



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, December 10, 2024, at 19:00, at The Bungalow, 8 North Street, EX17 2BT.**

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

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

**Rachel Avery FSLCC**

**Town Clerk**

**Thursday, 05 December 2024**

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Please note that:

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

## **AGENDA**

### **115 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **116 - 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)

### **117 - Apologies**

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

### **118 - Declarations of Interest and Request for Dispensations**

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

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

### **119 - Climate Emergency**

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

### **120 - 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

### **121 - Chair's and Clerk's Announcements**

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

### **122 - Council Affairs and Finance Committee Minutes**

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

### **123 - Finance**

**123.1 - To receive and approve transactions between 01 November 2024 and 30 November 2024**

**123.2 - To receive and approve the bank reconciliation to 30 November 2024**

**123.3 - To note bank account balances to 30 November 2024**

**124 - Budget 2025/26**

To review the initial draft budget, for approval in January

**125 - Review and Adoption of Policies**

Model Publication Scheme

**126 - Councillor Introductions**

To receive the report regarding Councillor Introductions and to consider the recommendations therein

**127 - Member Participation**

To discuss individual member levels of participation, to agree any further action (Cllrs Backhouse and Fawssett)

**128 - Devon County Council Pension Fund**

To receive an update from Cllr Backhouse, if available

**129 - Youth Action Plan**

To approve the Youth Action Plan 2024/25

**130 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 14 January 2025

**131 - 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

**132 - Youth Team Staffing**

To receive the report regarding a member of the Youth Team Staff and to note the contents

**133 - Youth Team Staffing**

To receive the report regarding a member of the Youth Team Staff and to approve the recommendations therein

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

[2024-11-12 - Oversight Committee - Minutes.pdf](#)

[Transactions 01 - 30 November 2024.pdf](#)

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

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

[Year To Date Budget 24-25.pdf](#)

[EMR levels as at 30 Nov.pdf](#)

[Proposals 2025.26.xlsx](#)

[Model Publication Scheme.doc](#)

[2024 2025 Youth Work Action Plan.docx](#)



**Minutes of the Oversight Committee held on Tuesday, November 12, 2024 at 19:00 in the Bungalow, 8 North Street, Credition, EX17 2BT**

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

**Apologies:** Joyce Harris, Frank Letch

**Minute Taker:** Rachel Avery, Town Clerk

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## MINUTES

### 98 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.04 and members introduced themselves.

### 99 PUBLIC QUESTION TIME

There were no members of the public in attendance.

### 100 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr F Letch (personal) and Cllr Harris (holiday). (Proposed by Cllr Huxtable)

### 101 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 101.1 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.

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

There were no dispensation requests.

### 102 CLIMATE EMERGENCY

It was noted that decisions will be made with the climate emergency at the forefront of decision and policy making.

### 103 ORDER OF BUSINESS

There were no changes to the order of business.

### 104 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

**105 OVERSIGHT COMMITTEE MINUTES**

**Decision:** The minutes from the Oversight Committee meeting held on Tuesday, 15 October 2024, were approved as a correct record. (Proposed by Cllr Cochran)

**Decision:** The minutes from the Oversight Committee meeting held on Thursday, 24 October 2024, were approved as a correct record. (Proposed by Cllr Cairney)

**106 FINANCE****106.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 OCTOBER AND 31 OCTOBER 2024**

**Decision:** The transactions between 01 October 2024 and 31 October 2024 were approved. (Proposed by Cllr Cochran)

**106.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 OCTOBER 2024**

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

**106.3 TO NOTE BANK ACCOUNT BALANCES TO 31 OCTOBER 2024**

The bank account balances as of 31 October 2024, were noted.

**106.4 TO NOTE YEAR TO DATE REPORT**

The year-to-date report was **noted**.

**107 RESERVES**

Cllr Huxtable initiated a review of all reserves and proposed recommendations, for approval by Full Council. Consideration was given to the proposed reallocating funds to various earmarked reserves, which were aimed at rounding up balances and ensuring sufficient funds for future projects.

**Decision:** The committee **approved** the proposals to reallocate funds to various earmarked reserves, including £62,916.00 to the building fund, £11,000.00 to CCTV, £25,000.00 to local authority services, and £2,800.00 to Old Landscore School, for approval by Full Council. (Proposed by Cllr Huxtable)

**108 PUBLIC BUDGETING WORKSHOPS**

The Town Clerk provided a verbal report on the upcoming public budgeting workshops. She announced a drop-in session scheduled for Saturday, intended to gather public input on budget priorities. The session would involve discussions and activities where members of the public could comment on the service areas they felt were important for budget allocation. Another session was planned for the following Tuesday prior to the Full Council meeting. Cllr Huxtable encouraged all members to attend and engage with the public during these workshops.

**109 MDDC ASSETS**

Cllr Huxtable advised on an upcoming meeting with the Section 151 Officer and the Finance Manager from Mid Devon District Council to discuss the paddling pool and other assets. The three Chairs of CTC committees would be attending, alongside MDDC portfolio holders. The Town Clerk advised that she had received a rough process and

task overview from MDDC regarding the operation of the paddling pool, which she would circulate to members. The discussion highlighted the need for a comprehensive understanding of the responsibilities involved in managing the pool, and other assets.

# 110 ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS

The committee discussed the consultation by HM Government on enabling remote attendance and proxy voting at local authority meetings. There was a general consensus against proxy voting due to concerns about predetermination and the importance of councillors being present to hear discussions before voting. However, there was some support for remote attendance, especially for those unable to attend due to health or work reasons. It was agreed that the Town Clerk would gather individual responses via a form, and it would be requested to Full Council that a response is delegated to this committee.

# 111 DATE OF NEXT MEETING

**Decision:** It was **noted** that the next scheduled meeting will take place on Tuesday, December 10, 2024.

# 112 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)

# 113 COUNCIL OFFICES

The Town Clerk provide a verbal update.

# 114 REPORTS PACK

Signed .....

Dated.....

Date: 04/12/2024

## Crediton Town Council

Page: 15

Time 14:43

## Cashbook 1

User: RA

Co-Operative 9217

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		364,513.32					364,513.32	
	Banked 01/11/2024	48.21						
#201	Allotment Barnfield	48.21			1150	160	26.32	B1D Rent 24/25
					1170	180	2.73	B1D BAA 24/25
					1150	160	17.36	B5C Rent 24/25
					1170	180	1.80	B5C BAA 24/25
	Banked 04/11/2024	88.41						
#202	Allotment Exhibition	1.89			1150	150	1.30	E11B Rent 24/25
					1150	150	0.59	E11B Rent 24/25 overpaid
#203	Allotment Barnfield	86.52			1150	160	35.28	B8A Rent 24/25
					1170	180	3.65	B8A BAA 24/25
					1150	160	43.12	B4A Rent 24/25
					1170	180	4.47	B4A BAA 24/25
	Banked 06/11/2024	149.87						
#204	Allotment Exhibition	149.87			1150	150	25.20	E11A Rent 24/25
					1170	180	2.61	E11A BAA 24/25
					1150	150	25.76	E20A Rent 24/25
					1170	180	2.67	E20A BAA 24/25
					1150	150	40.60	E3 Rent 24/25
					1170	180	4.21	E3 BAA 24/25
					1150	150	44.24	E4B Rent 24/25
					1170	180	4.58	E4B BAA 24/25
	Banked 07/11/2024	166.82						
#205	Allotment Barnfield	84.98			1150	160	22.40	B14B Rent 24/25
					1170	180	2.32	B14B BAA 24/25
					1150	160	54.60	B8 Rent 24/25
					1170	180	5.66	B8 BAA 24/25
#206	Youth Club (YW)	30.00			1240	410	30.00	Subs - Cafe & Project Night
#207	St Stephen in Brannel PC	51.84			4130	130	51.84	SLCC Conference travel
	Banked 08/11/2024	83.74						
#208	Allotment Barnfield	83.74			1150	160	35.00	B10 Rent 24/25
					1170	180	3.63	B10 BAA 24/25
					1150	160	40.88	B7B Rent 24/25
					1170	180	4.23	B7B BAA 24/25
	Banked 11/11/2024	102.45						
#209	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
#210	Allotment Exhibition	25.65			1150	150	23.24	E22A Rent 24/25
					1170	180	2.41	E22A BAA 24/25
#211	Allotment Barnfield	61.80			1150	160	56.00	B10A Rent 24/25
					1170	180	5.80	B10A BAA 24/25
	Banked 12/11/2024	30.00						
#212	Youth Club (YW)	30.00			1240	410	15.00	Subs - Project Night
					1240	410	15.00	Subs - Project Night
	Banked 12/11/2024	29.45						

