



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717
Email: reception@crediton.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, April 8, 2025, at 19:00, at The Bungalow, 8 North Street, Credition, EX17 2BT.**

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

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

Rachel Avery FSLCC

Town Clerk

Wednesday, 02 April 2025

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

223 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

224 - 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)

225 - Apologies

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

226 - Declarations of Interest and Request for Dispensations

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

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

227 - Climate Emergency

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

228 - 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

229 - Chair's and Clerk's Announcements

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

230 - Oversight Committee Minutes

To approve and sign the minutes of the meeting held on 25 March 2025, as a correct record (minutes will be issued with the agenda)

231 - Finance

231.1 - To receive and approve transactions between 01 March and 31 March 2025

231.2 - To receive and approve the bank reconciliation to 31 March 2025

231.3 - To note bank account balances to 31 March 2025

231.4 - To note year to date spend

231.5 - To review and agree the five year forecast

232 - Regular Payments 2025/26

To review and approve the Schedule of Regular Payments 2025/26

233 - Schedule of Fees 2025/26

To review and approve the Schedule of Fees 2025/26

234 - Earmarked Reserves

234.1 - To approve an addition of £920 to Parish Paths Earmarked Reserves, following the receipt of the Parish Paths maintenance grant

234.2 - To approve to spend £680.09 from Allotment Earmarked Reserves to cover the cost of the water leak at the Barnfield Allotment site

235 - Asset Transfer Working Group

235.1 - To receive the Town Clerk's report regarding the creation of an Asset Transfer Working Group and to approve the recommendations therein

235.2 - To approve the Asset Transfer Policy

236 - Local Council Award Scheme

To receive a verbal report from the Town Clerk regarding the Local Council Award Scheme and to agree any further actions

237 - Devon County Council Pension Fund

To receive a verbal report from Cllr Backhouse regarding the Devon County Council Pension Fund

238 - Year 10 Work Experience

To receive a verbal report from the Town Clerk regarding Year 10 work experience and to agree any further actions

239 - Events and Town Centre Officer

To approve the interview panel for the Events and Town Centre Officer position

240 - Date of next meeting

To note that the date of the next meeting will be Tuesday 13 May 2025

241 - 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

242 - Council Offices

To receive a verbal report from the Town Clerk regarding the Council Offices

243 - Reports Pack

Attachments – for internal use only

[AI 230 - 2025-03-25 - Oversight Minutes.docx](#)

[AI 231.1 Transactions 1 March - 31 March.pdf](#)

[AI 231.2 Bank rec as at 31 March 2025.PDF](#)

[AI 231.3 Bank balances as at 31 March 2025.PDF](#)

[AI 231.4 Y2D Budget 2024-25.pdf](#)

[AI 231.5 Forecast Summary 2025-2029.pdf](#)

[AI 232 - Schedule of Regular Payments.pdf](#)

[AI 233 - Schedule of Fees Charges.pdf](#)

[AI 235.1 - Asset Transfer Working Group.docx](#)

[AI 235.2 - Asset Transfer Policy.docx](#)



Minutes of the Oversight of the Democratic Services held on Tuesday, March 25, 2025 at 10:00 in the Bungalow, 8 North Street, Credition, EX17 2BT.

Present: Cllrs Steve Huxtable, Jim Cairney, Giles Fawssett and Guy Cochran

Apologies: Cllrs Brookes-Hocking, Harris and N Letch

Absent: Cllr Backhouse

Minute Taker: Rachel Avery, Town Clerk

MINUTES

210 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 10.04.

211 PUBLIC QUESTION TIME

There were no members of the public in attendance.

212 APOLOGIES

Decision: The apologies of Cllrs Brookes-Hocking (personal), Harris (holiday) N Letch (personal) were **noted**.

213 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

213.1 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.

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

There were no dispensation requests.

214 CLIMATE EMERGENCY

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

215 ORDER OF BUSINESS

There were no changes to the order of business.

216 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

217 OVERSIGHT COMMITTEE MINUTES

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 11 March 2025, were approved as a correct record. (Proposed by Cllr Cochran)

218 DATE OF NEXT MEETING

It was **noted** that the next meeting will be held on Tuesday, 8 April 2025.

219 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)

220 EVENTS AND TOWN CENTRE OFFICER**220.1 TO APPROVE THE PROPOSED TITLE OF THE ROLE**

Decision: It was **resolved** to approve the proposed title of the role. (Proposed by Cllr Cochran)

220.2 TO RECEIVE AND APPROVE THE RECRUITMENT PACK, TO INCLUDE JOB DESCRIPTION AND PERSON SPECIFICATION

Decision: It was **resolved** to approve the recruitment pack, with minor amendments discussed and agreed. (Proposed by Cllr Cochran)

220.3 TO APPROVE THE SALARY COLUMN POINT

Decision: It was **resolved** to approve the salary point. (Proposed by Cllr Fawcett)

Cllr Cairney joined the meeting at 10.12

220.4 TO APPROVE AN APPLICATION FORM, SHORTLISTING AND INTERVIEW TIMELINE

The application form was confirmed to remain unchanged from the previous version. The closing date for applications was set for 25 April, with shortlisting to commence immediately thereafter and interviews to be held from 30 April onwards. The interview panel would be agreed at the next meeting on 08 April.

221 STAFFING REPORT

The contents of the confidential staffing report were **noted** and actions **agreed**.

Decision: It was **resolved** to appoint Cllr Huxtable as the investigator. (Proposed by Cllr Cairney). It was **resolved** to appoint Cllrs Harris, Brookes-Hocking and Cochran to the review panel, if required. (Proposed by Cllr Cairney)

222 REPORTS PACK

Signed

Dated.....

Date: 04/04/2025

Crediton Town Council

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Time 14:12

Cashbook 1

User: RA

Co-Operative 9217

For Month No: 12

Receipts for Month 12

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 : | | 243,010.24 | | | | | 243,010.24 | |
| | Banked 03/03/2025 | 14.00 | | | | | | |
| #306 | Youth Club (YW) | 2.00 | | | 1240 | 410 | 2.00 | Subs - Junior YC |
| #307 | Youth Club (YW) | 12.00 | | | 1240 | 410 | 12.00 | Subs - Junior YC |
| | Banked 04/03/2025 | 84.00 | | | | | | |
| #308 | Youth Club (YW) | 12.00 | | | 1240 | 410 | 12.00 | Subs - Project Night |
| #309 | CISCO | 72.00 | | | 1280 | 130 | 72.00 | Room hire - Bungalow |
| | Banked 05/03/2025 | 24.05 | | | | | | |
| #310 | Youth Club (YW) | 24.05 | | | 1240 | 410 | 17.00 | Youth subs |
| | | | | | 1240 | 410 | 7.05 | Youth tuck |
| | Banked 06/03/2025 | 10.00 | | | | | | |
| #311 | Youth Club (YW) | 10.00 | | | 1240 | 410 | 10.00 | Subs - Junior YC |
| | Banked 07/03/2025 | 12.00 | | | | | | |
| #312 | Youth Club (YW) | 12.00 | | | 1240 | 410 | 12.00 | Subs - Project Night |
| | Banked 10/03/2025 | 25.96 | | | | | | |
| #313 | Allotment Barnfield | 25.96 | | | 1150 | 160 | 23.52 | B12A Rent 24/25 |
| | | | | | 1170 | 180 | 2.44 | B12A BAA 24/25 |
| | Banked 18/03/2025 | 12.00 | | | | | | |
| #314 | Youth Club (YW) | 12.00 | | | 1240 | 410 | 12.00 | Subs - Project Night |
| | Banked 19/03/2025 | 9.00 | | | | | | |
| #315 | Youth Club (YW) | 9.00 | | | 1240 | 410 | 9.00 | Subs - Project Night |
| | Banked 25/03/2025 | 920.00 | | | | | | |
| #316 | Devon County Council | 920.00 | | | 1260 | 120 | 920.00 | Parish Paths maintenance grant |
| Total Receipts for Month | | 1,111.01 | 0.00 | 0.00 | | | 1,111.01 | |
| Cashbook Totals | | 244,121.25 | 0.00 | 0.00 | | | 244,121.25 | |

