes Meeting held at 7:00pm on Monday 26th October 2026

Members Present:
Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, N Basil, J Irwin, P Crabb (arrived late)

Officers Present:
L Donovan (Proper Officer), C Coombs (Responsible Finance Officer) and I Howard (Minute Taker, S Seatherton (Programme Manager)

F2610 - 1. Welcome by Chair – Cllr Huggins welcomed the assembled.

F2610 - 2. To note apologies and reasons for absence. – Apologies were received from Cllrs Coulter and Gear (personal).

F2610 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31. – None received.

F2610 - 4. To receive and agree any Chair's discretion – for any matters or announcements for Information only. – None received.

F2610 - 5. Public participation – None received.

F2610 - 6. To adopt minutes of F&GP meeting held 28th September 2026 and to note matters arising. – Motion to adopt these minutes was proposed by Cllr Quinn, seconded by Cllr Huggins with all in favour.

F2610 - 7. To determine which items, if any, of the agenda should be taken with the public excluded – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2. – Cllr Huggins proposed that items F2610 - 9 and F2610 -10 be taken with the public and officers excluded due to the sensitive nature of the subject. This was seconded by Cllr Quinn with all in favour.

F2610 - 8. Finance and Audit – RFO Report ITC 26095

F2610 – 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.

F2610 – 8.1.1.Signing of Reconciliations – The accounts were proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour. These reconciliations were approved. The signatures for the reconciliations were taken during the meeting.

F2610 – 8.1.2. Outstanding Payment Report – Debtors – This report was noted by members.

F2610 – 8.2. To receive and approve items of expenditure including addendum submitted on the day. – Cllr Huggins proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Irwin and unanimously agreed.

Cllr Crabb arrived late 19:08hrs.

F2610 – 8.3. HMRC correspondence - Option to Tax (OTT) – recommendation to review and agree the OTT position for The Ilfracombe Centre and the Lantern - Following discussion councillors agreed that the OTT had been in place for some time and that they wished for this to continue. Motion for the RFO to send a letter to HMRC confirming this was proposed by Cllr Irwin, seconded by Cllr Huggins with all in favour.

F2610 - 9. To consider and agree to establishing a working group to review staff pay and grading arrangements as per Staffing Committee recommendation & report ITC 26083 – S2609-10.3 – This item was taken with the public excluded.

F2610 - 10. ITC 26096 - To review and consider adjustments for staffing review as recommended by Staffing Committee – S2610-10.1 – This item was taken with the public excluded.

F2610 - 11. General Purposes

F2610 – 11.1. Town Team Update – These minutes were noted by members.

F2610 – 11.2. To review and recommend to Full Council Christmas closing times for Ropery Road and High Street car parks – Members agreed to free parking on Saturdays in December to encourage local shopping, and for the Lighting of the Lights. As dates for potential late-night shopping and Christmas events were not yet available, Cllr Huggins proposed to give the PO delegated authority to negotiate the closure times in line with previous years arrangements to ensure these are in place before the start of December. This was seconded by Cllr Irwin, with all members in favour.

F2610 – 11.3. To review and agree the creation and price of winter car parking permits for High Street Car Park – Motion to agree the creation of the permits was agreed unanimously. Cllr Crabb proposed the price of £125 (Inc. VAT) for a permit that runs 1st November – 14th March, this was seconded by Cllr Quinn with all in favour. Members request no more than 50 be sold during this period.

F2610 – 11.4. To review and agree quotation for the signwriting of ITC new vehicle – Motion to agree the quotation for signwriting on the front and side of the cab with the reflective chevron on the back was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

F2610 – 11.5. To review and agree Town of Culture terms of reference and relationship between One Ilfracombe and Town Council – Motion to agree the terms of reference and relationship, as per the report, was proposed by Cllr Huggins, seconded by Cllr Crabb with all favour.

F2610 – 11.6. To consider and agree the purchase of a gazebo for future Community Engagement events – Cllr Quinn proposed allocating up to £600 to cover ITC's half of the

cost of a branded gazebo. Cllr Huggins seconded the motion, which was unanimously agreed. The remaining half will be covered by One Ilfracombe and the Town of Culture.

F2610 - 12. Chairs Discretion – for information only – None received.

Confidential Session

Resolved: that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – namely matter relating to current legal proceedings. Proposed by Cllr Huggins, seconded by Cllr Irwin with all in favour.

At this point, the meeting continued with the press, officers and public excluded. The following notes were taken by the Chair.

