



To All Credition Town Councillors

You are hereby summoned to attend a **Council Affairs and Finance Committee**, which will be held on **Tuesday, February 13, 2024, at 19:00 - 20:00, at** Old Lanscore 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

Thursday, 08 February 2024

Please note that:

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

AGENDA

131 - Welcome and Introduction

Opening of meeting by the Chair and Town Councillor introductions

132 - 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)

133 - Apologies

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

134 - Declarations of Interest and Request for Dispensations

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

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

135 - 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

136 - Chair's and Clerk's Announcements

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

137 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 12 December 2023 and Wednesday 10 January 2024 as a correct record (minutes will be issued with the agenda)

138 - Finance

138.1 - To receive and approve transactions between 01 January 2024 and 31 January 2024

138.2 - To receive and approve the bank reconciliation to 31 January 2024

138.3 - To note bank account balances to 31 January 2024

138.4 - To receive an update on transfer of CCLA funds

139 - Review and Adoption of Policies

To review and adopt the following:

Privacy Policy

Disciplinary Policy

140 - Portrait of His Majesty King Charles III

To consider and agree for Crediton Town Council to apply for a portrait to commemorate the accession of His Majesty King Charles III, at no cost to the council

141 - Community Participation

141.1 - Public Question Time

To agree wording for the town council website, explaining how Public Question Time is designed to work at Full Council and Committee meetings

141.2 - Coffee and Conversation

To receive the report and consider the recommendations therein

142 - Annual Town Meeting

To agree a date for the Annual Town Meeting

143 - Climate and Ecological Emergency Consideration

To consider how the town council will report on decisions are made in line with the declared Climate and Ecological Emergency, in meetings and other documents

144 - Date of next meeting

To note that the date of the next meeting will be Tuesday 12 March 2024

145 - 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

146 - Council Offices

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

147 - Reports Pack

Attachments

[2023-12-12 - Council Affairs and Finance - Minutes AMENDED.docx](#)

[2024-01-10 - Council Affairs and Finance Committee - Minutes.docx](#)

[Transactions 01 - 31 Jan 2024.PDF](#)

[Bank Rec as at 31 January 2024.PDF](#)

[Bank account balances as at 31 Jan 2024.PDF](#)

[Privacy Notice - 2024.doc](#)

[Disciplinary Procedure 2024.pdf](#)

[Coffee and Conversation Report.docx](#)



**Minutes of the Council Affairs and Finance of the Democratic Services held on Tuesday,
December 12, 2023 at 19:00 at The Bungalow, 8 North Street, Credition, EX17 2BT**

Present:	Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch
Apologies:	Jim Cairney
In Attendance:	Two members of the Public, Natalia Letch
Minute Taker:	Rachel Avery (Town Clerk)

MINUTES

102 PUBLIC QUESTION TIME

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

103 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr Cairney. (Proposed by Cllr Fawssett).

104 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs F Letch and Cochran 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.

105 ORDER OF BUSINESS

There was no requirement to amend the order of business.

106 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk advised that Breakthrough Communications would be attending the next committee meeting and requested that any further comments be sent by the end of the week.

107 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Cllr Fawssett advised he would provide further information on DCC banking at the January meeting.

Cllr Backhouse asked if data will still be processed in the same way further to the alleged breach of GDPR. The Town Clerk advised that process of the data remained unchanged, as she had received no advice on the contrary from the Information Commissioner Office.

Cllr Backhouse requested that further advice from the Information Commissioner Office be sought regarding the potential breach. The Town Clerk advised that she had obtained information and would await any further correspondence regarding a complaint made against the town council.

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

108 FINANCE

108.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 NOVEMBER 2023 AND 30 NOVEMBER 2023

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

108.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 NOVEMBER 2023

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

108.3 TO NOTE BANK ACCOUNT BALANCES TO 30 NOVEMBER 2023

The bank account balances were **noted**. (Proposed by Cllr Harris).

108.4 TRANSFER OF FUNDS TO CCLA

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

109 BUDGET 2024/25

109.1 TO RECEIVE INFORMATION REGARDING THE COMMUNITY BUDGETING WORKSHOPS

The results of the survey were discussed, and whilst attendance had been low it was felt that continued opportunity for consultation was integral.

