



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, September 10, 2024, at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP.**

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

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

Rachel Avery FSLCC

Town Clerk

Thursday, 05 September 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

41 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

42 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

43 - Apologies

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

44 - Declarations of Interest and Request for Dispensations

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

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

45 - 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

46 - Chair's and Clerk's Announcements

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

47 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 23 July 2024, as a correct record (minutes will be issued with the agenda)

48 - Finance

48.1 - To receive and approve transactions between 01 July 2024 and 31 August 2024

48.2 - To receive and approve the bank reconciliation to 31 August 2024

48.3 - To note bank account balances to 31 August 2024

48.4 - To note year to date spend vs budget document

49 - Kings Portrait

To review the decision not to apply for the King's portrait to hang in the town council offices

50 - Community Grant Policy 2024/25

To receive the report regarding the allocation of Community Grants, and to consider the recommendations therein

51 - Old Landscore School

To receive a verbal update from the Town Clerk regarding Old Landscore School and to agree any further actions

52 - Crediton Youth Service Action Plan

To receive a verbal update from the Town Clerk regarding the Action Plan

53 - CCTV

To consider the report regarding CCTV maintenance and consider the recommendations therein

54 - Date of next meeting

To note that the date of the next meeting will be Tuesday 08 October 2024

55 - 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

56 - Council Offices

To receive the report regarding the council offices and consider the recommendations therein

57 - Reports Pack**Attachments – for internal use only**

[2024-07-23 - Oversight Committee - Minutes.pdf](#)

[Transactions 1 July - 31 July.pdf](#)

[Transactions 1 Aug - 31 Aug.pdf](#)

[Bank rec as at 31 July.pdf](#)

[Bank rec as at 31 Aug.pdf](#)

[Bank balances as at 31 July.PDF](#)

[Bank balances as at 31 August.PDF](#)

[EMR balances as at 31 August.pdf](#)

[Year to date budget sheet 24-25.pdf](#)

[Grants.docx](#)

[CCTV report.docx](#)



**Minutes of the Oversight Committee held on Tuesday, July 23, 2024 at 19:00 at Old
Landscore School, Greenway, Crediton, EX17 3LP**

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

Apologies: Cllr Jim Cairney

Minute Taker: Rachel Avery – Town Clerk

MINUTES

20 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

21 PUBLIC QUESTION TIME

There were no members of the public present.

22 APOLOGIES

Decision: It was **resolved** to approve apologies from Cllr Cairney, due to holiday.
(Proposed by Cllr Huxtable)

23 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

There were no declarations of interest.

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

There were no dispensation requests.

24 CLIMATE EMERGENCY

The Chair reiterated the council's commitment to making decisions with the climate emergency in mind. This agenda item served as a reminder to integrate climate considerations into all aspects of decision and policy-making.

25 ORDER OF BUSINESS

There were no amendments to the order of business.

26 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

27 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Under item 12.2, Cllr Backhouse clarified that she had asked about relevant insurance for the Rotary defibrillator.

Decision: The minutes from the Council Affairs and Finance Committee meeting held on Tuesday, 11 June, 2024, were **approved** as a correct record. (Proposed by Cllr Brookes-Hocking)

28 FINANCE

28.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JUNE AND 30 JUNE 2024

Decision: The transactions between 01 June 2024 and 30 June 2024 were **approved**. (Proposed by Cllr Harris)

28.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 JUNE 2024

Decision: The bank reconciliation to 31 May 2024 was **approved**. (Proposed by Cllr Harris)

28.3 TO NOTE BANK ACCOUNT BALANCES TO 30 JUNE 2024

The bank account balances as of 30 June 2024, were **noted**.

28.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT

The document was **noted**.

29 GRANT APPLICATION 2024/25

The committee considered a grant application from Crediton and District Netball for £300.00.

Decision: It was **resolved** to **approve** the grant of £300.00. (Proposed by Cllr Harris)

30 VIREMENT OF FUNDS

The committee discussed the recommendation from the Community Committee to allocate £5000.00 to support upcoming responses to land development.

It was **noted** that MDDC were currently reviewing the Housing and Economic Land Availability Assessment. There was also discussion around the use of land in Crediton, noting that DCC may be landowners, but are also an organisation responsible for benefiting Devon and its citizens.

31 EARMARKED RESERVES

Decision: It was **resolved** to merge four Ear Marked Reserves (EMRs) relating to Parish Paths, acknowledging that this would streamline financial management and resource allocation for Parish Paths projects. (Proposed by Cllr Harris)

32 USE OF AMAZON

Councillor Fawssett introduced the agenda item regarding the use of Amazon for CTC supplies. A discussion ensued about the ethical considerations and potential cost savings of using Amazon.

Following a failed motion by Cllr Fawssett to not use Amazon for one year, Cllr Harris proposed that the Town Clerk decide on the use of Amazon on behalf of CTC.

Decision: It was **resolved** that the Town Clerk would decide on a case by case basis, whether to use Amazon for purchases. (Proposed by Cllr Harris, 4 votes for, 3 against)

33 INTERNAL AUDITOR APPOINTMENT 2024/25

Decision: It was **resolved** to appoint Contractor B, Kevin Rose, to be CTC's Internal Auditor for the financial year 2024/25. (Proposed by Cllr Harris)

34 2024 EVENTS

34.1 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE FOOD FESTIVAL

The report on the Food Festival was presented, detailing the event's planning and expected outcomes. The committee noted the report and discussed potential improvements and community engagement strategies for the festival. Key points included:

- Detailed planning stages and expected outcomes of the Food Festival
- Discussions on potential improvements to enhance the festival's success
- Strategies to increase community engagement and participation.

Members expressed appreciation for the efforts put into the planning and looked forward to the successful execution of the event.

Decision: It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

34.2 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE BIG BONIFACE BASH

The Big Boniface Bash report was reviewed, with discussions focusing on logistics, sponsorship opportunities, and volunteer recruitment. Key points included:

- Detailed logistics planning for the event
- Exploration of sponsorship opportunities to support the event

- Strategies for recruiting and managing volunteers to ensure the event's success.

Members **noted** the report and provided feedback aimed at enhancing the event's success. Members expressed their commitment to supporting the event and ensuring its smooth execution.

