



To All Credition Town Councillors

You are hereby summoned to attend a **Council Affairs and Finance**, which will be held on **Tuesday, December 12, 2023, at 19:00, at The Bungalow, 8A North Street, Credition, EX17 2BT.**

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 06 December 2023**

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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

<b>102</b>	<b>Public Question Time</b>
<b>103</b>	<b>Apologies</b>
<b>104</b>	<b>Declarations of Interest and Requests for Dispensations</b>
<b>105</b>	<b>Order of Business</b>
<b>106</b>	<b>Chair's and Clerk's Announcements</b>
<b>107</b>	<b>Council Affairs and Finance Committee Minutes</b>
<b>108</b>	<b>Finance</b>
<b>108.1</b>	<b>To receive and approve transactions between 01 November 2023 and 30 November 2023</b>
<b>108.2</b>	<b>To receive and approve the bank reconciliation to 30 November 2023</b>
<b>108.3</b>	<b>To note bank account balances to 30 November 2023</b>
<b>108.4</b>	<b>Transfer of funds to CCLA</b>
<b>109</b>	<b>Budget 2024/25</b>
<b>109.1</b>	<b>To receive information regarding the Community Budgeting Workshops</b>
<b>109.2</b>	<b>To receive the draft budget proposal and to agree any initial amendments or recommendations</b>
<b>110</b>	<b>Grants 2024/25</b>
<b>110.1</b>	<b>To resolve, for approval by Full Council, to vire Diversity Festival grant (£600) to Ear Marked Reserves</b>
<b>110.2</b>	<b>To resolve, for approval by Full Council, to allocate the remaining unspent funds (£506.48) to the 2024/25 budget</b>
<b>111</b>	<b>Complaint to Devon County Council</b>
<b>112</b>	<b>Date of next meeting</b>
<b>113</b>	<b>Part II</b>

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**114 Youth Work Staffing**

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**Appendix**

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**115 Reports Pack**

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**102 - 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)

**103 - Apologies**

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

**104 - 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)

**105 - 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

**106 - Chair's and Clerk's Announcements**

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

**107 - Council Affairs and Finance Committee Minutes**

To approve and sign the minutes of the meeting held on **Tuesday 14 November 2023**, as a correct record (minutes will be issued with the agenda)

**108 - Finance**

**108.1 - To receive and approve transactions between 01 November 2023 and 30 November 2023**

**108.2 - To receive and approve the bank reconciliation to 30 November 2023**

### **108.3 - To note bank account balances to 30 November 2023**

### **108.4 - Transfer of funds to CCLA**

To receive the report regarding the transfer of funds to CCLA and to consider the recommendations therein

### **109 - Budget 2024/25**

#### **109.1 - To receive information regarding the Community Budgeting Workshops**

**109.2 - To receive the draft budget proposal and to agree any initial amendments or recommendations**

### **110 - Grants 2024/25**

**110.1 - To resolve, for approval by Full Council, to vire Diversity Festival grant (£600) to Ear Marked Reserves**

**110.2 - To resolve, for approval by Full Council, to allocate the remaining unspent funds (£506.48) to the 2024/25 budget**

### **111 - Complaint to Devon County Council**

To receive the report regarding Devon County Council's handling of On Street Parking Proposals and to consider the recommendation therein

### **112 - Date of next meeting**

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

### **113 - 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

### **114 - Youth Work Staffing**

To receive the staffing report and consider the proposals therein, for approval by Full Council

### **115 - Reports Pack**

## **Attachments**

[2023-11-14 - Council Affairs and Finance Committee - Minutes.pdf](#)

[Transactions 01 - 30 Nov 2023.pdf](#)

[Bank Rec as at 30 Nov 2023.pdf](#)

[Bank account balances as at 30 Nov 2023.PDF](#)

[CCLA Investment Report.pdf](#)

[Budgeting Workshop Radar Graphs \(averages\).pdf](#)

[DRAFT BUDGET PROPOSALS 2024-25 with detail.xlsx](#)

[DCC Complaints Report with appendices.pdf](#)



**Minutes of the Council Affairs and Finance Committee of the Democratic Services held on Tuesday, November 14, 2023 at 19:00 in the Old Lanscore School, Greenway, Credition, EX17 3LP**

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

**In Attendance:** One member of the public

**Minute Taker:** Rachel Avery

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## MINUTES

### 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).

A member of the public made the following comments:

- The calendar of meetings stated that this meeting was to be held at the Bungalow. The Town Clerk advised that it clearly states on the annual calendar that venues are subject to change and the agenda should be checked to confirm the location of each meeting
- Concerns that details of income from allotment holders and the invoice amounts requested by contractors were detailed in the agenda pack, which was a GDPR breach. The Town Clerk advised that this would be investigated and a response provided.

### 86 APOLOGIES

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

There were no apologies.

### 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).

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.

## 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.

There was no requirement to change the order of business.

## 89 CHAIR'S AND CLERK'S ANNOUNCEMENTS

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

Cllr Huxtable reminded members that the Town Clerk was preparing the draft 2024/25 budget, and any suggestions should be given to her in good time.

## 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).

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

## 91 FINANCE

### 91.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 OCTOBER 2023 AND 31 OCTOBER 2023

It was **resolved** to receive and approve the transactions. (Proposed by Cllr F Letch).

### 91.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 OCTOBER 2023

It was **resolved** to receive and approve the bank reconciliations. (Proposed by Cllr Brookes-Hocking).

### 91.3 TO NOTE BANK ACCOUNT BALANCES TO 31 OCTOBER 2023

The bank account balances were **noted**.

## 92 PAY AWARD 2023/24

To note the pay award for 2023/24

It was **noted** that the 2023/24 pay award had been agreed as a sum of £1925 on each scale point. It was **noted** that this award would be pro-rata to part-time staff members.

### 93 **DEVON COUNTY COUNCIL BANK ARRANGEMENTS (AGENDA ITEM REQUESTED BY CLLR FAWSETT)**

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

Cllr Fawssett read a statement regarding the item:

'If we're serious about preventing catastrophic warming, we can't dig any new coal mines, drill any new fields, build any more pipelines. Not a single one. Yet right now, projected fossil fuel investment in new fields, mines, and transportation infrastructure over the next twenty years is worth \$14 trillion. Barclays is the biggest funder of fossil fuel infrastructure in Europe - it's time for them to halt their support for the fossil fuel industry before they drive us over the climate cliff'.

It was **resolved** to write to Devon County Council (DCC) making them aware of the facts regarding Barclays and whether they would consider changing banking arrangements in light of the climate emergency, subject to investigation into alternatives. (Proposed by Cllr Fawssett). It was noted that a draft letter would be written for consideration at the next meeting.

It was **noted** that Devon, as a county, have been a positive beacon in terms of the climate emergency and it is likely that there are many county councillors who will wish to ensure that the county council banks as ethically and sustainably as possible.

It was recommended that Cllr Fawssett liaise with the Town Clerk and other councils regarding the support for such a request to DCC.

### 94 **ADOPTION OF POLICIES**

#### 94.1 **TO APPROVE THE ABSENCE MANAGEMENT POLICY**

It was **resolved** to approve the policy, with the additional clause that the Town Clerk should contact the Chair of the Council in the first instance regarding their own absence. (Proposed by Cllr F Letch).

#### 94.2 **TO APPROVE THE TREE RISK MANAGEMENT POLICY**

It was **resolved** to approve the policy, with the additional clause that CTC is not responsible for trees belonging to another local authority. (Proposed by Cllr Cochran).

#### 94.3 **TO APPROVE THE PROCUREMENT POLICY**

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



## 95 STANDING ORDERS REVIEW

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

It was resolved that Standing Order 3q should be amended, for ratification by Full Council, to read (Proposed by Cllr Cairney):

***'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, at any time before the next item on the agenda is considered'***

## 96 YOUTH WORK

### 96.1 YOUTH SUB-COMMITTEE

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

It was **resolved** that meetings would take place prior to scheduled Council Affairs and Finance Committee meetings at 18.00, limited to one hour. The first meeting would take place on Tuesday 12 December 2023. (Proposed by Cllr Brookes-Hocking).

### 96.2 INCOME

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

The document was **noted**.

## 97 DATE OF NEXT MEETING

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

The date of the next meeting was **noted**. The meeting was closed at 20.34

## 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

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

## 99 COUNCIL OFFICES

To receive a verbal update from the Town Clerk

The Town Clerk provided an update on the current issues. It was **noted** that a report would be provided for Full Council consideration on Tuesday 21 November 2023.

**100 STAFFING**

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

The report was **noted**, but recommendations would be considered alongside the budget and precept meetings in December and January.

**101 REPORTS PACK**

Signed .....

Dated.....