Continued on Page 16

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#213	Allotment Barnfield	29.45			1150	160	26.69	B6B Rent 24/25
					1170	180	2.76	B6B BAA 24/25
	Banked 13/11/2024	15.00						
#214	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
	Banked 15/11/2024	124.82						
#215	Northam Town Council	124.82			4190	130	124.82	First Aid Course
	Banked 19/11/2024	83.24						
#216	Allotment Barnfield	73.24			1150	160	34.44	B3 Rent 24/25
					1170	180	3.57	B3 BAA 24/25
					1150	160	31.92	B11C Rent 24/25
					1170	180	3.31	B11C BAA 24/25
#217	Member of public	10.00			1240	410	10.00	Donation - office chairs
	Banked 20/11/2024	60.53						
#218	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
#219	Allotment Exhibition	19.47			1150	150	17.64	E19B Rent 24/25
					1170	180	1.83	E19B BAA 24/25
#220	Allotment Moffats	26.06			1150	170	23.61	M1 Rent 24/25
					1170	180	2.45	M1 BAA 24/25
	Banked 21/11/2024	436.67						
#221	Allotment Exhibition	310.24			1150	150	45.36	E2 Rent 24/25
					1170	180	4.70	E2 BAA 24/25
					1150	150	31.92	E2A Rent 24/25
					1170	180	3.31	E2A BAA 24/25
					1150	150	15.12	E5C Rent 24/25
					1170	180	1.57	E5C BAA 24/25
					1150	150	41.72	E10 Rent 24/25
					1170	180	4.32	E10 BAA 24/25
					1150	150	29.68	E13A Rent 24/25
					1170	180	3.07	E13A BAA 24/25
					1150	150	16.24	E13B Rent 24/25
					1170	180	1.68	E13B BAA 24/25
					1150	150	14.56	E22B Rent 24/25
					1170	180	1.51	E22B BAA 24/25
					1150	150	34.16	E23A Rent 24/25
					1170	180	3.54	E23A BAA 24/25
					1150	150	35.28	E24A Rent 24/25
					1170	180	3.65	E24A BAA 24/25
					1150	150	17.08	E26A Rent 24/25
					1170	180	1.77	E26A BAA 24/25
#222	Allotment Barnfield	121.43			1150	160	40.88	B1B Rent 24/25
					1170	180	4.23	B1B BAA 24/25
					1150	160	24.36	B11A Rent 24/25
					1170	180	2.52	B11A BAA 24/25
					1150	160	16.80	B11D Rent 24/25
					1170	180	1.74	B11D BAA 24/25



Receipts for Month 8				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
#223	Member of public	5.00			1150	160	28.00	B12B Rent 24/25
					1170	180	2.90	B12B BAA 24/25
					1240	410	5.00	Donation - office chairs
	Banked 26/11/2024	30.00						
#224	Youth Club (YW)	30.00			1240	410	15.00	Subs - Youth Cafe
					1240	410	15.00	Subs - Youth Cafe
Total Receipts for Month		1,449.21	0.00	0.00			1,449.21	
Cashbook Totals		365,962.53	0.00	0.00			365,962.53	

## Payments for Month 8

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2024	South West Water	DD #450	18.57			4235	350	18.57	Water - OLS
01/11/2024	South West Water	DD #451	433.58			4235	160	433.58	Water - Barnfield allotments
01/11/2024	EE Ltd	DD #452	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
01/11/2024	Mr C Pugsley	SO #453	833.33			4390	250	833.33	Bungalow rent - Nov
05/11/2024	Tesco	CARD #454	1.55			4440	250	1.55	Meeting refreshments
05/11/2024	G Fawssett	BACS #455	55.79			4270	190	55.79	Expenses - Wildlife area trees
05/11/2024	R Avery	BACS #456	68.80			4130	130	68.80	SLCC Conf - travel & expenses
05/11/2024	Gerry & Co (Jewellers) Ltd	BACS #457	242.50		40.42	4130	130	202.08	Mayor's chain engraving
05/11/2024	Riverside Plant Nurseries	BACS #458	290.76		48.46	4590	380	242.30	Autumn plants
05/11/2024	Prosound Solutions	BACS #459	360.00		60.00	4660	390	300.00	Deposit - xmas sound & equip
05/11/2024	The Turning Tides Project	BACS #460	1,218.00			4020	365	1,218.00	Town maintenance - Sept
05/11/2024	Mid Devon District Council	BACS #461	24.50			4230	350	24.50	Trade waste - OLS
06/11/2024	Spar	CARD #462	5.83			4440	250	5.83	Refreshments
06/11/2024	Cloudy IT	DD #463	28.80		4.80	4070	120	24.00	IT support - tablets
07/11/2024	Post Office	CARD #464	2.00			4085	120	2.00	Stationery
11/11/2024	Morrisons	CARD #465	5.45			4610	380	5.45	IYN - awards celebration
11/11/2024	Olivers Bakery	CARD #466	8.40			4610	380	8.40	IYN - awards celebration
11/11/2024	British Gas	DD #467	23.95		1.14	4290	340	22.81	Electricity - Newcombes toilet
12/11/2024	British Gas	DD #468	49.57		2.36	4290	250	47.21	Electricity - Bungalow
12/11/2024	Octopus Energy	DD #469	18.73		0.89	4290	210	17.84	Electricity - bandstand
12/11/2024	SLCC - Devon Branch	BACS #470	29.95			4130	130	29.95	Xmas AGM - R Avery
12/11/2024		BACS #471	40.00			4660	390	40.00	Christmas - Late night busking
12/11/2024	Boniface Centre	BACS #472	90.00			4720	410	90.00	Room hire - Youth event
12/11/2024		BACS #473	200.00			4720	410	200.00	OLS - furniture move
12/11/2024	Devon Tree Services	BACS #474	528.00		88.00	4230	150	440.00	Hedge cutting - Exhibition Rd
12/11/2024	Select Electrics Ltd	BACS #475	1,184.88		197.48	4570	270	987.40	CCTV link replacement
12/11/2024	Select Electrics	BACS #476	2,880.00		480.00	4570	270	2,400.00	CCTV annual maintenance
12/11/2024	Spar	CARD #477	20.65			4720	410	20.65	Youth refreshments
13/11/2024	Amazon (MH STAR UK LTD)	CARD #478	70.99		11.83	4720	410	59.16	Youth portable sink
13/11/2024	Nexus Open Systems	DD #479	375.44		62.57	4070	120	312.87	IT support - October
15/11/2024	Tesco	CARD #480	39.30			4720	410	39.30	Youth refreshments
15/11/2024	The Workplace Depot	CARD #481	282.14		47.02	4670	390	235.12	Outdoor cable covers
19/11/2024	Hobbycraft	CARD #482	99.54			4720	410	99.54	Youth - art club supplies
21/11/2024	Amazon (EU s.a.r.l UK branch)	CARD #483	99.25		16.55	4720	410	82.70	Youth - art club supplies
21/11/2024	RBL Poppy Appeal	CHQ #484	27.50			4170	130	27.50	Wreath donation
22/11/2024	Music Exchange (Manc) Ltd	BACS #485	64.75			4720	410	64.75	Youth - Arts award supplies
22/11/2024	Viking	BACS #486	33.31		5.55	4115	120	27.76	First aid supplies
22/11/2024	Allotment B1F	BACS #487	69.83			1150	160	63.28	B1F Rent 24/25 refund
						1170	180	6.55	B1F BAA 24/25 refund
22/11/2024	IAC Audit & Consultancy Ltd	BACS #488	474.00		79.00	4080	120	395.00	Interim Audit 24/25
22/11/2024	Tindle Newspapers	BACS #489	488.56		81.43	4660	390	407.13	Christmas adverts
22/11/2024	Crediton Arts Centre	BACS #490	1,300.00			4660	390	1,300.00	Christmas performance fees
22/11/2024	Mid Devon District Council	BACS #491	119.50			4230	250	119.50	Trade waste sacks
22/11/2024	Wage payments	BACS #492	12,991.96			4000	110	9,146.63	Salaries - November