Decision: It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

35 YOUTH STRATEGY 2024-27

The draft Youth Strategy 2024-27, recommended by the Youth Service Sub-Committee, was considered. Members discussed various aspects of the strategy, including goals, initiatives, and funding. Key points included:

- Detailed review of the goals and initiatives outlined in the strategy as part of an annual Action Plan
- Discussions on the funding required to implement the strategy effectively.
- Consideration of minor amendments to better align the strategy with the council's overall objectives.

Decision: It was **resolved** to **approve** the draft Youth Strategy 2024-27 was approved with minor amendments. (Proposed by Cllr Brookes-Hocking)

36 DATE OF NEXT MEETING

The date of the next meeting was **noted** as Tuesday, 10 September 2024.

37 PART II

Decision: It was **resolved** to **approve** the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

38 CODE OF CONDUCT COMPLAINT

The contents of the report and associated documentation were **noted**.

39 COUNCIL OFFICES

The Town Clerk provided a verbal update, which was **noted** by members.

40 REPORTS PACK

Signed

Dated.....

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		312,087.62					312,087.62	
	Banked 04/07/2024	94,794.73						
TRF 2	Cambridge & Counties 6951	94,794.73			205		94,794.73	Closure of C&C account
	Banked 05/07/2024	22.00						
#76	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
	Banked 09/07/2024	58.00						
#77	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#78	CISCO	36.00			1280	130	36.00	Room hire - Bungalow
	Banked 10/07/2024	2.00						
#79	Youth Club (YW)	2.00			1240	410	2.00	Membership subs
	Banked 11/07/2024	66.00						
#80	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#81	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#82	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
	Banked 12/07/2024	22.00						
#83	Youth Club (YW)	22.00			1230	410	22.00	Woodlands Trip
	Banked 15/07/2024	80.00						
#84	Crediton Heart Project	80.00			1280	130	80.00	Gazebo Hire
	Banked 16/07/2024	700.00						
#85	Devon County Council	700.00			1230	410	700.00	Youth - Locality grant
	Banked 18/07/2024	18.00						
#86	Amazon	18.00			4130	130	18.00	Reimbursement - bleach
	Banked 19/07/2024	22.00						
#87	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
	Banked 19/07/2024	2,000.00						
#88	Crediton Heart Project	2,000.00			1260	120	2,000.00	Boniface Bash - grant
					349		2,000.00	Boniface Bash - grant
					6001	120	-2,000.00	Boniface Bash - grant
	Banked 22/07/2024	6.00						
#89	Climate Action Team	6.00			1280	410	6.00	Room hire - Bungalow
	Banked 22/07/2024	176.00						
#90	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#91	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#92	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#93	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#94	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#95	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#96	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
#97	Youth Club (YW)	22.00			1240	410	22.00	Woodlands Trip
	Banked 23/07/2024	48.00						

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#98	The Turning Tides Project	48.00			1280	130	48.00	Room hire - OLS
	Banked 24/07/2024	69.00						
#99	Youth Club (YW)	69.00			1240	410	44.00	Woodlands Trip
					1240	410	21.00	Membership subs
					1240	410	4.00	Tuck shop
	Banked 24/07/2024	132.00						
#100	Crediton Lions Club	132.00			1230	410	132.00	Grant - Woodlands Trip
	Banked 26/07/2024	4.04						
#101	Allotment Exhibition	4.04			1150	150	3.65	E6 Rent 23/24
					1170	180	0.39	E6 BAA 23/24
	Banked 26/07/2024	100.00						
#102	VOYC Devon	100.00			4720	410	100.00	MHFA reimbursement
	Banked 29/07/2024	4.39						
#103	Allotment Exhibition	4.39			1150	150	3.96	E18 Rent 23/24
					1170	180	0.43	E18 BAA 23/24
	Banked 29/07/2024	36.00						
#104	CISCO	36.00			1280	130	36.00	Room hire - Bungalow
Total Receipts for Month		98,360.16	0.00	0.00			98,360.16	
Cashbook Totals		410,447.78	0.00	0.00			410,447.78	

Payments for Month 4

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>
01/07/2024	Nexus Open Systems	DD #260	208.66		34.78	4070	120	173.88	IT support - May
01/07/2024	South West Water	DD #261	30.28			4235	160	30.28	Water - Barnfield allotments
01/07/2024	F J Stevens & Son Ltd	BACS #262	264.00		44.00	4230	220	220.00	War Memorial - graffiti clean
01/07/2024	S Huxtable	BACS #263	139.99		2.17	4120	130	137.82	Expenses - BBB & Dinner
						349	0	-137.82	Expenses - BBB & Dinner
						6000	130	137.82	Expenses - BBB & Dinner
01/07/2024	A R Davey Ltd	BACS #264	303.00		50.50	4470	300	252.50	Damage repairs - Mucky Mutts
01/07/2024	Hooper Services	BACS #265	798.00		133.00	4230	150	65.00	Grass cutting - Exhibition Rd
						4230	330	35.00	Maintenance - FC Play Area
						4230	200	20.00	Grass cutting - Upper Deck
						4250	190	410.00	Grass cutting - Peoples Park
						4230	160	85.00	Grass cutting - Barnfield
						4230	330	50.00	Grass cutting - SPG Play Area
01/07/2024	Mr C Pugsley	SO #266	833.33			4390	250	833.33	Bunaglow rent - July
02/07/2024	Spar	CARD #267	1.89			4440	250	1.89	Meeting refreshments
02/07/2024	GOV.UK	CARD #268	6.00			4120	120	6.00	Land registry search
02/07/2024	GOV.UK	CARD #269	6.00			4120	120	6.00	Land registry search - NM
02/07/2024	EE Ltd	DD #270	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
03/07/2024	Morrisons	CARD #271	5.06			4720	410	5.06	Youth - refreshments
03/07/2024	Baker Ross	CARD #272	73.80		12.32	4720	410	61.48	Youth - Girls Group supplies
04/07/2024	GOV.UK	CARD #273	6.00			4120	120	6.00	Land registry search - Moffats
05/07/2024	Cloudy IT	DD #274	28.80		4.80	4070	120	24.00	IT support - tablets
08/07/2024	Post Office	CARD #275	3.05			4065	120	3.05	Postage
10/07/2024	British Red Cross	CARD #276	0.99		0.17	4720	410	0.82	Youth - leaving card
10/07/2024	Tesco	CARD #277	1.95			4720	410	1.95	Youth - refreshments
10/07/2024	British Gas	DD #278	23.25		1.11	4290	340	22.14	Electricity - Newcombes toilet
12/07/2024	Post Office	CARD #279	2.55			4065	120	2.55	Postage
12/07/2024	Morrisons	CARD #280	23.02			4720	410	23.02	Youth- refreshments (Locality)
12/07/2024	British Gas	DD #281	44.51		2.12	4290	250	42.39	Electricity - Bungalow
12/07/2024	Octopus Energy	DD #282	17.77		0.85	4290	210	16.92	Electricity - Bandstand
15/07/2024	CCLA	TRF 3	90,353.90			235		90,353.90	Transfer to CCLA
15/07/2024	CCLA	TRF 4	94,794.73			235		94,794.73	Transfer to CCLA
15/07/2024	Tuckers	BACS #283	38.00		6.33	4590	380	31.67	Compost
15/07/2024	Adams	BACS #284	40.36		6.73	4115	120	19.99	Various supplies
						4020	365	13.64	Various supplies
15/07/2024	R Avery	BACS #285	54.05			4130	130	54.05	Expenses
15/07/2024	East Devon Tree Care Ltd	BACS #286	108.00		18.00	4155	130	90.00	VA of 2 trees - Peoples Park
15/07/2024	RJ Brooks and Sons Ltd	BACS #287	144.00		24.00	4470	300	120.00	Bench removal
15/07/2024	Hooper Services	BACS #288	246.00		41.00	4250	190	205.00	Peoples Park - grass cutting
15/07/2024	The Turning Tides Project	BACS #289	744.00			4020	365	744.00	Town maintenance - May