F2610 - 9.To consider and agree to establishing a working group to review staff pay and grading arrangements as per Staffing Committee recommendation & report ITC 26083 – S2609-10.3 – F&GP committee approved the Staffing committee recommendation to set up a working group in order to review staff pay and grading arrangements. The proposal, however, was that three members of F&GP join the working group, namely Councillors Turton, Crabb and Huggins.

F2610 - 10.ITC 26096 - To review and consider adjustments for staffing review as recommended by Staffing Committee – S2610-10.1 – The Committee considered the matters set out in the report and resolved that the recommendations be presented to Full Council for final approval of the Staffing budget for 2027/28. The decisions were carried unanimously. For consistency, all resolutions were proposed by the Chair and seconded by the Deputy Chair following discussion by Committee members.

The Chair declared the meeting closed at 20:40hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 26th October 2026 at 19:00hrs in the Council Chambers.

Cllr Trevor Huggins
Chair of Finance & General Purposes Committee
Ilfracombe Town Council **28/09/2026**

DRAFT

REPORT TO: Finance and General Purpose Committee **REPORT NO: ITC 26100** **DATE:** 18.11.26
SUBJECT: **Finance Officer Report** PREPARED BY: Carole Coombs

Item 8.1 Accounts - October 26

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Drip Account)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Stripe	Total Funds held
Bank Account Statement 30/09/26	**£344,999.23**	**£27,120.18**	**£227,230.49**	**£454,491.08**	**-£1,180.34**	**£28.75**	**£4.86**	**£20.10**	**£84.49**	**£0.00**	**£1,052,798.84**
Bank Account Statement 31/10/26	**£286,446.40**	**£27,131.33**	**£227,230.49**	**£456,652.78**	**£667.69**	**£478.75**	**£3.07**	**£6.24**	**£427.39**	**£0.00**	**£997,708.76**
Income /receipts*	£47,257.80	£0.00	£0.00	£0.00	0	£1,592.50	£0.00	£0.00	£640.80	£45.96	**£49,537.06**
Interest in	£0.00	£11.15	£720.61	£1,441.09	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	**£2,172.85**
Transfer in to account	£1,475.14	£0.00	£0.00	£720.61	£1,180.34	£0.00	£0.00	£0.00	£0.00	£0.00	**£3,376.09**
Expenditure in month (includes VAT repayment where appropriate)	£106,105.43	£0.00	£0.00	£0.00	£667.69	£0.00	£1.79	£13.86	£0.00	£0.00	**£106,788.77**
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11.22	£0.00	**£11.22**
Transfer out of account	£1,180.34	£0.00	£720.61	£0.00	£0.00	£1,142.50	£0.00	£0.00	£286.68	£45.96	**£3,376.09**
Bank Account Statement 31/10/26	**£286,446.40**	**£27,131.33**	**£227,230.49**	**£456,652.78**	**£667.69**	**£478.75**	**£3.07**	**£6.24**	**£427.39**	**£0.00**	**£997,708.76**
Debtors (+)										**£40,090.83**	**£40,090.83**
Unpresented cheques (-)	£0.00										**£0.00**
Vat repayment due (-)										**£1,641.82**	**£1,641.82**
Creditors Invoices now req for payment (-)										**£50,911.12**	**£50,911.12**
Actual	**£286,446.40**	**£27,131.33**	**£227,230.49**	**£456,652.78**	**£667.69**	**£478.75**	**£3.07**	**£6.24**	**£427.39**	**£12,462.11**	**£985,246.65**

Bank Interest and Service Charges
Bank Interest £2172.85
Bank Service Charges £11.22
Transfer to Reserves £0.0