Continued on Page 16

Payments for Month 12

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> |
|-------------|-----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 03/03/2025 | Nexus Open Systems | DD #670 | 215.86 | | 35.98 | 4070 | 120 | 179.88 | IT support - Jan |
| 03/03/2025 | ████ Pugsley | SO #671 | 833.33 | | | 4390 | 250 | 833.33 | Bungalow rent - March |
| 04/03/2025 | Morrisons | CARD #672 | 3.12 | | | 4720 | 410 | 3.12 | Youth - refreshments |
| 04/03/2025 | EE Ltd | DD #673 | 20.71 | | 3.45 | 4720 | 410 | 17.26 | Youth - mobile phone bill |
| 05/03/2025 | Spar | CARD #674 | 3.78 | | | 4720 | 410 | 3.78 | Youth - refreshments |
| 05/03/2025 | Spar | CARD #675 | 5.73 | | | 4120 | 380 | 5.73 | SWIB - meeting refreshments |
| 06/03/2025 | Cloudy IT | DD #676 | 28.80 | | 4.80 | 4070 | 120 | 24.00 | IT support - tablets |
| 10/03/2025 | British Gas | DD #677 | 97.74 | | 4.65 | 4290 | 250 | 93.09 | Electricity - The Bungalow |
| 10/03/2025 | NALC | BACS #678 | 78.00 | | 13.00 | 4190 | 130 | 65.00 | Power shift event - S Huxtable |
| 10/03/2025 | R Avery | BACS #679 | 18.90 | | | 4130 | 130 | 18.90 | Travel expenses |
| 10/03/2025 | DALC | BACS #680 | 42.00 | | 7.00 | 4190 | 130 | 35.00 | VAT training - E Anderson |
| 10/03/2025 | ████ Kelly | BACS #681 | 120.00 | | | 4720 | 410 | 120.00 | OLS furniture move |
| 10/03/2025 | Pure Systems | BACS #682 | 330.00 | | 55.00 | 4175 | 130 | 275.00 | Website hosting 2025 |
| 10/03/2025 | ████ Rogers | BACS #683 | 420.00 | | | 4650 | 390 | 420.00 | Christmas lights removal |
| 10/03/2025 | SLCC | BACS #684 | 505.00 | | | 4190 | 130 | 505.00 | Membership renewal - R Avery |
| 10/03/2025 | The Turning Tides Project | BACS #685 | 783.00 | | | 4020 | 365 | 783.00 | Town maintenance - Jan |
| 10/03/2025 | Foster Wilson Size LLP | BACS #686 | 5,880.00 | | 980.00 | 4105 | 120 | 4,900.00 | Feasibility - Cred Comm Hub |
| 12/03/2025 | Morrisons | CARD #687 | 21.35 | | | 4720 | 410 | 21.35 | Youth - refreshments |
| 12/03/2025 | British Gas | DD #688 | 29.47 | | 1.40 | 4290 | 340 | 28.07 | Electricity - Newcombes toilet |
| 17/03/2025 | Nexus Open Systems | DD #689 | 375.44 | | 62.57 | 4070 | 120 | 312.87 | IT Support - Feb |
| 18/03/2025 | Ebay | CARD #690 | 6.99 | | | 4120 | 120 | 6.99 | UN flag |
| 19/03/2025 | Spar | CARD #691 | 3.20 | | | 4440 | 250 | 3.20 | Meeting refreshments |
| 19/03/2025 | Tesco | CARD #692 | 5.70 | | | 4440 | 250 | 5.70 | Meeting refreshments |
| 20/03/2025 | Spar | CARD #693 | 4.00 | | | 4720 | 410 | 4.00 | Youth refreshments |
| 21/03/2025 | Wage payments | BACS #694 | 11,051.76 | | | 4000 | 110 | 7,710.34 | Salaries - March |
| | | | | | | 4005 | 110 | 3,341.42 | Salaries - March |
| 21/03/2025 | HMRC | BACS #695 | 2,757.73 | | | 4030 | 110 | 2,389.11 | NI/PAYE - March |
| | | | | | | 4010 | 110 | 368.62 | NI/PAYE - March |
| 21/03/2025 | Peninsula Pensions | BACS #696 | 3,530.03 | | | 4040 | 110 | 2,679.86 | Pensions - March |
| | | | | | | 4015 | 110 | 850.17 | Pensions - March |
| 24/03/2025 | Post Office | CARD #697 | 6.76 | | | 4085 | 120 | 6.76 | Stationery |
| 24/03/2025 | Everflow | DD #698 | 44.86 | | | 4235 | 250 | 18.24 | Water - Council Offices |
| | | | | | | 4235 | 340 | 26.62 | Water - Newcombes toilet |
| 25/03/2025 | Post Office | CARD #699 | 4.30 | | | 4065 | 120 | 4.30 | Postage |
| 25/03/2025 | R Backhouse | BACS #700 | 60.84 | | | 4730 | 410 | 60.84 | [CUT!] travel expenses |
| 25/03/2025 | NALC | BACS #701 | 78.00 | | 13.00 | 4190 | 130 | 65.00 | Power shift event - RBackhouse |
| 25/03/2025 | Crediton Community Bookshop | BACS #702 | 500.00 | | 83.33 | 4720 | 410 | 416.67 | Youth Book Club |
| 25/03/2025 | Adams | BACS #703 | 36.35 | | 6.06 | 4230 | 250 | 21.23 | Supplies - Hub Smoke Alarm |
| | | | | | | 4020 | 365 | 9.06 | Supplies - Town Maintenance |
| 25/03/2025 | Peck & Strong | BACS #704 | 54.82 | | | 4205 | 130 | 54.82 | Refreshments - CConversation |