Payments for Month 8				Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/11/2024	HMRC	BACS #493	3,805.03			4005	110	3,845.33	Salaries - November
						4030	110	3,266.04	NI/PAYE - November
						4010	110	538.99	NI/PAYE - November
22/11/2024	Peninsula Pensions	BACS #494	4,299.51			4040	110	3,266.42	Pensions - November
						4015	110	1,033.09	Pensions - November
22/11/2024	HMRC	BACS #493	-3,805.03			4030	110	-3,266.04	NI/PAYE - November
						4010	110	-538.99	NI/PAYE - November
22/11/2024	HMRC	BACS #493	3,805.43			4030	110	3,266.04	NI/PAYE - November
						4010	110	539.39	NI/PAYE - November
25/11/2024	Ryman Limited	CARD #495	40.04		6.67	4110	120	33.37	Postbox
25/11/2024	Canva	CARD #496	62.48		10.41	4185	130	52.07	Canva subscription
25/11/2024	Everflow	DD #497	50.57			4235	250	24.63	Water - Bungalow
						4235	340	25.94	Water - Newcombes toilet
26/11/2024	British Gas	DD #498	7.61		0.36	4290	250	7.25	Standing charge - front office
26/11/2024	Concorde	DD #499	87.65		14.61	4060	120	73.04	Printing charges
27/11/2024	Morrisons	CARD #500	7.05			4720	410	7.05	Youth refreshments
27/11/2024	Valda Energy	DD #501	160.25		7.64	4290	340	8.73	Electricity - Newcombes toilet
						4290	250	66.50	Gas - Bungalow
						4290	250	59.85	Electricity - Bungalow
						4290	350	17.53	Electricity - OLS
27/11/2024	ReFurnish	CARD #502	15.00			4660	390	15.00	Christmas decorations
29/11/2024	Concorde	DD #503	178.51		29.75	4075	120	148.76	Telephone charges
29/11/2024	Nexus Open Systems	DD #504	215.86		35.98	4070	120	179.88	IT support - October
29/11/2024		BACS #505	30.00			4660	390	30.00	Christmas - late night busking
29/11/2024	Boniface Centre	BACS #506	50.00			4210	130	50.00	Room hire - FC meeting
29/11/2024	Adams	BACS #507	52.92		8.82	4720	410	9.74	Youth safety supplies
						4020	365	27.20	Cleaning supplies
						4085	120	7.16	Office stationery
29/11/2024	S Huxtable	BACS #508	139.60			4130	130	139.60	Expenses - BIB reception
29/11/2024		BACS #509	150.00			4660	390	150.00	Christmas - late night busking
29/11/2024		BACS #510	161.48			4670	390	161.48	Photobooth
29/11/2024	Contact Radio Communications	BACS #511	193.20		32.20	4650	390	161.00	Christmas - radios
29/11/2024	Dowrich Farms	BACS #512	491.60		81.93	4650	390	409.67	Christmas trees
29/11/2024	Prosound Solutions (SW) Ltd	BACS #513	1,080.00		180.00	4660	390	900.00	Christmas - sound & equipment
29/11/2024	Lamps and Tubes Illuminations	BACS #514	2,854.08		475.68	4650	390	2,378.40	Cross streets - test & install
Total Payments for Month			39,353.21	0.00	2,115.00			37,238.21	
Balance Carried Fwd			326,609.32						
Cashbook Totals			365,962.53	0.00	2,115.00			363,847.53	

Receipts for Month 8				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		456,254.43					456,254.43	
Banked 04/11/2024		1,914.18						
CCLA #8	CCLA	1,914.18			1090	120	1,914.18	Interest on account
Total Receipts for Month		1,914.18	0.00	0.00			1,914.18	
Cashbook Totals		458,168.61	0.00	0.00			458,168.61	

Payments for Month 8				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		458,168.61						
	<b>Cashbook Totals</b>		458,168.61	0.00	0.00			458,168.61	

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 30 November 2024

<u>Confirmed Bank &amp; Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/11/2024	Co-Operative Current 15006951	326,609.32	
30/11/2024	Cambridge & Counties 15006951	0.00	
30/11/2024	Nationwide Account 90097276	87,127.56	
30/11/2024	United Trust Bank	0.00	
30/11/2024	CCLA	458,168.61	
			<b>871,905.49</b>
<u>Receipts not on Bank Statement</u>			
			<b>0.00</b>
<b>Closing Balance</b>			<b>871,905.49</b>
<u>All Cash &amp; Bank Accounts</u>			
1	Co-Operative C/Account 9217	326,609.32	
2	Cambridge & Counties 6951	0.00	
3	Nationwide Account 7276	87,127.56	
5	United Trust Bank 6692	0.00	
7	CCLA	458,168.61	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>871,905.49</b>

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024	282	326,609.32
			<u>326,609.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			326,609.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			326,609.32
		<b>Balance per Cash Book is :-</b>	<b>326,609.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024		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 30/11/2024  
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	30/11/2024		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
		<b>Balance per Cash Book is :-</b>	<b>87,127.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024		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 30/11/2024  
for Cashbook 7 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	30/11/2024		458,168.61
			<u>458,168.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			458,168.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			458,168.61
		<b>Balance per Cash Book is :-</b>	<b>458,168.61</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

<i>Earmarked Reserves</i>		Balance as 1st April 2024	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)
320	EMR - Elections	£5,000.00													£5,000
321	EMR - Citizen Badges	£500.00													£500
322	EMR - St.Furniture/Small Work	£5,155.26					-676								£4,479
323	EMR - Economic Development	£10,000.00													£10,000
324	EMR - P3 Parish Paths	£596.86			-664.7					1063					£995
325	EMR - Floral Crediton	£2,344.00													£2,344
326	EMR - Town Clock	£1,000.00													£1,000
327	EMR - Upper Deck	£960.00													£960
328	EMR - Premises	£5,950.00													£5,950
329	EMR - CCTV	£4,000.00													£4,000
330	EMR - Boniface Statue	£2,280.00													£2,280
331	EMR - War Memorial	£2,994.00													£2,994
332	EMR - Band Stand	£600.00													£600
333	EMR - Mayors Chain	£1,000.00													£1,000
334	EMR - Allotments	£1,387.00					-431								£956
335	EMR - Neighbourhood Planning	£3,749.00													£3,749
336	EMR - Localism Projects	£30,000.00													£30,000
337	EMR - General Legal/Prof Fees	£6,821.00													£6,821
338	EMR - Council Building Fund	£110,000.00					-1166	-1750							£107,084
339	EMR - IT Equipment/Support	£5,979.01													£5,979
340	EMR - Staffing Costs	£15,000.00													£15,000
341	EMR - Newcombes Meadow Money	£6,732.00													£6,732
342	EMR - Tree Works	£3,000.00													£3,000
343	EMR - FP19 - Repairs	£51.00													£51
344	EMR - OLS Project	£14,000.00					-1800								£12,200
345	EMR - Christmas in Crediton	£9,830.00													£9,830
346	EMR - Grants	£5,000.00													£5,000
347	EMR - Civilian Flag Bearer	£356.80													£357
348	EMR - Salt Spreader	£165.00													£165
349	EMR - St Boniface/Devon Day	£659.00		-1225.93	-460.6	1717.18									£690
351	EMR - DCC Feasibility study	£190.00						£190.00							£190
352	EMR - PP Wildlife Area	£130.00													£130
353	EMR - Defibrillator Project	-													-
354	EMR - Xmas Lights Ren/Repairs	£708.20													£708
356	EMR - Incredible Edibles TS	-													-
357	EMR - Allotment Access Project	£877.56													£878
358	EMR - Traffic & Urban Realm FS	-													-
359	EMR - Diversity Festival	£750.00													£750
360	EMR - P3 Tinpot Handrail	£713.00								-713					£0
361	EMR - Tinpot Lane	£350.00								-350					£0
362	EMR - Benches	£4,652.00													£4,652
363	EMR - Fingerpost	£141.52													£142
364	EMR - Project Initiation Fund	£9,000.00													£9,000
367	EMR - LA Services	£20,000.00													£20,000
		<b>£292,622.21</b>	0	-1225.93	-1125	1717.18	-4073	-1750	0	0	0	0	0	0	<b>£286,165</b>