109.2 TO RECEIVE THE DRAFT BUDGET PROPOSAL AND TO AGREE ANY INITIAL AMENDMENTS OR RECOMMENDATIONS

The draft budget had been circulated, with Cllr Huxtable requesting that members consider initial proposals and feedback comments to the Town Clerk before the next meeting.

It was **noted** that the proposed budget for 2024/25 included inflation and taking on additional responsibilities, with a similar process being undertaken when reviewing levels or earmarked reserves.

At this stage, a draft budget with a 4.5% increase was being recommended by the Town Clerk, which is below inflation. 6.4% and 7.4% increases were also being considered to, with a 7.4% increase adding £1.00 per month on a Band D property.

Further expenses not considered in the current budget include:

- New toilets at Newcombes Meadow
- Additional maintenance
- Cleaning of assets
- Mayoral chain repairs and valuation

Cllr Fawssett advised of his support to precept increases at higher percentage increases to ensure additional reserves for new services.

Cllr Backhouse advised that increases should be around inflation, even slightly over would be enough to cover what is required for the next financial year.

Cllr Brookes-Hocking noted the large increases in the past two years, but recognised that funds for renovating Old Landscore School, services and assets being reduced or disposed of by higher levels of local authority and ensuring a permanent home for the town council would be required. Whilst it was depressing to see the reduction of public services and lack of investment in assets, the town council cannot rely on volunteers alone and must be conscious of the resilience of the community.

Cllr Cochran noted that further information from Mid Devon District Council had not yet been received, and the Town Clerk expressed concerns that it would not be before a precept request would be made.

Cllr Harris stated that she had no further comments on the budget at this time, but wished for it to be noted that a huge amount of work goes into the budget. Decisions are not made lightly, and all members should be aware of what is being considered.

110 GRANTS 2024/25

110.1 TO RESOLVE, FOR APPROVAL BY FULL COUNCIL, TO VIRE DIVERSITY FESTIVAL GRANT (£600) TO EAR MARKED RESERVES

It was **resolved** to vire the funds. (Proposed by Cllr Harris).

110.2 TO RESOLVE, FOR APPROVAL BY FULL COUNCIL, TO ALLOCATE THE REMAINING UNSPENT FUNDS (£506.48) TO THE 2024/25 BUDGET

It was **resolved** to allocate the remaining funds to the 2024/25 budget. (Proposed by Cllr Harris).

111 COMPLAINT TO DEVON COUNTY COUNCIL

It was **resolved** that the Town Clerk would write a letter of complaint to Devon County Council and the Local Council Ombudsman. (Proposed by Cllr Cochran).

It was requested that Cllr F Letch raise these concerns with the leader and CEO regarding the way they propose to communicate with town and parish councils as Devon moves to a Devolution Deal.

112 DATE OF NEXT MEETING

The date of the next meeting was noted – Tuesday 09 January 2024.

113 PART II

114 YOUTH WORK STAFFING

It was **resolved** to accept recommendations made in the report, subject to budget approvals in January. (Proposed by Cllr Huxtable).

115 REPORTS PACK

Signed

Dated.....



Minutes of the Council Affairs and Finance Committee of the Democratic Services held on Wednesday, January 10, 2024 at 19:00 at The Bungalow, 8 North Street, Credition, EX17 2BT

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

Apologies: Cllrs Joyce Harris and Frank Letch

In Attendance: 2 members of the public

Minute Taker: Rachel Avery

MINUTES

116 PUBLIC QUESTION TIME

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

117 APOLOGIES

It was **resolved** to accept apologies from Cllrs Harris and F Letch. (Proposed by Cllr Cochran).

118 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest.

119 ORDER OF BUSINESS

There were no amendments to the order of business.

120 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

121 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

It was **noted** that the minutes would be considered and approved at the February meeting.

122 COMMUNICATIONS STRATEGY

It was **noted** that the document provided useful action plans, although the process had been lengthy and expensive, and would be useful in ensuring the town council can communicate more widely and effectively.