Payments for Month 4

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>
15/07/2024	The Turning Tides Project	BACS #290	789.00			4020	365	789.00	Town maintenance - May
15/07/2024	The Turning Tides Project	BACS #291	874.92			4020	365	874.92	Town maintenance - June
15/07/2024	Hooper Services	BACS #292	882.00		147.00	4250	190	410.00	Grass cutting - Peoples Park
						4230	160	85.00	Grass cutting - Barnfield
						4230	200	20.00	Grass cutting - Upper Deck
						4230	150	65.00	Grass cutting - Exhibiton Rd
						4230	330	35.00	Grass cutting - Fulda Crescent
						4230	190	120.00	Basal suckers - Peoples Park
16/07/2024	Nexus Open Systems	DD #293	375.44		62.57	4070	120	312.87	IT support - June
16/07/2024	European Dental Lab	BACS #294	50.00			4570	270	50.00	CCTV - elec contribution
16/07/2024	A J Cox Butchers	BACS #295	50.00			4570	270	50.00	CCTV - elec contribution
16/07/2024	Mr L Skinner	BACS #296	50.00			4570	270	50.00	CCTV - elec contribution
16/07/2024	J & H Gregory	BACS #297	65.00			4120	130	65.00	Food Festival - performance
16/07/2024	C Anstee (Sandford Sings)	BACS #298	100.00			4120	130	100.00	Food Festival - performance
16/07/2024	R Morgan (Unique Events)	BACS #299	145.00			4120	130	145.00	BBB - face painter
						349	0	-145.00	BBB - face painter
						6000	130	145.00	BBB - face painter
17/07/2024	Tesco	CARD #300	12.19			4720	410	12.19	Youth - refreshments
19/07/2024	Morrisons	CARD #301	28.87			4720	410	28.87	Youth- refreshments (Locality)
19/07/2024	Cllr S Huxtable	BACS #302	833.30			4215	130	833.30	Expenses - Twinning trip
22/07/2024	Wage payments	BACS #303	10,440.03			4000	110	10,440.03	Salaries - July
22/07/2024	HMRC	BACS #304	2,508.77			4030	110	2,508.77	PAYE/NI - July
22/07/2024	Peninsula Pensions	BACS #305	3,351.79			4040	110	3,351.79	Pensions - July
23/07/2024	Spar	BACS #306	1.89			4440	250	1.89	Meeting refreshments
23/07/2024	Woodlands	CARD #307	693.00		115.50	4720	410	577.50	Woodlands trip
23/07/2024	British Gas	DD #308	7.61		0.36	4290	250	7.25	Standing charge - front office
24/07/2024	Spar	CARD #309	7.19			4720	410	7.19	Youth- refreshments (Locality)
24/07/2024	Everflow	DD #310	43.08			4235	250	15.34	Water - Council Offices
						4235	340	27.74	Water - Newcombes toilet
26/07/2024	Wilko	CARD #311	13.98			4720	410	13.98	Youth - sport equip (locality)
26/07/2024	Concorde	DD #312	64.12		10.69	4060	120	53.43	Printing charges - May
26/07/2024	E Armitage	BACS #313	18.00			4130	130	18.00	Expenses - bleach damage
26/07/2024	The Turning Tides Project	BACS #314	30.00			4120	380	30.00	Britian in Bloom - lunch
26/07/2024	DTR Garden Services	BACS #315	450.00			4250	410	450.00	Grass verge cutting
29/07/2024	Nexus Open Systems	DD #316	7.06		1.18	4070	120	5.88	IT support - June
29/07/2024	Valda Energy	DD #317	44.72		2.13	4290	340	8.68	Electricity - Newcombes toilet
						4290	250	12.78	Electricity - Bungalow
						4290	350	21.13	Electricity - OLS
29/07/2024	Rotary Club of Crediton Bon	BACS #318	250.00			4750	420	250.00	Grant funding 24/25
29/07/2024	Zurich	BACS #319	105.38			4220	120	105.38	Add: Locomotive nameplate
31/07/2024	Concorde	DD #320	178.37		29.73	4075	120	148.64	Telephone charges

Total Payments for Month	211,836.36	0.00	754.49	211,081.87
Balance Carried Fwd	198,611.42			
Cashbook Totals	410,447.78	0.00	754.49	409,693.29