Budget to date

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date	Main Issues and Opportunities
None(bank interest/charges)	£19,000.00	£300.00	£0.00	£18,700.00	£10.00	-£14,275.80	£14,285.80	
Town council (1)	£579,528.18	£570,219.00	£36,009.31	£45,318.49	£590,679.88	£337,316.98	£253,362.90	This looks healthy in terms of profit and loss but there is approx £227,000 still to go out in wages over the next 5 months and the income is now at what its should be for the rest of the year. This means that the expected the profit loss should be spot on for year end.
Ifracombe Centre (2)	£23,500.00	£35,692.00	£0.00	-£12,192.00	£37,201.24	£26,953.02	£10,248.22	
Lantern Centre (3)	£20,000.00	£35,248.00	£0.00	-£15,248.00	£26,621.92	£26,886.37	-£264.45	
Lee Bay Toilets (5)	£1,550.00	£5,410.00	£0.00	-£3,860.00	£1,410.74	£5,049.93	-£3,639.19	
Ropery Road Car Park (7)	£183,700.00	£90,528.68	£0.00	£93,171.32	£190,895.02	£84,016.86	£106,878.16	Income has far exceeded budget and expenditure below so very healthy profit which will need to be discussed in the new year as to what the excess profit should go towards. Currently at £13707 above expected
Cheyne Beach Car Park (8)	£24,300.00	£4,606.50	£0.00	£19,693.50	£842.80	£667.80	£175.00	This has yet to come in so although looks like income is well below this should be addressed during in January and February
Memorial Gardens (9)	£0.00	£650.00	£0.00	-£650.00	£250.00	£166.31	£83.69	The winter electricity bill should bring the profit loss figure to the right amount for year end
Solar Panels (10)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Mayor (12)	£0.00	£550.00	£207.00	-£343.00	£0.00	£90.00	-£90.00	There will be approx. £200 at year end which the Mayor will need to make a decision about this amount
Work Hub (13)	£3,000.00	£3,350.00	£0.00	-£350.00	£2,616.85	£2,188.49	£428.36	
Facilities and Maintenance Group (14)	£0.00	£20,265.00	£0.00	-£20,265.00	£9,264.00	£17,318.00	-£8,054.00	

Admin and Clerical Group (15)	**£0.00**	**£3,450.00**	**£0.00**	**-£3,450.00**	£0.00	£2,399.19	-£2,399.19	
Town Clerk/Proper Officer (16)	**£0.00**	**£5,830.00**	**£0.00**	**-£5,830.00**	£0.00	£6,077.10	-£6,077.10	Overspend on this budget was due to extra training and should be covered by profit from other areas but a decision as to where this comes from will need to be made at year end
Programmes and Projects Group (17)	**£1,344.00**	**£2,144.00**	**£4,032.41**	**£3,232.41**	£8,295.55	£2,859.16	£5,436.39	The Overage in profit is linked to specific projects which should be spent in the next couple of months
One Ilfracombe (18)	**£21,191.78**	**£21,191.78**	**£0.00**	**£0.00**	£28,050.53	£28,037.32	£13.21	
Town Crier (19)	**£0.00**	**£600.00**	**£200.00**	**-£400.00**	£0.00	£5.00	-£5.00	The Town Crier has been emailed about sending in his expenses
Town Council Members (20)	**£0.00**	**£1,000.00**	**£0.00**	**-£1,000.00**	£0.00	£250.00	-£250.00	Councillors are reminded that there are opportunities for training which can be taken up
Vision Centre (21)	**£0.00**	**£0.00**	**£0.00**	**£0.00**	£523.38	£521.18	£2.20	The amount profit in this line is actually the amount that needs to be used for Cardnet payments service charges
PCN WellBeing Team (22)	**£164,484.32**	**£133,372.42**	**£0.00**	**£31,111.90**	£99,818.60	£105,685.14	-£5,866.54	There is £71000 still to come in for rest of year and £57,260 to go out which will leave a profit of £7873 at year end which is below expected but this is due to changes in the budget for this line Not reflected in budget spread sheet here but in overall salaries in the Town Council line
One Northern Devon (23)	**£12,550.00**	**£12,550.00**	**£0.00**	**£0.00**	£12,500.14	£12,500.14	£0.00	
Marketing (24)	**£0.00**	**£5,100.00**	**£3,686.56**	**-£1,413.44**	£0.00	£780.67	-£780.67	
Greenclose Road (25)	**£0.00**	**£6,850.00**	**£0.00**	**-£6,850.00**	£0.00	£7,003.74	-£7,003.74	Expenditure here is up due to increase in rent and utilities above what was expected. A decision to of where to cover this will need to be made at year end
Civic Events (27)	**£0.00**	**£15,250.00**	**£3,442.00**	**-£11,808.00**	£600.00	£10,083.81	-£9,483.81	
Ilfracombe Toilets (28)	**£7,000.00**	**£44,600.00**	**£0.00**	**-£37,600.00**	£3,220.66	£40,992.59	-£37,771.93	
Bike Sheds (29)	**£0.00**	**£100.00**	**£0.00**	**-£100.00**	£0.00	£0.00	£0.00	
High Street Car Park	**£81,453.00**	**£123,243.06**	**£0.00**	**-£41,790.06**	£51,101.22	£59,066.29	-£7,965.07	The profit and loss is showing a profit but this is due to expenditure being much less than expected despite poor income. This may provide an overall profit figure at year end.
Skate Park (31)	**£0.00**	**£500.00**	**£0.00**	**-£500.00**	£0.00	£0.00	£0.00	
£1,142,601.28	**£1,142,600.44**	**£0.00**	**£0.84**	**£1,063,902.53**	**£762,639.29**	**£301,263.24**	**£1,142,601.28**	
£563,073.10				**£484,374.35**			**£563,073.10**	
£1,197,010.98	£1,149,432.86	£0.00	**£47,578.12**				£1,197,010.98	