Date: 04/04/2025

Crediton Town Council

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Time 14:12

Cashbook 1

User: RA

Co-Operative 9217

For Month No: 12

Payments for Month 12

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> |
|---------------------------------|-----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 25/03/2025 | Viking | BACS #705 | 84.96 | | 14.16 | 4085 | 120 | 40.81 | Stationery |
| | | | | | | 4115 | 120 | 29.99 | Offices consumables |
| 25/03/2025 | Prosound Solutions (SW) Ltd | BACS #706 | 157.50 | | 26.25 | 4120 | 410 | 131.25 | BBB Sound system |
| | | | | | | 349 | 0 | -131.25 | BBB Sound system |
| | | | | | | 6000 | 410 | 131.25 | BBB Sound system |
| 25/03/2025 | Crediton Methodist Church | BACS #707 | 200.00 | | | 4750 | 420 | 200.00 | Community grant 24/25 |
| 25/03/2025 | DTR Garden Services | BACS #708 | 450.00 | | | 4250 | 410 | 450.00 | Grass verge cutting |
| 25/03/2025 | The Turning Tides Project | BACS #709 | 630.00 | | | 4020 | 365 | 630.00 | Town maintenance - Feb |
| 25/03/2025 | Turnbull | BACS #710 | 700.00 | | | 4260 | 190 | 700.00 | SMG maintenance |
| 26/03/2025 | Post Office | CARD #711 | 6.70 | | | 4065 | 120 | 6.70 | Postage |
| 26/03/2025 | British Gas | DD #712 | 8.69 | | 0.41 | 4290 | 250 | 8.28 | Standing charge - front office |
| 27/03/2025 | CCLA | TRF 5 | 120,000.00 | | | 235 | | 120,000.00 | Transfer to CCLA |
| 27/03/2025 | Concorde | DD #713 | 81.45 | | 13.57 | 4060 | 120 | 67.88 | Printing charges - Jan |
| 27/03/2025 | Valda Energy | DD #714 | 234.57 | | 11.17 | 4290 | 340 | 9.02 | Electricity - Newcombes toilet |
| | | | | | | 4290 | 250 | 111.93 | Gas - Bungalow |
| | | | | | | 4290 | 250 | 41.47 | Electricity - Bungalow |
| | | | | | | 4290 | 350 | 60.98 | Electricity - OLS |
| 31/03/2025 | Concorde | DD #715 | 178.37 | | 29.73 | 4075 | 120 | 148.64 | Telephone charges |
| 31/03/2025 | Nexus Open Systems | DD #716 | 215.86 | | 35.98 | 4070 | 120 | 179.88 | IT Support - Feb |
| 31/03/2025 | Sustainable Crediton | BACS #717 | 17.98 | | | 4120 | 380 | 17.98 | Newcombes - Bark for beds |
| 31/03/2025 | Window Films Direct Ltd | BACS #718 | 44.99 | | 7.50 | 4230 | 250 | 37.49 | Window film - The Hub |
| 31/03/2025 | R Avery | BACS #719 | 69.30 | | | 4130 | 130 | 69.30 | Travel expenses |
| 31/03/2025 | Boniface Centre | BACS #720 | 120.00 | | | 4205 | 130 | 120.00 | Room hire - CConversation |
| 31/03/2025 | Saunders | BACS #721 | 464.00 | | | 4720 | 410 | 464.00 | The Hub - Kitchen alterations |
| 31/03/2025 | Select Electrics Ltd | BACS #722 | 637.20 | | 106.20 | 4450 | 270 | 531.00 | CCTV - repair wireless link |
| Total Payments for Month | | | 152,259.14 | 0.00 | 1,515.21 | | | 150,743.93 | |
| Balance Carried Fwd | | | 91,862.11 | | | | | | |
| Cashbook Totals | | | 244,121.25 | 0.00 | 1,515.21 | | | 242,606.04 | |

Receipts for Month 12

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 : | | 463,682.43 | | | | | 463,682.43 | |
| Banked 04/03/2025 | | 1,623.56 | | | | | | |
| CCLA #12 | CCLA | 1,623.56 | | | 1090 | 120 | 1,623.56 | Interest on account |
| Banked 27/03/2025 | | 120,000.00 | | | | | | |
| TRF 5 | Co-Operative 9217 | 120,000.00 | | | 200 | | 120,000.00 | Transfer to CCLA |
| Total Receipts for Month | | 121,623.56 | 0.00 | 0.00 | | | 121,623.56 | |
| Cashbook Totals | | 585,305.99 | 0.00 | 0.00 | | | 585,305.99 | |

| Payments for Month 12 | | | | 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 | | | 585,305.99 | | | | | | |
| Cashbook Totals | | | 585,305.99 | 0.00 | 0.00 | 585,305.99 | | | |

Receipts for Month 12

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 : | | 87,127.56 | | | | | 87,127.56 | |
| Banked 31/03/2025 | | 1,876.11 | | | | | | |
| NW #1 | Nationwide | 1,876.11 | | | 1090 | 120 | 1,876.11 | Interest on account |
| Total Receipts for Month | | 1,876.11 | 0.00 | 0.00 | | | 1,876.11 | |
| Cashbook Totals | | 89,003.67 | 0.00 | 0.00 | | | 89,003.67 | |

| Payments for Month 12 | | | | 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 | | | 89,003.67 | | | | | | |
| Cashbook Totals | | | 89,003.67 | 0.00 | 0.00 | | | 89,003.67 | |

**Bank Reconciliation Statement as at 31/03/2025
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 | 31/03/2025 | 296 | 91,862.11 |
| | | | <u>91,862.11</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 91,862.11 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 91,862.11 |
| | | Balance per Cash Book is :- | 91,862.11 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 7 - CCLA**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| CCLA | 31/03/2025 | | 585,305.99 |
| | | | <u>585,305.99</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 585,305.99 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 585,305.99 |
| | | Balance per Cash Book is :- | 585,305.99 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2025
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 | 31/03/2025 | 22 | 89,003.67 |
| | | | <hr/> 89,003.67 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 89,003.67 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 89,003.67 |
| | | Balance per Cash Book is :- | 89,003.67 |
| | | 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 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|-------------------------------|------------|
| 31/03/2025 | Co-Operative Current 15006951 | 91,862.11 |
| 31/03/2025 | Cambridge & Counties 15006951 | 0.00 |
| 31/03/2025 | Nationwide Account 90097276 | 89,003.67 |
| 31/03/2025 | United Trust Bank | 0.00 |
| 31/03/2025 | CCLA | 585,305.99 |

766,171.77

Receipts not on Bank Statement

0.00

Closing Balance

766,171.77

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | Co-Operative C/Account 9217 | 91,862.11 |
| 2 | Cambridge & Counties 6951 | 0.00 |
| 3 | Nationwide Account 7276 | 89,003.67 |
| 5 | United Trust Bank 6692 | 0.00 |
| 7 | CCLA | 585,305.99 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 766,171.77 |