\*merged with 324

\*merged with 324

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
<b>Salaries</b>																
Salaries, Including NI & Pensions	220,000	16,345	16,434	16,332	16,301	16,527	16,147	16,057	21,097					61%	84,760	135,240
Payroll	250	-	-	-	-	-	-	-	-					0%	250	-
<b>Office Administration</b>																
Photocopier/Printing	1,000	47	47	21	53	24	54	8	73					23%	767	233
Postage	350	112	-	3	6	-	-	-	-					35%	229	121
IT Support	6,000	198	511	337	517	691	517	517	517					63%	2,195	3,805
Telephone/Broadband	1,800	192	149	149	149	149	149	149	149					69%	565	1,235
Audit Fees	2,500	-	853	500	-	-	-	-	395					70%	752	1,748
Stationery	700	24	25	60	-	2	-	-	9					17%	580	120
Software	4,500	-	1,333	-	-	-	-	-	-					30%	3,167	1,333
Reference books	150	-	-	-	-	-	-	-	-					0%	150	-
Security Waste Collection	50	-	-	-	-	12	-	18	-					60%	20	30
Legal/Professional Services	5,000	-	-	-	-	-	-	-	-					0%	5,000	-
Insurance	6,000	-	3,938	-	105	300	-	57	-					73%	1,600	4,400
Office Equipment	2,200	-	176	27	-	100	-	-	33					15%	1,864	336
Other	700	-	-	76	18	4	-	-	-					14%	602	98
Office Supplies/Consumables	500	33	55	45	20	65	-	28	28					55%	226	274
<b>Council and Councillors</b>																
Councillor/Clerk Expenses	1,500	-	89	71	54	15	112	111	389					56%	659	841
Councillor e-mail addresses	770	-	-	-	-	-	-	-	-					0%	770	-
Advertising	1,000	-	-	-	-	450	13	-	-					46%	537	463
Mayor's Allowance	600	-	-	-	-	-	-	-	-					0%	600	-
Councillor Allowances	1,600	-	720	-	-	-	-	-	-					45%	880	720
Annual Town Meeting	200	-	-	-	90	-	-	90	-					0%	200	-
Mayor's Reception	2,308	-	808	-	-	-	-	-	-					35%	1,500	808
Hospitality	300	-	-	-	-	-	-	-	-					0%	300	-
Remembrance Day	1,200	-	20	248	-	28	-	-	28					27%	876	324
Website	2,000	275	-	-	-	-	-	-	-					14%	1,725	275
Website Accessibility Work	-	-	-	-	-	-	-	-	-					0%	-	-
Subscriptions	2,000	-	357	1,415	-	-	-	150	52					99%	26	1,974
Staff/Councillor Training	7,000	-	-	-	-	-	3,970	407	125					61%	2,748	4,252
Honorarium	400	-	-	-	-	-	-	-	-					0%	400	-
Parking Permit	600	-	-	-	-	-	-	-	-					0%	600	-
Public Consultations	500	-	-	-	-	-	-	-	-					0%	500	-
Meeting Room Charges	500	-	-	-	-	-	-	-	50					10%	450	50
Other expenditure: Food Festival*	-	-	1,392	2,901	165	625	-	-	-					0%	5,083	5,083
Civic Functions	5,000	-	-	-	833	165	-	-	-					20%	4,002	998
<b>Allotments</b>																
Exhibition Road general/scheduled maintenance	950	-	-	-	130	65	-	-	440					67%	315	635
Exhibition Road water/water maintenance and repairs	850	-	-	-	-	-	-	142	-					17%	708	142
Barnfield general/scheduled maintenance	900	-	-	-	170	-	-	175	-					38%	555	345
Barnfield water/water maintenance and repairs	775	-	-	-	30	-	-	-	434					60%	311	464
Moffats general/scheduled maintenance	200	-	-	-	-	-	-	-	-					0%	200	-
Moffats water/water maintenance and repairs	500	-	-	-	-	-	81	-	-					16%	419	81
Boniface Allotments Association fees	300	41	-	-	-	-	-	-	-					14%	259	41
<b>Property and Assets</b>																
Peoples Park maintenance	3,600	100	100	-	120	-	-	35	-					4%	3,445	155
Peoples Park grass cutting	5,000	205	205	-	1,025	510	-	410	-					39%	3,055	1,945
Peoples Park Memorial Garden	1,500	625	625	-	-	-	700	-	-					47%	800	700
Peoples Park Wildlife Area	250	-	-	-	-	-	-	49	56					42%	145	105
Upper Deck general maintenance and cleaning	600	-	-	-	40	75	-	-	-					19%	485	115
Bandstand electricity	440	-	16	16	17	19	16	16	18					27%	322	118
Bandstand cleaning and general maintenance	800	525	525	-	-	-	-	-	-					0%	800	-
War Memorial netting	-	-	-	-	-	-	-	-	-					0%	-	-
War Memorial cleaning and general maintenance	300	-	-	-	220	-	-	26	-					82%	54	246
Street Furniture general maintenance	1,500	250	250	-	-	-	-	-	-					0%	1,500	-
Street Furniture bus shelter maintenance	-	-	-	-	-	-	-	-	-					0%	-	-
Town Clock	1,000	-	-	-	-	-	240	-	-					24%	760	240
Stoney Park maintenance	450	400	-	-	-	-	-	-	-					-89%	850	400
Boniface Statue maintenance and cleaning	350	95	95	-	-	-	-	-	-					0%	350	-
Millenium Cross maintenance and cleaning	150	-	-	-	-	-	-	-	-					0%	150	-
Garage rental	1,820	-	-	-	-	-	910	-	-					50%	910	910
Public open spaces including Spinningpath Gardens and Fulda Crescent	2,500	44	-	-	120	300	-	135	-					24%	1,901	599
Newcombes Meadow toilets water	2,400	1,087	177	28	28	27	-	-	26					-33%	3,201	801
Newcombes Meadow toilets electricity	1,320	8	36	30	31	30	31	32	32					17%	1,090	230
Newcombes Meadow toilets supplies	400	1	11	-	-	-	22	-	-					9%	366	34
Newcombes Meadow toilets door locking	150	-	-	-	-	-	-	-	-					0%	150	-
Old Landscore School electricity	4,400	18	74	128	21	52	261	59	18					12%	3,887	513