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>242,956.42</b>					<b>242,956.42</b>	
	Banked 01/11/2023	<b>334.00</b>						
#125	Significant Seams	334.00			1230	410	334.00	Grant - High needs enablement
	Banked 01/11/2023	<b>107.61</b>						
#126	Allotment Exhibition	74.12			1150	150	23.76	E18B Smaldon Walton Rent 23/24
					1170	180	0.43	E18B Smaldon Walton BAA 23/24
					1150	150	45.09	E4A Wright Rent 23/24
					1170	180	4.84	E4A Wright BAA 23/24
#127	Allotment Barnfield	33.49			1150	160	30.24	B5B Guest Rent 23/24
					1170	180	3.25	B5B Guest BAA 23/24
	Banked 01/11/2023	<b>83.35</b>						
#128	St Stephen in Brannel PC	83.35			4130	130	83.35	SLCC conference - travel
	Banked 03/11/2023	<b>26.01</b>						
#129	Allotment Barnfield	26.01			1150	160	23.49	Martin B11A Rent 23/24
					1170	180	2.52	Martin B11A BAA 23/24
	Banked 06/11/2023	<b>18.09</b>						
#130	Allotment Exhibition	18.09			1150	150	16.34	Cereda E30A Rent 23/24
					1170	180	1.75	Cereda E30A BAA 23/24
	Banked 06/11/2023	<b>47.54</b>						
#131	Allotment Barnfield	47.54			1150	160	29.43	Densham B9A Rent 23/24
					1170	180	3.16	Densham B9A BAA 23/24
					1150	160	13.50	Densham B13B Rent 23/24
					1170	180	1.45	Densham B13B BAA 23/24
	Banked 06/11/2023	<b>83.35</b>						
#132	Bovey Tracey Town Council	83.35			4130	130	83.35	SLCC conference - travel
	Banked 06/11/2023	<b>228.00</b>						
#133	Sustainable Crediton	228.00			1280	130	216.00	The Hub - room hire
					1280	130	12.00	The Hub - room hire
	Banked 07/11/2023	<b>0.65</b>						
#134	Allotment Exhibition	0.65			1150	150	0.65	Godakanda E11B Rent 23/24
	Banked 07/11/2023	<b>54.84</b>						
#135	Allotment Exhibition	54.84			1150	150	17.01	Dunne E29C Rent 23/24
					1170	180	1.83	Dunne E29C BAA 23/24
					1150	150	32.52	Turner E15 Rent 23/24
					1170	180	3.48	Turner E15 BAA 23/24
	Banked 07/11/2023	<b>9.00</b>						
#136	CISCO	9.00			1280	130	9.00	Meeting room hire
	Banked 07/11/2023	<b>50.00</b>						
#137	Three Little Pigs	50.00			1250	390	50.00	Stallholder fee
	Banked 09/11/2023	<b>26.31</b>						
#138	Allotment Exhibition	26.31			1150	150	23.76	Dohoo E26C Rent 23/24

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					1170	180	2.55	Dohoo E26C BAA 23/24
	Banked 09/11/2023	50.00						
#139	So Thai	50.00			1250	390	50.00	Stallholder Fee
	Banked 15/11/2023	31.25						
#140	Allotment Barnfield	31.25			1150	160	28.22	McGuinness B11C Rent 23/24
					1170	180	3.03	McGuinness B11C BAA 23/24
	Banked 17/11/2023	50.00						
#141	Crepes Galore	50.00			1250	390	50.00	Stallholder fee
	Banked 17/11/2023	166.70						
#142	Exmouth Town Council	166.70			4130	130	166.70	SLCC conference - travel
	Banked 20/11/2023	100.00						
#143	CinC Sponsors	100.00			1250	390	50.00	Sponsor - Pippins Nursery
					1250	390	50.00	Sponsor - Masonic Lodge
	Banked 22/11/2023	118.87						
#144	Allotment Exhibition	92.40			1150	150	22.95	Seyda E27B Rent 23/24
					1170	180	2.47	Seyda E27B BAA 23/24
					1150	150	43.74	Jewell E2 Rent 23/24
					1170	180	4.70	Jewell E2 BAA 23/24
					1150	150	16.74	Smith E22 Rent 23/24
					1170	180	1.80	Smith E22 BAA 23/24
#145	General public	26.47			1250	130	26.47	Poo bag donations
	Banked 22/11/2023	54.00						
#146	Youth Club (YW)	54.00			4720	410	3.00	YC attendance
					4720	410	51.00	YC attendance
	Banked 24/11/2023	303.26						
#147	Allotment Barnfield	103.16			1150	160	47.25	Cann B1C Rent 23/24
					1170	180	5.08	Cann B1C BAA 23/24
					1150	160	31.32	B1A Ponsford Rent 23/24
					1170	180	3.36	B1A Ponsford BAA 23/24
					1150	160	14.58	B7 Silva Rent 23/24
					1170	180	1.57	B7 Silva BAA 23/24
#148	Allotment Exhibition	150.10			1150	150	16.47	E26A Jones Rent 23/24
					1170	180	1.77	E26A Jones BAA 23/24
					1150	150	14.04	E22B Spencer Rent 23/24
					1170	180	1.51	E22B Spencer BAA 23/24
					1150	150	40.23	E10 Hill Rent 23/24
					1170	180	4.32	E10 Hill BAA 23/24
					1150	150	30.78	E2A May Rent 23/24
					1170	180	3.31	E2A May BAA 23/24
					1150	150	34.02	E24A Westcott Rent 23/24
					1170	180	3.65	E24A Westcott BAA 23/24
#149	Grape & Grain	50.00			1250	390	50.00	Sponsor
	Banked 28/11/2023	423.00						

## Receipts for Month 8

## 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>
#150	Devon County Council	423.00			4250	410	423.00	Grass verges contribution
	Banked 30/11/2023	120.00						
#151	The Turnings Tides Project	120.00			1280	130	120.00	OLS - room hire
<b>Total Receipts for Month</b>		2,485.83	0.00	0.00			2,485.83	
<b>Cashbook Totals</b>		<u>245,442.25</u>	<u>0.00</u>	<u>0.00</u>			<u>245,442.25</u>	

## Payments for Month 8

## 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>
01/11/2023	South West Water	DD #395	46.16			4235	160	46.16	Water - Barnfield
01/11/2023	Mr C Pugsley	SO #396	800.00			4390	250	800.00	Bungalow rent - November
02/11/2023	Morrisons	BACS #397	1.60			4720	410	1.60	Youth - refreshments
02/11/2023	Homeleigh Garden Centre	BACS #398	24.93		3.74	4720	410	21.19	Youth - plants
06/11/2023	Allotment Barnfield	BACS #399	27.81			1150	160	25.11	Allotment Rent refund - B2E
						1170	180	2.70	Allotment BAA refund - B2E
06/11/2023	Cloudy IT	BACS #400	28.80		4.80	4070	120	24.00	IT support - tablets
06/11/2023	Touchwood Signs	BACS #401	66.00		11.00	4660	390	55.00	Banner stickers
06/11/2023	Crediton BSL	BACS #402	160.00			4750	420	160.00	Grant payment
06/11/2023	LITE Ltd	BACS #403	606.00		101.00	4120	390	505.00	LED string lights
06/11/2023	The Turning Tides Project	BACS #404	712.84			4020	365	712.84	Town maintenance - Oct
06/11/2023	A R Davey Ltd	BACS #405	882.00		147.00	4230	230	735.00	Heritage bins - repaint
06/11/2023	Tozers LLP	BACS #406	1,800.00		300.00	4105	120	1,500.00	Council Advice Service
06/11/2023	Lamps and Tubes Illuminations	BACS #407	3,873.60		645.60	4650	390	2,268.00	Installation of cross streets
						4650	390	960.00	Installation of cross streets
						354	0	-960.00	Installation of cross streets
						6000	390	960.00	Installation of cross streets
06/11/2023	EE Ltd	BACS #408	19.20		3.20	4720	410	16.00	Youth - mobile phone bill
07/11/2023	Amazon (EU s.a.r.l UK branch)	BACS #409	16.98		2.83	4720	410	14.15	Youth - craft supplies
07/11/2023	Amazon (Sounds Wholesale Ltd)	BACS #410	24.66		4.11	4085	120	20.55	Stationery - paper
08/11/2023	Crediton Cobbler	BACS #411	18.50			4115	120	18.50	Bungalow keys
09/11/2023	Morrisons	BACS #412	4.59			4720	410	4.59	Youth - refreshments
09/11/2023	British Gas	DD #413	23.91		1.14	4290	340	22.77	Electricity - Newcombes toilet
10/11/2023	Octopus Energy	DD #414	16.88		0.80	4290	210	16.08	Electricity - Bandstand
13/11/2023	Nexus Open Systems	DD #415	357.84		59.64	4070	120	298.20	IT support - November
13/11/2023	Glen Hawkins	BACS #416	200.00			4120	390	200.00	High St brackets - inspection
						345	0	-200.00	High St brackets - inspection
						6000	390	200.00	High St brackets - inspection
13/11/2023	Adams	BACS #417	13.79		2.30	4720	410	11.49	Youth - supplies
13/11/2023	SLCC	BACS #418	22.00			4190	130	22.00	SLCC Xmas branch meeeting - RA
13/11/2023	Eakers DIY	BACS #419	65.62		10.94	4720	410	54.68	Youth - paint supplies
13/11/2023	J Hewitt Maintanace Services	BACS #420	528.00		88.00	4620	380	440.00	Planting services
13/11/2023	Hooper Services	BACS #421	1,098.00		183.00	4560	360	80.00	Peoples Park - windblown branc
						4250	190	410.00	Peoples Park - grass cutting
						4230	330	35.00	Fulda - boundary fence
						4230	150	25.00	Exhibition - grass cutting
						4230	150	40.00	Exhibition - hedge maintenance
						4230	200	20.00	Upper Deck - grass cutting
						4230	200	50.00	Upper Deck - shrub pruning
						4230	190	170.00	Peoples Park - trees & stakes
						4230	160	85.00	Barnfield - grass cutting

