



To All Credition Town Councillors

You are hereby summoned to attend a **Council Affairs and Finance Committee**, which will be held on **Tuesday, November 14, 2023, at 19:00 - 20:00, 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, 08 November 2023

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

85 - 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).

86 - Apologies

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

87 - Declarations of Interest and Requests for Dispensations

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

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

88 - 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.

89 - Chair's and Clerk's Announcements

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

90 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 17 October 2023, as a correct record (minutes will be issued with the agenda).

91 - Finance

91.1 - To receive and approve transactions between 01 October 2023 and 31 October 2023

91.2 - To receive and approve the bank reconciliation to 31 October 2023

91.3 - To note bank account balances to 31 October 2023

92 - Pay Award 2023/24

To note the pay award for 2023/24

93 - Devon County Council Bank Arrangements (agenda item requested by Cllr Fawssett)

To consider writing to Devon County Council regarding their banking arrangements and choice of provider

94 - Adoption of Policies

94.1 - To approve the Absence Management Policy

94.2 - To approve the Tree Risk Management Policy

94.3 - To approve the Procurement Policy

95 - Standing Orders Review

To receive the Standing Orders Report and to consider the proposals therein

96 - Youth Work

96.1 - Youth Sub-Committee

To receive the report from the Lead Youth Work and to consider the proposals therein

96.2 - Income

To note the update on youth work income received in 2023/24 financial year to date

97 - Date of next meeting

To note that the date of the next meeting will be Tuesday 12 December 2023

98 - 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

99 - Council Offices

To receive a verbal update from the Town Clerk

100 - Staffing

To receive the Youth Service staffing report and to consider the proposals therein

101 - Reports Pack

Attachments

[2023-10-17 - Council Affairs and Finance - Minutes.pdf](#)

[Transactions 01 - 31 October 2023.pdf](#)

[Bank Rec as at 31 October 2023.pdf](#)

[Bank account balances as at 31 October 2023.PDF](#)

[Absence Management Policy 2023.pdf](#)

[Tree Risk Management Policy.pdf](#)

[Procurement Policy.pdf](#)

[Report - Standing Orders .pdf](#)

[Report - Youth Sub-Committee .pdf](#)

[Report - Youth Income.pdf](#)



Minutes of the Council Affairs and Finance Committee held on Tuesday, October 17, 2023 at 19:00 at Old Landscore School, Greenway, Credition, EX17 3LP

Present: Cllrs Liz Brookes-Hocking, Rachel Backhouse, Jim Cairney, Guy Cochran, Giles Fawssett and Frank Letch

Apologies: Cllr Steve Huxtable

Minute Taker: Rachel Avery

MINUTES

72 PUBLIC QUESTION TIME

There were no members of public present.

73 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr Huxtable. (Proposed by Cllr Brookes-Hocking).

74 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllr F Letch, Cochran and Cairney declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

Item 8 - It was **noted** that the grant applicant was known to Cllr Cochran.

75 ORDER OF BUSINESS

There was no requirement to change the order of business.

76 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

77 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

It was **resolved** to approve the minutes. (Proposed by Cllr Harris).

78 FINANCE

It was **resolved** to approve the transactions. (Proposed by Cllr Harris).

It was **resolved** to approve the bank reconciliations. (Proposed by Cllr Harris).

It was **resolved** to note the bank account balances (Proposed by Cllr Cochran).

79 GRANT FUNDING

It was **resolved** to approve the application. (Proposed by Cllr Harris).

80 COMPLAINTS PROCEDURE

Cllr Cochran explained that the procedure is a standard policy but that there was a request from the Appeals Committee to clarify that the procedure is to consider the process and not the complaint.

It was noted that there was no process to reopen complaints as part of the Appeals Committee procedure, but that that could be a decision should the complaints procedure not have been followed.

It was agreed that the Town Clerk would investigate the use of external investigation, but that this was not adopted by other town and parish councils.

It was **resolved** that any meetings, held as part of the Complaints Procedure, would be recorded. (Proposed by Cllr Harris).

It was noted that the Town Clerk would re-draft the Complaints Procedure, for further consideration.

81 PARTICIPATORY BUDGETING WORKSHOPS

The dates of the workshops were noted: Saturday 04 November (13.00-15.00 at Crediton Library), Saturday 18 November (10.00-12.00 at The Boniface Centre) and Tuesday 21 November (18.00-20.00 at Old Landscore School).

This information would be added to the next newsletters.

82 DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 14 November. The meeting was closed at 20.03.

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

84 **VEXATIOUS COMPLAINTS**

The report was received, and it was resolved to approve the recommendations therein, with the discussed amendment. (Proposed by Cllr Harris).

85 **REPORTS PACK**

Signed

Dated.....

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		48,159.73					48,159.73	
	Banked 02/10/2023	13.99						
#80	Amazon	13.99		2.33	4085	120	11.66	Stationery - paper (refund)
	Banked 02/10/2023	26.99						
#81	Amazon (Nobel Stationers Ltd)	26.99		4.50	4110	120	22.49	Supplies - laminator (refund)
	Banked 02/10/2023	3.00						
#82	Youth Club (YW)	3.00			1240	410	3.00	YC attendance
	Banked 02/10/2023	391.19						
#83	Allotment Barnfield	391.19			1150	160	13.50	B2B Bate Rent 23/24
					1170	180	1.45	B2B Bate BAA 23/24
					1150	160	26.46	B12A Van-Rijbroek Rent 23/24
					1170	180	2.84	B12A Van-Rijbroek BAA 23/24
					1150	160	27.00	B2 Gray Rent 23/24
					1170	180	2.90	B2 Gray BAA 23/24
					1150	160	27.24	B9B Karczewski Rent 23/24
					1170	180	2.76	B9B Karczewski BAA 23/24
					1150	160	33.75	B10 Fletcher Rent 23/24
					1170	180	3.63	B10 Fletcher BAA 23/24
					1150	160	34.83	B8B King Rent 23/24
					1170	180	3.74	B8B King BAA 23/24
					1150	160	35.37	B3A Whitehouse Rent 23/24
					1170	180	3.80	B3A Whitehouse BAA 23/24
					1150	160	39.42	B7B Cuninghame Rent 23/24
					1170	180	4.23	B7B Cuninghame BAA 23/24
					1150	160	54.81	B7A Brown Rent 23/24
					1170	180	5.89	B7A Brown BAA 23/24
					1150	160	61.02	B1F Allnutt Rent 23/24
					1170	180	6.55	B1F Allnutt BAA 23/24
	Banked 02/10/2023	291.43						
#84	Allotment Exhibition	291.43			1150	150	24.30	E11A Reece Rent 23/24
					1170	180	2.61	E11A Reece BAA 23/24
					1150	150	24.39	E28A Moxon Rent 23/24
					1170	180	2.61	E28A Moxon BAA 23/24
					1150	150	24.84	E6B Pink Rent 23/24
					1170	180	2.67	E6B Pink BAA 23/24
					1150	150	28.17	E19B Courtney Rent 23/24
					1170	180	1.83	E19B Courtney BAA 23/24
					1150	150	28.08	E10A Camp Rent 23/24
					1170	180	3.02	E10A Camp BAA 23/24
					1150	150	33.21	E24 Gibbs Rent 23/24
					1170	180	3.57	E24 Gibbs BAA 23/24
					1150	150	13.50	E27A Rogers Rent 23/24
					1170	180	1.45	E27A Rogers BAA 23/24
					1150	150	32.94	E23A Rogers Rent 23/24
					1170	180	3.54	E23A Rogers BAA 23/24
					1150	150	31.05	E17A Talbot Rent 23/24