Old Landscore School equipment	500	-	-	8	-	-	-	13	-					4%	479	21
Old Landscore School water charges	600	-	-	-	-	-	21	74	19					19%	486	114
Old Landscore School telephone/broadband	-	-	-	-	-	-	-	-	-					0%	-	-
Old Landscore School maintenance	2,000	-	481	-	-	-	-	-	25					25%	1,494	506
Old Landscore School business rates	4,500	3,942	-	-	-	-	-	-	-					88%	558	3,942
Old Landscore School insurance	-	-	-	-	-	-	-	-	-					0%	-	-
Annual QTRA	2,000	-	-	-	-	-	-	90	-					5%	1,910	90
Additional tree works	3,000	-	-	-	-	150	-	-	-					5%	2,850	150
Town maintenance contract	13,000	32	24	9	2,422	20	2,644	9	1,245					49%	6,595	6,405
General Small works	3,000	-	9	375	373	-	164	15	-					31%	2,064	936
CCTV	10,000	-	-	-	150	-	-	1,830	3,387					54%	4,633	5,367
<b>Council Offices</b>																
Bungalow rent & costs	15,000	938	2,503	2,890	833	833	833	833	833					70%	4,504	10,496
Main office rent	8,500	-	-	-	-	-	-	7,188	-					85%	1,312	7,188
Electricity	2,750	201	353	269	62	102	145	167	181					54%	1,270	1,480
Water	1,000	51	15	15	15	15	19	51	25					21%	794	206
Fire Extinguishers	300	-	230	-	-	-	-	-	-					77%	70	230
General Premises Maintenance	500	-	-	-	-	40	-	-	120					32%	340	160
Business rates	4,000	3,194	-	-	-	-	-	-	-					80%	806	3,194
Refreshments	120	-	5	2	4	27	-	8	7					44%	67	53
<b>Floral Crediton</b>																
Plants/Flowers	2,500	-	-	1,476	32	-	-	-	242					70%	750	1,750
Awards Evening	100	-	-	-	-	-	60	-	14					74%	26	74
Hanging baskets/troughs & watering	7,000	-	-	-	-	-	5,199	-	-					74%	1,801	5,199
Other Floral costs	500	25	-	88	30	-	-	20	-					33%	337	163
New planters (replacements)	1,000	-	-	-	-	-	-	-	-					0%	1,000	-
<b>Christmas in Crediton</b>																
Repeat Costs	13,200	-	-	-	-	-	1,194	330	2,949					34%	8,727	4,473
Community Participation	7,000	-	-	-	-	-	-	396	3,142					51%	3,462	3,538
New Infrastructure	4,000	-	-	-	-	-	-	2,262	397					66%	1,341	2,659
Miscellaneous	750	-	-	-	-	-	-	91	-					12%	659	91
<b>Additional Services</b>																
DCC grass cutting	8,000	-	450	450	450	450	-	453	-					28%	5,747	2,253
Youth Work	5,000	203	353	694	649	45	58	399	690					62%	1,909	3,091
Annual grants to community groups	42,000	38,505	220	1,682	250	-	300	-	-					98%	1,043	40,957
Crediton Urban Taskforce	1,500	166	7	-	-	33	-	-	-					14%	1,294	206
<b>Budget Spend</b>	<b>475,903</b>	<b>61,214</b>	<b>33,671</b>	<b>30,345</b>	<b>25,533</b>	<b>21,950</b>	<b>33,860</b>	<b>32,602</b>	<b>36,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58%</b>	<b>199,733</b>	<b>276,170</b>
<b>EXPENDITURE: Ear Marked Reserves**</b>																
EMR 349: St Boniface/Devon Day			1,936	6,343	283	-	-	-	-							
EMR 324: P3 Parish Paths			-	665	-	-	-	-	-							
EMR 334: Allotments			-	-	-	863	-	-	-							
EMR 322: St Furniture/Small Work			-	-	-	676	-	-	-							
EMR 344: OLS Project			-	-	-	1,800	-	-	-							
EMR 338: Council Building Fund			-	-	-	1,166	1,750	-	-							
<b>Sub Total</b>		<b>-</b>	<b>1,936</b>	<b>7,008</b>	<b>283</b>	<b>4,505</b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Total Spend inc reserves</b>	<b>475,903</b>	<b>61,214</b>	<b>35,607</b>	<b>37,353</b>	<b>25,816</b>	<b>26,455</b>	<b>35,610</b>	<b>32,602</b>	<b>36,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61%</b>	<b>184,251</b>	<b>291,652</b>
<b>INCOME</b>	<b>Budget</b>													<b>%Budget</b>	<b>Balance</b>	<b>Total Income</b>
Precept	491,499	245,750	-	-	-	-	-	245,750	-					100%	1	491,500
Interest received	13,000	1,160	1,124	4,543	1,165	1,589	1,935	1,865	1,914					118%	2,295	15,295
Youth grants received	10,000	3,363	-	-	854	5,000	-	-	-					92%	783	9,217
Allotment rent & BAA membership	4,220	9	-	52	9	25	1,015	2,296	1,054					106%	240	4,460
Other income: wayleave	19	19	-	-	-	-	-	-	-					100%	-	19
Grants received: LYTC signage	-	582	-	-	-	-	-	-	-							582
Other income: Food Festival	-	1,534	868	3,455	-	-	-	-	-							5,857
Other income: Room hire	-	59	258	233	206	-	233	67	-							938
Youth donations received	-	523	33	361	379	124	204	70	150							1,844
Youth grants received	-	-	-	-	-	-	-	365	-							365
Christmas donations received	-	-	-	-	-	100	150	1,700	-							1,950
<b>Sub Total</b>	<b>518,738</b>	<b>252,881</b>	<b>2,283</b>	<b>8,644</b>	<b>2,613</b>	<b>6,838</b>	<b>3,537</b>	<b>252,113</b>	<b>3,118</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>532,027</b>
<b>INCOME: Ear Marked Reserves</b>	<b>Budget</b>															
EMR 349: St Boniface/Devon Day	-	-	710	5,883	2,000	-	-	-	-							8,593
EMR: Allotments	-	-	-	-	-	431	-	-	-							431
<b>Sub Total</b>	-	-	<b>710</b>	<b>5,883</b>	<b>2,000</b>	<b>431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>9,024</b>
<b>Total Income inc reserves</b>	<b>518,738</b>	<b>252,881</b>	<b>2,993</b>	<b>14,527</b>	<b>4,613</b>	<b>7,269</b>	<b>3,537</b>	<b>252,113</b>	<b>3,118</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>541,051</b>

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

\*\*see EMR tab for net movement of EMRs

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
<b>Salaries</b>																
Salaries, Including NI & Pensions	220,000	16,345	16,434	16,332	16,301	16,527	16,147	16,057						52%	105,857	114,143
Payroll	250	-	-	-	-	-	-							0%	250	-
<b>Office Administration</b>																
Photocopier/Printing	1,000	47	47	21	53	24	54	8						16%	840	160
Postage	350	112	-	3	6	-	-	-						35%	229	121
IT Support	6,000	198	511	337	517	691	517	517						55%	2,712	3,288
Telephone/Broadband	1,800	192	149	149	149	149	149	149						60%	714	1,086
Audit Fees	2,500	-	853	500	-	-	-	-						54%	1,147	1,353
Stationery	700	24	25	60	-	2	-	-						16%	589	111
Software	4,500	-	1,333	-	-	-	-	-						30%	3,167	1,333
Reference books	150	-	-	-	-	-	-	-						0%	150	-
Security Waste Collection	50	-	-	-	-	12	-	18						60%	20	30
Legal/Professional Services	5,000	-	-	-	-	-	-	-						0%	5,000	-
Insurance	6,000	-	3,938	-	105	300	-	57						73%	1,600	4,400
Office Equipment	2,200	-	176	27	-	100	-	-						14%	1,897	303
Other	700	-	-	76	18	4	-	-						14%	602	98
Office Supplies/Consumables	500	33	55	45	20	65	-	28						49%	254	246
<b>Council and Councillors</b>																
Councillor/Clerk Expenses	1,500	-	89	71	54	15	112	111						30%	1,048	452
Councillor e-mail addresses	770	-	-	-	-	-	-	-						0%	770	-
Advertising	1,000	-	-	-	-	450	13	-						46%	537	463
Mayor's Allowance	600	-	-	-	-	-	-	-						0%	600	-
Councillor Allowances	1,600	-	720	-	-	-	-	-						45%	880	720
Annual Town Meeting	200	-	-	-	-	-	-	90						-45%	290	90
Mayor's Reception	2,308	-	808	-	-	-	-	-						35%	1,500	808
Hospitality	300	-	-	-	-	-	-	-						0%	300	-
Remembrance Day	1,200	-	20	248	-	28	-	-						25%	904	296
Website	2,000	275	-	-	-	-	-	-						14%	1,725	275
Website Accessibility Work	-	-	-	-	-	-	-	-						0%	-	-
Subscriptions	2,000	-	357	1,415	-	-	-	150						96%	78	1,922
Staff/Councillor Training	7,000	-	-	-	-	-	3,970	407						63%	2,623	4,377
Honorarium	400	-	-	-	-	-	-	-						0%	400	-
Parking Permit	600	-	-	-	-	-	-	-						0%	600	-
Public Consultations	500	-	-	-	-	-	-	-						0%	500	-
Meeting Room Charges	500	-	-	-	-	-	-	-						0%	500	-
Other expenditure: Food Festival*	-	-	1,392	2,901	165	625	-	-						0%	5,083	5,083
Civic Functions	5,000	-	-	-	833	165	-	-						20%	4,002	998
<b>Allotments</b>																
Exhibition Road general/scheduled maintenance	950	-	-	-	130	65	-	-						21%	755	195
Exhibition Road water/water maintenance and repairs	850	-	-	-	-	-	-	142						17%	708	142
Barnfield general/scheduled maintenance	900	-	-	-	170	-	-	175						38%	555	345
Barnfield water/water maintenance and repairs	775	-	-	-	30	-	-	-						4%	745	30
Moffats general/scheduled maintenance	200	-	-	-	-	-	-	-						0%	200	-
Moffats water/water maintenance and repairs	500	-	-	-	-	-	81	-						16%	419	81
Boniface Allotments Association fees	300	41	-	-	-	-	-	-						14%	259	41
<b>Property and Assets</b>																
Peoples Park maintenance	3,600	100	100	-	120	-	-	35						4%	3,445	155
Peoples Park grass cutting	5,000	205	205	-	1,025	510	-	410						39%	3,055	1,945
Peoples Park Memorial Garden	1,500	625	625	-	-	-	700	-						47%	800	700
Peoples Park Wildlife Area	250	-	-	-	-	-	-	49						20%	201	49
Upper Deck general maintenance and cleaning	600	-	-	-	40	75	-	-						19%	485	115
Bandstand electricity	440	-	16	16	17	19	16	16						23%	340	100
Bandstand cleaning and general maintenance	800	525	525	-	-	-	-	-						0%	800	-
War Memorial netting	-	-	-	-	-	-	-	-						0%	-	-
War Memorial cleaning and general maintenance	300	-	-	-	220	-	-	26						82%	54	246
Street Furniture general maintenance	1,500	250	250	-	-	-	-	-						0%	1,500	-
Street Furniture bus shelter maintenance	-	-	-	-	-	-	-	-						0%	-	-
Town Clock	1,000	-	-	-	-	-	240	-						24%	760	240
Stoney Park maintenance	450	400	-	-	-	-	-	-						-89%	850	400
Boniface Statue maintenance and cleaning	350	95	95	-	-	-	-	-						0%	350	-
Millenium Cross maintenance and cleaning	150	-	-	-	-	-	-	-						0%	150	-
Garage rental	1,820	-	-	-	-	-	910	-						50%	910	910
Public open spaces including Spinningpath Gardens and Fulda Crescent	2,500	44	-	-	120	300	-	135						24%	1,901	599
Newcombes Meadow toilets water	2,400	1,087	177	28	28	27	-	-						-34%	3,227	827
Newcombes Meadow toilets electricity	1,320	8	36	30	31	30	31	32						15%	1,122	198
Newcombes Meadow toilets supplies	400	1	11	-	-	-	22	-						9%	366	34
Newcombes Meadow toilets door locking	150	-	-	-	-	-	-	-						0%	150	-
Old Landscore School electricity	4,400	18	74	128	21	52	261	59						11%	3,905	495