## Payments for Month 8

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/11/2023	Ian Rogers	BACS #422	1,485.00			4650	390	1,485.00	Installation of xmas lights
14/11/2023	Tesco	BACS #423	21.79			4720	410	1.79	Youth - refreshments
						4720	410	20.00	Youth - equipment
17/11/2023	Crown Gas & Power Ltd	DD #424	140.94		6.71	4290	250	134.23	Bungalow - gas
20/11/2023	Amazon (HYX TRADING LTD)	BACS #425	29.98		5.00	4660	390	24.98	Christmas projector lights
20/11/2023	Amazon (HYX TRADING LTD)	BACS #425	-29.98		-5.00	4660	390	-24.98	REVERSE Xmas projector lights
20/11/2023	Amazon	BACS #425	63.66		10.62	4660	390	24.98	Christmas projector lights
						4085	120	5.82	Office stationery
						4115	120	7.27	Office supplies
						4660	390	14.97	Christmas stickers - elf hunt
20/11/2023	Hedgerow Print	BACS #426	60.00			4660	390	60.00	Christmas flyers
20/11/2023	J D Ward	BACS #427	72.00		12.00	4170	130	60.00	Remembrance - PA system
20/11/2023	Boniface Centre	BACS #428	82.50			4205	130	82.50	Hire fee - budget workshop
20/11/2023	VOYC Devon	BACS #429	200.00			4720	410	200.00	Youth - MH First Aid training
20/11/2023	Okehampton Town Council	BACS #430	415.80		69.30	4190	130	346.50	Cllr training day
20/11/2023	Hooper Services	BACS #431	648.00		108.00	4230	330	60.00	SPG - grass cutting
						4250	410	480.00	Grounds maintenance
20/11/2023	Crediton Arts Centre	BACS #432	1,150.00			4660	390	1,150.00	CINC - Entertainment fees
20/11/2023	J D Ward	BACS #433	2,178.46			4650	390	2,178.46	Installation of xmas lights
21/11/2023	Mrs B Fletcher	BACS	3,640.00			4480	320	3,640.00	Garage rental (2 years)
22/11/2023	Post Office	BACS #435	2.75			4065	120	2.75	Postage
22/11/2023	Spar	BACS #436	3.60			4440	250	3.60	Meeting refreshments
22/11/2023	Amazon (Sola-Sales Ltd)	BACS #437	3.89		0.65	4085	120	3.24	Stationery
22/11/2023	Tesco	BACS #438	5.10			4720	410	5.10	Youth - baking supplies
22/11/2023	Amazon (London General Ins)	BACS #439	5.49			4720	410	5.49	Youth - karaoke insurance
22/11/2023	Tesco	BACS #440	8.00			4720	410	8.00	Youth - mobile phone lead
22/11/2023	Tesco	BACS #441	15.30			4720	410	15.30	Youth - christmas stall
22/11/2023	Amazon (EU s.a.r.l UK branch)	BACS #442	30.99		5.17	4720	410	25.82	Youth - karaoke machine
22/11/2023	Wage payments	BACS #443	14,210.45			4000	110	14,210.45	Salaries - December
22/11/2023	Wage payments	BACS #443	-14,210.45			4000	110	-14,210.45	Salaries - December
22/11/2023	Wage payments	BACS #443	14,210.45			4000	110	14,210.45	Salaries - November
22/11/2023	Peninsula Pensions	BACS #444	4,018.13			4040	110	4,018.13	Penions - November
24/11/2023	ReFurnish	BACS #445	25.00			4120	120	25.00	Office - xmas tree
24/11/2023	British Gas	DD #446	7.08		0.34	4290	250	6.74	Office standing charge - Nov
24/11/2023	HMRC	BACS #447	4,387.72			4030	110	4,387.72	NI/PAYE - November
24/11/2023	PPL PRS	BACS #448	280.10		46.68	4650	390	233.42	CinC - PRS Licence
27/11/2023	Concorde	DD #449	88.78		14.80	4060	120	73.98	Printing charges - September
27/11/2023	Valda Energy	DD #450	292.21		13.91	4290	250	48.21	Front office - electricity
						4290	340	8.40	Electricity - Newcombes toilet
						4290	350	221.69	Electricity - OLS
28/11/2023	RBL Poppy Appeal	BACS #451	20.00			4170	130	20.00	Remembrance - Poppy wreath
29/11/2023	Armstrong & North Opticians	BACS #452	160.00			4130	130	160.00	Eye test - R Avery
29/11/2023	Nexus Open Systems	DD #453	204.70		34.12	4070	120	170.58	IT support - November
29/11/2023	Rachel Avery	BACS #454	23.95			4440	250	23.95	Expenses - refreshments

## Payments for Month 8

## 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>
29/11/2023	Devon Communities Together	BACS #455	50.00			4185	130	50.00	Subscription
29/11/2023	Andonart	BACS #456	100.00			4660	390	100.00	CinC - Punch & Judy
29/11/2023	Contact Radio Communications	BACS #457	182.40		30.40	4650	390	152.00	CinC - Radio hire
29/11/2023	Medicare Southwest	BACS #458	250.00			4650	390	250.00	CinC - Medical cover
29/11/2023	Rachel Vowles	BACS #459	500.00			4660	390	500.00	CinC - Fairy and Elves
29/11/2023	Flying Colours Entertainment	BACS #460	876.00		146.00	4660	390	730.00	CinC - stiltwalkers
29/11/2023	C Turner	BACS #461	2,003.22			4660	390	2,003.22	CinC - lantern workshops
30/11/2023	Concorde	DD #462	241.56		40.26	4075	120	201.30	Telephone charges - Oct
<b>Total Payments for Month</b>			49,594.28	0.00	2,108.06			47,486.22	
<b>Balance Carried Fwd</b>			195,847.97						
<b>Cashbook Totals</b>			245,442.25	0.00	2,108.06			243,334.19	



## Receipts for Month 8

## 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>
<b>Balance Brought Fwd :</b>		<b>255,460.94</b>					<b>255,460.94</b>	
	Banked 30/11/2023	1,168.34						
#7 CCLA	CCLA	1,168.34			1090	120	1,168.34	Interest on account
<b>Total Receipts for Month</b>		1,168.34	0.00	0.00			1,168.34	
<b>Cashbook Totals</b>		<u>256,629.28</u>	<u>0.00</u>	<u>0.00</u>			<u>256,629.28</u>	

## Payments for Month 8

## 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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		256,629.28						
	<b>Cashbook Totals</b>		<u>256,629.28</u>	0.00	0.00			<u>256,629.28</u>	

**Bank Reconciliation Statement as at 30/11/2023  
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	30/11/2023	228	195,847.97
			<u>195,847.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			195,847.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			195,847.97
		<b>Balance per Cash Book is :-</b>	<b>195,847.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2023  
for Cashbook 7 - CCLA**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	30/11/2023		256,629.28
			<hr/> 256,629.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			256,629.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			256,629.28
		<b>Balance per Cash Book is :-</b>	<b>256,629.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

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## Crediton Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 November 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/11/2023	Co-Operative Current 15006951	195,847.97
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
30/11/2023	CCLA	256,629.28

**715,898.17**

##### All Cash & Bank Accounts

1	Co-Operative C/Account 9217	195,847.97
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	256,629.28
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>715,898.17</b>

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# CREDITON TOWN COUNCIL

## CCLA Investment Report

**Report by:** Town Clerk  
**To:** Council Affairs and Finance Committee  
**Date:** For consideration on 12 December 2023

### **Recommendation**

The Council Affairs and Finance Committee is recommended to consider the report below in relation to the closing of two savings account and investing the funds into the CCLA Public Sector Deposit Fund.

#### **1. Purpose**

1.1 This report provides a proposal to invest further funds with the CCLA, closing two savings accounts.

#### **2. Background**

2.1 Crediton Town Council currently has 4 savings accounts:

2.2

Bank	Interest Rate	Notice	Balance
Nationwide	2.2%	Instant Access	£85,476.46 (as at 21/7/23)
United Trust Bank	4.3%	100 days	£88,010.76 (as at 31/10/23)
Cambridge & Counties	4.5%	120 days	£89,933.70 (as at 31/03/23)
CCLA	Yield tracker as at 05/12/23 5.8342% annual equivalent yield	Instant Access	£256,629.258 (as at 31/11/23)

#### **3. Proposals**

##### **3.1 Deposit further funds into CCLA Public Sector Deposit Fund (PDSF)**

Close United Trust Bank and Cambridge and Counties accounts, which have long notice periods to withdraw and deposit these funds into the CCLA PDSF. This provides the town council with an improved annual yield.

##### **3.2 Retain Nationwide Savings Account, capping total investment at £85,000)**

These funds will remain in the account (but capped at £85,000), to both diversify savings and provide instant access to funds without fees.

#### **4. Financial Implications**

4.1 Whilst there is a fee of 0.08% (taken before interest is calculated), the fund is cash based, AAA rated, money market fund (MMF) and used by local authorities for investing money.

#### **5. Climate Implications**

5.1 The fund is managed in accordance with CCLA's values-based screening policy.

Counterparties' environmental, social and governance risk management on a regular basis and action is taken if necessary. This process is based on the work of CCLA's in-house Sustainability team and their data providers.