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 | 16,345 | 16,434 | 16,332 | 16,301 | 16,527 | 16,147 | 16,057 | 21,097 | 17,150 | 17,250 | 18,228 | 17,340 | 93% | 14,792 | 205,208 |
| Payroll | 250 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 250 | - |
| Office Administration | | | | | | | | | | | | | | | | |
| Photocopier/Printing | 1,000 | 47 | 47 | 21 | 53 | 24 | 54 | 8 | 73 | 45 | 142 | 10 | 68 | 50% | 502 | 498 |
| Postage | 350 | 112 | - | 3 | 6 | - | - | - | - | 8 | 3 | - | 11 | 41% | 207 | 143 |
| IT Support | 6,000 | 198 | 511 | 337 | 517 | 691 | 517 | 517 | 517 | 517 | 517 | 337 | 697 | 98% | 127 | 5,873 |
| Telephone/Broadband | 1,800 | 192 | 149 | 149 | 149 | 149 | 149 | 149 | 149 | 149 | 149 | 149 | 149 | 102% | 31 | 1,831 |
| Audit Fees | 2,500 | - | 853 | 500 | - | - | - | - | 395 | 1,050 | 853 | - | - | 78% | 555 | 1,945 |
| Stationery | 700 | 24 | 25 | 60 | - | 2 | - | - | 9 | - | 52 | 25 | 48 | 35% | 455 | 245 |
| Software | 4,500 | - | 1,690 | - | - | - | - | - | - | - | 357 | - | - | 45% | 2,453 | 2,047 |
| Reference books | 150 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 150 | - |
| Security Waste Collection | 50 | - | - | - | - | 12 | - | 18 | - | - | - | - | - | 60% | 20 | 30 |
| Legal/Professional Services* | 5,000 | - | - | - | - | - | - | - | - | - | 2,948 | - | 4,900 | 157% | 2,848 | 7,848 |
| Insurance | 6,000 | - | 3,938 | - | 105 | 300 | - | 57 | - | - | - | - | - | 73% | 1,600 | 4,400 |
| Office Equipment | 2,200 | - | 176 | 27 | - | 100 | - | - | 33 | 117 | - | 76 | - | 24% | 1,671 | 529 |
| Other | 700 | - | - | 76 | 18 | 4 | - | - | - | - | - | - | 7 | 15% | 595 | 105 |
| Office Supplies/Consumables | 500 | 33 | 55 | 45 | 20 | 65 | - | 28 | 28 | 85 | - | 27 | 30 | 83% | 84 | 416 |
| Council and Councillors | | | | | | | | | | | | | | | | |
| Councillor/Clerk Expenses | 1,500 | - | 89 | 71 | 54 | 15 | 112 | 111 | 389 | -50 | - | - | 88 | 59% | 621 | 879 |
| Councillor e-mail addresses | 770 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 770 | - |
| Advertising | 1,000 | - | - | - | - | 450 | 13 | - | - | 41 | - | - | - | 50% | 496 | 504 |
| 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 | - | - | 65 | - | 32% | 811 | 389 |
| Website | 2,000 | 275 | - | - | - | - | - | - | - | - | - | - | 275 | 28% | 1,450 | 550 |
| Website Accessibility Work | - | - | - | - | - | - | - | - | - | - | - | - | - | 0% | - | - |
| Subscriptions | 2,000 | - | - | 1,415 | - | - | - | 150 | 52 | 50 | 357 | - | - | 66% | 690 | 1,310 |
| Staff/Councillor Training | 7,000 | - | - | - | - | - | 3,970 | 407 | 125 | 95 | 65 | 70 | 670 | 74% | 1,848 | 5,152 |
| Honorarium | 400 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 400 | - |
| Parking Permit | 600 | - | - | - | - | - | - | - | - | - | 491 | - | - | 82% | 109 | 491 |
| Public Consultations | 500 | - | - | - | - | - | - | - | - | - | - | 6 | 175 | 36% | 319 | 181 |
| Meeting Room Charges | 500 | - | - | - | - | - | - | - | 50 | - | - | 50 | - | 20% | 400 | 100 |
| Other expenditure: Food Festival* | - | - | 1,392 | 2,901 | 165 | 625 | - | - | - | 810 | 560 | 65 | - | 0% | 5,268 | 5,268 |
| Civic Functions | 5,000 | - | - | - | 833 | 165 | - | - | - | - | - | - | - | 20% | 4,002 | 998 |
| Allotments | | | | | | | | | | | | | | | | |
| Exhibition Road general/scheduled maintenance | 950 | - | - | - | 130 | 65 | - | - | 440 | 65 | - | - | - | 74% | 250 | 700 |
| Exhibition Road water/water maintenance and repairs | 850 | - | - | - | - | - | - | 142 | - | - | 114 | - | - | 30% | 594 | 256 |
| Barnfield general/scheduled maintenance | 900 | - | - | - | 170 | - | - | 175 | - | 125 | - | - | - | 52% | 430 | 470 |
| Barnfield water/water maintenance and repairs | 775 | - | - | - | 30 | - | - | - | 434 | - | 224 | - | - | 89% | 87 | 688 |
| Moffats general/scheduled maintenance | 200 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 200 | - |
| Moffats water/water maintenance and repairs | 500 | - | - | - | - | - | 81 | - | - | - | - | - | - | 16% | 419 | 81 |
| Boniface Allotments Association fees | 300 | 41 | - | - | - | - | - | - | - | 47 | 80 | - | - | 56% | 132 | 168 |
| Property and Assets | | | | | | | | | | | | | | | | |
| Peoples Park maintenance | 3,600 | -100.00 | 100 | - | 120 | - | - | 35 | - | 35 | - | 295 | - | 13% | 3,115 | 485 |
| Peoples Park grass cutting | 5,000 | -205.00 | 205 | - | 1,025 | 510 | - | 410 | - | 205 | - | - | - | 43% | 2,850 | 2,150 |
| Peoples Park Memorial Garden | 1,500 | -625.00 | 625 | - | - | - | 700 | - | - | - | - | - | 700 | 93% | 100 | 1,400 |
| Peoples Park Wildlife Area | 250 | - | - | - | - | - | - | 49 | 56 | - | - | - | - | 42% | 145 | 105 |
| Upper Deck general maintenance and cleaning | 600 | - | - | - | 40 | 75 | - | - | - | 75 | - | - | - | 32% | 410 | 190 |
| Bandstand electricity | 440 | - | 16 | 16 | 17 | 19 | 16 | 16 | 18 | - | - | - | - | 27% | 322 | 118 |
| Bandstand cleaning and general maintenance | 800 | -525.00 | 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 | -250.00 | 250 | - | - | - | - | - | - | - | - | - | - | 0% | 1,500 | - |
| Street Furniture bus shelter maintenance | - | - | - | - | - | - | - | - | - | - | - | - | - | 0% | - | - |
| Town Clock | 1,000 | - | - | - | - | - | 240 | - | - | - | - | - | - | 24% | 760 | 240 |
| Stoney Park maintenance | 450 | -400.00 | - | - | - | - | - | - | - | - | - | - | - | -89% | 850 | 400 |
| Boniface Statue maintenance and cleaning | 350 | -95.00 | 95 | - | - | - | - | - | - | - | - | - | - | 0% | 350 | - |
| Millenium Cross maintenance and cleaning | 150 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 150 | - |
| Garage rental | 1,820 | - | - | - | - | - | 910 | - | - | 910 | - | - | - | 100% | - | 1,820 |
| Public open spaces including Spinningpath Gardens and Fulda Crescent | 2,500 | 44 | - | - | 120 | 300 | - | 135 | - | 315 | - | - | - | 37% | 1,586 | 914 |

| | | | | | | | | | | | | | | | | | |
|--|--------|----------|-----|-----|-------|-----|-------|-------|-------|-------|-----|-----|-------|------|-------|---|--------|
| Newcombes Meadow toilets water | 2,400 | -1087.00 | 177 | 28 | 28 | 27 | - | - | 26 | 26 | 24 | 26 | 27 | -29% | 3,098 | - | 698 |
| Newcombes Meadow toilets electricity | 1,320 | 8 | 36 | 30 | 31 | 30 | 31 | 32 | 32 | 33 | 33 | 33 | 37 | 28% | 954 | | 366 |
| Newcombes Meadow toilets supplies | 400 | 1 | 11 | - | - | - | 22 | - | - | - | - | 86 | - | 30% | 280 | | 120 |
| Newcombes Meadow toilets door locking | 150 | - | - | - | - | - | - | - | - | - | - | 150 | - | 100% | - | | 150 |
| Old Landscore School electricity | 4,400 | 18 | 74 | 128 | 21 | 52 | 261 | - | 59 | 18 | 33 | 41 | 56 | 16% | 3,696 | | 704 |
| Old Landscore School equipment | 500 | - | - | 8 | - | - | - | - | 13 | - | - | - | - | 4% | 479 | | 21 |
| Old Landscore School water charges | 600 | - | - | - | - | - | 21 | 74 | 19 | - | 61 | - | - | 29% | 425 | | 175 |
| 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 | - | - | - | 244 | - | - | - | 13% | 2,606 | | 394 |
| Town maintenance contract | 13,000 | 32 | 24 | 9 | 2,422 | 20 | 2,644 | 9 | 1,245 | 2,462 | 975 | 31 | 1,422 | 87% | 1,705 | | 11,295 |
| General Small works | 3,000 | - | 9 | 375 | 373 | - | 164 | 15 | - | - | - | 240 | - | 39% | 1,824 | | 1,176 |
| CCTV | 10,000 | - | - | - | 150 | - | - | 1,830 | 3,387 | - | - | - | 531 | 59% | 4,102 | | 5,898 |