Old Landscore School equipment	500	-	-	8	-	-	-	13							4%	479	21
Old Landscore School water charges	600	-	-	-	-	-	-	21	74						16%	505	95
Old Landscore School telephone/broadband	-	-	-	-	-	-	-	-	-						0%	-	-
Old Landscore School maintenance	2,000	-	481	-	-	-	-	-	-						24%	1,519	481
Old Landscore School business rates	4,500	3,942	-	-	-	-	-	-	-						88%	558	3,942
Old Landscore School insurance	-	-	-	-	-	-	-	-	-						0%	-	-
Annual QTRA	2,000	-	-	-	90	-	-	-	90						9%	1,820	180
Additional tree works	3,000	-	-	-	-	150	-	-	-						5%	2,850	150
Town maintenance contract	13,000	32	24	9	2,422	20	2,644	9							40%	7,840	5,160
General Small works	3,000	-	9	375	373	-	164	15							31%	2,064	936
CCTV	10,000	-	-	-	150	-	-	1,830							20%	8,020	1,980
<b>Council Offices</b>																	
Bungalow rent & costs	15,000	938	2,503	2,890	833	833	833	833							64%	5,337	9,663
Main office rent	8,500	-	-	-	-	-	-	7,188							85%	1,312	7,188
Electricity	2,750	201	353	269	62	102	145	167							47%	1,451	1,299
Water	1,000	51	15	15	15	15	19	51							18%	819	181
Fire Extinguishers	300	-	230	-	-	-	-	-							77%	70	230
General Premises Maintenance	500	-	-	-	-	40	-	-							8%	460	40
Business rates	4,000	3,194	-	-	-	-	-	-							80%	806	3,194
Refreshments	120	-	5	2	4	27	-	8							38%	74	46
<b>Floral Crediton</b>																	
Plants/Flowers	2,500	-	-	1,476	32	-	-	-							60%	992	1,508
Awards Evening	100	-	-	-	-	-	60	-							60%	40	60
Hanging baskets/troughs & watering	7,000	-	-	-	-	-	5,199	-							74%	1,801	5,199
Other Floral costs	500	25	-	88	30	-	-	20							33%	337	163
New planters (replacements)	1,000	-	-	-	-	-	-	-							0%	1,000	-
<b>Christmas in Crediton</b>																	
Repeat Costs	13,200	-	-	-	-	-	1,194	330							12%	11,676	1,524
Community Participation	7,000	-	-	-	-	-	-	396							6%	6,604	396
New Infrastructure	4,000	-	-	-	-	-	-	2,262							57%	1,738	2,262
Miscellaneous	750	-	-	-	-	-	-	91							12%	659	91
<b>Additional Services</b>																	
DCC grass cutting	8,000	-	450	450	450	450	-	453							28%	5,747	2,253
Youth Work	5,000	203	353	694	649	45	58	399							48%	2,599	2,401
Annual grants to community groups	42,000	38,505	220	1,682	250	-	300	-							98%	1,043	40,957
Crediton Urban Taskforce	1,500	166	7	-	-	33	-	-							14%	1,294	206
<b>Budget Spend</b>	<b>475,903</b>	<b>61,214</b>	<b>33,671</b>	<b>30,345</b>	<b>25,533</b>	<b>21,950</b>	<b>33,860</b>	<b>32,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50%</b>	<b>236,728</b>	<b>239,175</b>
<b>EXPENDITURE: Ear Marked Reserves**</b>																	
EMR 349: St Boniface/Devon Day			1,936	6,343	283	-	-	-									
EMR 324: P3 Parish Paths			-	665	-	-	-	-									
EMR 334: Allotments			-	-	-	863	-	-									
EMR 322: St Furniture/Small Work			-	-	-	676	-	-									
EMR 344: OLS Project			-	-	-	1,800	-	-									
EMR 338: Council Building Fund			-	-	-	1,166	1,750	-									
<b>Sub Total</b>		<b>-</b>	<b>1,936</b>	<b>7,008</b>	<b>283</b>	<b>4,505</b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Total Spend inc reserves</b>	<b>475,903</b>	<b>61,214</b>	<b>35,607</b>	<b>37,353</b>	<b>25,816</b>	<b>26,455</b>	<b>35,610</b>	<b>32,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54%</b>	<b>221,246</b>	<b>254,657</b>
<b>INCOME</b>	<b>Budget</b>														<b>%Budget</b>	<b>Balance</b>	<b>Total Income</b>
Precept	491,499	245,750	-	-	-	-	-	245,750							100%	1	491,500
Interest received	13,000	1,160	1,124	4,543	1,165	1,589	1,935	1,865							103%	381	13,381
Youth grants received	10,000	3,363	-	-	854	5,000	-	-							92%	783	9,217
Allotment rent & BAA membership	4,220	9	-	52	9	25	1,015	2,296							81%	814	3,406
Other income: wayleave	19	19	-	-	-	-	-	-							100%	-	19
Grants received: LYTC signage		582	-	-	-	-	-	-									582
Other income: Food Festival		1,534	868	3,455	-	-	-	-									5,857
Other income: Room hire	-	59	258	233	206	-	233	67									938
Youth donations received		523	33	361	379	124	204	70									1,694
Youth grants received		-	-	-	-	-	-	365									365
Christmas donations received		-	-	-	-	100	150	1,700									1,950
<b>Sub Total</b>	<b>518,738</b>	<b>252,881</b>	<b>2,283</b>	<b>8,644</b>	<b>2,613</b>	<b>6,838</b>	<b>3,537</b>	<b>252,113</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>528,909</b>
<b>INCOME: Ear Marked Reserves</b>	<b>Budget</b>																
EMR 349: St Boniface/Devon Day		-	710	5,883	2,000	-	-	-									8,593
EMR: Allotments		-	-	-	-	431	-	-									431
<b>Sub Total</b>		<b>-</b>	<b>710</b>	<b>5,883</b>	<b>2,000</b>	<b>431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>9,024</b>
<b>Total Income inc reserves</b>	<b>518,738</b>	<b>252,881</b>	<b>2,993</b>	<b>14,527</b>	<b>4,613</b>	<b>7,269</b>	<b>3,537</b>	<b>252,113</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>537,933</b>