It was **resolved** adopt the Communications Strategy. (Proposed by Cllr Brookes-Hocking).

123 FINANCE

123.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 DECEMBER 2023 AND 31 DECEMBER 2023

It was **resolved** to approve transactions between 01 December 2023 and 31 December 2023. (Proposed by Cllr Brookes-Hocking).

123.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 DECEMBER 2023

It was **resolved** to receive and approve the bank reconciliation to 31 December 2023. (Proposed by Cllr Brookes-Hocking).

123.3 TO NOTE BANK ACCOUNT BALANCES TO 31 DECEMBER 2023

It was **resolved** to note bank account balances to 31 December 2023. (Proposed by Cllr Brookes-Hocking).

124 BUDGET 2024/25

Consideration was given to the proposed draft budget and precept request.

The following comments were made by members:

- The increase represented 7p to the town council in each pound of council tax paid
- As 2024/25 progresses, a devolution deal for Devon will be consulted on. The town council needs to be prepared to take on services. Where there is a lack of funding elsewhere, there needs to be a choice as to whether the town council can take on responsibility, creating a financially resilient community

- The town council is open to criticism with precept increases, but communicating the need for increases and where money will be spent will be important
- That at least an inflationary increase was required to continue current delivery, noting that some members were reluctant to increase the precept at all and others preferring to see a much larger increase.

It was **resolved** to recommend option C to Full Council for approval. (Proposed by Cllr Brookes-Hocking, Cllr Backhouse abstained from voting).

125 REVIEW AND ADOPTION OF POLICIES

Eye Test Policy – It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking).

Disciplinary Policy – It was requested to obtain clarification as to whether an employee can have a legal representative attend the meeting. It was resolved to defer approval to the February meeting. (Proposed by Cllr Cochran).

Grievance Policy – It was **resolved** to approve the policy. (Proposed by Cllr Fawssett).

Maternity, Adoption and Paternity Policy – It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking).

Motion Request Form – It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking).

126 DEVON COUNTY COUNCIL BANKING ARRANGEMENTS (AGENDA ITEM REQUESTED BY CLLR FAWSETT)

Cllr Fawssett advised that the Pension Fund is vast, and the use of ethical banking is integral. However, there are few ethical banks available and he would continue to obtain further information on which banks all local authorities are using.

Thanks were extended to Cllr Fawssett for acting on this.

127 DATE OF NEXT MEETING

The date of the next meeting, Tuesday 13 February 2024, was noted.

128 PART II

It was resolved to move into Part II. (Proposed by Cllr Brookes-Hocking).

129 COUNCIL OFFICES

Cllr Brookes-Hocking declared an interest and left the room

The Town Clerk provided a verbal update.

130 REPORTS PACK

Signed

Dated.....

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		180,622.75					180,622.75	
	Banked 09/01/2024	14.81						
#164	Allotment Exhibition	14.81			1150	150	13.37	E8A Tilke Rent 23/24
					1170	180	1.44	E8A Tilke BAA 23/24
	Banked 09/01/2024	30.50						
#165	Allotment Exhibition	30.50			1150	150	27.54	E18/E19 V & B Rent 23/24
					1170	180	2.96	E18/E19 V&B BAA 23/24
	Banked 11/01/2024	162.00						
#166	Devon County Council	162.00			1280	130	162.00	Meeting room hire
	Banked 17/01/2024	96.00						
#167	Amazon	96.00		16.00	4185	130	80.00	Prime membership - refund
	Banked 17/01/2024	20.00						
#168	Youth Club (YW)	20.00			1240	410	20.00	Youth - donation
	Banked 18/01/2024	2,855.00						
#169	Devon Community Foundation	2,855.00			1230	410	2,855.00	PCC Safer Communities Grant
	Banked 19/01/2024	164.45						
#170	Crediton Hamlets PC	150.00			1250	220	150.00	War memorial contribution
#171	Allotment Exhibition	14.45			1150	150	13.05	E13B Johnson Rent 23/24
					1170	180	1.40	E13B Johnson BAA 23/24
	Banked 19/01/2024	1,000.00						
#172	Significant Seams	1,000.00			1230	410	1,000.00	Summer programme grant
	Banked 19/01/2024	1,000.00						
#173	Significant Seams	1,000.00			1230	410	1,000.00	Youth - summer programme grant
	Banked 29/01/2024	10.00						
#174	Youth Club (YW)	10.00			1240	410	10.00	YC attendance
	Banked 31/01/2024	5.00						
#175	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 31/01/2024	24.00						
#176	U3A	24.00			1280	130	24.00	The Hub - room hire
Total Receipts for Month		5,381.76	0.00	16.00			5,365.76	
Cashbook Totals		186,004.51	0.00	16.00			185,988.51	