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		94,760.38					94,760.38	
Banked 03/07/2024		34.35						
C&C #2	Cambridge and Counties Bank	34.35			1090	120	34.35	Interest on 03/07/24
Total Receipts for Month		34.35	0.00	0.00			34.35	
Cashbook Totals		94,794.73	0.00	0.00			94,794.73	

Payments for Month 4				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>
04/07/2024	Co-Operative 9217	TRF 2	94,794.73			200		94,794.73	Closure of C&C account
Total Payments for Month			94,794.73	0.00	0.00			94,794.73	
Balance Carried Fwd			0.00						
Cashbook Totals			94,794.73	0.00	0.00			94,794.73	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		264,585.15					264,585.15	
	Banked 02/07/2024	1,130.97						
CCLA #4	CCLA	1,130.97			1090	120	1,130.97	Interest on account
	Banked 15/07/2024	90,353.90						
TRF 3	Co-Operative 9217	90,353.90			200		90,353.90	Transfer to CCLA
	Banked 15/07/2024	94,794.73						
TRF 4	Co-Operative 9217	94,794.73			200		94,794.73	Transfer to CCLA
Total Receipts for Month		186,279.60	0.00	0.00			186,279.60	
Cashbook Totals		450,864.75	0.00	0.00			450,864.75	

Payments for Month 4				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		450,864.75						
	Cashbook Totals		450,864.75	0.00	0.00			450,864.75	

Date: 04/09/2024

Crediton Town Council

Page: 15

Time 13:45

Cashbook 1

User: RA

Co-Operative 9217

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		198,611.42					198,611.42	
	Banked 01/08/2024	3,812.33						
#105	HMRC	3,812.33			105		3,812.33	VAT return (April - June)
	Banked 08/08/2024	5,000.00						
#106	DYS Space	5,000.00			1230	410	5,000.00	Youth grant
	Banked 15/08/2024	19.23						
#107	Allotment Exhibition	8.87			1150	150	8.01	E1A Rent 23/24
					1170	180	0.86	E1A BAA 23/24
#108	Allotment Barnfield	10.36			1150	160	9.36	B5B Rent 23/24
					1170	180	1.00	B5B BAA 23/24
	Banked 19/08/2024	431.40						
#109	Mr A H	431.40			1280	160	431.40	Barnfield wall repairs - 50%
					334		431.40	Barnfield wall repairs - 50%
					6001	160	-431.40	Barnfield wall repairs - 50%
	Banked 20/08/2024	5.76						
#110	Allotment Barnfield	5.76			1150	160	5.20	B12E Rent 23/24
					1170	180	0.56	B12E BAA 23/24
	Banked 27/08/2024	174.00						
#111	Youth Club (YW)	20.00			1240	410	20.00	Subs - Projects Night
#112	Youth Club (YW)	20.00			1240	410	20.00	Subs - Projects Night
#113	Youth Club (YW)	20.00			1240	410	20.00	Subs - Outdoor Club
#114	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
#115	Youth Club (YW)	20.00			1240	410	20.00	Subs - Outdoor Club
#116	Youth Club (YW)	24.00			1240	410	24.00	Membership subs
#117	Helmores	50.00			1250	390	50.00	Christmas sponsorship
	Banked 28/08/2024	50.00						
#118	Revive Beauty & Hair Design	50.00			1250	390	50.00	Christmas sponsorship
Total Receipts for Month		9,492.72	0.00	0.00			9,492.72	
Cashbook Totals		208,104.14	0.00	0.00			208,104.14	

Continued on Page 16

Payments for Month 5

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>
01/08/2024	Mr C Pugsley	SO #321	833.33			4390	250	833.33	Bungalow rent - August
02/08/2024	Post Office	CARD #322	2.00			4085	120	2.00	Stationery
02/08/2024	EE Ltd	DD #323	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
02/08/2024	C Kelly	BACS #324	10.97			4720	410	10.97	Expenses - ParkFun24 supplies
02/08/2024	JB Confidential	BACS #325	14.40		2.40	4100	120	12.00	Security waste collection
02/08/2024	Ian Rogers	BACS #326	300.00			4120	130	300.00	Food Festival - electrics
02/08/2024	Guy Cracknell Graphic Design	BACS #327	540.00		90.00	4140	130	450.00	Town Guide - map
02/08/2024	Mid Devon District Council	BACS #328	811.20		135.20	4470	300	676.00	Bin emptying - Tarka View
						322	0	-676.00	Bin emptying - Tarka View
						6000	300	676.00	Bin emptying - Tarka View
05/08/2024	Spar	CARD #329	1.89			4440	250	1.89	Meeting refreshments
06/08/2024	Cloudy IT	DD #330	28.80		4.80	4070	120	24.00	IT support - tablets
07/08/2024	Mr B Lucas	BACS #331	100.00			4110	120	100.00	Office chairs
09/08/2024	RBL Poppy Appeal	CHQ #332	27.50			4170	130	27.50	D-Day 80 wreath
09/08/2024	British Gas	DD #333	22.60		1.08	4290	340	21.52	Electricity - Newcombes toilet
12/08/2024	British Gas	DD #334	46.52		2.22	4290	250	44.30	Electricity - Bungalow
13/08/2024	Nexus Open Systems	DD #335	375.44		62.57	4070	120	312.87	IT support - July
13/08/2024	Octopus Energy	DD #336	19.65		0.94	4290	210	18.71	Electricity - Bandstand
16/08/2024	The Bookery	CARD #337	16.99			4720	410	16.99	Youth - book
21/08/2024	N Love	BACS #338	14.72			4130	130	14.72	Travel expenses - youth
21/08/2024	Adams	BACS #339	34.73		5.79	4115	120	8.57	Office supplies
						4020	365	20.37	Cleaning supplies/equipment
21/08/2024	Vivian Architecture Ltd	BACS #340	200.00			4230	250	200.00	[REDACTED] - Survey & Feasib
						338	0	-200.00	[REDACTED] - Survey & Feasib
						6000	250	200.00	[REDACTED] - Survey & Feasib
21/08/2024	Bearnes Hampton & Littlewood	BACS #341	360.00		60.00	4220	120	300.00	Locomotive nameplate valuation
21/08/2024	R J Brooks & Son Ltd	BACS #342	1,035.36		172.56	4230	160	862.80	Barnfield - repairs to wall
						334	0	-862.80	Barnfield - repairs to wall
						6000	160	862.80	Barnfield - repairs to wall
21/08/2024	Exact Structures	BACS #343	1,158.90		193.15	4230	250	965.75	[REDACTED] - Visit & drawing
						338	0	-965.75	[REDACTED] - Visit & drawing
						6000	250	965.75	[REDACTED] - Visit & drawing
21/08/2024	Hooper Services	BACS #344	1,320.00		220.00	4250	190	410.00	Peoples Park - grass cutting
						4250	190	100.00	Peoples Park - tree grass cut
						4230	330	120.00	SPG - grass cutting
						4230	330	120.00	SPG - weed control
						4230	150	65.00	Exhibition Rd - grass cutting
						4230	330	60.00	SPG - shrub pruning