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

\*\*see EMR tab for net movement of EMRs



Earmarked Reserves		Balance as 1st April 2024														
			April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)	
320	EMR - Elections	5,000.00													5,000.00	
321	EMR - Citizen Badges	500.00													500.00	
322	EMR - St.Furniture/Small Work	5,155.26				-	676.00								4,479.26	
323	EMR - Economic Development	10,000.00													10,000.00	
324	EMR - P3 Parish Paths	596.86		-	664.69									-	67.83	
325	EMR - Floral Crediton	2,344.00													2,344.00	
326	EMR - Town Clock	1,000.00													1,000.00	
327	EMR - Upper Deck	960.00													960.00	
328	EMR - Premises	5,950.00													5,950.00	
329	EMR - CCTV	4,000.00													4,000.00	
330	EMR - Boniface Statue	2,280.00													2,280.00	
331	EMR - War Memorial	2,994.00													2,994.00	
332	EMR - Band Stand	600.00													600.00	
333	EMR - Mayors Chain	1,000.00													1,000.00	
334	EMR - Allotments	1,387.00				-	431.00								956.00	
335	EMR - Neighbourhood Planning	3,749.00													3,749.00	
336	EMR - Localism Projects	30,000.00													30,000.00	
337	EMR - General Legal/Prof Fees	6,821.00													6,821.00	
338	EMR - Council Building Fund	110,000.00				-	1,166.00	-	1,750.00						107,084.00	
339	EMR - IT Equipment/Support	5,979.01													5,979.01	
340	EMR - Staffing Costs	15,000.00													15,000.00	
341	EMR - Newcombes Meadow Money	6,732.00													6,732.00	
342	EMR - Tree Works	3,000.00													3,000.00	
343	EMR - FP19 - Repairs	51.00													51.00	
344	EMR - OLS Project	14,000.00				-	1,800.00								12,200.00	
345	EMR - Christmas in Crediton	9,830.00													9,830.00	
346	EMR - Grants	5,000.00													5,000.00	
347	EMR - Civilian Flag Bearer	356.80													356.80	
348	EMR - Salt Spreader	165.00													165.00	
349	EMR - St Boniface/Devon Day	659.00	-	1,225.93	-	460.62	1,717.18								689.63	
351	EMR - DCC Feasibility study	190.00													190.00	
352	EMR - PP Wildlife Area	130.00													130.00	
353	EMR - Defibrillator Project	-													-	
354	EMR - Xmas Lights Ren/Repairs	708.20													708.20	
356	EMR - Incredible Edibles TS	-													-	
357	EMR - Allotment Access Project	877.56													877.56	
358	EMR - Traffic & Urban Realm FS	-													-	
359	EMR - Diversity Festival	750.00													750.00	
360	EMR - P3 Tinpot Handrail	713.00													713.00	
361	EMR - Tinpot Lane	350.00													350.00	
362	EMR - Benches	4,652.00													4,652.00	
363	EMR - Fingerpost	141.52													141.52	
364	EMR - Project Initiation Fund	9,000.00													9,000.00	
367	EMR - LA Services	20,000.00													20,000.00	
		292,622.21	-	-	1,225.93	-	1,125.31	1,717.18	-	4,073.00	-	1,750.00	-	-	-	286,165.15

## Freedom of Information Act 2000

### Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

#### **Information included in the guide to information**

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:



- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

## **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.



If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

## **Fees and Charging**

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

## **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).



## Information available from (*insert name of Parish or Community Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	<a href="#">Website</a>  <a href="#">Website</a>	
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	<a href="#">Website</a>  <a href="#">Website</a> – Town Clerk <a href="#">Website</a> - Councillors  <a href="#">Website</a>	
Location of main Council office and accessibility details	<a href="#">Website</a>	



Staffing structure	<a href="#">Website</a>	
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)  <a href="#">Website</a>  <a href="#">Website</a>	
Statement of accounts and internal audit report in the format included in the Annual Return form	<a href="#">Website</a>	
Finalised budget	<a href="#">Website</a>	
Precept	<a href="#">Website</a>	
Borrowing Approval letter	N/A	
All items of expenditure above £100	<a href="#">Website</a>	
Financial Standing Orders and Regulations	<a href="#">Website</a>	
Grants given and received	<a href="#">Website</a> – Grants awarded <a href="#">Website</a> – Grants received	
List of current contracts awarded and value of contract	Hard copy available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Members' allowances and expenses	<a href="#">Website</a>	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)  <a href="#">Website</a>	



Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	<a href="#">Website</a>	
Parish Plan	<a href="#">Website</a> (Crediton Neighbourhood Plan)	
Annual Report to Parish or Community Meeting	<a href="#">Website</a>	
Quality status	<a href="#">Website</a> (See header – Local Council Award Scheme Quality Gold)	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<a href="#">Website</a>	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="#">Website</a>	
Agendas of meetings (as above)	<a href="#">Website</a>	



Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<a href="#">Website</a>	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<a href="#">Website</a>	
Responses to consultation papers	<a href="#">Website</a>  Hard copy also available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Responses to planning applications	<a href="#">Website</a>	
Bye-laws	Hard copy available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"><li>• Procedural standing orders</li><li>• Committee and sub-committee terms of reference</li><li>• Delegated authority in respect of officers</li><li>• Code of Conduct</li></ul>	<a href="#">Website</a> <a href="#">Website</a>  <a href="#">Website</a>  <a href="#">Website</a>	





<ul style="list-style-type: none"><li>• Policy statements</li></ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"><li>• Internal instructions to staff and policies relating to the delivery of services</li><li>• Equality and diversity policy</li><li>• Health and safety policy</li><li>• Recruitment policies and details of current vacancies</li><li>• Policies and procedures for handling requests for information</li><li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li></ul>	<p><a href="#">Website</a></p> <p>Where not listed, a hard copy is available on request to:</p> <p>Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p><a href="#">Website</a></p> <p>Where not listed, a hard copy is available on request to:</p> <p>Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy available on request to:</p> <p>Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717</p>	
<p>Assets register, including details of</p>	<p><a href="#">Website</a></p>	



public land and building assets		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Register of members' interests	<a href="#">Website</a>	
Register of gifts and hospitality	Hard copy available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	<a href="#">Website</a>	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	<a href="#">Website</a>	
Seating, litter bins, clocks, memorials and lighting	Hard copy available on request to:  Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Bus shelters	Hard copy available on request to:	



	Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Markets	N/A	
Public conveniences	<a href="#">Website</a>	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<b>Additional Information</b>  Information not itemised in the lists above		

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 1p per sheet (black & white)	Actual cost 1p*
	Photocopying @ 4p per sheet (colour)	Actual cost 4p*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	
<b>Other</b>		

\* the actual cost incurred

# Youth Work ACTION PLAN

## 2024-25



**CREDITON**  
**TOWN COUNCIL**

**During the Financial Year 2024/25, Credition Town Council will undertake the following:**

- Ensure that Youth Service Sub-Committee meets and provide the opportunity to members of the public and press to attend and participate.
- Operate an effective and efficient Youth Service Sub-Committee to deal with specific areas of interest related to young people.
- Responding to the Climate Emergency, declared by Credition Town Council in 2019, continue to work with young people to make them aware of their environmental impact, reduce its own use of fossil fuels and to continually review policies to ensure that the council is actively committed to its declaration and to undertake other projects as appropriate.
- Continuously review the effective use of all council youth work assets.
- Operate efficiently within agreed budgets for youth work.
- Work with other organisations providing community events that young people are interested in, including the Big Green Fair and Christmas in Credition.
- Continue to provide an up-to-date council website detailing all the latest information about Youth Work activities and to supplement this with regular informative press releases, social media posts, and continue to provide a regular information to parents.
- Ensure the CTC Youth Work is represented on the various outside bodies with the town (as requested) as well as on those of a wider district and county level.
- Represent the views of young people at every opportunity.

