

To All Crediton Town Councillors

You are hereby summoned to attend a meeting of Full Council, which will be held on Friday, June 20, 2025, at 13:00, at The Bungalow, 8 North Street, Crediton, 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.

Streng

Rachel Avery FSLCC

Town Clerk

Monday, 16 June 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), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.





AGENDA

2025/031 - 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)

2025/032 - Apologies

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

2025/033 - Declarations of Interest and Requests for Dispensations

2025/033.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/033.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/034 - 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

2025/035 - Chair's and Clerk's Announcements

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

2025/036 - Town Council Minutes

To approve and sign the minutes of the meeting held on **03 June 2025**, as a correct record (minutes will be issued with the agenda)

2025/037 - Finance

2025/037.1 - To receive and approve transactions between 01 May and 31 May 2025

2025/037.2 - To receive and approve the bank reconciliation to 31 May 2025

2025/037.3 - To note bank account balances to 31 May 2025

2025/037.4 - To note year to date spend

2025/037.5 - To note Earmarked Reserves as at 31 May 2025

2025/038 - Ear Marked Reserves

2025/038.1 - To approve spending £299.00 from P3 Parish Paths EMR (324) on 1000 Redvers Ramble leaflets

2025/039 - Schedule of Regular Payments 2025/26

To note and ratify the updated Schedule of Regular Payments 2025/26

2025/040 - Audit 2024/25

2025/040.1 - To note that the Fidelity Insurance has been reviewed and deemed appropriate at £500,000.00

2025/040.2 - To review and approve the Risk Management Register

2025/041 - Date of next meeting

To note that the date of the next meeting will be Tuesday 01 July 2025

2025/042 - 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

2025/043 - Crediton Youth Service Report

To receive the Town Clerk's report regarding Crediton Youth Service and to approve the recommendation therein

2025/044 - Youth Work Recruitment

2025/044.1 - To receive and approve the application packs for Youth Support Workers (project-based) and Peer Educations (project-based)

2025/044.2 - To approve the shortlisting and interview panels and associated timelines

2025/045 - Reports Pack

Attachments - for internal use only

Transactions 01 - 31 May 2025.pdf Bank rec as at 31 May 2025.pdf Bank balances as at 31 May 2025.PDF Y2D budget 2025-26.pdf EMR levels as at 31 May 2025.pdf Updated Schedule of Regular Payments.pdf Risk Management Register 2025.pdf Date: 11/06/2025

Crediton Town Council FY 2025-26 Cashbook 1

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Co-Operative 9217

For Month No: 2

Receipts fo	r Month 2					No	minal L	edger Anal	ysis
Receipt Ref	Name of Payer	£ An	nnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought F	wd :	287,147.34			_		287,147.34	
	Banked 01/05/2025	19.33	3						
#22	National Grid		19.33			1220	310	19.33	Wayleave payments
	Banked 02/05/2025	35.00)						
#23	Youth Club (YW)		35.00			1240	410	35.00	Subs - Tues Youth Club
	Banked 06/05/2025	72.00)						
#24	Sustainable Crediton		72.00			1290	130	72.00	Room hire - The Hub
	Banked 07/05/2025	3.00)						
#25	Youth Club (YW)		3.00			1240	410	3.00	Subs - Weds Project Night
	Banked 12/05/2025	360.00)						
#26	Youth Club (YW)		10.00			1240	410	10.00	Subs - Tues Youth Club
	Downes Estate		50.00			1250	460	50.00	VE Day donation
#28	Revive Beauty & Hair Design		50.00			1250	460	50.00	VE Day donation
#29	DALC		250.00			1260	120	250.00	Grant - Cluster meetings
	Banked 13/05/2025	610.00)						
#30	Youth Club (YW)		10.00			1240	410	10.00	Subs - Weds Project Night
#31	Exmouth Ices		100.00			1285	440	100.00	BBB stallholder fee
#32	Ernest Jackson		500.00			1295	440	500.00	BBB sponsorship
	Banked 14/05/2025	29.91	l						
#33	Allotment Barnfield		9.91			1150	160	8.98	B12E Rent 24/25
						1170	180	0.93	B12E BAA 24/25
#34	Youth Club (YW)		20.00			1240	410	20.00	Subs - Weds Project Night
	Banked 15/05/2025	101.97	,						
#35	Various		51.97			1250	460	40.00	VE Day cream tea
						1240	410	11.97	Youth - subs & tuck
#36	Hotchkiss Warburton		50.00			1250	460	50.00	VE Day donation
	Banked 19/05/2025	2.00							
#37	Youth Club (YW)		2.00			1240	410	2.00	Subs - Tues Youth Club
	Banked 20/05/2025	10.00)						
#38	Youth Club (YW)		10.00			1240	410	10.00	Youth - tuck shop
	Banked 23/05/2025	7.73	6						
#39	Allotment Exhibition		7.73			1150	150	7.00	E3C Rent 24/25
			1.10				180		E3C BAA 24/25
Total	Receipts for Month	1,250.94	ļ	0.00	0.00			1,250.94	
	Cashbook Totals 28	8,398.28	3	0.00	0.00			288,398.28	
		2,000.20			0.00				