Payments for Month 5				Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4230	200	25.00	Upper Deck - grass cutting
						4230	200	50.00	Upper Deck - weed control
						4560	360	150.00	Peoples Park - tree removal
21/08/2024	Vivian Architecture Ltd	BACS #345	1,800.00			4230	350	1,800.00	OLS - outline scheme
						344	0	-1,800.00	OLS - outline scheme
						6000	350	1,800.00	OLS - outline scheme
22/08/2024	Wage payments	BACS #346	10,583.89			4000	110	7,506.11	Salaries - August
						4005	110	3,077.78	Salaries - August
22/08/2024	HMRC	BACS #347	2,513.77			4030	110	2,269.89	NI/PAYE - August
						4010	110	243.88	NI/PAYE - August
22/08/2024	Peninsula Pensions	BACS #348	3,429.16			4040	110	2,596.06	Pensions - August
						4015	110	833.10	Pensions - August
27/08/2024	British Gas	DD #349	8.92		0.42	4290	250	8.50	Standing charge - front office
27/08/2024	Concorde	DD #350	29.21		4.87	4060	120	24.34	Printing charges - June
27/08/2024	Valda Energy	DD #351	115.65		5.51	4290	340	8.68	Electricity - Newcombes toilet
						4290	250	10.97	Gas - Bungalow
						4290	250	38.11	Electricity - Bungalow
						4290	350	52.38	Electricity - OLS
27/08/2024	Everflow	DD #352	41.70			4235	250	14.85	Water - Bungalow
						4235	340	26.85	Water - Newcombes toilet
27/08/2024	Rentokil Initial UK Ltd	BACS #353	48.83		8.14	4230	250	40.69	FHU - emptying service
27/08/2024	Steve Huxtable	BACS #354	204.66		6.68	4215	130	164.70	Travel expenses - Avranches
						4730	410	33.28	Expenses - [CUT!] equipment
27/08/2024	The Turning Tides Project	BACS #355	325.00			4120	130	325.00	Food Festival - willow arches
27/08/2024	DTR Garden Services	BACS #356	450.00			4250	410	450.00	Grass verge cutting
27/08/2024	Viking	BACS #357	96.55		11.98	4115	120	55.93	Office consumables
						4440	250	24.69	Meeting refreshments
						4120	120	3.95	Order insurance
28/08/2024	Nexus Open Systems	DD #358	424.66		70.78	4070	120	353.88	IT support - July
30/08/2024	Concorde	DD #359	178.37		29.73	4075	120	148.64	Telephone charges
Total Payments for Month			27,546.08	0.00	1,092.27			26,453.81	
Balance Carried Fwd			180,558.06						
Cashbook Totals			208,104.14	0.00	1,092.27			207,011.87	

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		450,864.75					450,864.75	
Banked	02/08/2024	1,589.18						
CCLA #5	CCLA	1,589.18			1090	120	1,589.18	Interest on account
Total Receipts for Month		1,589.18	0.00	0.00			1,589.18	
Cashbook Totals		452,453.93	0.00	0.00			452,453.93	

Payments for Month 5				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			452,453.93						
Cashbook Totals			452,453.93	0.00	0.00	452,453.93			

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024	264	198,611.42
			<u>198,611.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			198,611.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			198,611.42
		Balance per Cash Book is :-	198,611.42
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - Cambridge & Counties 6951

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge & Counties 15006951	31/07/2024	8	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 3 - Nationwide Account 7276

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/07/2024	19	87,127.56
			<u>87,127.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 5 - United Trust Bank 6692

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
United Trust Bank	31/07/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 7 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/07/2024		450,864.75
			<u>450,864.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			450,864.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			450,864.75
		Balance per Cash Book is :-	450,864.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/08/2024
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	30/08/2024	267	180,558.06
			<u>180,558.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,558.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,558.06
		Balance per Cash Book is :-	180,558.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2024
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/08/2024	19	87,127.56
			<u>87,127.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 7 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/08/2024		452,453.93
			<u>452,453.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			452,453.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			452,453.93
		Balance per Cash Book is :-	452,453.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 31 July 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2024	Co-Operative Current 15006951	198,611.42
31/07/2024	Cambridge & Counties 15006951	0.00
31/07/2024	Nationwide Account 90097276	87,127.56
31/07/2024	United Trust Bank	0.00
31/07/2024	CCLA	450,864.75

736,603.73

Receipts not on Bank Statement

0.00

Closing Balance

736,603.73

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	198,611.42
2	Cambridge & Counties 6951	0.00
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	0.00
7	CCLA	450,864.75

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances

736,603.73

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 31 August 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2024	Co-Operative Current 15006951	180,558.06
31/08/2024	Cambridge & Counties 15006951	0.00
31/08/2024	Nationwide Account 90097276	87,127.56
31/08/2024	United Trust Bank	0.00
31/08/2024	CCLA	452,453.93

720,139.55

Receipts not on Bank Statement

0.00

Closing Balance

720,139.55

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	180,558.06
2	Cambridge & Counties 6951	0.00
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	0.00
7	CCLA	452,453.93

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 720,139.55

[illegible]