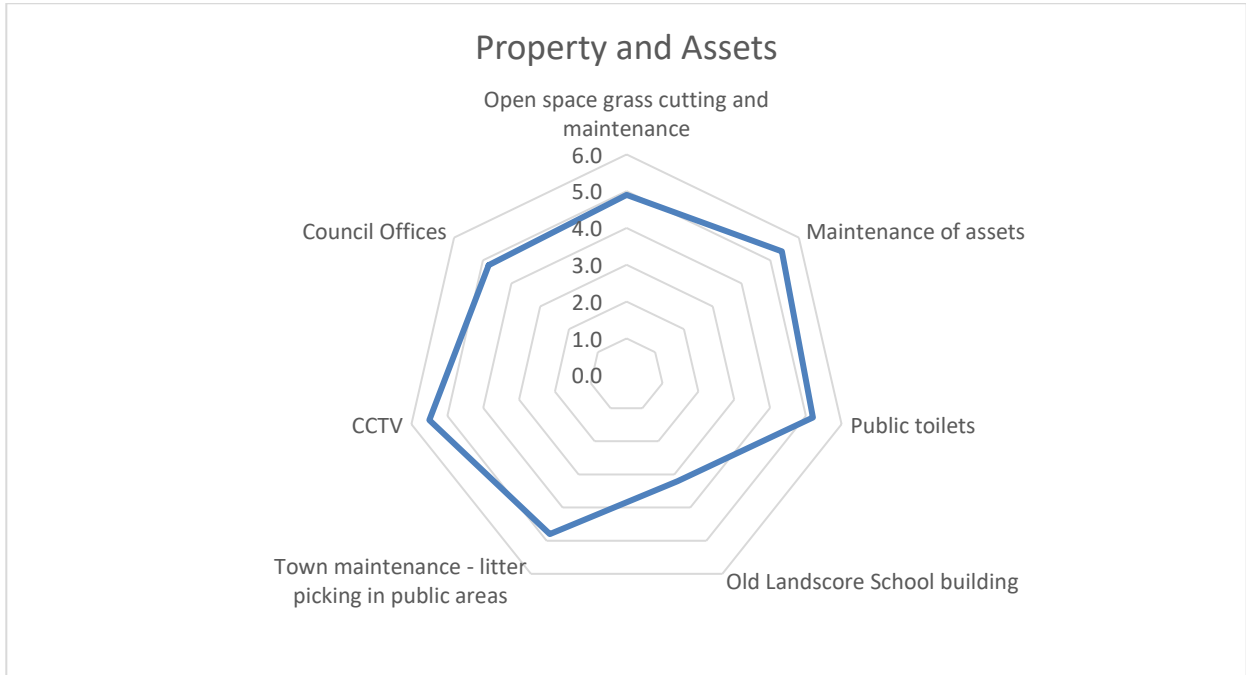
#### **6. Conclusion**

6.1 Investment in the CCLA provides a low-risk alternative to traditional bank accounts, offering higher returns on savings.

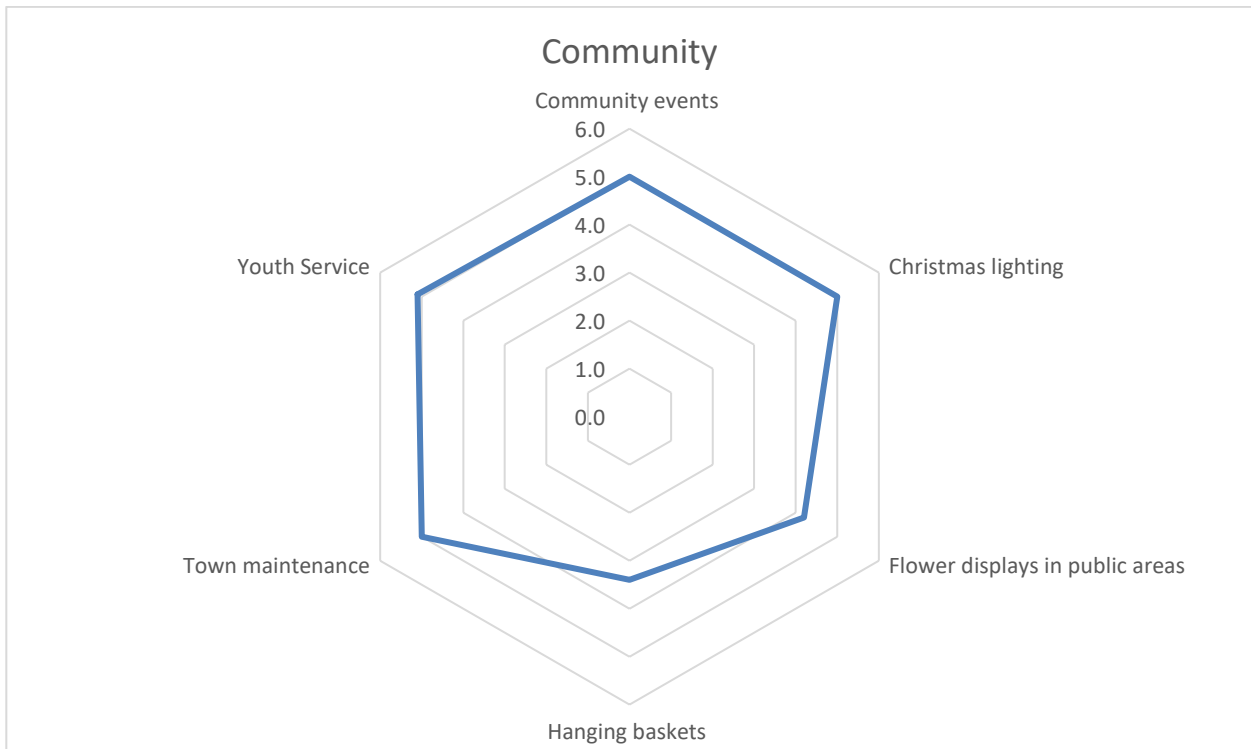


## Community Budgeting Workshop Findings (Radar Graph averages)

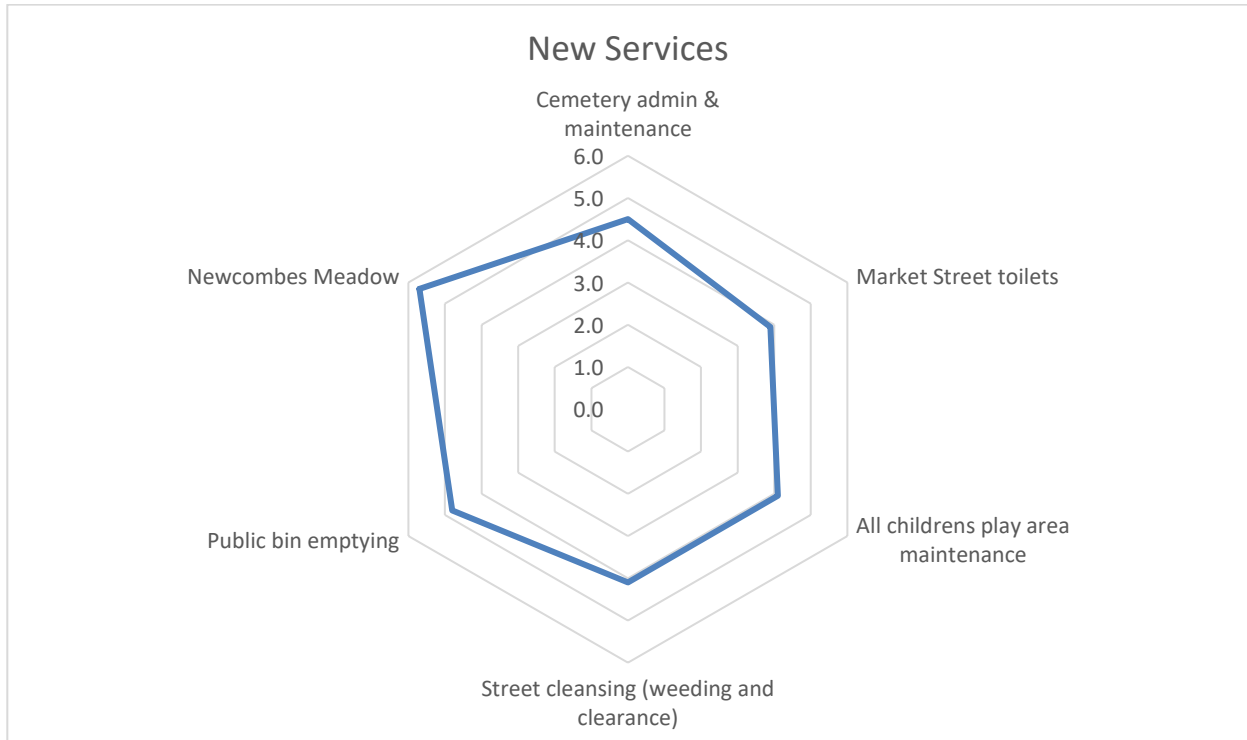
### Property and Assets – 13 responses



### Community – 14 responses



## New Services – 14 responses



## Increasing precept – 15 responses

No increase, possible reduction in services - 3

Inflationary increase, attempting to keep services as they are - 5

A larger increase to allow town council to take on additional services – 7

Written comments (anonymous):

- Reasons for required additional funding needs to be made clear
- Make the most of ideas which produce great benefit for minimal cost
- Districts are limited to 4% hence pushing services. A reasonable increase above inflation would reflect the below increase and would be easier to justify
- The town council takes on too much, too easily
- Perhaps different ways to provide services
- Don't think it's politically possible to raise the precept but consider new models and partnerships
- The town council must spread the word about how things are
- Efficiency, savings, cost cutting.



