



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Council Affairs & Finance Committee**, which will be held on **Tuesday, 16 April 2024, at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC

Town Clerk

Wednesday, 10 April 2024

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

167 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

168 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

169 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

170 - Declarations of Interest and Request for Dispensations

170.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

170.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

171 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

172 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

173 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 12 March 2024, as a correct record (minutes will be issued with the agenda)

174 - Finance

174.1 - To receive and approve transactions between 01 March 2024 and 31 March 2024

174.2 - To receive and approve the bank reconciliation to 31 March 2024

174.3 - To note bank account balances to 31 March 2024

174.4 - To receive and approve the direct debits for 1 April 2024 - 31 March 2025

175 - Grant Funding

To consider a grant request from Adams Athletic (Veterans) Football Club

176 - GDPR

To receive the report regarding ongoing support and officer/member training and to approve recommendations therein, for approval by Full Council

177 - Public Question Time

To receive the report and consider the recommendations therein

178 - External support for Human Resources and Health and Safety support

To receive the report regarding external support for Human Resources and Health and Safety obligations, and consider the recommendations therein, for approval by Full Council

179 - Annual Town Meeting and Mayoral Reception

To receive a verbal update from the Town Clerk regarding arrangements for the Annual Town Meeting and Mayoral Reception

180 - Date of next meeting

To note that the date of the next meeting will be Tuesday 14 May 2024

181 - Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

182 - Council Offices

To receive the report regarding the Council Offices, and consider the recommendations therein, for approval by Full Council

183 - Old Council Office Building, Market Street

To discuss the re-nomination of the building as an Asset of Community Value and agree any actions

184 - Reports Pack**Attachments - for internal use only**

[AI 173 - Council Affairs Finance - Minutes.pdf](#)

[AI 174.1 - Transactions 01 - 31 March.pdf](#)

[AI 174.2 - Bank rec as at 31 March 2024.pdf](#)

[AI 174.3 - Bank account balances as at 31 March 2024.PDF](#)

[AI 174.4 - Direct debits list.pdf](#)

[AI 175 - Adams Athletics \(Veterans\) FC.pdf](#)

[AI 176 - GDPR Report.pdf](#)

[AI 177 - Public Question Time report.pdf](#)

[AI 178 - HR HS Outsourcing Report.pdf](#)



Minutes of the Council Affairs & Finance Committee meeting held on Tuesday, March 12, 2024 at Old Landscore School, Greenway, Credition

Present: Cllrs Steve Huxtable, Liz Brookes-Hocking, Rachel Avery, Rachel Backhouse, Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch

In Attendance: One member of the Public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

148 WELCOME AND INTRODUCTION

Opening of meeting by the Chair and member introductions

Cllr Huxtable opened the meeting and members introduced themselves.

149 PUBLIC QUESTION TIME

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

Questions were raised by a member of the public. The questions and full responses would be provided on the town council's website in due course.

150 APOLOGIES To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

There were no apologies.

151 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

151.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr Brookes-Hocking declared a DPI relating to item 165.

151.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no requests for dispensation.

152 ORDER OF BUSINESS

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

There was no requirement to change the order of business.

153 CHAIR'S AND CLERK'S ANNOUNCEMENTS

To receive any announcements which the Chair and Town Clerk may wish to make (for information only).

There were no announcements.

154 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

To approve and sign the minutes of the meeting held on Tuesday 12 December 2023 and Tuesday 13 February 2024, as a correct record

It was **resolved** to approve the minutes of 12 December 2023 and 13 February 2024. (Proposed by Cllr Cochran)

The Town Clerk advised that the draft minutes of 12 December 2023 had not been approved at the following meeting on 10 January 2024, and therefore the draft minutes remained as unapproved approved by the committee and ratified by Full Council.

155 FINANCE

155.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 FEBRUARY 2024 AND 29 FEBRUARY 2024

It was **resolved** to receive and approve the transactions between 01 February 2024 and 29 February 2024. (Proposed by Cllr Harris)

155.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 29 FEBRUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 29 February 2024. (Proposed by Cllr Harris)

155.3 TO NOTE BANK ACCOUNT BALANCES TO 29 FEBRUARY 2024

The bank account balances to 29 February 2024 were **noted**.