Council Offices

| | | | | | | | | | | | | | | | | | |
|------------------------------|--------|-------|-------|-------|-----|-----|-----|-------|-----|-------|-----|-----|-----|-----|-------|--|--------|
| Bungalow rent & costs | 15,000 | 938 | 2,503 | 2,890 | 833 | 833 | 833 | 833 | 833 | 1,218 | 833 | 833 | 833 | 95% | 787 | | 14,213 |
| Main office rent | 8,500 | - | - | - | - | - | - | 7,188 | - | - | - | - | - | 85% | 1,312 | | 7,188 |
| Electricity | 2,750 | 201 | 353 | 269 | 62 | 102 | 145 | 167 | 181 | 309 | 291 | 264 | 255 | 95% | 151 | | 2,599 |
| Water | 1,000 | 51 | 15 | 15 | 15 | 15 | 19 | 51 | 25 | 19 | 23 | 27 | 18 | 29% | 707 | | 293 |
| Fire Extinguishers | 300 | - | 230 | - | - | - | - | - | - | - | - | - | - | 77% | 70 | | 230 |
| General Premises Maintenance | 500 | - | - | - | - | 40 | - | - | 120 | - | 60 | 105 | 59 | 77% | 116 | | 384 |
| Business rates | 4,000 | 3,194 | - | - | - | - | - | - | - | - | - | - | - | 80% | 806 | | 3,194 |
| Refreshments | 120 | - | 5 | 2 | 4 | 27 | - | 8 | 7 | 2 | 18 | 9 | 9 | 76% | 29 | | 91 |

Floral Crediton

| | | | | | | | | | | | | | | | | | |
|------------------------------------|-------|----|---|-------|----|---|-------|----|-----|----|---|----|----|-----|-------|--|-------|
| Plants/Flowers | 2,500 | - | - | 1,476 | 32 | - | - | - | 242 | - | - | - | - | 70% | 750 | | 1,750 |
| Awards Evening | 100 | - | - | - | - | - | 60 | - | 14 | 10 | - | - | - | 84% | 16 | | 84 |
| Hanging baskets/troughs & watering | 7,000 | - | - | - | - | - | 5,199 | - | - | - | - | - | - | 74% | 1,801 | | 5,199 |
| Other Floral costs | 500 | 25 | - | 88 | 30 | - | - | 20 | - | - | - | 55 | 24 | 48% | 258 | | 242 |
| New planters (replacements) | 1,000 | - | - | - | - | - | - | - | - | - | - | - | - | 0% | 1,000 | | - |

Christmas in Crediton

| | | | | | | | | | | | | | | | | | |
|-------------------------|--------|---|---|---|---|---|-------|-------|-------|-------|-------|-----|-----|------|---|-------|--------|
| Repeat Costs | 13,200 | - | - | - | - | - | 1,194 | 330 | 2,949 | 8,330 | 410 | 854 | 420 | 110% | - | 1,287 | 14,487 |
| Community Participation | 7,000 | - | - | - | - | - | - | 396 | 3,142 | 1,723 | 1,810 | - | - | 101% | - | 71 | 7,071 |
| New Infrastructure | 4,000 | - | - | - | - | - | - | 2,262 | 397 | 285 | - | - | - | 74% | - | 1,056 | 2,944 |
| Miscellaneous | 750 | - | - | - | - | - | - | 91 | - | - | - | - | - | 12% | - | 659 | 91 |

Additional Services

| | | | | | | | | | | | | | | | | |
|-----------------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------|--------|---------|
| DCC grass cutting | 8,000 | - | 450 | 450 | 450 | 450 | - | 453 | - | 450 | - | - | 450 | 39% | 4,847 | 3,153 |
| Youth Work* | 5,000 | 203 | 353 | 694 | 649 | 45 | 58 | 399 | 690 | 572 | 145 | 801 | 1,050 | 113% | 659 | 5,659 |
| Annual grants to community groups | 42,000 | 38,505 | 220 | 1,682 | 250 | - | 300 | - | - | - | - | - | 200 | 98% | 843 | 41,157 |
| Crediton Urban Taskforce | 1,500 | 166 | 7 | - | - | - | 33 | - | - | - | - | - | 61 | 18% | 1,233 | 267 |
| Budget Spend | 475,903 | 61,214 | 33,671 | 30,345 | 25,533 | 21,950 | 33,860 | 32,602 | 36,995 | 37,560 | 25,346 | 22,843 | 30,615 | 82% | 83,369 | 392,534 |

EXPENDITURE: Ear Marked Reserves**

| | | | | | | | | | | | | | | | | | |
|----------------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|--------|---------|--|
| EMR 349: St Boniface/Devon Day | - | - | 1,936 | 6,343 | 283 | - | - | - | - | - | - | - | 131 | | | | |
| 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 | - | - | - | - | 5,066 | - | | | | |
| EMR 336: Localism Projects | - | - | - | - | - | - | - | - | - | - | 2,500 | 2,500 | - | | | | |
| Sub Total | - | - | 1,936 | 7,008 | 283 | 4,505 | 1,750 | - | - | - | 2,500 | 7,566 | 131 | | | | |
| Total Spend inc reserves | 475,903 | 61,214 | 35,607 | 37,353 | 25,816 | 26,455 | 35,610 | 32,602 | 36,995 | 37,560 | 27,846 | 30,409 | 30,746 | 88% | 57,690 | 418,213 | |

| | | | | | | | | | | | | | | | | |
|--|---------------|---------|-------|-------|-------|-------|-------|---------|-------|-------|-------|-------|-------|----------------|----------------|---------------------|
| INCOME | Budget | | | | | | | | | | | | | %Budget | Balance | Total Income |
| 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 | 1,809 | 1,856 | 1,850 | 3,500 | 187% | 11,310 | 24,310 |
| 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 | 83 | 4 | 26 | 26 | 109% | 379 | 4,599 |
| Other income: wayleave | 19 | 19 | - | - | - | - | - | - | - | - | - | - | - | 100% | - | 19 |
| Grants received: LYTC signage | - | 582 | - | - | - | - | - | - | - | - | - | - | - | | | 582 |
| Other income: Food Festival | - | 1,534 | 868 | 3,455 | - | - | - | - | - | - | - | 2,000 | - | | | 7,857 |
| Other income: Room hire | - | 59 | 258 | 233 | 206 | - | 233 | 67 | - | 141 | 37 | 144 | 72 | | | 1,332 |
| Youth donations received | - | 523 | 33 | 361 | 379 | 124 | 204 | 70 | 150 | 163 | 760 | 145 | 93 | | | 3,005 |
| Youth grants received | - | - | - | - | - | - | - | 365 | - | - | - | - | - | | | 365 |
| Christmas donations received | - | - | - | - | - | 100 | 150 | 1,700 | - | 1,030 | 235 | 40 | - | | | 3,255 |
| Other income: Newcombes toilet project | - | - | - | - | - | - | - | - | - | - | - | 6,000 | - | | | 6,000 |