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For Month No: 2

Payment	s for Month 2				Nomi	nal Lo	edger		
Date	Payee Name	Reference £	Total Amnt	£ Creditors	<u>£ VAT</u>	<u>A/c</u>	Centre	£ Amount	Transaction Detail
29/04/2025	Pugsley	BACS #90	1,054.26			4390	250	1,054.26	Bungalow insurance
29/04/2025	Pugsley	BACS #90	-1,054.26			4390	250	-1,054.26	Bungalow insurance (wrongdate)
01/05/2025	South West Water	DD #73	37.94			4235	350	37.94	Water - OLS
01/05/2025	South West Water	DD #74	680.09			4235	160	680.09	Water - Barnfield allotments
						334	0	-680.09	Water - Barnfield allotments
						6000	160	680.09	Water - Barnfield allotments
01/05/2025		SO #75	833.33			4390			Bungalow rent - May
02/05/2025		DD #76	2.91			4235			Water charges
02/05/2025		DD #77	22.03		3.67		410		Youth - mobile phone
07/05/2025	•	CARD #78	7.28			4720	410	-	Youth - refreshments
07/05/2025		CARD #79	13.80			4720			Youth - refreshments
07/05/2025	Cloudy IT	DD #80	1,528.80		254.80				IT support tablets
00/05/0005	Dritich Coo	DD #04	20.44		4.00	4090		,	Decisions software
	British Gas	DD #81	39.44		1.88	4290			Electricity - Newcombes toilet
09/05/2025		BACS #82	7.05			4130	130		Expenses
09/05/2025		BACS #83	12.95			4130			Travel expenses
09/05/2025		BACS #84	24.97		4.16		365		Town maintenance supplies
09/05/2025	Viking	BACS #85	63.80		10.63		120		Office consumables
00/05/0005			44.4.00		00.00	4085	120		Office stationery
	Prosound Solutions (SW)	BACS #86	414.00		69.00				VE Day sound system
	IAC Audit & Consultancy Ltd	BACS #87	474.00		79.00				Internal Audit - EOY 24/25
09/05/2025	GCW Services	BACS #88	600.00		100.00		160		Repair leak - Barnfield Allot.
						334	0		Repair leak - Barnfield Allot.
00/05/0005	T 1 10		700.00		407.00		160		Repair leak - Barnfield Allot.
	Touchwood Signs	BACS #89	763.20		127.20				VE Day banners & signs
09/05/2025 09/05/2025	: Pugsley Lee	BACS #90 BACS #91	1,054.26 1,408.33			4390 4390			Bungalow insurance Manor Office rent - May
	River Media Devon Ltd	BACS #91 BACS #92	172.80		28.80				CFF - One Magazine
03/03/2023		DACO #32	172.00		20.00	4000	450	144.00	advert
09/05/2025	Mid Devon District Council	BACS #93	319.00			4430	250		Business rates - North St
12/05/2025	•	CARD #94	4.99			4680			VE Day - refreshments
	Westcountry Falconry	BACS #95	475.00			4680			VE Day - falconry
	Nexus Open Systems	DD #96	388.98		64.83		120		IT Support - April/May
	British Gas	DD #97	85.16		4.06	4290			Electricity - Bungalow
14/05/2025		BACS #98	95.00		4.00	4230			Tap replaced - allotments
20/05/2025	0	BACS #99	27.59		4.60	4115	120		Office consumables
	Libraries Unlimited SW	BACS #100	28.80			4210			Room hire
20/05/2025	Crediton Area History & Museum	BACS #101	52.50			4680	460	52.50	VE Day - book for guests
20/05/2025	Mid Devon District Council	BACS #102	70.00			4120	120	70.00	Premises licence - Town Sq
20/05/2025	Burns	BACS #103	300.00			4680	460	300.00	VE Day Cream Tea - music