155.4 TO RECEIVE AN UPDATE ON TRANSFER OF CCLA FUNDS

The following update was provided:

- United Trust Bank – confirmed funds will be transferred and account closed on 14 June 2024
- Hampshire Trust Bank – awaiting confirmation (90 day notice – approximate date of closure 4 June 2024)
- Cambridge & Counties – awaiting confirmation (120 day notice – approximate date of closure 4 July 2024).

156 COMMUNITY GRANTS

To approve the proposed Community Grants, as recommended by the Grants Sub-Committee, for payment in April 2024 for the 2024/25 financial year

Enquiries were made relating to two applications. Cllr Brookes-Hocking advised that meetings had been held with some of the applicants to ascertain the requirements of the grant and the support provided to the community, of which the committee had been satisfied.

Cllr Brookes-Hocking stated that she felt 10% of the town council's overall annual budget should be given in community grants. Many voluntary organisations should be supported and their work benefits Crediton.

It was **resolved** to approve the payment of grants for 2024/25. (Proposed by Cllr Cairney)

157 REVIEW AND ADOPTION OF POLICIES

To review and adopt the Co-Option Policy

Cllr Fawsett advised that he was unaccepting of the three-mile rule for councillors to stand. He stated that the law was incorrect and should be challenged.

There was a discussion around the use of secret ballot when co-opted. The Town Clerk advised on the legal basis of which you cannot remove a member of the public from the meeting or hold a secret ballot.

It was **resolved** to adopt the Co-option Policy, with the requested wording amendment from Cllr Brookes-Hocking. (Proposed by Cllr F Letch)

158 PORTRAIT OF HIS MAJESTY KING CHARLES III

To consider and agree for Crediton Town Council to apply for a portrait to commemorate the accession of His Majesty King Charles III, at no cost to the council, following the resolution at the last meeting to undertake a Facebook Poll

The Town Clerk stated that the Facebook poll had received, with 56% of respondents voting against applying for the official portrait.

It was **resolved** that the town council would not apply for the official portrait, following the results of the poll, with a review in six months' time should sufficient support for the portrait be made. (Proposed by Cllr Brookes-Hocking)

159 COMMUNITY PARTICIPATION

159.1 PUBLIC QUESTION TIME

To receive the report regarding Public Question Time and to approve the proposals therein

The following comments were made:

- CTC meetings used to be held whereby members of the public were welcome to speak on an item at the point of discussion
- Some questions require full debate and discussion, and should take place outside of a formal meeting
- Any question relating to how other councils are run should not be responded to, given that the town council is unable to provide an informed response
- The way in which public question time is currently being run is depressing. There are other types of events where engagement with the public has been high, but it is proving difficult to find a positive way to run Public Question Time
- The way that Public Question Time is currently being run is not perfect, however there must be structure and for the opportunity for both members and members of the public to understand given that it is not an opportunity for debate
- A high level of understanding of the legislation that governs the sector is required of members
- All three levels of Devon government have rules around public question time, offering members of the public 3 minutes. If someone provides a written letter four days prior to the meeting, they are provided with a response on the day of the meeting. The council needs to ensure anything that is agreed works for both council members and members of the public.

It was **resolved** to approve the guidance proposed within the report, as Appendix A, in the interim. (Proposed by Cllr Cochran)

It was agreed that Cllr Backhouse would recommend a proposal, regarding the future use of Public Question Time, for consideration at the next meeting.

159.2 COFFEE AND CONVERSATION

To receive an update and to approve any recommendations

There was no further update at this time, and further consideration would be given to this item at the next meeting.

160 DEVON DEVOLUTION DEAL

To receive the report and associated paperwork regarding the proposals and to consider representation for Full Council approval

Cllr F Letch stated this the impact on town and parish councils will be negligible, so there should be little or no debate on this matter.

Cllr Brookes-Hocking stated that the DALC response has been made and whilst there is currently limited impact on town and parish council sectors, she does not feel this is true. There will be more pressure on the sector to provide services if there is a lack of funding available.

Cllr Harris expressed concerns at the creation of another tier. The money used to create such a tier should be devolved to the existing authorities. Town and parish councils will have less of a voice than they do currently, given another layer of governance

Cllr F Letch stated that the Combined County Authority Board of 10 is not necessarily representative of Devon.

It was **noted** that the Town Clerk would draft a response for consideration at the next meeting of Full Council.

161 GDPR

161.1 TO RECEIVE THE REPORT REGARDING THE CONCERN RELATING TO A GDPR BREACH AND TO AGREE ANY FURTHER ACTION

The Town Clerk provided the following statement regarding the complaint raised by the member of the public.