Payments for Month 10

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>
02/01/2024	Mr C Pugsley	SO #510	800.00			4390	250	800.00	Bungalow rent - Jan
05/01/2024	Dowrich Farms	BACS #511	280.00		46.67	4650	390	233.33	Christmas tree
08/01/2024	Amazon (EU s.a.r.l UK branch)	BACS #512	16.82		2.80	4115	120	14.02	Office supplies
08/01/2024	Amazon (Rex Brown Ltd)	BACS #513	24.49		4.08	4115	120	20.41	Office supplies - toilet roll
08/01/2024	Amazon (EU s.a.r.l UK branch)	BACS #514	25.98		4.33	4115	120	21.65	Office supplies - paper towels
08/01/2024	The Purple Guide	BACS #515	30.00			4185	130	30.00	Subscription - 1 year
08/01/2024	Cloudy IT	BACS #516	28.80		4.80	4070	120	24.00	IT support - tablets
08/01/2024	EDF	BACS #517	36.88		1.76	4290	250	35.12	Front office - electricity
08/01/2024	Miss Claire Anstee	BACS #518	100.00			4660	390	100.00	CinC - Sandford Sings
08/01/2024	Rialtas	BACS #519	114.00		19.00	4190	130	95.00	Group Training
08/01/2024	Rachel Avery	BACS #520	120.00			4130	130	120.00	Expenses - eye test & glasses
08/01/2024	KF Bartlett Ltd	BACS #521	252.12		42.02	4230	350	210.10	OLS - air con service
08/01/2024	Amazon (EU s.a.r.l UK branch)	BACS #512	-16.82		-2.80	4115	120	-14.02	Office supplies
08/01/2024	Amazon	BACS #512	24.01		4.00	4115	120	20.01	Office supplies
09/01/2024	Spar	BACS #522	3.25			4440	250	3.25	Meeting refreshments
09/01/2024	British Gas	DD #523	18.73		0.89	4290	340	17.84	Electricity - Newcombes toilet
09/01/2024	CMS Plumbing & Heating (SW)	BACS #524	73.20		12.20	4390	250	61.00	Bungalow - toilet call out
09/01/2024	South West Water	BACS #525	91.74		7.06	4235	350	84.68	OLS - water
09/01/2024	The Turning Tides Project	BACS #526	527.10			4020	365	527.10	Town maintenance - Dec
09/01/2024	Chestnut Trees	BACS #527	762.00		127.00	4550	360	635.00	QTRA - tree works
09/01/2024	PKF Littlejohn LLP	BACS #528	1,260.00		210.00	4080	120	1,050.00	Annual return fees
09/01/2024	Centre Line Surveys	BACS #529	1,926.00		321.00	4120	350	1,605.00	Survey - OLS
10/01/2024	Spar	BACS #530	2.75			4115	120	2.75	Office supplies
11/01/2024	Octopus Energy	DD #531	17.18		0.82	4290	210	16.36	Electricity - Bandstand
11/01/2024	NALC	BACS #532	78.44		13.08	4190	130	65.36	Training event - levelling up
11/01/2024	Nexus Open Systems	DD #533	115.62		19.27	4070	120	96.35	IT support - January
12/01/2024	Nexus Open Systems	DD #534	238.14		39.69	4070	120	198.45	IT support - January
15/01/2024	Amazon (EU s.a.r.l UK branch)	BACS #535	96.00		16.00	4185	130	80.00	Prime membership
16/01/2024	British Gas	DD #536	112.46		5.36	4290	250	107.10	Bungalow - electricity
16/01/2024	Amazon (RINKIT LTD)	BACS #537	66.00		11.00	4165	130	55.00	Hospitality - cups & saucers
16/01/2024	Glen Hawkins	BACS #538	907.84			4230	350	407.84	OLS - toilet improvements
						4720	410	500.00	OLS - toilet improvements
16/01/2024	S Cummins	BACS #539	10.00			4720	410	10.00	Expenses - youth books
16/01/2024	Adams	BACS #540	33.52		5.59	4720	410	9.58	Supplies - youth
						4115	120	6.66	Supplies - bin bags
						4020	365	11.69	Supplies - town maintenance
16/01/2024	Bromhead and Chard	BACS #541	1,148.64		191.44	4120	250	957.20	Manor office - investigations
17/01/2024	Octopus Energy	BACS #542	47.35		2.25	4290	350	45.10	Electricity - OLS
17/01/2024	Amazon (Marcos Enterprise Ltd)	BACS #543	25.90		4.32	4085	120	21.58	Stationery - paper bags
17/01/2024	Mid Devon District Council	BACS #544	460.00		76.67	4200	130	383.33	Parking Permit
18/01/2024	Morrisons	BACS #545	3.79			4720	410	3.79	Youth - refreshments
19/01/2024	Amazon (The Bead Shop Ltd)	BACS #546	38.03		6.35	4720	410	31.68	Celebration of Youth - rocks
19/01/2024	Amazon	BACS #547	46.59		7.37	4720	410	39.22	Celebration of Youth - gifts
19/01/2024	SLCC	BACS #548	501.00			4130	130	501.00	Membership Fee - R Avery