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For Month No: 2

Date Payee Name Reference f Total Annu R É Creditor F Ar Arc Centre Annun Transaction Datal 200502025 Elsuna Evolve BACS #104 300.00 460 460 300.00 VE Day - masic modeling 200502025 Ellon & Hewrit Lid BACS #107 1,125.00 460 460 302.00 VE Day - ceant ness 200502025 Hooper Services BACS #108 1,848.00 308.00 223 300 0.000 SPE or genas cutting 200502025 Hooper Services BACS #108 1,848.00 308.00 233 300 0.000 SPE or genas cutting 200502025 Hooper Services BACS #108 1,848.00 4230 100 1000 Depres Park - genas 200502025 South West Water BACS #109 339.50 4230 100 1000 Depres Park - genas 200502025 Lid CARD #110 7.14 4200 0 4200 0 4200 0 4200 100 Upper Deck - vieed oruting or train and train and train	Payment	s for Month 2				Nomi	nal L	edger		
20105/2025 Rourke BACS #105 300.00 4680 460 300.00 VE Day - cream teas and biologinal 20105/2025 20105/2025 Elicot & Hewit Ltd BACS #106 322.20 4680 460 322.20 VE Day - cream teas 20105/2025 Hooper Services BACS #108 1,25.00 4020 306 60.00 SPG - grass cutting 4230 300 60.00 SPG - grass cutting 4230 100.00 Evils Road - grass cutting 4230 100 Deprise Park - grass cutting 4230 100 Evils Road - grass cutting 4230 100 Deprise Park - grass cutting 4230 100 Road - grass cutting 4230 100 Road - grass cutting 4230 100 Deprise Park - grass	Date	Payee Name	Reference £	Total Amnt	£ Creditors	<u>£ VAT</u>	<u>A/c</u>	Centre	£ Amount	Transaction Detail
2005/2025 Filter H Hewrit Lid BACS #106 322.00 460 322.00 2005/2025 2005/2025 Hor Turning Tides Project BACS #107 1,125.00 400 365 1,125.00 Town maintenance - Ap 2005/2025 Hooper Services BACS #108 1,448.00 308.00 423 30 120.00 SPC - sweet control 4230 150 120.00 SPC - weet control 4230 100 SPC - weet control 4230 160 125.00 Barniker - grass cutting 4230 100 Peoples Park - grass cutting 4230 160 125.00 Barniker - grass cutting 4230 200 50.00 Upper Deck - weet cortrol 4230 160 125.00 Barniker - grass cutting 4230 20 50.00 Upper Deck - weet cortrol 20/05/2025 South West Water BACS #109 439.95 4225 250 439.95 Water - Bungalow 21/05/2025 Lid CARD #111 7.14 4440 250 7.14 Meeting refreshments <td>20/05/2025</td> <td>Burns</td> <td>BACS #104</td> <td>300.00</td> <td></td> <td></td> <td>4680</td> <td>460</td> <td>300.00</td> <td>VE Day - music</td>	20/05/2025	Burns	BACS #104	300.00			4680	460	300.00	VE Day - music
2005/2025 He Turning Tides Project BACS #107 1,125.00 400 66 1,125.00 Town maintenance - Ag 20105/2025 Hooper Services BACS #108 1,848.00 308.00 4230 30 60.00 SPG - sprase cutting 2016 Hooper Services BACS #108 1,848.00 308.00 4230 30 4200.00 Stronysark - grass cutting 2016 GACS #108 1,848.00 Hooper Services 420 10 275.00 Peoples Park - grass cutting 4230 100 125.00 Barfield - grass cutting 4230 10 125.00 Barfield - grass cutting 4230 200 Color Upper Deck - weed control 4230 30 120.00 Epper Deck - weed control 4230 South West Water BACS #109 439.95 4235 20 439.95 Vater - Bungalow 2105/2025 South West Water BACS #110 7.14 4440 20 439.95 Vater - Bungalow 2105/2025 Lod Control CARD #111 7.14	20/05/2025	'Rourke	BACS #105	300.00			4680	460	300.00	•
2006/2025 Hooper Services BACS #108 1,848.00 308.00 4230 330 60.00 SPG - grass cutting 4230 120.00 SPG - weed control 4230 150 130.00 Exhth Road - grass cutting 4230 150 130.00 Exhth Road - grass cutting 4230 160 125.00 Bamfiel - grass cutting 4230 4230 160 125.00 Bamfiel - grass cutting 4230 200 50.00 Upper Deck - weed control 4230 200 50.00 Upper Deck - grass cutting 4230 30 125.00 Fulda Crescent - maintenace 2005/2025 South West Water BACS #109 439.95 4238 250 439.95 Water - Bungalow 2105/2025 Lid CARD #110 4.65 4720 10 4.65 Vater - Bungalow 2105/2025 Even County Council CARD #111 7.14 4440 250 7.14 4406 240.00 17.07 4.00 17.07 7.06 Reinershments 2105/2025 Peno County Council CARD #111 7.14 <	20/05/2025	Elliott & Hewitt Ltd	BACS #106	322.20			4680	460	322.20	VE Day - cream teas