DRAFT

Proposed Budget 2024/25 - Crediton Town Council

Income	Budget 2022/23	Actual 2022/23	Budget 2023/24	Forecast 2023/24	Draft Budget 2024/25
Annual Precept Receipt	£ 385,738.00	£ 385,738.00	£ 450,000.00	£ 450,000.00	£ 478,000.00
Interest Received	£ 2,000.00	£ 1,957.00	£ 3,000.00	£ 13,000.00	£ 14,000.00
Grants	£ 1,000.00	£ 1,770.00	£ -	£ 1,000.00	£ -
Grants (Youth Work)	£ 5,505.00	£ 16,391.00	£ 10,000.00	£ 5,834.00	£ 10,000.00
Christmas Lights Contributions	£ 1,000.00	£ 1,000.00	£ -	£ 200.00	£ -
Allotments rent (all sites)	£ 4,000.00	£ 3,772.00	£ 4,220.00	£ 4,000.00	£ 4,220.00
Stoney Park rent	£ -	£ -	£ -	£ -	£ -
Other income	£ 19.00	£ -	£ -	£ 19.00	£ 19.00
Decrease in funding to earmarked reserves	£ -	£ -	£ -	£ -	£ -
VAT	£ 15,000.00	£ 2,713.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
<b>Total Income</b>	<b>£ 399,262.00</b>	<b>£ 410,628.00</b>	<b>£ 467,220.00</b>	<b>£ 474,034.00</b>	<b>£ 521,239.00</b>
<b>Expenditure</b>					
<b>Salaries</b>					
Salaries, including NI & Pensions	£ 182,465.00	£ 125,639.00	£ 204,582.00	£ 212,500.00	£ 220,000.00
Payroll	£ 210.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
<b>Office Administration</b>					
Photocopier/Printing	£ 1,000.00	£ 347.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Postage	£ 600.00	£ 131.00	£ 400.00	£ 325.00	£ 350.00
IT Support	£ 3,000.00	£ 3,438.00	£ 5,000.00	£ 5,000.00	£ 6,000.00
Telephone/Broadband	£ 1,400.00	£ 1,158.00	£ 1,400.00	£ 1,400.00	£ 1,800.00
Audit Fees	£ 1,700.00	£ 1,545.00	£ 2,000.00	£ 2,000.00	£ 2,500.00
Stationery	£ 850.00	£ 63.00	£ 850.00	£ 500.00	£ 700.00
Software	£ 3,000.00	£ 2,884.00	£ 3,500.00	£ 3,500.00	£ 4,500.00
Reference books	£ 150.00	£ -	£ 150.00	£ -	£ 150.00
Security Waste Collection	£ 50.00	£ 11.00	£ 50.00	£ 50.00	£ 50.00
Legal/Professional Services	£ 2,000.00	£ 4,500.00	£ 4,000.00	£ 4,000.00	£ 5,000.00
Insurance	£ 2,500.00	£ 1,767.00	£ 5,000.00	£ 5,000.00	£ 6,000.00
Office Equipment	£ 1,750.00	£ 1,349.00	£ 2,000.00	£ 2,000.00	£ 2,200.00
Other	£ 500.00	£ 10,561.00	£ 500.00	£ 500.00	£ 700.00
Office Supplies/Consumables	£ 500.00	£ 311.00	£ 500.00	£ 500.00	£ 500.00
<b>Council and Councillors</b>					
Councillor/Clerk Expenses	£ 1,500.00	£ 432.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Councillor e-mail addresses	£ 700.00	£ 547.00	£ 700.00	£ 700.00	£ 770.00
Advertising	£ 1,000.00	£ 686.00	£ 1,000.00	£ 300.00	£ 1,000.00
Mayor's Allowance	£ 600.00	£ -	£ 600.00	£ 600.00	£ 600.00
Councillor Allowances	£ 800.00	£ -	£ 1,380.00	£ 1,200.00	£ 1,600.00
Annual Town Meeting	£ 200.00	£ -	£ 200.00	£ -	£ 200.00
Mayor's Reception	£ 1,500.00	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00
Hospitality	£ 300.00	£ 17.00	£ 300.00	£ 300.00	£ 300.00
Remembrance Day	£ 1,200.00	£ -	£ 1,200.00	£ -	£ 1,200.00
Website	£ 600.00	£ -	£ 700.00	£ 700.00	£ 2,000.00
Website Accessibility Work	£ 500.00	£ -	£ 250.00	£ -	£ -
Subscriptions	£ 2,000.00	£ 1,195.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Staff/Councillor Training	£ 6,000.00	£ 2,724.00	£ 6,000.00	£ 6,000.00	£ 7,000.00
Honorarium	£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00
Parking Permit	£ 550.00	£ 354.00	£ 550.00	£ 550.00	£ 600.00
Public Consultations	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00
Meeting Room Charges	£ 750.00	£ 245.00	£ 500.00	£ 250.00	£ 500.00
<b>Allotments</b>					
Exhibition Road general/scheduled maintenance	£ 950.00	£ 400.00	£ 950.00	£ 300.00	£ 950.00
Exhibition Road water/water maintenance and repairs	£ 850.00	£ 132.00	£ 850.00	£ 600.00	£ 850.00
Barnfield general/scheduled maintenance	£ 900.00	£ 95.00	£ 900.00	£ 600.00	£ 900.00
Barnfield water/water maintenance and repairs	£ 775.00	£ 150.00	£ 775.00	£ 350.00	£ 775.00
Moffats general/scheduled maintenance	£ 200.00	£ -	£ 200.00	£ -	£ 200.00
Moffats water/water maintenance and repairs	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00
Boniface Allotments Association fees	£ 300.00	£ 113.00	£ 300.00	£ 300.00	£ 300.00
<b>Property and Assets</b>					
Peoples Park maintenance	£ 3,600.00	£ 321.00	£ 3,600.00	£ 3,600.00	£ 3,600.00
Peoples Park grass cutting	£ 4,000.00	£ 2,870.00	£ 6,000.00	£ 5,000.00	£ 5,000.00
Peoples Park Memorial Garden	£ 400.00	£ 1,200.00	£ 1,000.00	£ 500.00	£ 1,500.00
Peoples Park Wildlife Area	£ 350.00	£ 240.00	£ 350.00	£ 150.00	£ 250.00
Upper Deck general maintenance and cleaning	£ 812.00	£ 90.00	£ 800.00	£ 400.00	£ 600.00
Bandstand electricity	£ 200.00	£ 49.00	£ 400.00	£ 350.00	£ 440.00
Bandstand cleaning and general maintenance	£ 800.00	£ 495.00	£ 800.00	£ 400.00	£ 800.00
War Memorial netting	£ 100.00	£ -	£ 100.00	£ 100.00	£ -
War Memorial cleaning and general maintenance	£ 250.00	£ 26.00	£ 250.00	£ 250.00	£ 300.00
Street Furniture general maintenance	£ 1,500.00	£ 166.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Street Furniture bus shelter maintenance	£ 800.00	£ 6.00	£ 800.00	£ 800.00	£ -
Town Clock	£ 1,000.00	£ 1,800.00	£ 1,000.00	£ 300.00	£ 1,000.00
Stoney Park maintenance	£ 400.00	£ -	£ 400.00	£ 400.00	£ 450.00
Boniface Statue maintenance and cleaning	£ 350.00	£ 378.00	£ 350.00	£ 350.00	£ 350.00
Millenium Cross maintenance and cleaning	£ 150.00	£ -	£ 150.00	£ 150.00	£ 150.00
Garage rental	£ 1,820.00	£ -	£ 1,820.00	£ 1,820.00	£ 1,820.00
Public open spaces including Spinningpath Gardens and Fulda Crescent	£ 2,536.00	£ 1,548.00	£ 4,000.00	£ 4,000.00	£ 2,500.00
Newcombes Meadow toilets water	£ 2,400.00	£ -	£ 2,400.00	£ 200.00	£ 2,400.00
Newcombes Meadow toilets electricity	£ 800.00	£ 359.00	£ 1,200.00	£ 500.00	£ 1,320.00
Newcombes Meadow toilets supplies	£ 400.00	£ -	£ 400.00	£ 400.00	£ 400.00
Newcombes Meadow toilets door locking	£ 150.00	£ -	£ 150.00	£ 220.00	£ 150.00
Old Lansdown School electricity	£ 2,500.00	£ 1,604.00	£ 4,000.00	£ 4,000.00	£ 4,400.00
Old Lansdown School equipment	£ 500.00	£ 84.00	£ 500.00	£ 500.00	£ 500.00
Old Lansdown School water charges	£ 300.00	£ 382.00	£ 600.00	£ 600.00	£ 600.00
Old Lansdown School telephone/broadband	£ 600.00	£ 400.00	£ 600.00	£ -	£ -
Old Lansdown School maintenance	£ 1,000.00	£ 1,202.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Old Lansdown School business rates	£ 4,000.00	£ 3,593.00	£ 4,000.00	£ 4,000.00	£ 4,500.00
Old Lansdown School insurance	£ 500.00	£ 500.00	£ 1,000.00	£ -	£ -
Annual QTRA	£ 2,000.00	£ 1,084.00	£ 2,000.00	£ 872.00	£ 2,000.00
Additional tree works	£ 3,000.00	£ 939.00	£ 3,000.00	£ 1,000.00	£ 3,000.00
Town maintenance contract	£ 12,000.00	£ 7,149.00	£ 12,000.00	£ 12,000.00	£ 13,000.00
General Small works	£ 1,000.00	£ -	£ 2,500.00	£ 2,500.00	£ 3,000.00
CCTV	£ -	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00
<b>Council Offices</b>					
Bungalow rent	£ 18,500.00	£ -	£ 18,500.00	£ 18,500.00	£ 15,000.00
Main office rent	£ 8,000.00	£ 6,500.00	£ 8,000.00	£ 8,000.00	£ 8,500.00
Electricity	£ 2,500.00	£ 1,395.00	£ 2,500.00	£ 2,500.00	£ 2,750.00
Water	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
Fire Extinguishers	£ 300.00	£ 100.00	£ 300.00	£ 300.00	£ 300.00
General Premises Maintenance	£ 500.00	£ 42.00	£ 500.00	£ 500.00	£ 500.00
Business rates	£ 2,000.00	£ 1,685.00	£ 2,000.00	£ 2,000.00	£ 4,000.00
Refreshments	£ 120.00	£ -	£ 120.00	£ 120.00	£ 120.00
<b>Floral Crediton</b>					
Flower Towers	£ 1,500.00	£ 234.00	£ -	£ -	£ -
Plants/Flowers	£ 1,500.00	£ 5,528.00	£ 5,000.00	£ 5,000.00	£ 2,500.00
Photographs	£ 100.00	£ 100.00	£ -	£ -	£ -
Awards Evening	£ 300.00	£ -	£ 100.00	£ 100.00	£ 100.00
Hanging baskets/troughs & watering	£ 8,000.00	£ 3,232.00	£ 8,000.00	£ 8,000.00	£ 5,000.00
Other Floral costs	£ 300.00	£ 35.00	£ 500.00	£ 500.00	£ 500.00
New planters (replacements)	£ 1,000.00	£ 592.00	£ 1,000.00	£ -	£ 1,000.00
<b>Christmas in Crediton</b>					
Repeat Costs	£ 9,000.00	£ 9,852.00	£ 12,000.00	£ 12,000.00	£ 13,200.00
Community Participation	£ 5,500.00	£ 2,478.00	£ 5,500.00	£ 5,100.00	£ 7,000.00
New Infrastructure	£ 3,500.00	£ 2,510.00	£ 3,500.00	£ 3,466.00	£ 4,000.00
Miscellaneous	£ 500.00	£ 0.00	£ 500.00	£ 500.00	£ 750.00
<b>Additional Services</b>					
Town weed spraying	£ 300.00	£ 39.00	£ 300.00	£ -	£ -
DCC grass cutting	£ 8,500.00	£ 7,258.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Youth Work	£ 10,000.00	£ 13,500.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Annual grants to community groups	£ 30,000.00	£ 33,526.00	£ 33,000.00	£ 33,000.00	£ 42,000.00
Crediton Urban Taskforce	£ -	£ -	£ -	£ -	£ 1,500.00
Increase in funding earmarked reserves	£ 9,719.00	£ -	£ -	£ -	£ -
<b>Total Expenditure</b>	<b>£ 398,107.00</b>	<b>£ 276,535.00</b>	<b>£ 441,927.00</b>	<b>£ 432,123.00</b>	<b>£ 470,095.00</b>