'The use of surnames has been used administratively, in line with the council's Privacy Policy and other legislation such as the Local Audit and Accountability Act 2014 and the Accounts and Audit Act 2015. However, as the issue has been raised, I have taken the operational decision to trial the use of plot numbers only. This has already commenced, as we will receive fewer payments between now and September when the invoices for 2024/25 are raised. This will enable us to assess the administrative burden of not including such data. As an officer of the council, I take the responsibility of data protection very seriously. This amendment in administration is in no way an admission of breach. At no point has the ICO stated that there has been a breach, and nor has the ICO professional used for advice. However, to comply with data minimisation where possible, the internal process has been altered'.

The contents of the report were **noted**. (Proposed by Cllr F Letch)

161.2 TO RECEIVE THE QUOTE RECEIVED REGARDING ONGOING SUPPORT AND OFFICER/MEMBER TRAINING

It was **resolved** to consider a further quote, if obtained before the end of March, at the next meeting of this committee. If not received, the quote contained within the report will be accepted. (Proposed by Cllr Huxtable, Cllr Fawssett voted against)

162 ANNUAL TOWN MEETING

To receive the report and consider the recommendations therein

Cllr Brookes-Hocking provided information on why the Mayoral Reception and Annual Town Meeting would be incorporated.

It was **noted** that the funds for the 2023/24 Mayoral Reception would be requested to be extended to 2024/25 at the next meeting of Full Council.

Friday 17 May had been provisionally booked for use of the Town Hall, but availability of the Boniface Centre will be confirmed.

163 DATE OF NEXT MEETING

To note that the date of the next meeting will be Tuesday 09 April 2024

The date of the next meeting was **noted**.

164 PART II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

It was **resolved** to move into Part II (Proposed by Cllr)

165 COUNCIL OFFICES

To receive the report and to agree any further actions

It was **resolved** to approve the recommendations in the report. (Proposed by Cllr Cochran)

166 REPORTS PACK

Signed

Dated.....

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	131,003.07					131,003.07	
	Banked 01/03/2024	36.00						
#201	Significant Seams	36.00			1280	130	36.00	The Hub - room hire
	Banked 04/03/2024	24.00						
#202	U3A	24.00			1280	130	24.00	The Hub - room hire
	Banked 04/03/2024	80.00						
#203	Crediton Congregational Church	80.00			1280	130	80.00	Gazebo hire
	Banked 06/03/2024	44.95						
#204	Youth Club (YW)	44.95			1240	410	38.40	YC attendance
					1240	410	6.55	YC tuck shop
	Banked 08/03/2024	108.00						
#205	Sustainable Crediton	108.00			1280	130	108.00	The Hub - room hire
	Banked 11/03/2024	5.00						
#206	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 12/03/2024	10.00						
#207	Youth Club (YW)	10.00			1240	410	10.00	YC attendance
	Banked 13/03/2024	9.00						
#208	CISCO	9.00			1280	130	9.00	Meeting room hire
	Banked 14/03/2024	3.00						
#209	Youth Club (YW)	3.00			1240	410	3.00	YC attendance
	Banked 14/03/2024	65.00						
#210	Edwards Fudge Kitchen	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 15/03/2024	13.26						
#211	Allotment Exhibition	13.26			1150	150	11.97	E5D Rent 23/24
					1170	180	1.29	E5D BAA 23/24
	Banked 18/03/2024	130.00						
#212	Food Festival stallholder	130.00			1280	130	65.00	Gotland Gin - FF stall fee
					1280	130	65.00	Paint Pots - FF stall fee
	Banked 18/03/2024	108.00						
#213	Devon County Council	108.00			1280	130	108.00	Bungalow meeting room hire
	Banked 18/03/2024	140.00						
#214	The Turning Tides Project	140.00			1280	130	140.00	Food Festival - stall fee
	Banked 19/03/2024	130.00						
#215	Food Festival stallholder	130.00			1280	130	65.00	Little Oak Farm - FF stall fee
					1280	130	65.00	CC Bakery - FF stall fee
	Banked 20/03/2024	65.00						
#216	Exe Valley Honey	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 21/03/2024	45.77						