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					1170	180	3.34	E17A Talbot BAA 23/34
					1150	150	23.76	E27 Talbot Rent 23/24
					1170	180	2.55	E27 Talbot BAA 23/24
	Banked 03/10/2023	142.92						
#85	Allotment Exhibition	142.92			1150	150	30.24	E6D Scarbrough Rent 23/24
					1170	180	3.25	E6D Scarbrough BAA 23/24
					1150	150	45.36	E30 Knowles Rent 23/24
					1170	180	4.87	E30 Knowles BAA 23/24
					1150	150	53.46	E12 Teague Rent 23/24
					1170	180	5.74	E12 Teague BAA 23/24
	Banked 04/10/2023	89.40						
#86	Allotment Barnfield	89.40			1150	160	32.40	B6C Holtby Rent 23/24
					1170	180	3.48	B6C Holtby BAA 23/24
					1150	160	48.33	B13A Elliott Rent 23/24
					1170	180	5.19	B13A Elliott BAA 23/24
	Banked 04/10/2023	225,582.00						
#87	Mid Devon District Council	225,582.00			1076	100	225,000.00	Precept - 2nd installment
					4140	130	582.00	Grant - town centre signage
	Banked 05/10/2023	40.67						
#88	Allotment Exhibition	40.67			1150	150	10.80	E26B Lee Rent 23/24
					1170	180	1.16	E26B Lee BAA 23/24
					1150	150	11.61	E14B Hewitt Rent 23/24
					1170	180	1.25	E14B Hewitt BAA 23/24
					1150	150	14.31	E29A Richards Rent 23/24
					1170	180	1.54	E29A Richards BAA 23/24
	Banked 05/10/2023	66.00						
#89	The Turning Tides Project	66.00			1280	130	66.00	OLS - room hire
	Banked 09/10/2023	3.00						
#90	Youth Club (YW)	3.00			1240	410	3.00	YC attendance
	Banked 09/10/2023	9.00						
#91	CISCO	9.00			1280	130	9.00	Meeting room hire
	Banked 09/10/2023	383.65						
#92	Allotment Exhibition	271.50			1150	150	10.80	E22C Sanders Rent 23/24
					1170	180	1.16	E22C Sanders BAA 23/24
					1150	150	11.34	E22D Crossman Rent 23/24
					1170	180	1.22	E22D Crossman BAA 23/24
					1150	150	12.69	E23B Crossman Rent 23/24
					1170	180	1.36	E23B Crossman BAA 23/24
					1150	150	35.64	E9 Salter Rent 23/24
					1170	180	3.83	E9 Salter BAA 23/24
					1150	150	39.15	E3 Toomey Rent 23/24
					1170	180	4.21	E3 Toomey BAA 23/24
					1150	150	60.75	E25 Dunn Rent 23/24

Receipts for Month 7

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>
					1170	180	6.53	E25 Dunn BAA 23/24
					1150	150	21.87	E17 Kingdom Rent 23/24
					1170	180	2.35	E17 Kingdom BAA 23/24
					1150	150	52.92	E16 Kingdom Rent 23/24
					1170	180	5.68	E16 Kingdom BAA 23/24
#93	Allotment Barnfield	112.15			1150	160	18.90	B12D Radulescu Rent 23/24
					1170	180	2.03	B12D Radulescu BAA 23/24
					1150	160	19.73	B5D Collins Rent 23/24
					1170	180	2.12	B5D Collins BAA 23/24
					1150	160	21.60	B14B Backhouse Rent 23/24
					1170	180	2.32	B14B Backhouse BAA 23/24
					1150	160	41.04	B3B Cadman Rent 23/24
					1170	180	4.41	B3B Cadman BAA 23/24
	Banked 10/10/2023	524.22						
#94	Youth Club (YW)	409.00			1240	410	373.00	Benefit gig - donations
					1240	410	36.00	Green fair - donations
#95	Allotment Barnfield	31.10			1150	160	28.08	B6 Acott Rent 23/24
					1170	180	3.02	B6 Acott BAA 23/24
#95	Allotment Barnfield	0.10			1150	160	0.10	B6 Acott Rent 23/24 (overpaid)
#96	Allotment Exhibition	84.02			1150	150	34.29	E3B Spear Rent 23/24
					1170	180	3.68	E3B Spear BAA 23/24
					1150	150	41.58	E3A Verney Rent 23/24
					1170	180	4.47	E3A Verney BAA 23/24
	Banked 10/10/2023	26.61						
#97	Allotment Exhibition	26.61			1150	150	24.03	E1A Davis Rent 23/24
					1170	180	2.58	E1A Davis BAA 23/24
	Banked 11/10/2023	0.60						
#98	Asda	0.60			4720	410	0.60	Refund - youth supplies
	Banked 11/10/2023	3.00						
#99	Youth Club (YW)	3.00			1240	410	3.00	YC - attendance
	Banked 12/10/2023	597.56						
#100	Allotment Barnfield	313.06			1150	160	46.44	B1 Ross Hindricks Rent 23/24
					1170	180	4.99	B1 Ross Hindricks BAA 23/24
					1150	160	22.68	B2A Knowles Rent 23/24
					1170	180	2.44	B2A Knowles BAA 23/24
					1150	160	16.20	B11D Jenkins Rent 23/24
					1170	180	1.74	B11D Jenkins BAA 23/24
					1150	160	27.00	B12B Jenkins Rent 23/24
					1170	180	2.90	B12B Jenkins BAA 23/24
					1150	160	33.21	B14A Sampson Rent 23/24
					1170	180	3.57	B14A Sampson BAA 23/24
					1150	160	27.00	B14C Sampson Rent 23/24
					1170	180	2.90	B14C Sampson BAA 23/24
					1150	160	66.96	B1B Hadley Rent 23/24
					1170	180	7.19	B1B Hadley BAA 23/24