Budget Projections

Budget Projections			orginal profit /Loss	adjusted profit/loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	**£285,650.32**	**£285,650.11**	**£0.00**		**£445,631.30**	**£377,580.34**	**£68,050.96**
Q2Projections	**£571,300.64**	**£571,300.22**	**£0.00**		**£941,530.90**	**£622,217.85**	**£319,313.05**
Q3 Projections	**£856,950.96**	**£856,950.33**	**£0.00**		**£1,038,010.01**	**£691,795.29**	**£346,214.72**
Q4 Projections	**£1,142,601.28**	**£1,142,600.44**	**£0.00**				

Adjusted Budget Projections							
£299,252.75	**£287,358.22**	**£0.00**		**£445,631.30**	**£377,580.34**	**£68,050.96**	**£299,252.75**
£598,505.49	**£574,716.43**	**£0.00**		**£941,530.90**	**£622,217.85**	**£319,313.05**	**£598,505.49**
£897,758.24	**£862,074.65**	**£0.00**		**£1,038,010.01**	**£691,795.29**	**£346,214.72**	**£897,758.24**
£1,197,010.98	**£1,149,432.86**	**£0.00**		**£1,038,010.01**			

8.2 Invoices for Payment by ITC

Invoices Due for Approval	Amount	Comments
AIB Merchant Services	£107.96	
Amazon	£205.66	
Brernsens	£50.00	
Biffa	£360.52	
BK Motors	£24.00	
Blachere	£7,713.36	
Blakewwell	£37.66	
Boom Publications	£418.35	
British Gas - High Street CP	£134.08	
Buzz (Dead Designs)	£300.00	
Concorde Copiers	£243.95	
LD	£8.94	
EDF Ropery	£159.28	
EDF Memorial	£18.75	
EDF Lantern - Elec	£725.59	
EDF Lantern - Gas	£207.42	
EDF - Brimlands/Larkstone	£41.59	
EDF ITC Elec	£719.56	
EDF - ITC Gas	£372.81	
EDF - Lee Bay	£20.76	
EDF - Hele Bay	£46.51	
Electric Center	£16.37	
EON Next - St J Toilet	£45.13	
EXCEL	£164.82	
Flowbird Smart City UK Ltd	£0.00	Not yet received
ICO	£52.00	
IPS	£188.28	
Linneal	£81.48	

Lloyds Bank Charge Card	£667.69	
Lyreco	£107.93	
Millbeck	£48.30	
MISCO	£1,876.38	
NALC	£42.00	
North Devon Council - 0% Vat	£343.00	
North Devon Council - 20% Vat	£3,626.38	
O2	£42.14	
One Ilfracombe	£1,249.81	
Pedlars		Not yet received
PHS	£4.59	
Pod Point	£10.19	
Powered Access	£70.00	
PWLB	£25,514.34	
RGB Building Supplies	£471.60	
RINGGO	£433.37	
Sage	£51.60	
Screw Fix	£251.34	
SLCC	£99.00	
Smith of Derby	£428.40	
Source 4 Business - Lee - 01	£1,128.99	
Source 4 Business - Greenclose - 03		Not yet received
Source 4 Business - ITC - 04	£462.03	
Source 4 Business - Hele - 06		Not yet received
Source 4 Business -Brimlands - 07	£376.97	
Source 4 Business - 08 - St James's		Not yet received
Spot on		Not yet received
Telecoms Consortium	£122.17	
D Tubbs - Greenclose Road Rent	£360.00	
Water2Business - STJ Toliet	£679.68	
KW - Refund	£11.50	
Yu Energy - Gas - Greenclose	£23.22	
Yu Energy - Electric	£35.67	
TOTAL	**£51,003.12**	

Outstanding Customer Payments Due up to 18.11.26

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
DMHA	£412.50	£515.63	£0.00	£37.32	£0.00
MDH	£180.00	£180.00	£180.00	£0.00	£0.00
SWP	£0.00	£350.00	£0.00	£0.00	£0.00
ES	£327.24	£325.00	£0.00	£0.00	£0.00
IT	£432.00	£204.00	£0.00	£0.00	£0.00
Others not Due	£11674.38				
Sub TOTALS	**£13,026.12**	**£1,574.63**	**£180.00**	**£37.32**	**£0.00**
Total Due	**£14818.07**				

Emails have been sent to all those overdue Except SWP and ES as they pay by standing order and are due next week. They will be just over the 30 days.