| | | | | | | | | | | | | | | | | |
|---|---------|---------|-------|--------|-------|-------|-------|---------|-------|-------|-------|--------|-----|-------|--|---------|
| War Memorial income | - | - | - | - | - | - | - | - | - | - | - | 175 | - | | | 175 |
| Grants received: Parish Paths Maintenance | | | | | | | | | | | | | 920 | | | 920 |
| AUDITOR AMENDMENTS - RECEIPTS IN ADVANCE | | | | | | | | | | | | | - | 3,945 | | - |
| Sub Total | 518,738 | 252,881 | 2,283 | 8,644 | 2,613 | 6,838 | 3,537 | 252,113 | 3,118 | 3,226 | 2,892 | 10,380 | 666 | | | 549,191 |
| | | | | | | | | | | | | | | | | |
| INCOME: Ear Marked Reserves | Budget | | | | | | | | | | | | | | | |
| EMR 349: St Boniface/Devon Day | | - | 710 | 5,883 | 2,000 | - | - | - | - | - | - | - | - | | | 8,593 |
| EMR 334: Allotments | | - | - | - | - | 431 | - | - | - | - | - | - | - | | | 431 |
| EMR: VE Day* | | - | - | - | - | - | - | - | - | - | - | 100 | - | | | 100 |
| Sub Total | | - | 710 | 5,883 | 2,000 | 431 | - | - | - | - | - | 100 | - | | | 9,124 |
| Total Income inc reserves | 518,738 | 252,881 | 2,993 | 14,527 | 4,613 | 7,269 | 3,537 | 252,113 | 3,118 | 3,226 | 2,892 | 10,480 | 666 | | | 558,315 |

| | |
|---|--|
| Please see EMR tab for net movement of EMRs | |
| Legal/Professional Services* | *£6,000 contribution received - Newcombes toilet survey |
| Other expenditure:Food Festival* | *Offset by Food Festival income - remaining funds to move to EMR |
| Youth Work* | *Offset by youth grants & donations received |
| Other income: VE Day* | *£100 Moved to VE Day EMR - see EMR tab |
| AUDITOR AMENDMENTS - RECEIPTS IN ADVANCE | *Adjustments made in line with external auditor comments 2023/24 |

| | | | | | | | | | | | | | | | |
|-----|-----------------------------|--------------------|---|----------|-------|---------|-------|-------|---|---|---|-------|-------|-----------|-----------------|
| 371 | EMR - VJ Day | £0.00 | | | | | | | | | | | | 2500 | £2,500 |
| 372 | EMR - Love Your Town Centre | £0.00 | | | | | | | | | | | | 582 | £582 |
| 373 | EMR - Youth subs 24/25 | £0.00 | | | | | | | | | | | | 2045.07 | £2,045 |
| | | | | | | | | | | | | | | | |
| | | £292,622.21 | 0 | -1225.93 | -1125 | 1717.18 | -4073 | -1750 | 0 | 0 | 0 | -2551 | 94201 | 127793.16 | £505,608 |

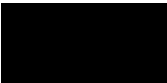
*EMRs increased as per Full Council on 19 November 2024 - minute 2024/074.2

*EMRs increased as per Full Council on 18 March 2025 - minute 2025/115

| Crediton Town Council Forecast for 2025/2029 | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|
| <u>approved on</u> | | | | | |
| | Budget | Forecast | Forecast | Forecast | Forecast |
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 |
| <u>Balance brought forward</u> | (264,592) | (269,093) | (271,070) | (271,690) | (272,193) |
| <u>EXPENDITURE</u> | | | | | |
| Salaries | 240,300 | 248,711 | 256,172 | 263,857 | 271,773 |
| Administration | 23,700 | 24,530 | 25,265 | 26,023 | 26,804 |
| Council & Councillors | 24,690 | 25,554 | 26,321 | 27,110 | 27,924 |
| Allotments | 4,350 | 4,568 | 4,796 | 5,036 | 5,287 |
| Property & Assets | 56,800 | 58,788 | 60,552 | 62,368 | 64,239 |
| Council Offices | 29,870 | 30,915 | 31,843 | 32,798 | 33,782 |
| Floral Crediton | 11,100 | 11,489 | 11,833 | 12,188 | 12,554 |
| Christmas in Crediton | 26,000 | 26,910 | 27,717 | 28,549 | 29,405 |
| Insurance | 5,500 | 5,775 | 6,064 | 6,367 | 6,685 |
| Annual Grant Funding | 50,000 | 52,750 | 54,750 | 56,600 | 58,250 |
| Additional services | 11,500 | 12,075 | 12,679 | 13,313 | 13,978 |
| Sub Total | 483,810 | 502,064 | 517,991 | 534,209 | 550,682 |
| <u>CHANGE TO EARMARKED RESERVES</u> | | | | | |
| Sub Total | 58,954 | 59,589 | 64,163 | 69,000 | 63,000 |
| TOTAL EXPENDITURE | 542,764 | 561,653 | 582,154 | 603,209 | 613,682 |
| <u>INCOME</u> | | | | | |
| Interest | (22,500) | (21,835) | (20,680) | (22,797) | (24,730) |
| Youth grants | (10,000) | (10,000) | (10,000) | (10,000) | (10,000) |
| Allotment rents | (4,000) | (4,280) | (4,580) | (4,900) | (5,243) |
| Miscellaneous | (15) | (15) | (15) | (15) | (15) |
| Sub Total | (36,515) | (36,130) | (35,274) | (37,712) | (39,988) |
| Precept | (510,750) | (527,500) | (547,500) | (566,000) | (582,500) |
| TOTAL INCOME | (547,265) | (563,630) | (582,774) | (603,712) | (622,488) |
| DEFICIT / (SURPLUS) | (4,501) | (1,977) | (620) | (502) | (8,806) |
| Balance carried forward | (269,093) | (271,070) | (271,690) | (272,193) | (280,998) |
| Months of cover | 8.0 | 7.8 | 7.6 | 7.4 | 7.4 |

CREDITON TOWN COUNCIL

SCHEDULE OF REGULAR PAYMENTS

| Service | Description | Supplier | Frequency | Payment type | Amount | Notes |
|------------------------------------|--|---|-----------|--------------|-----------|---------------------------------------|
| UTILITIES | | | | | | |
| Water charges | Barnfield allotments | South West Water | Quarterly | DD | V | *variable based on consumption |
| Water charges | Exhibition Road allotments | South West Water | Quarterly | DD | V | *variable based on consumption |
| Water charges | Old Landscore School | South West Water | Quarterly | DD | V | *variable based on consumption |
| Electricity charges | Newcombes toilet | British Gas | Monthly | DD | V | *variable based on consumption |
| Electricity charges | Bungalow | British Gas | Monthly | DD | V | *variable based on consumption |
| Electricity charges | Bandstand | Tomato Energy | Monthly | DD | V | *no standing charge, consumption only |
| Water charges | Front Office & Newcombes toilet | Everflow | Monthly | DD | V | *variable based on consumption |
| Gas charges | Front office (standing charge only) | British Gas | Monthly | DD | V | *standing charge only |
| Electricity & gas charges | Front office, Newcombes toilet, OLS & Bungalow | Valda | Monthly | DD | V | *variable based on consumption |
| ADMINISTRATION | | | | | | |
| IT support | Monthly IT support (2 payments) | Nexus | Monthly | DD | £510.75 | *additional support fees may apply |
| IT support | Monthly IT support - iPads | Cloudy IT | Monthly | DD | £24.00 | |
| Data Protection Fee | Annual payment to ICO | Information Commissioners Office | Annual | DD | £40.00 | |
| Printing charges | Office photocopier | Concorde | Monthly | DD | V | *variable based on printer usage |
| Broadband/telephone charges | Office broadband and calls | Concorde | Monthly | DD | V | *variable based on calls made |
| Website hosting | Hosting fee | Pure Systems | Annual | BACS | £275.00 | |
| Insurance | Annual insurance fee | Zurich | Annual | BACS | £4,000.00 | *approx. |
| SALARIES/PAYE/PENSION | | | | | | |
| Salaries | Wages paid to all employees | Employees | Monthly | BACS | V | |
| PAYE/NI | PAYE payment due | HMRC | Monthly | BACS | V | |
| Pensions | Pension contributions due | Peninsula Pensions (DCC) | Monthly | BACS | V | |
| PREMISES & PARKING | | | | | | |
| Rent | Council office rent (The Bungalow) |  | Monthly | SO | £833.33 | |
| Rent | Council office rent (Front Office) | | Annual | BACS | £7,187.50 | |
| Rent | Garage | | 6 monthly | SO | £910.00 | |
| Business rates | 8 North Street & Old Landscore School | Mid Devon District Council | Annual | BACS | £7,200.00 | |
| Parking permit - Market St | Market Street car park permit | Mid Devon District Council | Annual | BACS | £491.00 | |
| YOUTH CLUB | | | | | | |
| Mobile phone | Monthly bill | EE Ltd | Monthly | DD | £18.52 | |
| SUBSCRIPTION & SOFTWARE | | | | | | |
| Software | Publishing/editing software | Canva | Annual | CARD | £83.33 | |
| Software | Finance package | Rialtas | Annual | BACS | £357.00 | |