Receipts for Month 7

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>
					1150	160	43.20	B12 Sus Cred Rent 23/24
					1170	180	4.64	B12 Sus Cred BAA 23/24
#101	Allotment Exhibition	219.32			1150	150	26.73	E29 Cornwall Rent 23/24
					1170	180	2.87	E29 Cornwall BAA 23/24
					1150	150	13.50	E26 Cann Rent 23/24
					1170	180	1.45	E26 Cann BAA 23/24
					1150	150	28.62	E13A Lewis Rent 23/24
					1170	180	3.07	E13A Lewis BAA 23/24
					1150	150	29.16	E14A Roberts Rent 23/24
					1170	180	3.13	E14A Roberts BAA 23/24
					1150	150	29.16	E15A Roberts Rent 23/24
					1170	180	3.13	E15A Roberts BAA 23/24
					1150	150	14.58	E5C Gilks Rent 23/24
					1170	180	1.57	E5C Gilks BAA 23/24
					1150	150	12.56	E25B Auger Rent 23/24
					1170	180	1.35	E25B Auger BAA 23/24
					1150	150	25.65	E28 Findlay Rent 23/24
					1170	180	2.76	E28 Findlay BAA 23/24
					1150	150	18.09	E23 Keight Rent 23/24
					1170	180	1.94	E23 Keight BAA 23/24
#102	Allotment Moffats	65.18			1150	170	34.02	M4 Stevens Rent 23/24
					1170	180	3.65	M4 Stevens BAA 23/24
					1150	170	24.84	M1 Hughes Rent 23/24
					1170	180	2.67	M1 Hughes BAA 23/24
	Banked 13/10/2023	3.00						
#103	Youth Club (YW)	3.00			1240	410	3.00	YC - attendance
	Banked 13/10/2023	32.29						
#104	Allotment Exhibition	32.29			1150	150	29.16	E29B Braund Rent 23/24
					1170	180	3.13	E29B Braund BAA 23/24
	Banked 13/10/2023	37.67						
#105	Allotment Barnfield	37.67			1150	160	34.02	B8A Holvey Rent 23/24
					1170	180	3.65	B8A Holvey BAA 23/24
	Banked 16/10/2023	111.24						
#106	Allotment Exhibition	19.14			1150	150	17.28	E9B Tilke Rent 23/24
					1170	180	1.86	E9B Tilke BAA 23/24
#107	Allotment Barnfield	92.10			1150	160	21.87	B5 Mikuskinas Rent 23/24
					1170	180	2.35	B5 Mikuskinas BAA 23/24
					1150	160	28.08	B6B Vincent Rent 23/24
					1170	180	3.02	B6B Vincent BAA 23/24
					1150	160	33.21	B3 Binning Rent 23/24
					1170	180	3.57	B3 Binning BAA 23/24
	Banked 17/10/2023	162.33						
#108	Allotment Exhibition	162.33			1150	150	16.20	E8B Henderson Rent 23/24
					1170	180	1.74	E8B Henderson BAA 23/24
					1150	150	24.84	E20A Henderson Rent 23/24

Receipts for Month 7

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>
					1170	180	2.67	E20A Henderson BAA 23/24
					1150	150	11.88	E16A Stone Rent 23/24
					1170	180	1.28	E16A Stone BAA 23/24
					1150	150	14.04	E13 Stone Rent 23/24
					1170	180	1.51	E13 Stone BAA 23/24
					1150	150	19.00	E6A Bagwell Rent 23/24
					1170	180	2.20	E6A Bagwell BAA 23/24
					1150	150	20.52	E20 Bagwell Rent 23/24
					1170	180	2.20	E20 Bagwell BAA 23/24
					1150	150	39.96	E21 Bowen Rent 23/24
					1170	180	4.29	E21 Bowen BAA 23/24
	Banked 20/10/2023	19.19						
#109	Allotment Exhibition	19.19			1150	150	17.33	E6C Hubber Rent 23/24
					1170	180	1.86	E6C Hubber BAA 23/24
	Banked 23/10/2023	213.52						
#110	Allotment Exhibition	41.59			1150	150	1.52	E6A Bagwell Rent 23/24
					1150	150	36.18	E7 Hasted Rent 23/24
					1170	180	3.89	E7 Hasted BAA 23/24
#111	Allotment Barnfield	171.93			1150	160	25.11	B2E Moir Rent 23/24
					1170	180	2.70	B2E Moir BAA 23/24
					1150	160	31.32	B11B Howe Rent 23/24
					1170	180	3.36	B11B Howe BAA 23/24
					1150	160	41.58	B4A Howard Rent 23/24
					1170	180	4.47	B4A Howard BAA 23/24
					1150	160	57.24	B10A Stewart Rent 23/24
					1170	180	6.15	B10A Stewart BAA 23/24
	Banked 23/10/2023	83.35						
#112	Bishopsteignton PC	83.35			4190	130	83.35	SLCC conference - travel
	Banked 25/10/2023	29.90						
#113	Allotment Barnfield	29.90			1150	160	27.00	B1E Holmes Rent 23/24
					1170	180	2.90	B1E Holmes BAA 23/24
	Banked 25/10/2023	166.70						
#114	Kingsteignton TC	166.70			4190	130	166.70	SLCC conference - travel
	Banked 26/10/2023	34.68						
#115	Allotment Barnfield	34.68			1150	160	31.32	B11 Tucker Rent 23/24
					1170	180	3.36	B11 Tucker BAA 23/24
	Banked 26/10/2023	83.35						
#116	Teignmouth TC	83.35			4190	130	83.35	SLCC Conference - travel
	Banked 26/10/2023	106.00						
#117	The Turning Tides Project	106.00			1280	130	106.00	OLS - room hire
	Banked 27/10/2023	24.22						
#118	Allotment Exhibition	24.22			1150	150	21.87	E6 Brooks Rent 23/24
					1170	180	2.35	E6 Brooks BAA 23/24

Receipts for Month 7

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>
	Banked 30/10/2023	128.84						
#119	Allotment Exhibition	70.26			1150	150	20.79	E18A Bromell Rent 23/24
					1170	180	2.23	E18A Bromell BAA 23/24
					1150	150	42.66	E4B Tancock Rent 23/24
					1170	180	4.58	E4B Tancock BAA 23/24
#120	Allotment Barnfield	58.58			1150	160	20.96	B2D Malster Rent 23/24
					1170	180	2.26	B2D Malster BAA 23/24
					1150	160	31.93	B8B Webb Rent 23/24
					1170	180	3.43	B8B Webb BAA 23/24
	Banked 30/10/2023	83.35						
#121	Dawlish Town Council	83.35			4190	130	83.35	Dawlish Town Council
	Banked 31/10/2023	58.41						
#122	Allotment Barnfield	58.41			1150	160	0.10	B2D Malster Rent 23/24
					1150	160	52.65	B8 Cocks Reynolds Rent 23/24
					1170	180	5.66	B8 Cocks Reynolds BAA 23/24
	Banked 31/10/2023	18.79						
#123	Allotment Exhibition	18.79			1150	150	16.90	E11B Godakanda Rent 23/24
					1170	180	1.89	E11B Godakanda BAA 23/24
	Banked 31/10/2023	83.35						
#124	Dartmouth Town Council	83.35			4190	130	83.35	SLCC conference - travel
Total Receipts for Month		229,675.41	0.00	6.83			229,668.58	
Cashbook Totals		<u>277,835.14</u>	<u>0.00</u>	<u>6.83</u>			<u>277,828.31</u>	