Other items to note

- **CCLA Correspondence –** For information Only (See below)
- **Budget setting for 27/28 –** Next meeting to conclude the draft for NDC is on the 7th December which will be taken to full council on the same evening
- **Quotations for new finance, budgeting and booking software –** this is now a separate report for this meeting

Report Prepared by Carole Coombs on 18th November 2026

CCLA

GOOD INVESTMENT

10 November 2026

Dear shareholder,

Changes to CCLA Public Sector Investment Fund (the "Scheme")

This letter requires your attention. You will need to take action when sending subscription monies by cheque after the Effective Date, as explained in "What changes will affect you?" below.

We are writing to you as a shareholder in The Public Sector Deposit Fund (the "**Fund**"), a sub-fund of the Scheme, to notify you of a change we are making with effect from 14 December 2026 (the "**Effective Date**").

Change of authorised corporate director ("ACD")

CCLA Investment Management Limited ("**CCLA IM**") is the current ACD of the Scheme which means it has legal responsibility for managing the Scheme in compliance with Financial Conduct Authority rules.

As you may be aware, on 2 February 2026, the Jupiter group acquired CCLA IM and its subsidiary, CCLA Fund Managers Limited ("**CCLA FM**").

As part of the subsequent integration of the CCLA Group into the Jupiter Group, we are changing the regulatory roles and responsibilities of CCLA IM and CCLA FM to both simplify and align with the approach taken across the wider Jupiter Group. Under this reorganisation, CCLA IM will cease to act as the ACD of the Scheme and will be replaced by CCLA FM on the Effective Date. However, CCLA FM will appoint CCLA IM as the delegated investment manager of the Fund from the Effective Date, so CCLA IM will continue to manage the Fund's investments. We will make a minor wording change to the Fund's investment policy to reflect this.

There will therefore be no change to the day-to-day management of the Fund. The management of the Fund, the team and the charges will remain unchanged.

What changes will affect you?

As a consequence of the ACD changes, there are two small administrative changes to how you send subscription money.

1. ***Cheques will not be accepted from 7 to 11 December 2026***
   We cannot accept cheques that arrive between Monday 7 December and Friday 11 December 2026 (inclusive). If we receive one during this time, we will return it and will not process your application. You can still pay by bank transfer during this period.

2. ***New cheque payee name from 14 December 2026***
   *From 14 December 2026 (the Effective Date), please make cheques payable to **"CCLA Fund Managers Limited – CMPA"**. If you use a different name, we won't be able to process your application, and your money will be returned to you.*

CCLA Investment Management Limited (registered in England & Wales, No. 2183088) and CCLA Fund Managers Limited (registered in England & Wales, No. 8735639), are part of the Jupiter Group, and are authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London SW1E 6SQ.

3. ***Paying by bank transfer?***
   Nothing changes. The bank account details will stay the same.

When will the change come into effect?

From the Effective Date, the change of ACD and any consequential changes will be incorporated into a new version of the prospectus and the key investor information documents will be updated accordingly. These will be available online at www.ccla.co.uk.

Who will cover the costs of implementing the change?

All costs associated with making the change will be borne by us and not by the Fund.

Is the FCA aware of the change?

Yes. The FCA has confirmed that the change will not affect the ongoing authorisation of the Scheme.

Further information

If you have any questions or if you would like further information, please contact our Client Services team at clientservices@ccla.co.uk or by calling 0800 022 3505 between 8.30am and 5.30pm, Monday to Friday (excluding public holidays in England). Alternatively, if you would like to discuss the impact of this change on your investment, please consult your financial adviser.

Yours faithfully



Thomas Owen, Director
For and on behalf of
CCLA Investment Management Limited

Agenda Item 9:

Deferral from Full Council 9th November 2026

Original report & recommendation:

Solar Panels

Solar panel repairs have begun following Full Council's decision in July (Item 2607-10.2). During the work, the inverter was found to be faulty and requires repair. Costs to date total £760 for repairs and cleaning, with a further £150 budgeted as a contingency if an electrician was needed. The original quotation excluded the inverter repair, so an additional £525 is required.

11.5 – Recommendation: To review and agree the additional cost for the repair of the solar panels

Full Council Minute:

2611 – 11.5. To review and agree the additional cost for the repair of the solar panels – Members requested deferral to the Finance & General Purposes Committee so the PO could clarify whether ITC would need a larger inverter in future. This would inform their decision on whether to install a larger inverter now to meet future needs.