| | | | | | |
|-----------------------------|----------------------------|----------------------------|--------|------|-----------|
| Software | Online mapping software | Parishes Online | Annual | BACS | £150.00 |
| Software | Decisions meetings package | CloudyIT | Annual | DD | £1,250.00 |
| Subscription - Legal Advice | Legal advice service | Tozers | Annual | BACS | £1,500.00 |
| Membership subscription | Annual membership | Devon Communities Together | Annual | BACS | £50.00 |
| Membership subscription | Annual membership | CPRE | Annual | BACS | £36.00 |
| Membership subscription | Town Clerk membership | SLCC | Annual | BACS | £505.00 |
| Membership subscription | Affiliation Fee | NALC | Annual | BACS | £492.12 |
| Membership subscription | Service charge | DALC | Annual | BACS | £62.08 |
| Membership subscription | Affiliation Fee | DALC | Annual | BACS | £824.80 |

OPEN SPACES

| | | | | | | |
|---------------|---|--|-----------|------|-----------|---------------------------------|
| Maintenance | Scout Memorial Garden Maintenance 2025-26 | | 6 monthly | BACS | £700.00 | |
| Maintenance | Grounds Maintenance Contract 2023-26 | | N/A | BACS | £5,165.00 | * Invoice on completion of work |
| Grass cutting | DCC Grass Verge Cutting 2025-26 | | N/A | BACS | £3,000.00 | * Invoice on completion of work |

CREDITON TOWN COUNCIL

SCHEDULE OF FEES AND CHARGES

| Service | Description | 2025/26 charge | |
|-------------------------|--|----------------|--|
| ALLOTMENTS | | | |
| Allotment Fee | Charge per sqm (Allotment rent) | £0.28 | *Due to be reviewed by Community Cttee in Sept |
| Allotment Fee | Charge per sqm (BAA membership) | £0.029 | *Due to be reviewed by Community Cttee in Sept |
| COMMUNITY EVENTS | | | |
| Stallholder Fee | Community event (NON-FOOD): CICs and charities | £15.00 | |
| | Business registered within 5 miles of Crediton and/or trading less than 2 years | £25.00 | |
| | Other business | £35.00 | |
| Stallholder Fee | Community event (FOOD): CICs and charities | £25.00 | |
| | Business registered within 5 miles of Crediton and/or trading less than 2 years | £35.00 | |
| | Business registered within 5 miles of Crediton, with 1 outlet and fewer than 5 employees | £45.00 | |
| | Business with 1 outlet and fewer than 5 employees | £55.00 | |
| | Business with multiple outlets OR greater than 5 employees | £80.00 | |
| | Ice cream van | £80.00 | |
| Stallholder Fee | Community event: Electricity supplement | £20.00 | |
| Stallholder Fee | Community event: Hot food/drink supplement | £40.00 | |
| Stallholder Fee | Community event: Alcohol supplement | £40.00 | |
| Stallholder Fee | Food Festival: CICs and charities | £40.00 | |
| | Business registered within 5 miles of Crediton AND trading less than 2 years | £50.00 | |
| | Business registered within 5 miles of Crediton, with 1 outlet AND fewer than 5 employees | £60.00 | |
| | Business with 1 outlet AND fewer than 5 employees | £75.00 | |
| | Business with multiple outlets OR greater than 5 employees | £85.00 | |
| Stallholder Fee | Food Festival: Electricity supplement | £20.00 | |

| | | |
|------------------------|--|--------|
| Stallholder Fee | Food Festival: Hot food/drink supplement | £40.00 |
| Stallholder Fee | Food Festival: Alcohol supplement | £40.00 |
| Gazebo | Hire of gazebo | £20.00 |

ROOM HIRE

| | | |
|------------------------|---|--------|
| Council Offices | Hire of Bungalow meeting room (community group with kitchen) | £8.00 |
| Council Offices | Hire of Bungalow meeting room (community group without kitchen) | £6.00 |
| Council Offices | Hire of Bungalow meeting room (external group with kitchen) | £12.00 |
| Council Offices | Hire of Bungalow meeting room (external group without kitchen) | £10.00 |
| Council Offices | Hire of The Hub (community group with kitchen) | £8.00 |
| Council Offices | Hire of The Hub (community group without kitchen) | £6.00 |
| Council Offices | Hire of The Hub (external group with kitchen) | £12.00 |
| Council Offices | Hire of The Hub (external group without kitchen) | £10.00 |

YOUTH CLUB

| | | |
|---------------------|-------------------------------------|--------------------------|
| | | £2 per week OR £12 block |
| Subscription | Tues or Wed session (book per term) | booking |



CREDITON TOWN COUNCIL

Asset Transfer Working Group Report

Report by: Town Clerk
To: Oversight Committee
Date: For consideration on 08 April 2025

Recommendation

It is recommended that the Oversight Committee establishes an Asset Transfer Working Group.

1. Purpose

1.1 It is recommended that the Oversight Committee establishes an Asset Transfer Working Group in accordance with the draft terms of reference. Its remit would be to develop outline recommendations for the committee on potential asset transfers and, subject to the committee's direction, then prepare business cases for approval and recommendation to Full Council.

2. Background

2.1 The former Credition Urban District Council (1895-1974) was responsible for the management of a wide array of public services and assets.

2.2 Following government reorganisation in 1974, the majority of assets and responsibilities were cested in Mid Devon District Council (MDDC).

2.3 In more recent years, financial pressures have led to MDDC (and Devon County Council (DCC)) asking for funding or ongoing maintenance of assets and/or services in their remit.

2.4 In 2022, MDDC wrote to CTC to request £150,000.00 to support ongoing maintenance and provision of assets.

2.5 In 2024, CTC was requested to financially support the Newcombes Meadow paddling pool.

2.6 With a further government reorganisation in Devon planned, it is integral that CTC review and understand the breadth of services and assets within the town and consider the best way to manage them in the future.

3. Proposals

3.1 Members of the Oversight Committee are requested to approve:

- The Terms of Reference at Appendix A
- Four councillors to sit on the Working Group (with membership to be reconfirmed / changed by the parent body at its first meeting at start of a new Mayoral year)
- How the working group will be administered.