Payments for Month 7

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>
02/10/2023	Amazon (West End Stationers)	02/10/2023	3.98		0.66	4720	410	3.32	Youth - stationery
02/10/2023	Amazon (EU s.a.r.l UK branch)	BACS #342	31.49		5.25	4720	410	26.24	Youth - stationery
02/10/2023	Trinity College London Arts	BACS #343	198.00			4720	410	198.00	Youth - Arts training
02/10/2023	Mr C Pugsley	SO #344	800.00			4390	250	800.00	Bungalow rent - October
02/10/2023	Steve Huxtable	BACS #345	1,000.00			4145	130	600.00	Expenses - Avranches trip
						4160	130	400.00	Expenses - Avranches trip
03/10/2023	Spar	BACS #346	5.98			4440	250	5.98	Meeting refreshments
04/10/2023	Amazon (EU s.a.r.l UK branch)	BACS #347	22.22		3.70	4115	120	18.52	Office consumables
04/10/2023	Amazon (EU s.a.r.l UK branch)	BACS #348	34.10		5.69	4085	120	28.41	Stationery - various
04/10/2023	Nationwide Hire 4U Ltd	BACS #349	43.20		7.20	4130	130	36.00	Nationwide Hire 4U Ltd
05/10/2023	Tesco	BACS #350	27.41			4720	410	27.41	Youth - refreshments
06/10/2023	Post Office	BACS #351	5.50			4065	120	5.50	Postage
06/10/2023	Exeter Scrapstore	BACS #352	47.50			4720	410	47.50	Youth - membership & supplies
06/10/2023	Cloudy IT	BACS #353	28.80		4.80	4070	120	24.00	IT support - tablets
06/10/2023	South West Water	BACS #354	116.13		9.84	4235	350	106.29	OLS - water
06/10/2023	Guardian Security	BACS #355	180.00		30.00	4520	340	150.00	Salto App & callout
06/10/2023	P F Cusack (Tool Supplies) Ltd	BACS #356	225.60		37.60	4120	390	188.00	Road closure signs
06/10/2023	Hospiscare	BACS #357	1,000.00			4750	420	1,000.00	Grant payment
06/10/2023	SLCC	BACS #358	1,387.00			4190	130	1,387.00	Community Gov L5 (unpaid 2022)
06/10/2023	Mid Devon District Council	BACS #359	26.00			4230	220	26.00	War memorial - sweeping
10/10/2023	British Gas	DD #360	24.28		1.16	4290	340	23.12	Electricity - Newcombes toilet
11/10/2023	Asda	BACS #361	45.22			4720	410	22.72	Youth - refreshments
						4720	410	15.50	Youth - tuck shop
						4720	410	7.00	Youth - supplies & delivery
11/10/2023	Octopus Energy	DD #362	17.04		0.81	4290	210	16.23	Electricity - Bandstand
12/10/2023	Post Office	BACS #363	2.75			4065	120	2.75	Postage
13/10/2023	Post Office	BACS #364	62.50			4065	120	62.50	Postage - stamps
13/10/2023	Nexus Open Systems	DD #365	339.64		56.61	4070	120	283.03	IT support - Oct
16/10/2023	Crown Gas & Power Ltd	DD #366	16.10		0.77	4290	250	15.33	Bungalow - gas
17/10/2023	Post Office	BACS #367	2.75			4065	120	2.75	Postage
17/10/2023	Adams	BACS #368	8.50		1.42	4115	120	7.08	Office supplies
17/10/2023	Parish Online	BACS #369	180.00		30.00	4185	130	150.00	Online mapping subscription
17/10/2023	Mr S R Tuckett	BACS #370	247.25			4230	350	247.25	OLS - maintenance work
17/10/2023	J Hewitt Maintenance Services	BACS #371	3,698.40		616.40	4620	380	3,082.00	Floral watering
17/10/2023	Mid Devon District Council	BACS #372	149.24			4230	350	149.24	OLS - trade waste collection
18/10/2023	Tesco	BACS #373	26.65			4720	410	6.00	Youth - supplies
						4720	410	20.65	Youth - refreshments
18/10/2023	CODS	BACS #374	120.00			4720	410	120.00	Youth - pantomime tickets
19/10/2023	Post Office	BACS #375	2.75			4065	120	2.75	Postage
19/10/2023	Morrisons	BACS #376	3.45			4720	410	3.45	Youth - refreshments
20/10/2023	Amazon (EU s.a.r.l UK branch)	BACS #377	32.98		5.50	4230	350	27.48	OLS - hand towels
20/10/2023	Wage payments	BACS #378	11,651.74			4000	110	11,651.74	Salaries - October
20/10/2023	HMRC	BACS #379	3,388.47			4030	110	3,388.47	NI/PAYE - October
20/10/2023	Peninsula Pensions	BACS #380	3,517.79			4040	110	3,517.79	Pensions - October
23/10/2023	Rural Market Town Group	BACS #381	138.00		23.00	4185	130	115.00	Membership 23/24

Payments for Month 7

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>
23/10/2023	Rachel Avery	BACS #382	140.56		19.56	4190	130	121.00	Travel expenses - Conference
23/10/2023	The Turning Tides Project	BACS #383	808.22			4020	365	808.22	Town maintenance - Sept
23/10/2023	Lamps and Tubes Illuminations	BACS #384	1,432.80		238.80	4670	390	1,194.00	Cross street displays
24/10/2023	Land Registry	BACS #385	30.00			4120	120	30.00	Land registry searches
25/10/2023	Land Registry	BACS #386	12.00			4120	120	12.00	Land registry searches
26/10/2023	Concorde	DD #387	17.87		2.98	4060	120	14.89	Printing charges - August
27/10/2023	Valda Energy	DD #388	154.87		7.37	4290	250	52.89	Front office - electricity
						4290	340	8.68	Electricity - Newcombes toilet
						4290	350	85.93	Electricity - OLS
30/10/2023	British Gas	DD #389	7.88		0.38	4290	250	7.50	Office standing charge - Oct
30/10/2023	Nexus Open Systems	DD #390	204.70		34.12	4070	120	170.58	IT support - Oct
30/10/2023	Allotment Barnfield	BACS #391	38.57			1150	150	34.83	Allotment Rent refund - B8B
						1170	180	3.74	Allotment BAA refund -B8B
30/10/2023	Lamps and Tubes Illuminations	BACS #392	2,807.52		467.92	4670	390	2,085.60	New icicle decorations
						4670	390	154.00	Additional sphere
						4670	390	100.00	Carriage
31/10/2023	Baker Ross	BACS #393	170.45		28.40	4660	390	142.05	Puppet making workshop
31/10/2023	Concorde	DD #394	194.87		32.48	4075	120	162.39	Telephone charges - Sept
Total Payments for Month			34,878.72	0.00	1,672.42			33,206.30	
Balance Carried Fwd			242,956.42						
Cashbook Totals			277,835.14	0.00	1,672.42			276,162.72	