Year To Date Budget 2024-2025

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget Spent	Remaining	Total Spend
Salaries																
Salaries, Including NI & Pensions	£ 220,000.00	16345	16434	16332	16301	16527								37%	138,061.00	81,939.00
Payroll	£ 250.00	0	0	0	0	0								0%	250.00	-
Office Administration																
Photocopier/Printing	£ 1,000.00	-47	47	21	53	24								10%	902.00	98.00
Postage	£ 350.00	112	0	3	6	0								35%	229.00	121.00
IT Support	£ 6,000.00	198	511	337	517	691								38%	3,746.00	2,254.00
Telephone/Broadband	£ 1,800.00	192	149	149	149	149								44%	1,012.00	788.00
Audit Fees	£ 2,500.00	0	853	500	0	0								54%	1,147.00	1,353.00
Stationery	£ 700.00	24	25	60	0	2								16%	589.00	111.00
Software	£ 4,500.00	0	1333	0	0	0								30%	3,167.00	1,333.00
Reference books	£ 150.00	0	0	0	0	0								0%	150.00	-
Security Waste Collection	£ 50.00	0	0	0	0	12								24%	38.00	12.00
Legal/Professional Services	£ 5,000.00	0	0	0	0	0								0%	5,000.00	-
Insurance	£ 6,000.00	0	3938	0	105	300								72%	1,657.00	4,343.00
Office Equipment	£ 2,200.00	0	176	27	0	100								14%	1,897.00	303.00
Other	£ 700.00	0	0	76	18	4								14%	602.00	98.00
Office Supplies/Consumables	£ 500.00	33	55	45	20	65								44%	282.00	218.00
Council and Councillors																
Councillor/Clerk Expenses	£ 1,500.00	0	89	71	54	15								15%	1,271.00	229.00
Councillor e-mail addresses	£ 770.00	0	0	0	0	0								0%	770.00	-
Advertising	£ 1,000.00	0	0	0	0	450								45%	550.00	450.00
Mayor's Allowance	£ 600.00	0	0	0	0	0								0%	600.00	-
Councillor Allowances	£ 1,600.00	0	720	0	0	0								45%	880.00	720.00
Annual Town Meeting	£ 200.00	0	0	0	90	0								45%	110.00	90.00
Mayor's Reception	£ 2,308.00	0	808	0	0	0								35%	1,500.00	808.00
Hospitality	£ 300.00	0	0	0	0	0								0%	300.00	-
Remembrance Day	£ 1,200.00	0	20	248	0	28								25%	904.00	296.00
Website	£ 2,000.00	275	0	0	0	0								14%	1,725.00	275.00
Website Accessibility Work	£ -	0	0	0	0	0								0%	0.00	-
Subscriptions	£ 2,000.00	0	357	1415	0	0								89%	228.00	1,772.00
Staff/Councillor Training	£ 7,000.00	0	0	0	0	0								0%	7,000.00	-
Honorarium	£ 400.00	0	0	0	0	0								0%	400.00	-
Parking Permit	£ 600.00	0	0	0	0	0								0%	600.00	-
Public Consultations	£ 500.00	0	0	0	0	0								0%	500.00	-
Meeting Room Charges	£ 500.00	0	0	0	0	0								0%	500.00	-
Other expenditure: Food Festival*	£ -	0	1392	2901	165	625								0%	-5,083.00	5,083.00
Civic Functions	£ 5,000.00	0	0	0	833	165								20%	4,002.00	998.00
Allotments																
Exhibition Road general/scheduled maintenance	£ 950.00	0	0	0	130	65								21%	755.00	195.00
Exhibition Road water/water maintenance and repairs	£ 850.00	0	0	0	0	0								0%	850.00	-
Barnfield general/scheduled maintenance	£ 900.00	0	0	0	170	0								19%	730.00	170.00
Barnfield water/water maintenance and repairs	£ 775.00	0	0	0	30	0								4%	745.00	30.00
Moffats general/scheduled maintenance	£ 200.00	0	0	0	0	0								0%	200.00	-
Moffats water/water maintenance and repairs	£ 500.00	0	0	0	0	0								0%	500.00	-
Boniface Allotments Association fees	£ 300.00	41	0	0	0	0								14%	259.00	41.00
Property and Assets																
Peoples Park maintenance	£ 3,600.00	-100	100	0	120	0								3%	3,480.00	120.00
Peoples Park grass cutting	£ 5,000.00	-205	205	0	1025	510								31%	3,465.00	1,535.00
Peoples Park Memorial Garden	£ 1,500.00	-625	625	0	0	0								0%	1,500.00	-
Peoples Park Wildlife Area	£ 250.00	0	0	0	0	0								0%	250.00	-
Upper Deck general maintenance and cleaning	£ 600.00	0	0	0	40	75								19%	485.00	115.00
Bandstand electricity	£ 440.00	0	16	16	17	19								15%	372.00	68.00
Bandstand cleaning and general maintenance	£ 800.00	-525	525	0	0	0								0%	800.00	-
War Memorial netting	£ -	0	0	0	0	0								0%	0.00	-
War Memorial cleaning and general maintenance	£ 300.00	0	0	0	220	0								73%	80.00	220.00
Street Furniture general maintenance	£ 1,500.00	-250	250	0	0	0								0%	1,500.00	-
Street Furniture bus shelter maintenance	£ -	0	0	0	0	0								0%	0.00	-
Town Clock	£ 1,000.00	0	0	0	0	0								0%	1,000.00	-
Stoney Park maintenance	£ 450.00	-400		0	0	0								-89%	850.00	- 400.00
Boniface Statue maintenance and cleaning	£ 350.00	-95	95	0	0	0								0%	350.00	-
Millenium Cross maintenance and cleaning	£ 150.00	0		0	0	0								0%	150.00	-
Garage rental	£ 1,820.00	0		0	0	0								0%	1,820.00	-
Public open spaces including Spinningpath Gardens and Fulda Crescent	£ 2,500.00	44	0	0	120	300								19%	2,036.00	464.00
Newcombes Meadow toilets water	£ 2,400.00	-1087	177	28	28	27								-34%	3,227.00	- 827.00
Newcombes Meadow toilets electricity	£ 1,320.00	8	36	30	31	30								10%	1,185.00	135.00
Newcombes Meadow toilets supplies	£ 400.00	1	11	0	0	0								3%	388.00	12.00
Newcombes Meadow toilets door locking	£ 150.00	0	0	0	0	0								0%	150.00	-
Old Landscore School electricity	£ 4,400.00	18	74	128	21	52								7%	4,107.00	293.00