20/05/2025 South West Water BACS #10 4.39 3.30 120.00 SPG - weed control 20/05/2025 South West Water BACS #10 4.39 260 50.00 Upper Deck - grass cutting 20/05/2025 South West Water BACS #10 4.39.95 4.230 260 50.00 Upper Deck - grass cutting 21/05/2025 South West Water BACS #10 4.39.95 4.230 260 4.39.95 4.230 260 Poole Peole Park - grass cutting 21/05/2025 South West Water BACS #10 4.65 4.700 4.39.95 4.235 250 4.39.95 Weet Pungalow 21/05/2025 South West Water BACS #110 4.65 4.700 4.10 4.65 Youth - refreshments 21/05/2025 Versions CARD #111 7.14 4440 250 4.39.95 Vater - Bungalow 21/05/2025 Versions CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Versions CARD #111 1.0,87.68	20/05/2025	The Turning Tides Project	BACS #107	1,125.00			4020	365	1,125.00	Town maintenance - Apr
423 260 400.00 Stonypark - grass cutting - grass - gras -	20/05/2025	Hooper Services	BACS #108	1,848.00		308.00	4230	330	60.00	SPG - grass cutting
4230 150 130.00 Exhib Foad - grass cutting 4250 190 275.00 Peoples Part - grass cutting 4230 160 125.00 Barnfield - grass cutting 4230 160 125.00 Barnfield - grass cutting 4230 200 50.00 Upper Deck - grass cutting 4230 200 50.00 Upper Deck - weed 2005/2025 South West Water BACS #109 439.95 4235 250 439.95 Water - Bungalow 21/05/2025 Lid CARD #110 4.65 4230 200 50.00 Telesherhonts 21/05/2025 Variesons CARD #111 7.14 4440 250 7.14 Meeing refreshments 21/05/2025 Variesons CARD #111 7.14 4440 250 7.14 Meeing refreshments 21/05/2025 Variesons CARD #111 7.14 4400 260 7.63 7.63 Peoples Part, - grass 21/05/2025 Variesons CARD #112 37.92 10 7.63.9 Pater - Bungalow 21/05/2025 Variesons							4230	330	120.00	SPG - weed control
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20/05/2025 South West Water BACS #109 439.95 4230 200 50.00 Upper Deck - weed control 20/05/2025 South West Water BACS #109 439.95 4230 200 439.95 Vater - Bungalow 328 0 -439.95 Water - Bungalow 328 0 -439.95 Water - Bungalow 21/05/2025 Lidl CARD #110 4.65 4720 410 4.65 Youth - refreshments 21/05/2025 Devon County Council CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Devon County Council CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Devon County Council CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Devon County Council CARD #111 7.14 4440 250 7.00 Salaries - May 22/05/2025 Peninsula Pensions BACS #115 3.515.26 4040 110 2.757.23<							4230	160	125.00	Barnfield - grass cutting
20/05/2025 South West Water BACS #109 439.95 439.95 250 439.95 Vater - Bungalow 20/05/2025 South West Water BACS #109 439.95 439.95 250 439.95 Water - Bungalow 21/05/2025 South West Water CARD #110 4.65 4720 410 4.65 Yuter - Bungalow 21/05/2025 Morrisons CARD #111 7.14 440 250 7.14 Meeting refreshments 21/05/2025 Devon County Council CARD #111 7.14 440 250 7.40 TRO - Food Festival 21/05/2025 Devon County Council CARD #111 7.14 4400 110 7.53.70 Salaries - May 21/05/2025 Devon County Council CARD #111 10.86.96 4400 110 7.57.03 Salaries - May 22/05/2025 Penincula Pensions BACS #116 3.515.26 4404 110 475.03 Pensions - May 23/05/2025 Finits Gas DD #118 6.69 4.10 110 475.03							4230	200	50.00	
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20/05/2025 South West Water BACS #109 439.95 4235 250 439.95 Water - Bungalow 21/05/2025 Lidl CARD #110 4.65 4720 410 4.65 Youth - refreshments 21/05/2025 Lidl CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Tesco CARD #113 240.00 4680 450 240.00 TTRO - Food Festival 21/05/2025 Devon County Council CARD #113 240.00 4680 450 240.00 TRO - Food Festival 21/05/2025 Peninsula Pensions BACS #114 10,876.96 4000 110 7.537.00 Salaries - May 22/05/2025 Peninsula Pensions BACS #116 3,615.26 4040 110 2.759.23 Pensions - May 21/05/2025 Peninsula Pensions BACS #116 3,615.3 4030 110 3.163.72 N/PAYE - May 21/05/2025 Canva CARD #117 99.99 16.6 4185 10 83.33 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>maintenace</td>										maintenace