Receipts for Month 7

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 :		254,419.42					254,419.42	
	Banked 02/10/2023	1,041.52						
#6 CCLA	CCLA	1,041.52			1090	120	1,041.52	Interest on account
Total Receipts for Month		1,041.52	0.00	0.00			1,041.52	
Cashbook Totals		<u>255,460.94</u>	<u>0.00</u>	<u>0.00</u>			<u>255,460.94</u>	

Payments for Month 7

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

255,460.94

Cashbook Totals

255,460.94

0.00

0.00

255,460.94

Receipts for Month 7

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 :		85,000.00					85,000.00	
	Banked 31/10/2023	3,010.76						
#1 UTB	United Trust Bank	3,010.76			1090	120	3,010.76	Interest on account
Total Receipts for Month		3,010.76	0.00	0.00			3,010.76	
Cashbook Totals		<u>88,010.76</u>	<u>0.00</u>	<u>0.00</u>			<u>88,010.76</u>	

Payments for Month 7**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

88,010.76

Cashbook Totals

88,010.76

0.00

0.00

88,010.76

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023	224	242,956.42
			<u>242,956.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			242,956.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			242,956.42
		Balance per Cash Book is :-	242,956.42
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/10/2023		255,460.94
			<u>255,460.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			255,460.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			255,460.94
		Balance per Cash Book is :-	255,460.94
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023	6	88,010.76
			<hr/> 88,010.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			88,010.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			88,010.76
		Balance per Cash Book is :-	88,010.76
		Difference is :-	0.00

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2023	Co-Operative Current 15006951	242,956.42
01/04/2023	Cambridge & Counties 15006951	89,933.70
01/04/2023	Nationwide Account 90097276	85,476.46
30/06/2023	Hampshire Trust 10254426	0.00
31/10/2023	United Trust Bank	88,010.76
31/10/2023	CCLA	255,460.94

761,838.28

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	242,956.42
2	Cambridge & Counties 6951	89,933.70
3	Nationwide Account 7276	85,476.46
4	Hampshire Trust Bank 4426	0.00
5	United Trust Bank 6692	88,010.76
7	CCLA	255,460.94
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	761,838.28



ABSENCE MANAGEMENT POLICY

Introduction

Credition Town Council (CTC) is committed to providing effective, high-quality service to all its customers and to optimising the contribution of all employees. As part of this aim, it is essential that all employees are committed to maximising attendance.

CTC is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return, CTC expects all employees to take reasonable care of their own health, seek medical help whenever appropriate, and to attend work when fit to do so.

CTC recognises that genuine medical grounds will occasionally result in employee absence. It is CTC's policy to treat all such sickness absence in a fair, sensitive, and consistent manner across all areas of the workforce.

CTC must balance the sensitive management of genuine individual sickness against its need to be publicly accountable for its resource allocation and, as such, cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short-term sickness or extended periods of absence as appropriate.

1. Aims

In order for CTC to meet its responsibilities, it will ensure that:

- It provides a supportive environment for those employees affected by ill-health
- Town Clerks and employees adhere to this policy and procedure
- Levels of sickness absence are the subject of routine monitoring.

2. Responsibilities

The onus for attending work on a regular basis and for reporting absence in accordance with CTC's agreed procedures rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked.

The responsibility for recording, monitoring, and managing absence on a day-to-day basis lies with the Town Clerk. It is therefore essential that they ensure that all employees are aware of CTC's Absence Management Policy and Procedures.

3. Reporting

Employees who are unable to work due to illness/injury must contact the Town Clerk as soon as possible or arrange for someone else to do this on their behalf. This should be no later than 09.30 on the first day of absence or the nearest working day. The employee should provide some indication of:

- The nature of the absence
- The date the injury/illness began (including weekends and holidays)
- The expected duration of the absence

- Whether there are any immediate work commitments that need completing/reassigning during the absence.

If the Town Clerk is unavailable, the employee should ensure that contact is made with the office.

The employee must maintain contact with the Town Clerk during any period of sickness absence lasting longer than one day, so that the Town Clerk is aware of any progress and the expected date of return to work. If the employee is unable to do so, they must arrange for someone else to do this on their behalf.

Failure to follow the sickness reporting process might lead to the absence from work being considered as unauthorised, resulting in loss of pay and possible disciplinary action.

4. Certification

Where the absence is for a period of up to seven days (inclusive of weekends) and not covered by a doctor's certificate, the employee will be asked to complete a self-certification form on their return to work.

If the absence exceeds seven days – and the employee has not already done so – the employee should provide a doctor's certificate for the remainder of the absence. The employee will need to ensure that there is always a current certificate. The doctor's certificate ('fit note') will include whether or not the employee needs to see a doctor again before returning to work.

If the doctor's certificate states that the employee "may be fit for work", the employee should inform the Town Clerk immediately. They will discuss with the employee whether there are any additional measures that may be needed to facilitate the return to work, taking into account the doctor's advice. This may take place at a Return to Work Interview or an Absence Review Meeting. If appropriate measures cannot be taken, the employee will remain on sick leave and the Town Clerk will set a date to review the situation.

5. Return to Work Meetings

When the employee returns to work after any period of absence, the Town Clerk will arrange to meet with them. This meeting will occur on the first day back or as soon as possible. The purpose of this meeting is:

- To provide an opportunity for the Town Clerk to check that the employee is fit enough to return to work
- To give the employee an opportunity to voice any concerns that they may have and/or to identify any domestic, welfare, or work-related problems in an appropriate forum
- To ensure that the employee is aware of work-related matters that have occurred during their absence
- Fill out the Sickness Declaration Form.

6 Miscellaneous

It is important that the employee complies with these procedures so that:

- CTC can be aware of any potential problems and provide assistance to the employee where necessary

Adopted by **Council Affairs Committee** on, minute number XXX
Next review date:

- Any sick pay to which the employee would otherwise be entitled is not withheld or refused.

Records retained in respect of sickness absence will be treated with sensitivity and confidentiality at all times, in accordance with the provisions of prevailing Data Protection legislation. The employee is entitled to access their records on request.

Entitlements to sickness allowance are as follows:

During 1 st year of service	1 month's full pay and (after completing 4 months' service) 2 months' full pay.
During 2 nd year of service	2 months' full pay and 2 months' half pay
During 3 rd year of service	4 months' full pay and 4 months' half pay
During 4 th /5 th year of service	5 months' full pay and 5 months' half pay
After 5-years service	6 months' full pay and 6 months' half pay.

NB For the purpose of calculating 'half' pay, the rate of pay for the agreed salary month will be used.

Time off may be required for medical or dental appointments. Where such time off is required, it will only be granted at the discretion of the Town Clerk. Where possible, such appointments should be outside normal working hours. If this is not possible holiday or time-in-lieu must be used.

7. Underlying Medical Conditions

If at any stage of the Managing Attendance Review Process the employee and/or the Town Clerk identifies that their attendance may be affected by an underlying medical condition, the Town Clerk will give consideration whether to request that an Occupational Health referral is arranged, which may be at CTC's expense.