Old Landscore School equipment	£ 500.00	0	0	8	0	0									2%	492.00	8.00
Old Landscore School water charges	£ 600.00	0	0	0	0	0									0%	600.00	-
Old Landscore School telephone/broadband	£ -	0	0	0	0	0									0%	0.00	-
Old Landscore School maintenance	£ 2,000.00	0	481	0	0	0									24%	1,519.00	481.00
Old Landscore School business rates	£ 4,500.00	3942	0	0	0	0									88%	558.00	3,942.00
Old Landscore School insurance	£ -	0	0	0	0	0									0%	0.00	-
Annual QTRA	£ 2,000.00	0	0	0	0	0									0%	2,000.00	-
Additional tree works	£ 3,000.00	0	0	0	0	150									5%	2,850.00	150.00
Town maintenance contract	£ 13,000.00	32	24	9	2422	20									19%	10,493.00	2,507.00
General Small works	£ 3,000.00	0	9	375	373	0									25%	2,243.00	757.00
CCTV	£ 10,000.00	0	0	0	150	0									2%	9,850.00	150.00
Council Offices																	
Bungalow rent & costs	£ 15,000.00	938	2503	2890	833	833									53%	7,003.00	7,997.00
Main office rent	£ 8,500.00	0	0	0	0	0									0%	8,500.00	-
Electricity	£ 2,750.00	201	353	269	62	102									36%	1,763.00	987.00
Water	£ 1,000.00	51	15	15	15	15									11%	889.00	111.00
Fire Extinguishers	£ 300.00	0	230	0	0	0									77%	70.00	230.00
General Premises Maintenance	£ 500.00	0	0	0	0	40									8%	460.00	40.00
Business rates	£ 4,000.00	3194	0	0	0	0									80%	806.00	3,194.00
Refreshments	£ 120.00	0	5	2	4	27									32%	82.00	38.00
Floral Crediton																	
Plants/Flowers	£ 2,500.00	0	0	1476	32	0									60%	992.00	1,508.00
Awards Evening	£ 100.00	0	0	0	0	0									0%	100.00	-
Hanging baskets/troughs & watering	£ 7,000.00	0	0	0	0	0									0%	7,000.00	-
Other Floral costs	£ 500.00	25	0	88	30	0									29%	357.00	143.00
New planters (replacements)	£ 1,000.00	0	0	0	0	0									0%	1,000.00	-
Christmas in Crediton																	
Repeat Costs	£ 13,200.00	0	0	0	0	0									0%	13,200.00	-
Community Participation	£ 7,000.00	0	0	0	0	0									0%	7,000.00	-
New Infrastructure	£ 4,000.00	0	0	0	0	0									0%	4,000.00	-
Miscellaneous	£ 750.00	0	0	0	0	0									0%	750.00	-
Additional Services																	
DCC grass cutting	£ 8,000.00	0	450	450	450	450									23%	6,200.00	1,800.00
Youth Work	£ 5,000.00	203	353	694	649	45									39%	3,056.00	1,944.00
Annual grants to community groups	£ 42,000.00	38505	220	1682	250	0									97%	1,343.00	40,657.00
Crediton Urban Taskforce	£ 1,500.00	166	7	0	0	33									14%	1,294.00	206.00
Budget Spend	475,903.00	61,214.00	33,671.00	30,345.00	25,533.00	21,950.00	-	-	-	-	-	-	-	-	36%	303,190.00	172,713.00
EXPENDITURE: Ear Marked Reserves**																	
EMR 349: St Boniface/Devon Day			1,936.00	6,343.00	283.00												
EMR 324: P3 Parish Paths				665.00													
EMR 334: Allotments						863.00											
EMR 322: St Furniture/Small Work						676.00											
EMR 344: OLS Project						1,800.00											
EMR 338: Council Building Fund						1,166.00											
Sub Total		-	1,936.00	7,008.00	283.00	4,505.00	-	-	-	-	-	-	-	-			
Total Spend inc reserves	475,903.00	61,214.00	35,607.00	37,353.00	25,816.00	26,455.00	-	-	-	-	-	-	-	-	39%	289,458.00	186,445.00
INCOME	Budget														%Budget	Balance	Total Income
Precept	£491,499.00	245,750													50%	245,749.00	245,750.00
Interest received	£13,000.00	1,160	1,124	4,543	1,165										61%	5,008.00	7,992.00
Youth grants received	£10,000.00	3,363			854	5,000.00									92%	783.00	9,217.00
Allotment rent & BAA membership	£4,220.00	9		52	9	25									2%	4,125.00	95.00
Other income: wayleave	£19.00	19													100%	0.00	19.00
Grants received: LYTC signage		582														582.00	
Other income: Food Festival		1,534	868	3,455												5,856.50	
Other income: Room hire	-	59	258	233	206											638.00	
Youth donations received		523	33	361	379	124.00										1,420.00	
Christmas donations received						100.00											
Sub Total	518,738	252,880.50	2,283.00	8,644.00	2,613.00	5,249.00	-	-	-	-	-	-	-	-			271,669.50
INCOME: Ear Marked Reserves	Budget																
EMR 349: St Boniface/Devon Day			710	5,883	2,000												8,593.00
EMR: Allotments						431.00											
Sub Total		-	710.00	5,883.00	2,000.00	431.00	-	-	-	-	-	-	-	-			9,024.00
Total Income inc reserves	518,738.00	252,880.50	2,993.00	14,527.00	4,613.00	5,680.00	-	-	-	-	-	-	-	-			280,693.50

*see Food Festival income - remaining funds to move to EMR

**see EMR tab for net movement of EMRs



CREDITON TOWN COUNCIL

Community Grant Application Process

Report by: Administrative Officer
To: Oversight Committee
Date: For consideration on 10 September 2024

Recommendation

The Oversight Committee is recommended to consider the report below in relation to Community Grants application process for groups/organisations wishing to apply, and approve the following:

- The creation of a small grant fund, for grants of up to £700.00
- The creation of a large grants fund, for grants of up to £3,000.00
- The approval of the draft Grants Policy, for consideration at the October meeting of the Oversight Committee.