328 0 -439.95 Water - Bungalow 6000 250 439.95 Water - Bungalow 21/05/2025 Morrisons CARD #110 4.65 4720 410 4.65 Youth - refreshments 21/05/2025 Tesco CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Tesco CARD #113 240.00 4680 450 240.00 TRO - Food Festival 22/05/2025 Wage payments BACS #114 10,876.96 4000 110 7.537.00 Salaries - May 22/05/2025 Peninsula Pensions BACS #115 3,515.26 4000 110 2,759.23 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4030 110 3,163.72 NI/PAYE - May 23/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 Cancorde DD #118 8.69 0.41 4290 250 8.28 Banding charge - front office 27/05/2025 Concorde DD #119 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>cuttting</td>										cuttting
21/05/2025 Lidl CARD #110 4.65 4720 410 4.65 Youth - refreshments 21/05/2025 Morrisons CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Tesco CARD #111 37.92 4720 410 37.92 Youth - refreshments 21/05/2025 Tesco CARD #113 240.00 4680 450 240.00 TTRO - Food Festival 21/05/2025 Wage payments BACS #114 10,876.96 4000 110 7,537.00 Salaries - May 22/05/2025 Peninsula Pensions BACS #115 3,515.26 4015 110 7,537.92 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4030 110 3,163.72 N/PAYE - May 23/05/2025 British Gas DD #118 8.69 0.41 429 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4000 120 140.11 <td>20/05/2025</td> <td>South West Water</td> <td>BACS #109</td> <td>439.95</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td>	20/05/2025	South West Water	BACS #109	439.95						0
21/05/2025 Lidl CARD #110 4.65 4720 410 4.65 Youth - refreshments 21/05/2025 Morrisons CARD #111 7.14 4440 250 7.14 Meeting refreshments 21/05/2025 Tesco CARD #112 37.92 4720 410 37.92 Youth - refreshments 21/05/2025 Devon County Council CARD #113 240.00 4660 450 240.00 TTRO - Food Festival 22/05/2025 Wage payments BACS #114 10.876.96 4000 110 3,339.96 Salaries - May 22/05/2025 Peninsula Pensions BACS #115 3,515.26 4000 110 2,759.23 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4000 110 3,613.72 NI/PAYE - May 23/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #119 168.13 28.02 400 120 140.11 Printing charges - Mard 27/05/2025 Concorde DD #119<								-		-
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22/05/2025 Wage payments BACS #114 10,876.96 4000 110 7,537.00 Salaries - May 22/05/2025 Peninsula Pensions BACS #115 3,515.26 4040 110 2,759.23 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4030 110 3,163.72 NI/PAYE - May 22/05/2025 Carva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 Carva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 Coroorde DD #118 8.69 0.41 4290 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 27/05/2025 Valda Energy DD #120										
22/05/2025 Peninsula Pensions BACS #115 3,515.26 4005 110 2,759.23 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4003 110 3,163.72 NI/PAYE - May 23/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #118 8.69 0.41 4290 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 4205 350 31.50 Electricity - OLS 250 142.4 Water - The Hub 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems <										
22/05/2025 Peninsula Pensions BACS #115 3,515.26 4040 110 2,759.23 Pensions - May 22/05/2025 HMRC BACS #116 3,631.53 4030 110 3,163.72 NI/PAYE - May 22/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #118 8.69 0.41 4290 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 250 55.09 Gas - Bungalow 4270 250 49.45 Electricity - OLS 4290 350 31.50 Electricity - OLS 27/05/2025 Kverflow DD #121 44.86<	22/05/2025	Wage payments	BACS #114	10,876.96					-	
22/05/2025 HMRC BACS #116 3,631.53 4015 110 756.03 Pensions - May 22/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #118 8.69 0.41 4290 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March office 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 4290 250 49.45 Electricity - Bungalow 4290 350 31.50 Electricity - OLS 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 4235 340 26.62 Water - Newcombes toilet 101 179.88 TS support - May/June 30/05/202										