This process would involve gaining the employee's consent to refer them to CTC's Occupational Health advisor. The purpose of this referral would be to obtain independent medical advice on:

- The nature of any underlying/recurrent condition
- How to support the employee to improve their attendance, eg suggestions for reasonable adjustments to the employee's work, which CTC could consider.

Any agreed adjustments should be considered when applying the following procedure, which may need to be adapted accordingly.

8. Frequent Intermittent Absence

In addition to the Return to Work interviews after all periods of absence, CTC will institute a more formal review of attendance records and reasons for absence with an employee if any of the following triggers are met:

Adopted by **Council Affairs Committee** on, minute number XXX
Next review date:

- A mixture or pattern of absences that gives cause for concern
- Where an employee has had three or more periods of absence in a rolling three-month period
- Where an employee has had four or more periods of absence in a rolling 12-month period
- Where an employee has had a total of five days short-term sickness within any period of 12 months.

The Town Clerk will arrange a sickness review meeting with any employee whose absence record matches or exceeds the above criteria.

During the meeting, the Town Clerk should draw the employee's attention to their poor attendance record and the problems that their absences are causing for CTC and other employees. Where no underlying medical condition is disclosed, the employee will be advised that their attendance record will be monitored (over a period of not less than 3 months) and that significant improvement will be required. In addition, employees will be warned that if no such improvement is forthcoming, serious consideration will be given to reviewing their employment situation. This will be confirmed in writing.

Return to Work interviews will continue to be carried out following any absences that occur during this monitoring period. These interviews afford the Town Clerk the opportunity to remind the employee of CTC's concerns.

If no significant improvement in attendance is demonstrated, a further Sickness Review Meeting will be arranged. The employee will be invited in writing to attend this meeting and will be offered the right to be accompanied by a work colleague or trade union representative. At this meeting, the employee will once again be reminded of the problems caused by the absences and, if this has not already been addressed, they will be asked if they wish to disclose any underlying medical condition or problem of which the Town Clerk is unaware. If such a condition is disclosed, the advice in section 5 above should be followed. Where no adjustments to this process have been agreed (eg due to an underlying medical condition), the employee will normally be told that their attendance record will be subject to a further period of monitoring (of not less than 3 months) and that their employment may be terminated if the required improvement is not effected.

Employees whose levels of attendance improve satisfactorily during periods of informal or formal monitoring will be reminded that they will be expected to maintain these levels of attendance. Failure to do so will result in further monitoring or the initiation of formal action.

Where an employee's attendance has not improved to the required level, an Attendance Hearing will be arranged (see Section 8) to consider whether or not the employee should be dismissed.

9. Long-Term Absence

All cases of long-term absence will be treated sympathetically, and every assistance will be given to the employee to return to work. CTC will maintain contact with the employee and advise them that they should keep CTC informed of developments relating to their medical condition. CTC will hold Sickness Review Meetings with the employee during their absence, as appropriate, to: keep up to date, review the on-going absence, and offer support to the employee where appropriate.

In order to ensure that CTC has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous

period of four weeks might, depending on the nature of the absence in question, be referred to CTC's Occupational Health Physician. Where the Occupational Health Physician recommends that might affect the employee's continued employment, the Town Clerk will hold a Sickness Review Meeting with the employee to discuss the alternative options. Employees may wish to have the support of a trade union representative or a work colleague present during such a meeting, and this should be positively encouraged.

Where a return to work following a period of prolonged absence might be facilitated by temporary redeployment or phased re-introduction (eg job sharing or part-time working) an employee can discuss these options with the Town Clerk and, If such measures are appropriate, CTC will ensure that the support mechanisms necessary for this to occur are provided. Such arrangements will be for a defined period and will be subject to joint review.

In certain cases, the Occupational Health Physician might find that an employee is unfit to perform a particular job but fit enough to undertake other types of work. In such cases, full consideration will be given to the possibility of redeployment into alternative positions. Consideration will also be given to redeployment in cases where work in a particular place poses problems with attendance.

Where an employee remains absent and a return to work is not foreseeable within a reasonable timescale, the Town Clerk will arrange a Final Sickness Review meeting (see Section 8), which may lead to an Attendance Hearing (see Section 9) to consider dismissal.

10 Final Sickness Review Meeting

Prior to dismissal being considered for either frequent intermittent absence or long-term absence, the Town Clerk will meet with the individual to explore whether there are any reasonable adjustments that could be made to enable an employee to remain employed.

Termination of employment may take place where:

- An employee is declared permanently unfit for work
- An employee is declared medically unfit for their work and alternative employment cannot be found
- A decision has been taken that the service can no longer tolerate a high level of absence
- A decision is taken, within CTC's disciplinary process, that an employee has wilfully abused the sickness absence/payments provisions or absented themselves without permission.

11. Attendance Hearing

To reach a decision about whether dismissal is appropriate, an Attendance Hearing will be arranged. The employee will be invited in writing to attend the hearing and notified of their right to be accompanied by a Trade Union Representative or colleague.

The Hearing Panel will be comprised of three members of the Council Affairs and Finance Committee, who will make the decision. The Town Clerk will attend to outline the history of absence and any relevant steps taken and advice received.

All paperwork relating to the hearing will be circulated 5 days in advance of the hearing to all parties attending.

Once the Panel has considered the Town Clerk's and employee's cases, and all other relevant information, it will adjourn to make a decision.

The decision of the Panel will be confirmed to the employee in writing within 5 working days. The letter should clearly set out:

- 1 The Panel's decision:
 - a If a warning has been issued the timescale for this and the level of improvement required
 - b If the decision is not to take action at this point and to review again in a certain time period, the applicable timescale for this
 - c If the decision is to dismiss the employee, inform them of their relevant notice period and provide them with any relevant pension information
- 2 The employee's right of appeal.

12. Appeals

Employees have the right to appeal against any decision to issue a formal warning or dismissal under this procedure. If an employee wishes to appeal, they should write to the Town Clerk setting out the grounds of their appeal. This must be done within 10 days of the date of the letter informing them of the outcome of the Attendance Hearing.

Appeals will be heard by a separate panel of members, who will also normally be part of the Council Affairs and Finance Committee. An appeal hearing will be held where the employee can present their appeal. The Chair of the original panel will also attend to explain the original decision. Witnesses may be called.

Once the Appeal Panel has considered both the employee's appeal and the Hearing Chair's case, and considered all other relevant information, it will adjourn to make a decision.

The decision of the Appeal Panel is final and will be confirmed to the employee in writing within 5 working days. There is no further right of Appeal.

13. Personal, Domestic, or Work-Related Problems

Where an employee reveals that their absence has been a consequence of personal, domestic, or work-related problems, the Town Clerk should endeavour to discuss with them any relevant details that they wish to disclose. Although an employee may have genuine concerns about revealing sensitive or personal information, they should be reminded that such matters will be treated confidentially, and that CTC cannot assist them if it is not made aware of the problem. If an employee wishes to discuss matters with someone other than the Town Clerk, the Chair of the Council Affairs and Finance Committee can be contacted for a confidential interview.