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
#217	Allotment Exhibition	45.77			1150	150	41.33	E12A Rent 23/24
					1170	180	4.44	E12A BAA 23/24
	Banked 26/03/2024	24.00						
#218	Youth Club (YW)	24.00			1240	410	24.00	YC attendance
	Banked 27/03/2024	127.15						
#219	Youth Club (YW)	127.15			1240	410	69.95	YC - subs
					1240	410	17.75	YC - tuck shop
					1240	410	39.45	YC - xmas stall
	Banked 27/03/2024	65.00						
#220	Oakcroft Farm	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 28/03/2024	24.00						
#221	Exeter Community Energy	24.00			1280	130	24.00	The Hub - room hire
	Banked 28/03/2024	65.00						
#222	Quicke's Cheese	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 28/03/2024	100.00						
#223	Crediton Coffee Company	100.00			1280	130	100.00	Food Festival - stall fee
Total Receipts for Month		1,422.13	0.00	0.00			1,422.13	
Cashbook Totals		<u>132,425.20</u>	<u>0.00</u>	<u>0.00</u>			<u>132,425.20</u>	

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2024	Mid Devon District Council	BACS #623	21.00			4120	130	21.00	TEN - Boniface Bash
						349	0	-21.00	TEN - Boniface Bash
						6000	130	21.00	TEN - Boniface Bash
01/03/2024	Mr C Pugsley	SO #624	800.00			4390	250	800.00	Bungalow rent - March
05/03/2024	Spar	BACS #625	4.55			4115	120	4.55	Meeting refreshments
06/03/2024	Morrisons	BACS #626	11.50			4720	410	11.50	Outdoor Club - refreshments
06/03/2024	Significant Seams	BACS #627	400.00			1230	410	400.00	Overpay refund - receipt #173
06/03/2024	Eakers DIY	BACS #628	43.20		7.20	4720	410	36.00	Outdoor Club - wood
06/03/2024	Devon County Council	BACS #629	57.80		3.30	4720	410	54.50	DBS checks - RH & KB
06/03/2024	Event Hire Solutions Ltd	BACS #630	384.00		64.00	4120	130	320.00	Event Hire Solutions Ltd
						349	0	-320.00	Event Hire Solutions Ltd
						6000	130	320.00	Event Hire Solutions Ltd
08/03/2024	Amazon	BACS #631	27.72		4.62	4110	120	8.30	iPad charger
						4720	410	3.32	Youth - craft supplies
						4085	120	7.49	Stationery - file dividers
						4720	410	3.99	Youth - craft supplies
11/03/2024	British Gas	DD #632	13.10		0.62	4290	340	12.48	Electricity - Newcombes toilet
12/03/2024	Land Registry	BACS #633	24.00			4120	120	24.00	Land registry searches
12/03/2024	British Gas	DD #634	93.32		4.44	4290	250	88.88	Bungalow - electricity
12/03/2024	Octopus Energy	DD #635	16.06		0.76	4290	210	15.30	Electricity - Bandstand
12/03/2024	Peter Adams	BACS #636	72.50			4125	180	72.50	Talk at BAA AGM
12/03/2024	Peter Please	BACS #637	101.64			4270	190	101.64	Expenses - wildlife area
12/03/2024	M J Turnbull	BACS #638	700.00			4230	190	700.00	SMG maintenance
13/03/2024	EE Ltd	BACS #639	76.80		12.80	4720	410	64.00	Youth phone bill - Nov to Feb
13/03/2024	Cloudy IT	BACS #640	28.80		4.80	4070	120	24.00	IT support - tablets
13/03/2024	Cloudy IT	BACS #641	28.80		4.80	4070	120	24.00	IT support - tablets
13/03/2024	APH Heating Ltd	BACS #642	144.00		24.00	4390	250	120.00	Repair to heating system
13/03/2024	Nexus Open Systems	BACS #643	254.40		42.40	4135	130	212.00	Email changes
13/03/2024	Pure Systems Ltd	BACS #644	330.00		55.00	4175	130	275.00	Website hosting 2024/25
14/03/2024	Amazon (Direct2publik Ltd)	BACS #645	6.82		1.14	4230	350	5.68	OLS - bulbs
14/03/2024	Amazon (Service Europe SarL)	BACS #646	14.25		2.38	4085	120	11.87	Stationery - flipchart pad
14/03/2024	Amazon (EU s.a.r.l UK branch)	BACS #647	39.10		6.52	4110	120	32.58	Silent keyboard
18/03/2024	Nexus Open Systems	DD #648	353.76		58.96	4070	120	294.80	IT support - March
18/03/2024	Crown Gas & Power Ltd	DD #649	101.00		4.81	4390	250	96.19	Bunaglow - gas
18/03/2024	Ian Rogers	BACS #650	540.00			4650	390	540.00	CinC - take down lights
18/03/2024	The Turning Tides Project	BACS #651	657.62			4020	365	657.62	Town maintenance - Jan
18/03/2024	The Turning Tides Project	BACS #652	783.12			4020	365	783.12	Town maintenance - Feb
18/03/2024	Discount Displays Ltd	BACS #653	155.82		25.97	4120	330	129.85	[CUT!] A-boards
18/03/2024	Lisathedpo	BACS #654	350.00			4105	120	350.00	FOI support
19/03/2024	BCW Office Products Ltd	BACS #655	172.30		28.72	4120	330	143.58	[CUT!] roll-up signs
20/03/2024	Spar	BACS #656	3.80			4720	410	3.80	Youth - refreshments
20/03/2024	Amazon (EU s.a.r.l UK branch)	BACS #657	15.12		2.53	4085	120	12.59	Stationery
20/03/2024	Amazon (Ideal 365 Limited)	BACS #658	53.35		8.89	4110	120	44.46	Office - paper towels
21/03/2024	Peck & Strong	BACS #659	45.00			4205	130	45.00	Com. Conversation refreshments
22/03/2024	Wage payments	BACS #660	10,753.94			4000	110	10,753.94	Salaries - March