Levels of reserves

Earmarked Reserves

Earmarked Reserves						
	Budget 2022/23	Actual 2022/23	Budget 2023/24	Forecast 2023/24	Increase	Decrease
Elections	£ 4,074.00	£ -	£ -	£ -	£ 5,000.00	£ -
Wildlife Area (Peoples Park)	£ 130.00	£ 130.00	£ 130.00	£ 130.00		
Citizen Badges	£ 747.00	£ 747.00	£ 747.00	£ 400.00		
Street Furniture & Small Works	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 5,500.66		
Economic Development	£ 11,210.00	£ 11,210.00	£ 10,000.00	£ 10,000.00		
P3 Parish Paths	£ 973.00	£ 973.00	£ 973.00	£ 896.88		
Floral Crediton	£ 2,344.00	£ 2,344.00	£ 2,344.00	£ 2,344.00		
Town Clock	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00		
Upper Deck	£ 960.00	£ 960.00	£ 960.00	£ 960.00		
Premises	£ 6,200.00	£ 5,950.00	£ 5,950.00	£ 5,950.00		
CCTV	£ -	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	
Boniface Statue	£ 2,280.00	£ 2,280.00	£ 2,280.00	£ 2,280.00		
War Memorial (General)	£ 2,894.00	£ 2,894.00	£ 2,894.00	£ 2,894.00	£ 100.00	
Band Stand	£ 173.00	£ 600.00	£ 600.00	£ 600.00		
Mayors Chain	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00		
Allotments	£ 1,387.00	£ 1,387.00	£ 1,387.00	£ 1,387.00		
Defibrillator Project	£ -	£ -	£ -	£ -		
Neighbourhood Planning	£ 7,250.00	£ 3,749.00	£ 3,749.00	£ 3,749.00		
Christmas Lights Renewals/Repairs	£ 331.72	£ 331.72	£ 331.72	£ 331.72	£ 668.20	
Localism Projects	£ 28,000.00	£ 28,000.00	£ 30,000.00	£ 30,000.00		
Incredible Edible Town Square Garden	£ -	£ -	£ -	£ -		
General Legal & Professional Fees	£ 6,821.00	£ 6,821.00	£ 6,821.00	£ 6,821.00		
Council Office Building Fund	£ 90,000.00	£ 95,000.00	£ 95,000.00	£ 100,000.00	£ 5,000.00	
Allotment Access Project	£ 878.00	£ 878.00	£ 878.00	£ 878.00		
DAAT Lighting Column	£ -	£ -	£ -	£ -		
IT Equipment/Support	£ 1,082.05	£ -	£ -	£ 979.01	£ 5,000.00	
Additional Staffing Costs	£ 9,165.00	£ 7,590.00	£ 10,000.00	£ -	£ 10,000.00	
Newcombes Meadow Com Group Money	£ 6,732.00	£ 6,732.00	£ 6,732.00	£ 6,732.00		
Tree works	£ 5,000.00	£ 5,000.00	£ 6,000.00	£ 6,000.00		£ 3,000.00
Traffic & Urban Realm FS	£ 260.00	£ 260.00	£ 260.00	£ 260.00		
Diversity Festival	£ 800.00	£ 800.00	£ 750.00	£ 750.00		
P3 parish paths Tinpot handrail	£ 2,290.00	£ 2,290.00	£ 2,290.00	£ 713.00		
FP2 - Tinpot Lane	£ 350.00	£ 350.00	£ 350.00	£ 350.00		
FP19 - Repairs	£ 51.00	£ 51.00	£ 51.00	£ 51.00		
OLS Project	£ 10,000.00	£ 10,000.00	£ 12,000.00	£ 12,000.00	£ 2,000.00	
Christmas in Crediton	£ 10,000.00	£ 10,000.00	£ 9,800.00	£ 9,800.00	£ 200.00	
Grants	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00		
Benches	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 4,652.00		
Civilian Flag Bearer	£ 356.80	£ 356.80	£ 356.80	£ 356.80		
Salt Spreader	£ 165.00	£ 165.00	£ 165.00	£ 165.00		
St Boniface/Devonshire Day	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00		
LA services					£ 10,000.00	
Project Initiations Funds	£ 10,000.00	£ 9,000.00	£ 9,000.00	£ 9,000.00		
	£ 241,404.57	£ 235,349.52	£ 243,299.52	£ 236,931.07	£ 39,968.20	£ 3,000.00



# CREDITON TOWN COUNCIL

## Devon County Council Complaint Report

**Report by:** Town Clerk  
**To:** Council Affairs and Finance Committee  
**Date:** For consideration on 12 December 2023

### **Recommendation**

The Council Affairs and Finance Committee is recommended to consider writing an official letter of complaint to Devon County Council (DCC) regarding the proposals for On-Street Car Parking charges and subsequent arrangements for consultation.

#### **1. Purpose**

1.1 This report provides a proposal to complain to DCC regard their handling of on-street parking charges proposals and subsequent arrangements for consultation with the community.

#### **2. Background**

2.1 Crediton Town Council were made aware of on-street parking charging proposals in December 2022, by County Councillor Letch following a Cabinet decision in November, to instigate this in 8 towns across the county.

2.2 A copy of the email trail showing a lack of response from DCC between December 2022 and April 2023 is attached as Appendix A.

3.2 In June 2022, a meeting was arranged between Chris Rook (Traffic Management Team Manager), County Councillor Letch and the Town Clerk to discuss proposals. Initial discussions offered the opportunity to amend some of the proposals, including removal of bank holiday restrictions and changes to restricted parking on Union Road.

2.3 There was no further communication between August and October, but Devon Association of Local Councils were made aware of the handling of proposals and a meeting was arranged to discuss the lack of communication.