Once the problem has been clearly identified, appropriate assistance can be offered to the employee. In some circumstances, special leave, temporary adjustments in working arrangements, or referral to specialist agencies may be granted.

14. Alcohol/Drug Dependency

Adopted by **Council Affairs Committee** on, minute number XXX
Next review date:

Where an employee discloses that their absences are a consequence of alcohol or drug-related problems, they will be encouraged to seek help and treatment voluntarily through CTC's Occupational Health Service or through resources of their own choosing. Employees may be granted, if necessary, leave to undergo treatment and any such leave will be regarded as sick leave within the terms of CTC's sick pay scheme, with the monitoring of progress by the Occupational Health Service.

Should an employee refuse or discontinue any programme of assistance designed for them, then any unacceptable behaviour or inadequate standard of work will be dealt with on its merits through CTC's Disciplinary Procedure.

15. Welfare

If, as a consequence of medically related absence, the Town Clerk has any concerns about an employee's ability to undertake the full range of duties and responsibilities associated with their post, consideration should be given to suspending them with pay, or finding alternative duties whilst medical advice is sought from the Occupational Health Unit.

16. Monitoring

Monitoring is an important part of sickness absence. In order for reports to be issued, it is important that all absence from the workplace is reported. All signed absence forms should be returned as soon as possible after the employee's Return to Work Interview has been conducted. The Town Clerk will ensure that an absence history is maintained for each employee. These records will provide the base data for the compilation, at regular intervals, of statistics showing the level of sickness absence across CTC.

The sickness monitoring system will also enable the Town Clerk to identify individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. However, the Town Clerk should view such notifications as a secondary means of identifying problems or potential problems.

The Town Clerk should ensure that they always maintain comprehensive records for each employee in relation to contact during and immediately following periods of sickness absence. These details should be maintained on the employee's personal file and should be always treated with sensitivity and confidentiality. Employees will be entitled to access these records on request.



Tree Risk Management Policy

Introduction

The risk associated with trees is extremely low however, as a local authority, Credition Town Council (CTC) must ensure public safety, whilst at the same time maintaining a natural and environmentally diverse landscape. CTC has a formal policy outlining how and why it manages the risk from trees on its land, ensuring it is relatively safe for people to visit and can reasonably expect not to be harmed.

Policy Scope

This policy relates to trees growing on land owned or under the responsibility of CTC. It does not cover trees within private ownership.

This policy is designed to address the risks posed by the failure of trees, or parts of trees, with the potential to cause damage or injury and will provide an audit trail of action taken in response to potential risks posed by trees. By following this policy, CTC can demonstrate it has met its responsibilities and duty of care as a tree owner.

A prioritised system will be followed whereby those trees posing the greatest risk will be assessed and managed first.

Benefits of Trees

The benefits trees and open spaces are well documented. These include:

- Contributing to wellbeing and quality of life
- Mitigating of the effects of climate change
- Bringing communities together
- Enhancing community security - reducing anti-social behaviour/crime levels
- Encouraging walking - significant improvements in air quality
- Lowering risk of surface water flooding
- Improving the perception of the local area
- Psychological and physical health benefits
- Ecosystem services
- Essential wildlife habitat.

Trees can help to bring social benefits as well as attracting economic benefits and visual interest throughout the year.

Risk from Trees

Each year between 5 and 6 people in the UK are killed from a falling branch or tree, and around 3 people are killed each year by trees in public spaces (Health and Safety Executive (HSE)) Therefore, trees pose a very low risk to people and property. The HSE states that this level of risk equates to about 1 in 10 million deaths for those trees in or adjacent to areas of high public use, categorising the risk as “broadly acceptable”.

Unfortunately, the media attention relating to tree failure heightens the concerns from the public. Despite the low risk, CTC has a duty under the Health & Safety at Work Act 1974 to ensure the risks associated with trees are managed in a reasonable practicable manner.

Other legislation relevant to the management of trees includes, for example the Occupiers' Liability Acts 1957 and 1984, the Countryside and Rights of Way Act 2000 (CRoW), the Wildlife and Countryside Act 1981, the Marine and Coastal Access Act 2009, as well as legislation relating to Sites of Special Scientific Interest, planning issues and Tree Preservation Orders.

Tree Management & Replacement

CTC aims to encourage biodiversity and ensure its tree population is both varied and sustainable. Trees will only be removed when there is a demonstrable arboriculture, safety or legal reason. When planting a replacement tree, the council will select trees appropriate for their location.

Site Zoning

All trees under the responsibility of CTC will be zoned according to the risk they could pose to people or property, as recommended by HSE. The zones will be based on two features:

- Proximity of trees to people and property (Lonsdale 2010)
- Usage of the land – what is the likelihood of damage or injury occurring (how often are people or property within falling distance of the tree?)

Zones will be identified as Low, Medium & High and will be continually reviewed to ensure that they reflect the current situation on the ground and will be updated on an ad hoc basis as site usage changes, or situation changes.

HIGH ZONE: Main roads, high public use (car parks, open spaces etc.), risk to residential and business properties, high use footpaths. Trees adjacent to busy railway lines, school playgrounds and play areas.

Inspected formally every 1-2 years and inspected reactively in response to enquiries. Also subject to informal observation during normal Council activities.

MEDIUM ZONE: Lower use roads, regular public use (public open spaces), regularly used footpaths, intermittently used car parks (rarely full). Trees adjacent to domestic gardens and/or low use outbuildings.

Inspected formally every 2-3 years and inspected reactively in response to enquiries. Also subject to informal observation during normal Council activities.

LOW ZONE: Low use footpaths, trees alongside waterways, low use open spaces, adjacent to low use outbuilding.

A formal walk or drive by (overview) group inspection, every 5 years, around the perimeter of the site and along any routes of access such as footpaths and inspected reactively. Trees only to be assessed individually if the group 'overview' inspection identifies an obvious hazard. Also subject to informal observation during normal Council activities.

Scheduled Inspections

Tree inspections need to be undertaken in areas owned and managed by CTC. The frequency of inspection will be determined by the site zoning criteria detailed above (See Appendix One).

Following a formal inspection, if a tree on council owned land poses a significant risk, work to make the tree safe or fell the tree will be undertaken. In some cases, an identified risk may not warrant immediate action and instead the tree will require ongoing monitoring.

A tree inspection will take into account the following criteria:

- Species
- Height
- Age category
- Physical condition
- Recommended action required
- Priority of work required
- Usage zone.

Informal Annual Survey

The National Tree Safety Group suggest that people with good local knowledge/ familiarity with local trees are suited to carrying out informal observations. To ensure public safety, trees on council-owned land will be informally surveyed on an annual basis by a member of staff or town councillor member. This will take place between scheduled inspections to identify any obvious defects/changes following the last inspection.

If a tree is identified as requiring formal inspection, an arboriculturist will be instructed to carry out an assessment of the individual tree.