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/03/2024	Peninsula Pensions	BACS #661	3,369.01			4040	110	3,369.01	Pensions - March
22/03/2024	HMRC	BACS #662	2,679.74			4030	110	2,679.74	NI/PAYE - March
25/03/2024	Everflow	DD #663	65.66			4235	250	35.82	Front office water (April/May)
						4235	340	29.84	Newcombes water (April/May)
25/03/2024	The Green House	BACS #664	4.94			4205	130	4.94	Com. Conversation refreshments
25/03/2024	Morrisons	BACS #665	11.20			4205	130	11.20	Com. Conversation refreshments
26/03/2024	British Gas	DD #666	7.09		0.34	4290	250	6.75	Monthly standing charge
26/03/2024	Concorde	DD #683	94.50		15.75	4060	120	78.75	Printing charges - Jan & Feb
27/03/2024	Valda Energy	DD #667	212.83		10.13	4290	340	8.68	Electricity - Newcombes toilet
						4290	350	138.81	Electricity - OLS
						4290	250	55.21	Front office - electricity
27/03/2024	C Kelly	BACS #668	3.25			4720	410	3.25	Youth - refreshments
27/03/2024	Eakers DIY	BACS #669	4.31		0.72	4720	410	3.59	Youth - craft supplies
27/03/2024	Peck & Strong	BACS #670	9.64			4205	130	9.64	Com. Conversation refreshments
27/03/2024	Mr C Pugsley	BACS #671	33.33			4390	250	33.33	Bungalow rent increase - March
27/03/2024	R Avery	BACS #672	37.55			4130	130	37.55	Expenses claim
27/03/2024	South West Water	BACS #673	68.25		5.45	4235	350	62.80	OLS - water
27/03/2024	Boniface Centre	BACS #674	110.00			4205	130	110.00	Com. Conversation - room hire
27/03/2024	J D Ward	BACS #675	129.00		21.50	4290	340	107.50	Toilet - lock/electric issue
27/03/2024	Lee Accounting (SW) Limited	BACS #676	228.00		38.00	4055	120	190.00	Payroll
27/03/2024	R J Brooks & Son Ltd	BACS #677	1,224.48		204.08	4360	230	675.00	WM bus shelter - plinths
						4360	230	345.40	WM bus shelter - plinths
						322	0	-345.40	WM bus shelter - plinths
						6000	230	345.40	WM bus shelter - plinths
27/03/2024	J D Ward	BACS #678	1,968.00		328.00	4650	390	1,640.00	CINC - de-rig
27/03/2024	EE Ltd	BACS #679	19.20		3.20	4720	410	16.00	Youth - mob phone bill (March)
28/03/2024	Elite Industrial Supplies Ltd	BACS #680	128.15		21.36	4120	330	106.79	[CUT!] hi-vis vests
28/03/2024	Concorde	DD #681	260.09		43.35	4075	120	216.74	Telephone charges - February
28/03/2024	Nexus Open Systems	DD #682	211.25		35.21	4070	120	176.04	IT support - March
Total Payments for Month			28,557.66	0.00	1,095.75			27,461.91	
Balance Carried Fwd			103,867.54						
Cashbook Totals			132,425.20	0.00	1,095.75			131,329.45	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		89,933.70					89,933.70	
Banked 31/03/2024		3,792.40						
Cambridge and Counties Bank		3,792.40			1090	120	254.65	Interest on account 30/4
					1090	120	273.45	Interest on account 31/5
					1090	120	274.13	Interest on account 30/06
					1090	120	304.32	Interest on account 31/07
					1090	120	321.34	Interest on account 31/08
					1090	120	318.66	Interest on account 30/09
					1090	120	343.38	Interest on account 31/10
					1090	120	333.56	Interest on account 30/11
					1090	120	345.92	Interest on account 31/12
					1090	120	347.22	Interest on account 31/01
					1090	120	326.03	Interest on account 29/02
					1090	120	349.74	Interest on account 31/03
Total Receipts for Month		3,792.40	0.00	0.00			3,792.40	
Cashbook Totals		<u>93,726.10</u>	<u>0.00</u>	<u>0.00</u>			<u>93,726.10</u>	