Payments for Month 10

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>
19/01/2024	Skills Office Network Ltd	BACS #549	1,794.00		299.00	4720	410	1,495.00	Diploma in Youth Work - S.C.
22/01/2024	Morrisons	BACS #550	1.41			4720	410	1.41	Youth - refreshments
22/01/2024	Exeter Scrapstore	BACS #551	20.00			4720	410	20.00	Youth - art supplies
22/01/2024	The Range	BACS #552	39.34			4720	410	39.34	Youth - art supplies
22/01/2024	Crown Gas & Power Ltd	DD #553	285.31		13.59	4290	250	271.72	Bungalow - gas
22/01/2024	Wage payments	BACS #554	10,303.21			4000	110	10,303.21	Salaries - January
22/01/2024	HMRC	BACS #555	2,631.94			4030	110	2,631.94	NI/PAYE - January
22/01/2024	Peninsula Pensions	BACS #556	3,102.45			4040	110	3,102.45	Pensions - January
22/01/2024	Western Event Hire	BACS #557	192.00		32.00	4160	130	160.00	Celebration of Youth - tables
23/01/2024	R Avery	BACS #558	135.15			4160	130	131.40	Prizes & refreshments - COY
						4165	130	3.75	Cluster meeting - refreshments
24/01/2024	Spar	BACS #559	5.49			4165	130	5.49	Meeting refreshments
24/01/2024	Guardian Security	BACS #560	257.40		42.90	4530	340	214.50	Salto subscription
24/01/2024	Hedgerow Print	BACS #561	300.00			4060	120	300.00	Redvers Ramble leaflets
						324	0	-300.00	Redvers Ramble leaflets
						6000	120	300.00	Redvers Ramble leaflets
25/01/2024	Everflow	DD #562	68.88			4235	250	7.61	Council offices - water (Dec)
						4235	340	15.46	Newcombes toilet - water (Dec)
						4235	250	14.59	Council offices - water (Jan)
						4235	340	31.22	Newcombes toilet - water (Jan)
26/01/2024	Concorde	DD #563	77.78		12.96	4060	120	64.82	Printing charges - November
26/01/2024	Information Commissioners Off	DD #564	35.00			4105	120	35.00	ICO renewal
26/01/2024	Peck & Strong	BACS #565	28.49			4165	130	28.49	Celeb of Youth - refreshments
26/01/2024	Greenslade Taylor Hunt	BACS #566	216.00		36.00	4105	120	180.00	Rental appraisal - bungalow
26/01/2024	Conserv Solutions Ltd	BACS #567	1,800.00		300.00	4190	130	1,500.00	Traffic Management Course
29/01/2024	Amazon (EU s.a.r.l UK branch)	BACS #568	59.99		10.00	4720	410	49.99	Youth - microwave
29/01/2024	British Gas	DD #570	8.66		0.41	4290	250	8.25	Office standing charge - Jan
29/01/2024	Glasdon	BACS #569	1,467.68		244.61	4020	365	1,223.07	Spaceliner - town maintenance
29/01/2024	Nexus Open Systems	DD #571	204.70		34.12	4070	120	170.58	IT support - January
30/01/2024	Amazon (Sounds Wholesale Ltd)	BACS #572	24.95		4.16	4085	120	20.79	Office stationery - paper
30/01/2024	Valda Energy	DD #573	177.51		8.45	4290	250	54.93	Front office - electricity
						4290	340	8.68	Electricity - Newcombes toilet
						4290	350	105.45	Electricity - OLS
31/01/2024	The Photo ID Card People	BACS #574	14.39		2.40	4110	120	11.99	ID Card
31/01/2024	Concorde	DD #575	260.09		43.35	4075	120	216.74	Telephone charges - December