SITE ZONING AND ASSOCIATED INSPECTION PROGRAMME

Location	Identified zoning factors	Site Zone	Inspection requirement
Peoples Park	<ul style="list-style-type: none"> • Risk to residential property • Regular public use • Regularly used footpaths 	High Zone	<ol style="list-style-type: none"> 1. Formal inspection every 2 years* 2. Regular tree checks if weather may have affected trees after storms, including broken branches/limbs and tree heave 3. Informal walk of site every autumn to check for obvious defects/changes. 4. Reactive inspection in response to enquiries. <p style="color: red; font-size: small;">*due to mature nature of trees and close proximity to property, it is important for council to consider whether every 2 years would be sufficient. This will be considered annually or as required.</p>
Upper Deck	<p>Medium Zone:</p> <ul style="list-style-type: none"> • Lower use roads • Regularly used footpaths • Open spaces with regular use 	Medium Zone	<ol style="list-style-type: none"> 1. Formal inspection every three years 2. Informal walk of site every year to check for obvious defects/changes. 3. Reactive inspection in response to enquiries.
Stonypark	<p>Medium Zone:</p> <ul style="list-style-type: none"> • Regularly used footpaths (on walking route to school) • Open spaces with regular use (adjacent to school playing field) 	Medium Zone	<ol style="list-style-type: none"> 1. Formal inspection every three years 2. Informal walk of site every year to check for obvious defects/changes. 3. Reactive inspection in response to enquiries.



Procurement Policy

Introduction

Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement. This policy will be monitored and reviewed by the Council Affairs and Finance Committee periodically, or in response to changes in legislation.

Purpose

Credition Town Council's (CTC) Procurement Policy has five main purposes:

1. To obtain best value in the way the Council spends money, so that it may in turn offer better and more cost-effective services to the public
2. To support the ability of the Council's officers to procure and manage goods, services and suppliers effectively, including informing all Council officers of the appropriate procedures and responsibilities
3. To enable the Council to comply with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015
4. To support the delivery of the Council's Environment and Sustainability Policy and specifically support the Council's aim of achieving carbon neutral status by 2030
5. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services within a five-mile radius of Credition.

Scope

Every individual involved in procurement and contract management processes within CTC falls within the scope of this policy. The Town Clerk will be responsible for ensuring that all officers comply with this policy. The Town Clerk will coordinate all procurement practices helping to ensure compliance with this policy as well as being responsible for providing all associated advice. The policy governs the method by which the Council spends money on goods and services which the Council needs to deliver its services. It does not apply to internal purchases or service provision, and only applies to external purchases.

Related Policies

Every contract made by or on behalf of CTC shall comply with:

- This policy
- The Council's Financial Regulations, in particular Chapter 10 - Orders for work, goods and services and Chapter 11 – Contracts
- All relevant statutory provisions including in particular the Local Government Act 1988 Part II, Local Government Act 1999, Local Government Act 2000, the Public Contracts Regulations 2015 and the Local Government (Contracts) Act 1997



Principles of Procurement

When procuring goods and services, CTC, where possible, will aim to meet the following principles:

- 1) CTC shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence
- 2) CTC recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, practicable and financially viable
- 3) All contractors and suppliers working on CTC owned sites will be required to comply with its Health & Safety Policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.
- 4) The Council requires all contractors working on CTC sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million
- 5) All procurement will be in accordance with CTC's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age
- 6) CTC recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions. CTC will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies operating sustainable policies as far as possible, in order to:
 - Minimise waste and maximise efficiency
 - Minimise travel
 - Minimise energy consumption
 - Promote greater use of new sustainable technologies
 - Keep material consumption to a minimum.

Thresholds and Procedures

The table below sets out the actions to be followed when CTC intends to enter into a contract for minor, medium, and major spend commitments for the supply of goods or materials or for the execution of works or specialist services. Reference is to be made to CTC's Financial Regulations for the full procedure and list of exceptions.



CREDITON TOWN COUNCIL

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Expenditure Value	Action
Minor spend commitments For expenditure of £5,000 or less in value	CTC shall comply with its Financial Regulations in regards to budgetary expenditure and authority to spend
Medium spend commitments For expenditure exceeding £5000 but less than £30000	Quotations from at least three firms will be invited
Major spend commitments For expenditure exceeding £30000	A minimum of three tenders will be invited
Additional requirements Public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more The Regulations require councils to use the Contracts Finder website to advertise opportunities, set of procedures to be followed in awarding new contracts and to publicise the award of contracts Current thresholds: a) For public supply and public service contracts £213,477.00 b) For public works contract £5,336,937	CTC shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award



Standing Orders Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 14 November 2023

Recommendation

The Council Affairs and Finance Committee is recommended to consider amending Standing Order 3q, for approval by Full Council.

1. Purpose

- 1.1 This report provides information and proposals to amend Standing Order 3q, regarding the requirement for a member to request a recorded vote prior to any discussion or debate on the item.

2. Background

- 2.1 At the Planning and Town Strategy meeting held on Tuesday 07 November, there was a brief discussion regarding the possibility of amending Standing Order 3q, which is currently:

Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Member, the voting on any question shall be recorded so as to show whether each Member present and voting gave their vote for or against that question. Such a request shall be made before discussing the item of business on the agenda.

3. Proposal

- 3.1 The committee is recommended to consider the following proposals for ratification by Full Council:
 - a) That a recorded vote can be requested at any time during debate or before the vote is taken, but not after the vote has been taken
 - b) That all votes will be recorded within the minutes to ensure no ambiguity
 - c) That the standing order not be amended and that members are reminded that a need to request a recorded vote must be made prior to any discussions being held.

4. Financial Implications

- 4.1 There are no financial implications.

5. Conclusion

- 5.1 Any amendments to the Standing Orders must be ratified by Full Council.
- 5.2 All members of the council are reminded that Standing Orders are an effective tool in managing meetings.



Youth Sub-Committee Report

Report by: Lead Youth Worker
To: Council Affairs and Finance Committee
Date: For consideration on 14 November 2023

Recommendation

The Council Affairs and Finance Committee is recommended to consider future meetings of the Youth Sub-Committee.

1. Purpose

- 1.1 This report provides an update on the youth work income alongside a request to consider future meetings of the Youth Sub-Committee.

2. Background

- 2.1 At the Council Affairs meeting held on 23 May 2023, it was agreed to set up a Crediton Youth Service Development Sub-Committee, with four councillors appointed to it.

3. Proposal

- 3.1 Schedule meetings of the Youth Service Development Sub-Committee on either:
- Tuesday evenings, before Council Affairs meetings
 - Thursday daytime.

4. Financial Implications

- 4.1 There are no financial implications.

5. Conclusion

- 5.1 The sub-committee meetings will allow for continuous review of the service delivery, focusing on both current and long-term aims.

Cath Kelly
Lead Youth Worker



CREDITON TOWN COUNCIL

Youth Income 2023/24 Report

Funding awarded / received 2023/2024	
DCC HAF Grant	£2134
Space Grant	£3700
Youth Club fundraising & Subs <i>approx</i>	£1200
TOTAL	£7034
Funding awarded / received 2024/2025	
Tesco Blue tokens	£1095