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		93,726.10						
	Cashbook Totals		93,726.10	0.00	0.00			93,726.10	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		260,050.94					260,050.94	

Banked 31/03/2024 1,083.75

#11 CCLA	CCLA	1,083.75			1090	120	1,083.75	Interest on account
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Total Receipts for Month		1,083.75	0.00	0.00			1,083.75	
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Cashbook Totals		<u>261,134.69</u>	<u>0.00</u>	<u>0.00</u>			<u>261,134.69</u>	
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Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		261,134.69						
	Cashbook Totals		261,134.69	0.00	0.00			261,134.69	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		85,476.46					85,476.46	
Banked	31/03/2024	1,651.10						
	Nationwide	1,651.10			1090	120	1,651.10	Interest on account
Total Receipts for Month		1,651.10	0.00	0.00			1,651.10	
Cashbook Totals		87,127.56	0.00	0.00			87,127.56	

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

87,127.56

Cashbook Totals

87,127.56

0.00

0.00

87,127.56

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/03/2024	244	103,867.54
			<u>103,867.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,867.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,867.54
		Balance per Cash Book is :-	103,867.54
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Cambridge & Counties 6951**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge & Counties 15006951	31/03/2024	7	93,726.10
			<u>93,726.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93,726.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			93,726.10
		Balance per Cash Book is :-	93,726.10
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/03/2024	19	87,127.56
			87,127.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Hampshire Trust Bank 4426**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Hampshire Trust 10254426	31/03/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 5 - United Trust Bank 6692**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
United Trust Bank	31/03/2024	6	88,010.76
			<u>88,010.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,010.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,010.76
		Balance per Cash Book is :-	88,010.76
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/03/2024		261,134.69
			<u>261,134.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			261,134.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			261,134.69
		Balance per Cash Book is :-	261,134.69
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Co-Operative Current 15006951	103,867.54
31/03/2024	Cambridge & Counties 15006951	93,726.10
31/03/2024	Nationwide Account 90097276	87,127.56
31/03/2024	Hampshire Trust 10254426	0.00
31/03/2024	United Trust Bank	88,010.76
31/03/2024	CCLA	261,134.69

633,866.65

Receipts not on Bank Statement

0.00

Closing Balance

633,866.65

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	103,867.54
2	Cambridge & Counties 6951	93,726.10
3	Nationwide Account 7276	87,127.56
4	Hampshire Trust Bank 4426	0.00
5	United Trust Bank 6692	88,010.76
7	CCLA	261,134.69