2/05/2025 HMRC BACS #116 3,631.53 4030 110 3,163.72 NI/PAYE - May 23/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #118 8.69 0.41 4290 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 27/05/2025 Valda Energy DD #121 44.86 4290 250 49.45 Electricity - Bungalow 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June	22/05/2025	Peninsula Pensions	BACS #115	3,515.26				-		
23/05/2025 Canva CARD #117 99.99 16.66 4185 130 83.33 Annual subscription 23/05/2025 British Gas DD #118 8.69 0.41 420 250 8.28 Standing charge - front office 27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombess 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 350 31.50 Electricity - Bungalow 4290 250 49.45 Electricity - Bungalow 4290 350 31.50 Electricity - OLS 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 Concorde DD #124 179.28 30.00 5.00 4185 130 25.00 </td <td></td>										
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23/05/2025British GasDD #1188.690.4142902508.28Standing charge - front office27/05/2025ConcordeDD #119168.1328.024060120140.11Printing charges - March27/05/2025Valda EnergyDD #120152.317.2542903409.02Electricity - Newcombes27/05/2025Valda EnergyDD #120152.317.25429025055.09Gas - Bungalow27/05/2025EverflowDD #12144.86429035031.50Electricity - OLS27/05/2025EverflowDD #12144.86423534026.62Water - The Hub29/05/2025Nexus Open SystemsDD #122215.8635.984070120179.88IT Support - May/June30/05/2025ConcordeDD #124179.2829.884075120149.40Telephone charges - Ap		-								,
27/05/2025 Concorde DD #119 168.13 28.02 4060 120 140.11 Printing charges - March 27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 4290 250 55.09 Gas - Bungalow 4290 250 49.45 Electricity - Bungalow 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 27/05/2025 Everflow DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap										•
27/05/2025 Valda Energy DD #120 152.31 7.25 4290 340 9.02 Electricity - Newcombes 4290 250 55.09 Gas - Bungalow 4290 250 49.45 Electricity - Bungalow 4290 350 31.50 Electricity - OLS 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 4235 340 26.62 Water - Newcombes toilet 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap										office
27/05/2025 Everflow DD #121 44.86 4290 250 55.09 Gas - Bungalow 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap			-							
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27/05/2025 Everflow DD #121 44.86 4290 350 31.50 Electricity - OLS 27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap							4290	250	55.09	Gas - Bungalow
27/05/2025 Everflow DD #121 44.86 4235 250 18.24 Water - The Hub 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 179.28 4075 120 149.40 Telephone charges - Ap							4290	250	49.45	Electricity - Bungalow
4235 340 26.62 Water - Newcombes toilet 29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap							4290	350	31.50	Electricity - OLS
29/05/2025 Nexus Open Systems DD #122 215.86 35.98 4070 120 179.88 IT Support - May/June 30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap	27/05/2025	Everflow	DD #121	44.86			4235		18.24	Water - The Hub
30/05/2025 The Events Industry Forum Ltd CARD #123 30.00 5.00 4185 130 25.00 Purple Guide subscription 30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap							4235	340	26.62	
30/05/2025 Concorde DD #124 179.28 29.88 4075 120 149.40 Telephone charges - Ap	29/05/2025	Nexus Open Systems	DD #122	215.86		35.98	4070	120	179.88	IT Support - May/June
		-	CARD #123			5.00	4185	130		subscription
30/05/2025 Zurich BACS #125 4,283.10 4220 120 4,283.10 Insurance policy renewa	30/05/2025	Concorde		179.28		29.88	4075	120		
	30/05/2025	Zurich	BACS #125	4,283.10			4220	120	4,283.10	Insurance policy renewa