2.4 Further to the proposal from the Planning and Town Strategy Committee to argue against on street parking charges to both County Councillor Stuart Hughes (Portfolio Holder) and Meg Booth (Director of Climate Change, Environment and Transport), a response was received from County Councillor Stuart Hughes but there was no response from Meg Booth. The letter is attached as Appendix B.

2.5 The meeting, held on 22 November 2023, between Town Clerks and DCC Officers, provided an opportunity to discuss the way that the communication had been handled and to find a positive way forward. The notes of the meeting are attached as Appendix C.

2.6 Since the meeting:

- consultation dates have been set to run through the Christmas and New Year period
- changes have been made to advertisement dates without information being provided to affected town councils, despite a request for clearer communication.

#### **3. Proposals**

31. That the town council makes an official complaint to DCC regarding their lack of open communication relating to this issue.

#### **4. Financial Implications**

4.1 There are no implications.

#### **5. Climate Implications**

5.1 There are no implications.

### 32. Conclusion

6.1 Positive working relationships are important to ensure good outcomes for Crediton. The lack of two-way communication and information sharing has prohibited a constructive consultation regarding the proposals.

**13 December 2022 – 11 April 2023 email thread**

**From:** Rachel Avery  
**Sent:** Tuesday, April 11, 2023 4:40 PM  
**To:** Christopher Rook  
**Cc:** Frank Letch  
**Subject:** FW: On street parking

Good afternoon Chris

I hope you are well and managed a nice Easter break.

I am just following up on my email below – is there any update please?

Kind regards

Rachel



**Rachel Avery PSLCC**  
Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
Website: [www.crediton.gov.uk](http://www.crediton.gov.uk)  
Address: 8A North Street,  
Crediton, EX17 2BT

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**From:** Rachel Avery  
**Sent:** Monday, March 13, 2023 11:44 AM  
**To:** Christopher Rook; Councillor Frank Letch  
**Subject:** RE: On street parking

Good morning Chris

I would be most grateful for an update with regards to the on-street parking, please?

Kind regards

Rachel



**Rachel Avery PSLCC**  
Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
Website: [www.crediton.gov.uk](http://www.crediton.gov.uk)  
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**From:** Christopher Rook  
**Sent:** 12 January 2023 10:03  
**To:** Rachel Avery; Councillor Frank Letch  
**Subject:** RE: On street parking

Dear all,  
We will be setting up meetings with elected Members shortly, I would hope late January / early February.  
Best regards,  
Chris Rook  
Traffic Management Team Manager

Traffic Management Team  
Lucombe House

Web site: [http:// www.devon.gov.uk](http://www.devon.gov.uk)  
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**From:** Rachel Avery  
**Sent:** 12 January 2023 09:24  
**To:** Councillor Frank Letch; Christopher Rook  
**Subject:** RE: On street parking

Good morning both

Please can you advise if there is any update on this please?  
We have a Full Council meeting on Tuesday 24 January and I am wondering if there will be an update by then?

The consultation was reported on the local newspaper's social media page this morning and I have already received enquiries about it.

Kind regards

Rachel



**Rachel Avery PSLCC**

Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
Website: [www.crediton.gov.uk](http://www.crediton.gov.uk)  
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**From:** Councillor Frank Letch  
**Sent:** 14 December 2022 14:00  
**To:** Rachel Avery  
**Subject:** Fw: On street parking

Just arrived in my mailbox Rachel.

Frank

---



**From:** Christopher Rook  
**Sent:** 14 December 2022 11:28  
**To:** Councillor Frank Letch  
**Subject:** RE: On street parking

Dear Councillor Letch,

The review of parking management (including pay & display) in key communities was reported to Cabinet in 9<sup>th</sup> November

<https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=133&MId=4462&Ver=4> (Item 238).

Prior to that report officers discussed proposals with Scrutiny Commissioning Liaison Members, those discussions were reported to Scrutiny on 22<sup>nd</sup> September

<https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=427&MId=4486&Ver=4> (Item 72).

In our report we provided a draft Policy and identified 8 communities (including Crediton) that should be reviewed. Cabinet resolved that the Policy be adopted and that schemes for those communities be progressed to Advert. The Director of Climate Change, Environment and Transport in consultation with the Cabinet Member for Highway Management were provided delegated authority to make minor amendments to policy and schemes where appropriate.

We are currently undertaking initial design work and will be arranging meetings for Members in the early new year to ensure we are providing schemes that will benefit traffic management in their communities. Invitations will be sent shortly.

Best regards,

Chris Rook

Traffic Management Team Manager

Traffic Management Team

Lucombe House

Web site: <http://www.devon.gov.uk>

Disclaimer: <http://www.devon.gov.uk/email.shtml>

**From:** Councillor Frank Letch  
**Sent:** 13 December 2022 14:47  
**To:** Christopher Rook  
**Subject:** On street parking

Good afternoon, Chris,

There is a rumour circulating that DCC is considering on street paid parking on Crediton High Street. Can you give me any information on this please?

Regards,

Frank

**Secondary email thread – 13 – 15 December 2022**

**From:** Rachel Avery  
**Sent:** Thursday, December 15, 2022 1:56 PM  
**To:** Councillor Frank Letch; Christopher Rook;  
**Subject:** RE: On street parking

Dear Frank and Chris

Thank for your obtaining this information, Frank.

I am concerned about the lack of communication in the first instance regarding these proposals. There are communities cited in this document with BIDs in situ, Chambers of Commerce too. With the financial landscape as it is, early communication would have been useful as Town Clerks are now hearing about this second or third hand.

Chris – when are Town Councils likely to be informed on this and how is consultation going to be cascaded down to BID, chambers and shop owners?

Kind regards

Rachel



**Rachel Avery PSLCC**  
Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
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**From:** Councillor Frank Letch  
**Sent:** 14 December 2022 14:00  
**To:** Rachel Avery  
**Subject:** Fw: On street parking

Just arrived in my mailbox Rachel.

Frank

---

**From:** Christopher Rook  
**Sent:** 14 December 2022 11:28  
**To:** Councillor Frank Letch  
**Subject:** RE: On street parking

Dear Councillor Letch,

The review of parking management (including pay & display) in key communities was reported to Cabinet in 9<sup>th</sup> November

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In our report we provided a draft Policy and identified 8 communities (including Crediton) that should be reviewed. Cabinet resolved that the Policy be adopted and that schemes for those communities be progressed to Advert. The Director of Climate Change, Environment and Transport in consultation with the Cabinet Member for Highway Management were provided delegated authority to make minor amendments to policy and schemes where appropriate.

We are currently undertaking initial design work and will be arranging meetings for Members in the early new year to ensure we are providing schemes that will benefit traffic management in their communities. Invitations will be sent shortly.

Best regards,

Chris Rook

Traffic Management Team Manager

Traffic Management Team

Lucombe House

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**From:** Councillor Frank Letch  
**Sent:** 13 December 2022 14:47  
**To:** Christopher Rook  
**Subject:** On street parking

Good afternoon, Chris,

There is a rumour circulating that DCC is considering on street paid parking on Crediton High Street. Can you give me any information on this please?

Regards,

Frank

**Email thread – 16 – 22 June 2023**

**From:** Rachel Avery  
**Sent:** Thursday, June 22, 2023 2:31 PM  
**To:** Christopher Rook  
**Cc:** Councillor Frank Letch  
**Subject:** Parking charges - Crediton

Good afternoon Chris

I received the below email via Cllr Frank Letch regarding on street parking charges.

I have a room available, depending on numbers of attendees. In terms of dates, I do not know who you intend to invite. If it is helpful, I can confirm my availability initially as I am not sure if when you say officers, you mean DCC or relevant town council officers.

Perhaps you could let me know, as I am rather in the dark as to where DCC is with this.

Thanks

Rachel



**Rachel Avery PSLCC**  
Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
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**From:** Christopher Rook

**Sent:** 16 June 2023 14:27

**To:** Councillor Phil Twiss; Councillor Debo Sellis; Councillor Lois Samuel; Councillor Frank Letch; Councillor Rufus Gilbert; Councillor Pru Maskell

**Cc:** Councillor Stuart Hughes; Councillor Andrea Davis; Councillor Linda Hellyer; Ian James; Pippa Gray

**Subject:** Parking Management - Next Steps

Dear Councillors,

Thank you for support at our meeting on 12<sup>th</sup> June, as discussed the next steps will be to refine proposals for each community (if necessary) and then arrange meetings between officers, elected member and a community representative for each scheme.

I would propose the meetings with community representatives are held in person in the weeks commencing 10<sup>th</sup> and 17<sup>th</sup> July, if you could all suggest a couple of times / dates, nominate your representative and preferred venue, I will set up those meetings

[@Councillor Debo Sellis](#) [@Councillor Frank Letch](#) [@Councillor Lois Samuel](#) [@Councillor Phil Twiss](#) I understand that you wish to make some additions / changes to the proposals we shared at the meeting and I will send out calendar invites for a quick Teams call so we can ensure we have the scheme that best fits for your community prior to meeting with the community.

Best regards,  
Chris Rook  
Traffic Management Team Manager

Traffic Management Team  
Lucombe House

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### **Email thread 27 June – 12 July 2023**

**From:** Christopher Rook  
**Sent:** Wednesday, July 12, 2023 4:37 PM  
**To:** Rachel Avery  
**Cc:** Frank Letch; Councillor Frank Letch  
**Subject:** RE: Parking Management Meeting - Crediton

Rachel,  
Following on from our conversation, apologies for the delay in response, please find attached a draft FAQ that we have put together which might be helpful background reading for our meeting on Friday.