Total Payments for Month	33,959.37	0.00	2,287.97	31,671.40
Balance Carried Fwd	152,045.14			
Cashbook Totals	<u>186,004.51</u>	<u>0.00</u>	<u>2,287.97</u>	<u>183,716.54</u>

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/01/2024	235	152,045.14
			<u>152,045.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			152,045.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			152,045.14
		Balance per Cash Book is :-	152,045.14
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Credition Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2024	Co-Operative Current 15006951	152,045.14	
31/01/2024	Cambridge & Counties 15006951	89,933.70	
31/01/2024	Nationwide Account 90097276	85,476.46	
31/01/2024	Hampshire Trust 10254426	0.00	
31/01/2024	United Trust Bank	88,010.76	
31/12/2023	CCLA	257,739.40	
			673,205.46

Receipts not on Bank Statement

0.00

Closing Balance

673,205.46

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	152,045.14	
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	257,739.40	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		673,205.46



General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of officers may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers, which give the corresponding names to identify the officers in the first list, then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Credition Town Council (CTC) which is the data controller for your data.

Other data controllers the council works with:

- Mid Devon District Council
- Devon County Council
- Boniface Allotment Association - This is a joint data controller arrangement for the administration of CTC-owned allotments.

We may need to share your personal data we hold with them so that they can carry out their responsibilities. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be ‘joint data controllers’ which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

We will process and publish some or all of the following personal data where necessary to perform its tasks:

- Names, titles, aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants
- Where you pay for activities or services delivered by the council, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or sexual orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation
 - in order to comply with legal requirements and obligations to third parties
- These types of data are described in the GDPR as ‘Special categories of data’ and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent
 - Where we need to carry out our legal obligation
 - Where it is needed in the public interest
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

We will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, WhatsApp)

- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury
- To promote the interests of the council
- To maintain our own accounts and records
- To seek your views, opinions or comments
- To notify you of changes to our facilities, services, events and officers, members and other role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services
- The use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

We are a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading 'Other data controllers the council works with'
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller
- We will comply with your request, where it is feasible to do so, within one month.

6. The right to withdraw your consent to the processing at any time for any processing of data to

which consent was obtained

- You can withdraw your consent easily by telephone, email or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.crediton.gov.uk. This Notice was last updated in June 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Crediton Town Council, Council Offices, 8 North Street, Crediton, EX17 2BT
Email: townclerk@crediton.gov.uk
Telephone: 01363 773717



DISCIPLINARY PROCEDURE

Purpose and scope

This procedure is designed to help and encourage all Crediton Town Council (CTC) employees to achieve and maintain acceptable standards of conduct, attendance and job performance. This procedure applies to all employees except where it conflicts with a contractual or statutory requirement, which takes precedence. The aim is to ensure consistent and fair treatment for all working for CTC.