Date: 11/06/2025 Time 11:44	С	Crediton Town Council FY 2025-26 Cashbook 1 Co-Operative 9217										
	Total Payments for Month Balance Carried Fwd	37,838.83 250,559.45	0.00	1,183.83	36,655.00							
	Cashbook Totals	288,398.28	0.00	1,183.83	287,214.45							

Date: 11/06/2025	Cred	iton Town Cour	ncil FY 202	5-26		Page: 1		
Time 11:44		Cashboo	ok 7			User: RA		
		CCLA			For M	Ionth No: 2		
Receipts for Month 2				Nominal L	edger Analysis			
Receipt Ref Name of Payer	£ Amnt Rec	eived £ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detai	<u>I</u>		
Balance Brou	ght Fwd : 587,14	2.87			587,142.87			
Banked 02/05/2025	2,153.23							
CCLA #2 CCLA	2,1	53.23	1	1090 120	2,153.23 Interest on accou	nt		
Total Receipts for Month	2,153.23	0.00	0.00		2,153.23			
Cashbook Totals	589,296.10	0.00	0.00		589,296.10			

Crediton Town Council FY 2025-26

<u>Con</u>	nfirmed Ba	ank & Investment Balances		
Bank Statement Balar	inces			
31	/05/2025	Co-Operative Current 15006951	250,559.45	
31,	/05/2025	Nationwide Account 90097276	89,003.67	
31,	/05/2025	CCLA	589,296.10	
				928,859.22
	<u>statemen</u>			0.00
			-	0.00
Closing Balance			-	0.00 928,859.22
-			-	
-		Co-Operative C/Account 9217	-	928,859.22
All Cash & Bank Acco			-	928,859.22
All Cash & Bank Acco		Co-Operative C/Account 9217	-	928,859.22 250,559.45 89,003.67
3		Co-Operative C/Account 9217 Nationwide Account 7276	-	928,859.22 250,559.45