In terms of areas that we are considering within Crediton, I have had initial discussions with Councillor Letch and we believe focusing on the High Street area will be most beneficial for the community and traffic management, we can talk through how those proposals have developed and what they may look like when we meet on Friday.

Best regards,  
Chris Rook  
Traffic Management Team Manager

Traffic Management Team  
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-----Original Appointment-----

**From:** Rachel Avery  
**Sent:** 27 June 2023 13:44  
**To:** Christopher Rook  
**Cc:** Frank Letch  
**Subject:** Accepted: Parking Management Meeting - Crediton  
**When:** 14 July 2023 13:00-13:50 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
**Where:** Town Council Offices

Good afternoon Chris

Please can you advise who has been invited to attend this meeting, and how many people you are anticipating?

Thanks

Rachel



**Rachel Avery PSLCC**

Town Clerk and Responsible  
Finance Officer  
Telephone: 01363 773717  
Website: [www.crediton.gov.uk](http://www.crediton.gov.uk)  
Address: 8A North Street,  
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**Email thread post-meeting 18 July 2023**

**From:** Christopher Rook  
**Sent:** Tuesday, July 18, 2023 1:37 PM  
**To:** Rachel Avery

**Cc:** Frank Letch; Councillor Frank Letch  
**Subject:** RE: Parking Management Meeting - Crediton

Rachel,

We will use machines sparingly, if there are particular locations of concern we can ensure they are placed elsewhere. I was discussing placement within a world heritage location recently and found that there was always somewhere viable that took into account historic frontages.

For the town square I would think we could get away with 2 machines, at first glance the wide footway adjacent to Pippins would seem to serve the West, and perhaps by the echelon bays for the East.

Best regards,  
Chris

**From:** Rachel Avery  
**Sent:** 18 July 2023 13:29  
**To:** Christopher Rook  
**Cc:** Frank Letch; Councillor Frank Letch  
**Subject:** RE: Parking Management Meeting - Crediton

Hi Chris

Thank you for this. I look forward to being able to provide members with more information and additional information re the grass verges.

As an aside, I received a comment yesterday regarding parking meters in the vicinity of a) listed buildings in the High Street and Town Square and b) affecting the public realm and people's enjoyment of the Town Square (including the fact that particularly the Town Square pavements in many areas are not wide at all).

Can you provide me with any advice on this?

Thanks



**Rachel Avery PSLCC**  
Town Clerk and Responsible  
Finance Officer  
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**From:** Christopher Rook  
**Sent:** Tuesday, July 18, 2023 1:13 PM  
**To:** Rachel Avery  
**Cc:** Frank Letch; Councillor Frank Letch  
**Subject:** RE: Parking Management Meeting - Crediton

Dear Rachel,

Thank you for your time on Friday, just to capture key points;

- Existing limited waiting bay to East adjacent to North View Cottage to be made unrestricted
  - this will assist in parking for local residents
  
- Any new P&D restrictions will not apply on bank Holidays
  
- Our normal scheduled attendance for Crediton is to visit on 2 occasions per week, below is a summary of our attendances since the beginning of June, the majority of the 15 attendances were within normal working hours, only one was conducted as a "late", a total of 105 penalty charge notices were issued (including 7 issued during the late attendance):
  - Saturday 3<sup>rd</sup> June
  - Monday 5<sup>th</sup> June
  - Thursday 8<sup>th</sup> June
  - Saturday 10<sup>th</sup> June
  - Monday 12<sup>th</sup> June
  - Monday 19<sup>th</sup> June
  - Saturday 24<sup>th</sup> June
  - Tuesday 27<sup>th</sup> June

Wednesday 28<sup>th</sup> June  
Sunday 2<sup>nd</sup> July  
Tuesday 4<sup>th</sup> July  
Sunday 9<sup>th</sup> July  
Wednesday 12<sup>th</sup> July  
Saturday 15<sup>th</sup> July  
Sunday 16<sup>th</sup> July

If you feel more visits are needed, that is certainly something we can investigate.

With regards monies for grass cutting I am investigating with colleagues and I am sure there is something we can do to make this feel fairer.

The next steps will be for my team to design the scheme as we have discussed, we will keep you and Councillor Letch updated so progress can be reported to your September committee meeting. There will be opportunity for wider community comment through the democratic advertising process.

Best regards,

Chris

**Councillor Stuart Hughes**

SENT VIA EMAIL

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Date 26 October 2023

Dear Councillors

**RE: Proposed Introduction of On-Street Charging Across Devon – Joint Representation from Affected Communities**

Further to recent correspondence, I understand the strength of feeling with regards to how parking is managed on-street and that you write also on behalf of Tavistock, Braunton, Crediton, Dartmouth, Honiton and Okehampton.

Whilst I note your points in relation to evidential base and alignment with Section 45 of the Road Traffic Regulation Act 1984, I disagree. The use of pay & display parking on street is well established nationally. The aim of this review should provide a variety of benefits to traffic management, including congestion / air quality and enforcement. Our Impact Assessment which was presented to Cabinet with our Report highlighted the considerations around that Act and how our Policy aligned with that.

It is not believed that the introduction of any on street charge will impact the viability of businesses or vitality of towns / communities, as has been explained at your meetings there is no correlation in Devon or nationally, the narrative on this is varied and inconclusive.

It is not the intention for the Authority to disregard legislation or the interests of communities. Any scheme Advertised will be progressed through the proper legal process with comments and objections received considered by Cabinet.

It is unfortunate that engagement with representatives from each of your communities has not resulted in mutually agreed schemes.

The intention is to now progress schemes to Advert where the full views of businesses and residents can be considered through the democratic process before decisions to implement or modify any scheme is taken.

Yours sincerely



**Councillor Stuart Hughes**  
**Cabinet member for Highway Management**

**CC:**

**Councillor Hutton – Mayor Tavistock Town Council**  
**Councillor Debo Sellis – County Councillor Tavistock Division**  
**Councillor Shapland - Chair Braunton Parish Council**  
**Councillor Pru Maskell – County Councillor Braunton Rural Division**  
**Councillor Brookes Hocking - Mayor Crediton Town Council**  
**Councillor Frank Letch – County Councillor Crediton Division**  
**Councillor Wells – Mayor Dartmouth Town Council**  
**Councillor Jonathan Hawkins – County Councillor Dartmouth Division**  
**Councillor Hurford – Mayor Honiton Town Council**  
**Councillor Phil Twiss – County Councillor Feniton and Honiton Division**  
**Councillor Fisher – Mayor Okehampton Town Council**  
**Councillor Lois Samuel – County Councillor Okehampton Rural Division**  
**Meg Booth – Director of Climate Change, Environment & Transport**

Hi All

I just wanted to express my thanks to everyone for your participation in the meeting yesterday. It had all the potential to be a difficult meeting, however your professional and courteous approaches ensured we were able to express our views without descending into conflict, and I think we captured some key points which could help support improved communications and relationships in future.

By way of a quick recap:

### **Councils feelings and needs**

Common themes emerged around wanting to be recognised as a representative voice of their communities and being seen as a valued partner for joint working/problem-solving. In addition, there is a need for greater understanding upfront re the 'how' and 'why' reviews take place/proposals occur, and for a reliable contact when seeking information about them i.e. responses to communications (an acknowledgement or holding message at minimum), as well as courteous communications providing forewarning and/or updates. Councils also needed support to understand the criteria and process for decision-making, especially in the absence of hard data. Openness and honesty of motives behind changes was desired.

The unfortunate consequences of how this strand of work has panned out is that it has caused feelings of frustration and disappointment, with councils perceiving DCC to be arrogant and not showing due consideration for its communities and/or PTCs. This is leading to breakdown's in trust and confidence in DCC's processes and decision making. However, it could be partially resolved through improved communications and relationships.

### **Weaknesses identified in communications/relationships:**

- Reliance on cabinet papers for promoting issues under discussion/review – reality is most PTC's do not have the capacity to review papers on a regular basis. High risk of missing important information effecting their communities.
- Reliance on County Councillors to inform communities about issues coming up at cabinet. Many councils felt they were not receiving this information from their councillors. Also recognised that county councillors who are not part of the cabinet may also be disadvantaged in access to information.
- County Councillors not 'calling in' matters discussed at cabinet, even when there is a clear view from the community.
- Role of Neighbourhood Highways Officers. Inconsistent relationships across the county – some councils have regular contact, others have little to none – is the right information being shared?
- Lessened role of DCC Locality Officers (communities team) may also be effecting the quality of information sharing happening.

### **Asks from PTC's:**

- Do not consult in the period prior to Christmas. Seek to postpone to January.
- Early communication re consultation dates and content, so PTC's can prepare for their council and public meetings accordingly, and to support local promotion (a comms pack was requested)
- A DCC presence at public meetings was requested. PTC's will work with officers on any arrangements necessary.

- To ensure its possible to indicate an organisation response to the consultation.
- For final decision to be made via HATOC as opposed to cabinet, to ensure greater local representation.
- For any relevant data to be shared with those councils that have requested it.

**Asks from DCC:**

- To promote the consultation in the communities
- To respond to the consultation

I hope I've captured the key points. If there is an error or omission, please let me know.

**Cara Stobart**, County Officer