Principles

The procedure is not a substitute for good management practices and should only be invoked when initial attempts to improve conduct have been made following discussions between the employee and Town Clerk. Where there has been gross misconduct or serious breach of disciplinary rules, however, the formal procedure should be actioned immediately.

No disciplinary action will be taken against an employee until the circumstances have been fully investigated.

The employee will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

Roles & Responsibilities

Normally, the Town Clerk will consider minor disciplinary issues and resolve them, if they can, without recourse to the formal procedure.

All other disciplinary issues involving the formal procedure will immediately be referred to the Council Affairs and Finance Committee, who will then be responsible for nominating an Officer to investigate.

The Officer who carries out an investigation should not participate in any subsequent decision to take action under the procedure. Likewise, the Officer (or Panel) hearing the case should not be involved in the investigation beforehand. It is important that respective roles are identified at an early stage so that those roles are not compromised. The Investigating Officer need not be the Town Clerk, although this would normally be the case.



Only the Council Affairs and Finance Committee has the right to suspend or dismiss an employee.

The Procedure

First stage of formal procedure

This will normally be either:

- *an improvement note for unsatisfactory performance* if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

or

- *a first warning for misconduct* if conduct does not meet acceptable standards. The warning will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (e.g., six months).

Final written warning

If there is further misconduct or a failure to improve performance during the currency of a prior warning, or if the offence is sufficiently serious a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the Town Clerk but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance.

Dismissal or other sanction

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal, such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). Dismissal decisions can only be taken by the Council Affairs and Finance Committee and the employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the Town Clerk but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustainment of satisfactory conduct or performance.



Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence.

If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than ten working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, CTC is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

An employee who wishes to appeal against a disciplinary decision must do so, in writing, within ten working days.

The employee will be invited to an appeal meeting, within ten working days, and the appeal will be heard by an Appeals Sub-Committee. At the appeal any disciplinary penalty imposed will be reviewed. The Appeals Sub-Committee will be made up of members of the Council Affairs and Finance Committee and members will be chosen at an appropriate meeting.

The Appeal Committee's decision is final.



CREDITON TOWN COUNCIL

Coffee and Conversation Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 13 February 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the report below in relation to a new community engagement, 'Coffee and Conversation'.

1. Purpose

1.1 This report provides a proposal to agree dates for a new member-led community engagement initiative, which involves a drop in session for members of the public to raise questions and debate issues if wished.

2. Background

2.1 CREDITON Town Council currently offers the following provision to enable members of the public to engage:

- A public facing office open 5 days a week, 10.00-14.00
- Appointment system to meeting with a relevant officer
- Email and website contact form
- Social media (Facebook, Instagram)
- Ad-hoc Farmers Market table to provide information where needed (ie newsletter and Annual Report distribution)
- Public Question Time and council meetings.

2.2 The recent Communications Strategy highlights the need for 'meet the council' type events (p.32):
'We recommend that the Council hold in person events in each community. These could be 'street surgeries', an informal meeting in a community venue or a simple door knocking exercise. The objective is to both 'humanise' the Council, make clear that the Council wants to engage and to start having a conversation. It is advisable to have an easy and clear feedback mechanism for people to use. This could be a simple survey'.

2.3 There have been some calls for further community engagement type events from members of the public.

3. Proposals

3.1 Coffee and Conversation

To arrange sessions around meeting the community in a building (such as the council office or Sustainabubble) to provide a welcoming space for people to stay and chat to members about the work of the council, enabling two-way dialogue.

Issues raised will be fed back to the Town Clerk, for either response, action or to add to a relevant agenda.

3.2 Consideration should be given as to whether it is appropriate to hold the events on a weekday, weekend and Farmers Market Day.

4. Financial Implications

4.1 There are currently no plans to hold the event in a space that would require payment.

4.2 No staff time will be allocated to the event, as it would be run by members.

4.3 Refreshments will be purchased using the existing budget 'Hospitality - £300.00 for the FY 2024/25.

5. Climate Implications

5.1 Refreshments will be sourced from the locality.

5.2 Events will be held locally, in the hope that people will not use their cars to attend.

6. Conclusion

6.1 The provision of these events will provide an additional opportunity to engage with the public, offering a type of conversational dialogue not afforded at town council meetings.