- Consider, investigate and respond to issues identified by young people directly and via the Youth Survey, and, if appropriate, to signpost to the correct person/organisation for resolution/further progression.
- Support young people's involvement at the Annual Town Meeting and an Annual Mayoral Reception.
- Continuously review part 2.2 Young people's facilities of the Neighbourhood Plan for Crediton.
- Support young people's involvement in other community events e.g. Food Festival & Boniface Bash.
- Work closely with non-CTC providers of youth work within the town.

**Key projects for 2024/25 include:**

- Launch of the Strategic Plan for youth work
    - 1) To provide youth activities, projects and opportunities in Crediton
    - 2) To foster and develop increased learning and development opportunities for young people by encouraging them and supporting them to contribute steer initiatives and lead their own youth led projects
    - 3) To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives
    - 4) To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities
  - National Youth Work Week celebrations, 4<sup>th</sup> to 10<sup>th</sup> November, to include launch of Youth Work Strategic Plan, celebration of young people achievements & Lions Award; Art exhibition; launch of winter training opportunities for young people.
- [Youth Work Week - National Youth Agency \(nya.org.uk\)](https://www.nya.org.uk)
- Review delivery of safeguarding and ensure members of Youth Sub Committee are adequately trained and skilled to carry out their responsibilities.
  - Working with Mid Devon District Council on the delivery of projects via S106 funding, ensuring the views and needs young people are heard and delivered e.g. bucket swing Newcombe's Meadow, skate park upgrade.
  - Undertake a review of our Youth Service and prepare a 5-year Strategic Plan.

- Ensure that young people's views and needs are listened to in relation to the redevelopment of Old Landscore School. Or seek alternative longer-term premises that meet young people's needs (as per section 2.2 Crediton Neighbourhood Plan).
- Work closely with schools that Crediton young people attend, to ensure that our most vulnerable Crediton young people are identified, supported & safe from harm and/or crime, can reach their full potential & become active citizens of Crediton.
- Work closely with Crediton Congregational Church and Crediton Methodist Church Youth Clubs to look at the joint provision of trips, events and activities for young people giving them time outside of Crediton, building on the success of the Woodlands Summer trip.

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Statagic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<b>Objective 3:</b> To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives  Devise 5-year plan:  <ul style="list-style-type: none"> <li>Including arrangements from Oct/Nov 2024 onwards during OLS renovation.</li> </ul>	Youth Sub-Committee Oversight Town Clerk Lead Youth Worker	Ongoing		To work with our Devon wide, regional and national partners in youth work as well as our Crediton partners, in education, health, police and voluntary and community settings, to provide youth work to young people in Crediton.	
	Youth Sub Committee	December 2024		To continue to engage with the community and publicise youth work services available	
	Town Clerk Lead Youth Worker	September 2024	YC has moved		
Review safeguarding processes and procedures	Youth Sub Committee	September 2024	To do	Establish online reporting forms (Lead)	£0
			To do	Review delivery of safeguarding and ensure members of Youth Sub	£80
			Done	Committee are adequately trained and skilled to carry out their responsibilities	
Consider range of delivery models	Lead Youth Worker	November 2024	Done	Paper for Youth Sub-Committee to consider range of delivery models, including type of youth work delivered, range of venues, funding for youth work, management structures for youth work (direct, SLA, grants).	
	Youth Sub Committee	December 2024, ongoing	Ongoing		





Credition Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<u>D&amp;D club</u>	Youth Work Team	Ongoing	Ongoing	Continue to provide a space for the self-organising D&D group, Wednesday 6.30 to 8.30, at OLS and then at Hub from 13/11/2024. 10 young people	
<u>Quiet Club</u>	Youth Work Team	Ongoing	Currently closed due to lack of venue and staffing	Thursdays 7.00 to 8.30, at OLS, April to October. Aspirational: Widen participation at Quiet Club, including more members and opportunities for DofE participants for Skills. 38 weeks, 8 young people	£190 (£5 per week x 38 weeks)
<u>Monthly Young Carers</u>	Lead Youth Worker	13/11/24 12/12/24 15/01/25 12/02/25 12/03/25	Ongoing	Partnership with Redlands Primary Care Network. 2 <sup>nd</sup> Wednesday every month 3.30pm to 5.30pm, at the Hub.	£100
<u>Winter Youth Hub Drop in (aspirational Winter Youth Café)</u>	Youth Work Team	November 2024 to March 2025		Hub from November, Tuesday 3.00 to 6.00. Provide opportunities for DofE volunteering & skills. 16 weeks, 15 young people	£240 (£15 x 16 weeks)
<u>Outdoor Club</u> Tuesdays, 3.30 to 5.30pm 10/09/24 to 22/10/24	Youth Work Team	Spring / summer programme. Ongoing  September 2024	Closed for Winter	Finishes at October half term. All sessions weather dependant 26-week programme, 15 young people  Big Green Fair	£300  4 half terms £75 per term

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<u>Park Fun 2024</u> Deliver Thursdays, 3.45 to 6pm, Newcombes Meadow	Youth Work Team	April to October.  Summer term, including August, Autumn term to October half term.	Project is finished.  Currently closed due to darkness in park / end of funding.	Detached youth work provision in Newcombe's Meadow Park, including sports, arts and food  Finishes at October half term All sessions weather dependant	Involve and locality grant 2024/2025
<u>Girls Group</u>	Lead Youth Worker	Summer and Autumn term 2024	Ends December 2024, at end of funding period.	One session a week Summer and Autumn term: Girls Group projects	Grants
<u>QE School Outreach</u> Lunchtimes, Tuesdays Barnfield & Western Road	Youth Work Team	Ongoing Term time only	Contacts	Generic open access youth work promotion and support, contacting approx. 80 young people per week.	0
Intensive work and statutory response work	Lead Youth Worker	Ongoing Term time only.	Ongoing	Work closely with schools that Crediton young people attend, to ensure that our most vulnerable Crediton young people are identified, supported & safe from harm and/or crime, can reach their full potential & become active citizens of Crediton. As appropriate and agreed, or in response to statutory requirements.	
<u>Crediton Youth Clubs trips &amp; Activities</u>	Youth Work Team	Ongoing		Building on the success of the joint Crediton Youth Club Trip to Woodlands, work with CCC and Methodist Church to deliver trips and activities in the holiday period for young people to provide opportunities outside Crediton.	£1000

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<b>Objective 4</b> To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities					
<u>National Youth Work Week</u> <u>Celebration event and launch of Youth Strategy</u>	Town Clerk, Lead YW, YW team	Weds 6 <sup>th</sup> November	Completed	Launch of Crediton Youth Strategy, Art Exhibition & Celebration of Achievements, including Lions Awards.	£200
<u>Community Events</u> To work with Projects and Events Officer to support young people involvement in a wide range of community events.	Lead Youth Worker, Youth Work Team, Projects & Events Officer	Ongoing	Ongoing	To support young people involvement in a wide range of community events, including Christmas in Crediton.	
<u>Lions Award</u> To recognise young people for excellent service to Crediton through the Lions Award	Lead Youth Worker	Ongoing	Ongoing	Celebration event as part of National Youth Work week Award ceremony Weds	

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Statagic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<b><u>Training</u></b>					£1000
To continue to provide appropriate training to staff	Lead Youth Worker Town Clerk	Ongoing		Appropriate continual professional development made available to staff members, including but not limited to DBS processes, Safeguarding, First Aid, training and mentoring (as indicated through appraisals)	£300 (including staff and councillor training) NYA bursaries x 2 awarded
First Aid	Youth Work Team	Nov 2024	Completed	3 staff	£500 Grant from VOYC pending
To continue to provide appropriate training to members • Inform members of relevant courses and encourage to attend	Town Clerk Lead YW	Ongoing		Provide councillors with the appropriate training to undertake their role successfully, Youth Sub Committee members safeguarding training.	£200