1. Purpose

1.1 This report provides information relating to proposed changes to the grant application process.

2. Background

2.1 Crediton Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations, charities and good causes, (collectively 'organisations') where the activities will contribute to, and be of benefit to, the life or community of Crediton residents.

2.2 In 2024/25, CTC allocated a total of 33 grants, totalling £41,956.70 (total allocated budget of £42,000.00):

Grant amount (£)	Number of grants	Amount distributed
0 – 500	6	£2,202.00
501 - 1000	13	£11,600.00
1001 – 2000	10	£16,210.00
2001 - 3000	3	£8,444.70
3000 +	1	£3,500.00

3. Proposals

3.1 To approve the creation of a small grant fund application process for funding up to £700, with approval of payments being made by the Town Clerk and being reported back to the Grants Sub-Committee. There will be no time limit to apply, but will be allocated on a first come, first serve basis. For applications deemed inappropriate for the Town Clerk to decide or should the Town Clerk consider that the application should be decided by the Grants Sub-Committee, these will be considered at a convened meeting with information being provided to the applicant. A random sample of small grant applications will be reviewed by two members of the Grants Sub-Committee for audit purposes.

3.2 To approve the creation of a large grant fund application process for up to £3,000 where a more in-depth review is undertaken by the Grants Committee with potential interviewing of applicants.

3.3 A process flow chart is detailed in Appendix A.

4. Financial Implications

4.1 There are no financial implications.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 CTC is responsible for ensuring best value when spending public money and to continue to streamlining and improvement of policy and process.

Amount of funding are you applying for

Small Grant (up to £700)	Large Grant (up to £3000)
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What will you need to provide

<ul style="list-style-type: none"> • A completed application form • Confirmation of a bank account related to the organisation • A copy of your most recent accounts • A copy of your constitution 	<ul style="list-style-type: none"> • A completed application form • Confirmation of a bank account related to the organisation • A copy of your most recent accounts • A copy of your constitution
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What will you need to demonstrate

<ul style="list-style-type: none"> • Your project directly benefits Crediton residents • Your project is not funded through any other means by CTC • Your project has not already taken place • Your organisation is not party political or profit making 	<ul style="list-style-type: none"> • There is a need for the project/existing gap in provision • Your project directly benefits Crediton residents and has a positive impact • The organisation has clearly defined aims and objectives • Your project is not funded through any other means by CTC • Your project has not already taken place • Your organisation is not party political or profit making • How the project will be financially sustainable in the long term, independent of CTC funding • Be invited to attend a Grants Sub-Committee meeting to answer any questions members might have
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Monitoring and Reporting

<ul style="list-style-type: none"> • Complete a feedback form advising how you used your grant and show how the money was spent against the budget, once the project is finished • CTC may ask you for copies of policies and procedures 	<ul style="list-style-type: none"> • Groups/organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown • CTC representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people
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Payment Requirements

<ul style="list-style-type: none"> • Grants should be spent for the purposes stated on the application only • Grants cannot cover expenses already incurred • CTC reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given • Include the grant on your financial accounting as specified restricted income/expenditure 	<ul style="list-style-type: none"> • Grants should be spent for the purposes stated on the application only • Grants cannot cover costs that have already been incurred • CTC reserves the right to requests copies of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned • CTC reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given • Include the grant on your financial accounting as specified restricted income/expenditure
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Publicity Requirements

<ul style="list-style-type: none"> • CTC may ask you to come to office/an event to receive your grant from the Mayor. CTC will take a photo and publish a press release • Include the CTC logo on your website if you have one 	<ul style="list-style-type: none"> • The CTC logo will appear on published information about the project, including on your website, and CTC will be mentioned in press releases and associated publicity and will ask for evidence to be provided for monitoring purposes • CTC may require photos with agreement from participants and may use the name of the organisation and project for its own publicity material • CTC will publish details of grants awarded and summarise the projects using information contained in the grant application form
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Other Terms and Conditions

<ul style="list-style-type: none"> • Grant applications will only be considered the project or activity directly benefits residents within the town boundaries of Crediton • The project is not funded by any other means by CTC • If CTC becomes aware of evidence of dishonesty or negligence which could bring the reputation of CTC into disrepute, CTC may terminate the grant and may require repayment in full 	<ul style="list-style-type: none"> • Grant applications will only be considered the project or activity directly benefits residents within the town boundaries of Crediton • The project is not funded by any other means by CTC • If CTC becomes aware of evidence of dishonesty or negligence which could bring the reputation of CTC into disrepute, CTC may terminate the grant and may require repayment in full • Applications from organisations and services which receive other sources of government and local government
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	<p>funding must demonstrate how the project differs from their core services and how the wider community is involved</p>
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CREDITON TOWN COUNCIL

CCTV Maintenance Report

Report by: Town Clerk
To: Oversight Committee
Date: For consideration on 10 September 2024

Recommendation

The Oversight Committee is recommended to consider the quotes for annual CCTV maintenance.

1. Purpose

1.1 This report provides quotes for the procurement of an annual contract of CCTV maintenance.

2. Background

- 2.1 Credition Town Council has maintained a CCTV system since 2021.
- 2.2 This is the first year that a maintenance charge will be paid, as the fee has been waived due to the ongoing issues.
- 2.3 A full review of the CCTV system has been undertaken, with some minor changes having been made to maintain a regular and clearer video stream

3. Proposals

3.1 To review the below quotes and approve a contractor.

4. Financial Implications

4.1. The following quotes have been obtained for consideration:

Company	Details	Cost
A	One visit	£585.00 + VAT
B	Includes 2 x PPM visits per year to check and assess every camera and all transmission system and control/recording equipment and to carry out cleaning.	Year 1: £2,400.00 + VAT Year 2: £2,520.00 + VAT Year 3: £2,646.00 + VAT Total Cost for 3 years: £7,566.00 + VAT (One visit would halve the fees)

5. Climate Implications

5.1 Companies will drive to Credition to undertake site visits.

6. Conclusion

6.1. CTC has a responsibility to maintain the CCTV system, ensuring that it is fit for purpose.