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

633,866.65

Crediton Town Council

Direct debits and standing orders set up for 01/04/2024 - 31/03/2025

Date (approx)	Frequency	Description	Supplier	Amount	Notes
1st	Intermittent	Water - Barnfield allotments	South West Water (1673589001)	Account in credit	*variable based on consumption
1st	Intermittent	Water - Exhibition Road allotments	South West Water (1673586201)	Account in credit	*variable based on consumption
1st	Monthly	Youth mobile phone bill	EE Ltd	£19.20	
9th	Monthly	Electricity - Newcombes toilet	British Gas (151363)	£10 - 50	*variable based on energy consumption
10th	Monthly	Electricity - Bunaglow	British Gas (484579)	£90 - 150	*variable based on energy consumption
13th	Monthly	Electricity - bandstand	Octopus (A-BE28252F)	£10-30	*variable based on energy consumption
13th	Monthly	IT support	Nexus	£353.76	*Additional support fees may apply
16th	Monthly	Bungalow - gas	Crown Gas & Power	£100-300	*variable based on energy consumption
25th	Monthly	Water - Front office & Newcombes	Everflow	Account in credit	*variable based on consumption
26th	Monthly	Gas standing charge - front office	British Gas (228318)	£7 - 12	*variable based on energy consumption
26th	Annual (Jan)	Annual payment to ICO	Information Comissioners Office	£35	
27th	Monthly	Electricity (OLS, Front Office & Newcombes)	Valda Energy	£100-400	*variable based on energy consumption
28th - 31st	Monthly	IT support	Nexus	£211.25	*Additional support fees may apply
28th - 31st	Monthly	Printing charges	Concorde (25503)	£10 - £100	*variable based on printer usage
28th - 31st	Monthly	Telephone charges	Concorde (CIL22182)	£260.09	*variable based on calls made
*Newly set up	Monthly	IT Support - iPads	Cloudy IT	£28.80	
*Newly set up	Monthly	Water - OLS	South West Water (5024396701)	£50-150	*variable based on consumption



Grant Application Form 2024-25

The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By completing this form, you will be providing the Council with your consent to this use.

►Name of Organisation:

ADAMS ATHLETIC (VETS) FOOTBALL CLUB

►Contact Details:

[Redacted contact details]

►Purpose/Aims of Organisation:

Provide regular football for veterans from Credition and surrounds.

►Size of Organisation/Number of Members:

About 18 members



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

►Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding.

For about 20 years, we have competed in an annual Tournament with similar Teams from DOKKUM and FULDA, which I founded with Gerrit Bijker (Dok) and Lotzer Plappert (Ful). This is the most long-lasting and successful tie-up with these 2 'linked' towns, but to do it properly is quite expensive for hosts. I think the whole town benefits, it brings in new visitors from Holland and Germany, and there have been many 'spin-offs' for local youth.

►Total cost of the project or scheme requiring funding:

Treas.

Approx £1 to 1.3 k.

►Amount of Grant applied for:

£220 (cost of pitch/clubhouse hire from Credition Utd.)

►Annual Budget: Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.

Hope to get sponsorship from ADAMS HARDWARE, and small donation from BODFACE LINK, total max. £300.

We do not have formal accounts. Players pay a fee when they play, to pay for pitch hire, referees and FA affiliation/insurance. Players are asked for money as & when required.

►Account of Activities over the Previous Year:

Regular Veterans' league football.
Visit to Dokkum to play in annual Tournament -
EVERYTHING financed by players themselves.

►Account of Plans for Forthcoming Year:



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

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A regular Veg. league season.
Zonicop visit to FULDA, June 2025

► **Previous Applications:** Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

NIL

► **Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?**

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No

N/A

► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

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I feel this regular 'Bonifop' Tournament has kept the name Bonifale to the fore, introduced a lot of new people to the 3 Towns concept, as well as introducing many youngsters to St. Bonifale and his Credison birthplace/links.

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2023.

Your application must be accompanied by a copy of your most recent published financial accounts.

Grant Aid applications for the financial year 2024/25 will be payable in April/May 2024.



Outsourced GDPR Support Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 16 April 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the quotes received for ongoing support and officer/member training, for approval by Full Council.

1. Purpose

1.1 This report follows on from the council decision to approve Quote A, should a further quote not be received. In line with CTC's Financial Regulations, a second quote has been obtained.

2. Background

2.1 The Council Affairs and Finance Committee have agreed to outsource a full GDPR compliance audit and additional support in relation to training from officers and members.

3. Actions since last meeting

3.1 The Town Clerk has obtained a further quote for ongoing support and training.

4. Proposals

4.1. The Council Affairs and Finance Committee are requested to consider the quotes.

5. Financial Implications

5.1. A quote has been received. The Town Clerk has contacted one other provider, but is yet to receive a response:

Quote A	Initial Audit Monthly Retainer Training for Officers and Members	£500.00 £149.00 £2,288.00 (no VAT)
Quote B	Review and Data Protection Impact Assessment Policy and Procedure Creation and Refresh Training for Officers and Members	£4,495.00 (+ VAT)