4. Financial Implications

4.1 Whilst there are no financial implications, members are asked to consider whether the working group will be administered by a member of staff.

5. Climate Implications

5.1 There are no climate implications at this time.

6. Conclusion

6.1 A review of services and assets within Credition is integral to the reorganisation of Devon councils.

TERMS OF REFERENCE – Asset Transfer Working Group

- The working group will comprise 4 members, determined by the Oversight Committee.
- Membership to be reconfirmed / changed by the parent body at its first meeting at start of a new Mayoral year.
- The quorum of the working group shall be 3 members.
- The working group may invite members of the public to attend meetings in an advisory capacity on an ad hoc usually temporary basis.
- Meetings of the working group are not usually but may be public meetings.
- The working group will undertake the following role and functions:
 - At its first meeting (or first in a new Mayoral year) the working group members shall:
 - a. Review these terms of reference for approval as appropriate
 - b. Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent bodyThe working group should also appoint an elected member as Lead Member for each asset transfer being investigated (as applicable).
 - In line with the task set by the Oversight Committee, the purpose and remit of the working group is to:
 - a. Investigate the potential for the transfer of assets from Mid Devon District Council (and Devon County Council in some instances) and report back to the Oversight Committee with an outline of recommendations
 - b. Subject to the direction of the Oversight Committee, develop a business case for committee
 - c. Approval for each asset/group to be transferred (the group does not have delegated powers to make decisions on behalf of the Oversight Committee or the Town Council nor should it exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference)
 - The group reports to the Oversight Committee. The group shall provide timely reports to the parent body in the following manner:
 - a. Verbal reports at each committee meeting as necessary
 - b. A written report on conclusion of initial investigations
 - c. Subject to the authority from the Oversight Committee, business cases for each asset/group



Asset Transfer Policy

1. Introduction

This policy provides a framework and set of guidelines for Credition Town Council (CTC) to evaluate the transfer of assets or services from other authorities or organisations.

It outlines the due diligence requirements, assessment criteria for both assets and services, and essential initial questions to develop a comprehensive business case, enabling CTC to make effective decisions when considering the transfer of assets¹.

2. Key Assessment Principles

CTC will use the following principles to evaluate any transfer of asset or service.

A. Asset Evaluation Criteria

Each potential asset transfer will be evaluated based on the following criteria:

- Ownership and Tenure
 - Determine whether the asset is owned or leased by the transferring authority
 - Establish whether the transfer involves freehold or leasehold ownership
 - [Clarify any potential legal liabilities associated with either freehold or leasehold transfer, including specific indemnities required. Seek legal advice on drafting these clauses if needed].
- Occupancy and Use
 - Identify any current tenants and terms of occupancy agreements
 - Review any restrictions, covenants, or agreements that may affect the future use or disposal of the asset
 - [Legal advice may be necessary to confirm whether existing tenant agreements will transfer to CTC and to address potential future liabilities related to these agreements].
- Condition and Maintenance
 - Review any available condition surveys, noting that independent assessments may be advisable
 - Examine existing maintenance plans, historical maintenance spending, and current condition
 - [Determine whether CTC is expected to assume responsibility for current or deferred maintenance obligations upon transfer; obtain legal input on potential indemnities or warranties from the transferring authority regarding the asset's condition].
- Statutory Testing and Compliance
 - Confirm the status of statutory testing (e.g., electrical, gas, asbestos surveys) to ensure compliance
 - [Include provision to ensure responsibility for statutory testing is clarified before the transfer. Seek legal guidance on any compliance certifications required to avoid future liability].
- Financial Implications
 - Assess operational expenses such as business rates, insurance, and ongoing costs
 - Check the date of the last insurance valuation and consider potential cost adjustments

¹ Specific legal and insurance advice should be sought to cover scenarios where indemnity or liability arises.

- Request a breakdown of income and expenditure related to the asset over a representative period (e.g., 5-10 years)
- Determine if financial support accompanies the transfer or if the asset will be brought up to standard prior to transfer
- [Verify whether the council's insurers require any specific conditions for liability coverage or if exclusions apply for certain types of assets. Seek advice on insurable risks and conditions].
- Strategic Fit and Risk Assessment
 - Evaluate the asset's development potential or intrinsic value and identify any risks
 - Determine if the asset is listed or protected and if it aligns with the council's broader strategic or long-term plans
 - [Clarify if legal protections or indemnities are advisable for risks related to listed or protected assets. Obtain legal advice on clauses to limit liability in cases of unforeseen regulatory changes].
- Environmental Impact Assessment
 - Evaluate the impact of any transfer in relation to the Climate and Environmental Declaration.

B. Service Evaluation Criteria

Transferred services should align with CTC's strategic priorities and will be assessed based on the following:

- Nature of Service
 - Establish whether the service is statutory or discretionary
 - Define baseline standards, requirements, and legal compliance obligations
 - [Seek legal input on any specific compliance standards for statutory services, including penalties or liabilities for non-compliance].
- Fit with Council Capabilities
 - Evaluate CTC's capacity to manage and deliver the service effectively
 - Assess resource needs, including any skills, equipment, or facilities required
 - [Legal and HR advice may be required to address workforce needs, especially where additional qualifications or certifications are needed].
- Financial and Staffing Considerations
 - Review budget implications, including any financial support, revenue sources, and ongoing costs
 - Determine if TUPE (Transfer of Undertakings Protection of Employment) applies and conduct due diligence on staffing needs, performance, and employment terms
 - Assess any impacts on the council's job evaluation and collective agreements.
 - [Seek specific advice on employment law and TUPE implications to prevent future liabilities. Clarify if indemnities or warranties may be needed from the transferring body regarding employment obligations].

C. Business Case Development

A business case must be prepared for all potential transfers to ensure clarity and informed decision-making. Core questions to address include:

- Rationale for Transfer
 - Understand why the transferring authority wishes to divest the asset/service and its importance
 - Clarify what is being transferred, including any limitations
 - [Request legal advice on potential restrictions or limitations that may not be immediately apparent but could impose future liability on CTC].
- Strategic and Operational Fit

- Assess how the transfer aligns with CTC's strategic plans and any relevant district plans
- [Ensure legal guidance is obtained if strategic alignment creates any implied long-term obligations or restrictions on council activities].
- **Support and Future Obligations**
 - Determine the level of support available if CTC assumes responsibility, as well as implications if the transfer does not proceed
 - [Consult insurers to verify future obligations and ongoing liability coverage; confirm any specific legal clauses to clarify support expectations or indemnities].
- **Transparency and Community Engagement**
 - Ensure clear communications and community engagement to prevent misunderstandings about the transfer's impact
 - [Seek advice on the transparency and engagement processes required to ensure legal compliance and prevent liability in case of disputes].

3. Approval and Governance

- All potential transfers will be reviewed by CTC, usually the Oversight Committee, with final approval by Full Council, subject to a comprehensive review by professional advisers as required
- CTC will refer to relevant best practice guidelines and ensure alignment with all legal and regulatory requirements
- [Confirm with legal advisors the necessary governance and oversight mechanisms to ensure liability is limited and transfers are conducted according to applicable laws and council policies].

4. Legal and Insurance Considerations

- [Include specific steps to consult legal and insurance advisors throughout the transfer process, especially in drafting and approving terms regarding liability, indemnity, and potential future claims].
- [Insert clause here specifying that CTC will require an indemnity from the transferring body where possible, to cover unforeseen liabilities and future claims.]