6. Climate Implications

6.1 There are no climate implications.

7. Conclusion

7.1 CTC is responsible for compliance of GDPR law and regulations.



Public Question Time Report

Report by: Cllr Rachel Backhouse
To: Council Affairs & Finance Committee
Date: For consideration on 16 April 2024

Recommendation

1. Purpose

1.1 To engage better with the public; as per the Communications Strategy

2. Background

2.1 The current situation with public question time is unsatisfactory.

2.2 Members of the public who wish to ask questions are becoming frustrated and feel that their questions are not always given proper consideration by councillors. Answers can often take several weeks to be delivered, do not always feel like they have been considered by the full panel and can often be very bland and general. That said, some members of the public do ask a vast number of questions, which makes it more of a challenge to give decent and considered responses.

2.3 I note that some questions from the public have an angry tone to them, which I can see stems from the frustration they feel about the lack of debate. Being timed for 3 minutes does not create a relaxed or welcoming environment. This is unacceptable.

3. Proposals

3.1 The council to acknowledge that we are not satisfied with our current way of running public question time. It does not reflect our communication strategy. We wish to change it, which may involve the eventual changing of the standing orders, given time to try some new approaches.

3.2 Public question time is to be renamed as public question and answer time. The chair is encouraged, when possible, to invite opinion from around the table, from other councillors, when addressing some of the questions. Alternatively, the chair could state that the issue will be placed on SharePoint and be discussed here by a range of councillors on this platform over the coming days.

3.3 Before each full council meeting, we hold an informal public debate time. This will begin at 1830 and will last 30 mins, and will not follow standing orders. This will not be minuted and will be on camera only if members of the public agree to this. Tea and coffee to be offered. I am happy to organise this. Attendance of this session will be voluntary for councillors. Issues arising will not be followed up in the meeting immediately following, but items can be actioned for the next appropriate agenda. The formal meeting will begin at 1900.

3.4 Regular (to be discussed) "coffee and conversation" events will be held, aiming to cover different timings and days to allow a wide cross section of the community to attend if they wish.

4. Financial Implications

4.1. None

5. Climate Implications

5.1. None, although we encourage any additional members of the public who wish to attend these more welcoming sessions to walk to the meeting where possible.



CREDITON TOWN COUNCIL

Outsourcing of Human Resource and Health and Safety Support Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 16 April 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the quotes received for outsourcing of Human Resource and Health and Safety support.

1. Purpose

- 1.1 This report provides quotes relating to the outsourcing of Human Resource (employment law) support and dedicated Health and Safety guidance and support.

2. Background

- 2.1 An increase in staffing has created additional work to the Town Clerk, relating to hiring of new staff, creation of new contracts/updating terms and conditions of employment, managing sickness, managing appraisals and performance.
- 2.2 The staff team has risen from 4 members of staff (2020) to 12 members of staff (2023).
- 2.3 CTC is expected to employ a legally required competent person¹ regarding the Health and Safety. The Town Clerk currently acts as this person.

3. Proposals

- 3.1. The Council Affairs and Finance Committee are requested to consider the quotes to outsource elements of employment.
- 3.2. The outsourcing responsibilities of HR would include:
- all aspects of employment law and HR compliance including dismissals, disciplinary/grievance issues, discrimination issues, capability and performance issues, TUPE transfers, restricting and redundancies, strategic challenges, sickness/absence/maternity/paternity and time off work, terms and conditions of employment
 - Green Book knowledge and support
 - Creation of Employee Handbooks.
- 3.3. The outsourcing responsibilities of H&S would include:
- Acting as the competent person
 - Detailed policies and an Employee Handbook
 - Risk Assessment support including action plans, practical support, identification of training requirements.
- 3.4. All quotes include the provision of online software to support the Town Clerk in managing these two bodies of work.

4. Financial Implications

- 4.1. Quotes has been received as follows:

Quote A	36 months Fixed Fee Service	£3,475.00 + VAT (per annum)
Quote B	36 months Fixed Fee Service	£5,004 + VAT (per annum)

¹ [Appoint a competent person - HSE](#)

Quote C	36 months Fixed Fee Service	£3,305.28 + VAT (per annum)
---------	--------------------------------	-----------------------------

5. Climate Implications

5.1. There are no climate implications.

6. Conclusion

6.1 CTC is responsible for compliance of Health and Safety Law.

6.2 CTC continues to increase its provision of events and assets, increasing the requirement of compliance.

6.3 CTC is responsible for the fair treatment of staff.