Bank - Cash and Investment Reconciliation as at 31 May 2025

Year To Date Budget 2025-2026

Payroll Postage Office Administration Photocopier/Printing Postage Postage IT Support Postage Telephone/Broadband Addit Fees Stationery Software Software Reference books Security Waste Collection Econy Lega/Professional Services* Insurance Office Equipment Office Equipment Office Supples/Consumables Councillor / Clerk Expenses Councillor - mail addresses Advertsing Mayor's Allowance Councillor Milowances Anaul Town Meeting Mayor's Reception Hospitalty Remembrance Day	240,000 300 300 300 250 5250 250 250 250 250 4,000 55 5,500	18,264 (140) 4 517 149 16 379 885 885 2 2 77 77 608	18,024 140 528 149 395 14 1,250 4,283 70 62 20						Salaries Salaries, Including NI & Pensions Payroll Office Administration Photocopier/Printing Postage Ti Support Telephone/Broadband	15% 2% 17% 17% 16%	203,712 300 1,000 246 5,155 1,502 2,105 22,05	36,288 4 1,045 298 395 30
Payroll Image: Construction Office Administration Image: Construction Photocopier/Printing Pootage Postage Image: Construction Telephone/Broadband Audit Fees Stationery Software Software Security Waste Collection Legal/Professional Services* Insurance Office Equipment Office Equipment Office Consumables Councillor Allovances Councillor Allovances Advertising Mayor's Allowance Councillor Allovances Anual Town Meeting Mayor's Reception Mayor's Reception Hospitality Rembrance Day Website	300 1,000 250 6,200 2,500 2,500 250 250 250 500 5,500 1,500 5,500 1,500 5,000	(140) 4 517 149 16 379 885 885 2 77 77	140 528 149 395 14 1,250 4,283 70 62						Payroll Office Administration Photocopier/Printing Postage IT Support Telephone/Rivadband	2% 2% 17% 17% 16%	300 1,000 246 5,155 1,502 2,105	4 1,045 298 395
Office Administration Photocopier/Printing Postage IT Support TSupport Telephone/Broadband Audit Fees Stationery Software Reference books Security Waste Collection Legal/Professional Services* Insurance Office Equipment Office Supplies/Consumables Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor Alwances Adverting Mayor's Allowance Councill Town Meeting Mayor's Reception Hospitality Rembrance Day Weebsite	1,000 250 6,200 1,800 2,500 250 4,000 500 5,500 5,500 5,500 5,500 5,500 5,500 1,500 5,000 5	4 517 149 16 379 885 885 2 77	528 149 395 14 1,250 4,283 70 62						Office Administration Photocopier/Printing Postage IT Support Telephone/Broadband	17% 17% 16%	1,000 246 5,155 1,502 2,105	298 395
Photocopier/Printing Photoge Postage IT Telephone/Broadband Audit Fees Audit Fees Stationery Software Stationery Software Stationery Beference books Security Waste Collection Legal/Professional Services* Insurance Offrice Equipment Offrice Scippies/Consumables Offrice Scippies/Consumables Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor Advertising Councillor J Nuwance Councillor Mananes Anward Town Meeting Mayor's Allowance Anaul Town Meeting Insurane Hospitality Mayor's Reception Hospitality Remembrance Day Website	250 6,200 1,800 2,500 2,500 4,000 5,000 5,000 5,500 1,500 5,000 5,000 1,200 600 600	4 517 149 16 379 885 885 2 77	528 149 395 14 1,250 4,283 70 62						Photocopier/Printing Postage IT Support Telephone/Broadband	17% 17% 16%	246 5,155 1,502 2,105	298 395
Photocopier/Printing Postage IT Support IT Support Telephone/Broadband Audit Fees Stationery Software Beference books Security Waste Collection Legal/Professional Services* Insurance Office Equipment Office Equipment Office Couplies/Consumables Office Councillors Councillor/Clerk Expenses Councillor - mail addresses Adverting Mayor's Allowance Councillor Nieng Mayor's Reception Hospitality Remembrance Day Website	250 6,200 1,800 2,500 2,500 4,000 5,000 5,000 5,500 1,500 5,000 5,000 1,200 600 600	4 517 149 16 379 885 885 2 77	528 149 395 14 1,250 4,283 70 62						Photocopier/Printing Postage IT Support Telephone/Broadband	17% 17% 16%	246 5,155 1,502 2,105	298 395
Postage IT IT Support IT Telephone/Broadband Audit Fees Stationery Satationery Software Reference books Reference books Equipment Uptage Office Equipment Office Supplies/Consumables Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor /Clerk Expenses Councillor Allowance Councillor /S Allowance Councillor Allowance Councillor /S Reception Hospitality Mayor's Reception Hospitality Mayor's Reception Hospitality Remembrance Day Weebsite	250 6,200 1,800 2,500 2,500 4,000 5,000 5,000 5,500 1,500 5,000 5,000 1,200 600 600	4 517 149 16 379 885 885 2 77	528 149 395 14 1,250 4,283 70 62						Postage IT Support Telephone/Broadband	17% 17% 16%	246 5,155 1,502 2,105	298 395
IT Support IT Elephone/Broadband Audit Fees Stationery Stationery Software Beference books Escurity Waste Collection Legal/Professional Services* Insurance Office Equipment Office Supplies/Consumables Council and Councillors Council and Councillors Council Consumables Council Consumation Council Consumati	1,800 2,500 4,000 150 50 5,500 1,500 5,500 1,500 5,000 1,200 600 750 600	149 16 379 885 2 77	149 395 14 1,250 4,283 70 62						IT Support Telephone/Broadband	17% 16%	1,502 2,105	298 395
Tetephone/Broadband Audit Fees Stationery Software Reference books Reference books Security Waste Collection Legal/Professional Services* Insurance Office Equipment Office Supplies/Consumables Councillor Clerk Expenses Councillor Clerk Expenses Councillor Allwance Councillor Jandwance Councillor Mavance Councillor Mavance Adverting Mayor's Reception Hospitality Rembrance Day Website	2,500 250 4,000 150 500 5,500 1,500 5,500 1,500 500 500 500 500 500 500 500	16 379 885 2 77	395 14 1,250 4,283 70 62						Telephone/Broadband	16%	2,105	395
Stationery Image: Control of Control	250 4,000 150 50 5,500 1,500 5,500 1,500 500 500 500 500 500 500 500	2 379 885 2 77	14 1,250 4,283 70 62						A 19 5			
Software Image: Software Reference books Image: Software Security Waste Collection Image: Software Legal/Professional Services* Image: Software Office Equipment Image: Software Office Supplies/Consumables Image: Software Councilland Councillors Image: Software Councillor Clerk Expenses Image: Software Councillor All addresses Image: Software Councillor Allowance Image: Software Councillor Allowances Image: Software Annual Town Meeting Image: Software Mayor's Reception Image: Software Mayor's Reception Image: Software Website Image: Software	4,000 150 50 5,000 5,500 1,500 500 500 1,200 600 750 600	2 379 885 2 77	4,283 70 62						Audit Fees		220	30
Reference books	150 50 5,000 5,500 1,500 500 500 1,200 600 750 600	885 2 77	4,283 70 62						Stationery	12%		
Security Waste Collection Legal/Professional Services* Insurance Office Equipment Office Supplies/Consumables Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor/Clerk Expenses Councillor Allowance Councillor Allowance Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	50 5,000 5,500 1,500 500 500 1,200 600 750 600	2 77	70 62						Software	41%	2,371	1,629
Legal/Professional Services* Insurance Office Equipment Office Equipment Office Supplies/Consumables Office Supplies/Consumables Council and Councillors Councillormail addresses Advertising Mayor's Allowance Council Town Meeting Mayor's Reception Hospitality Remembrance Day Website	5,000 5,500 1,500 500 500 1,200 600 750 600	2 77	70 62						Reference books		150	
Insurance Office Equipment Office Supplies/Consumables Office Supplies/Consumables Councillor Clerk Expenses Councillor - mail addresses Advertising Mayor's Allowance Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	5,500 1,500 500 500 1,200 600 750 600	2 77	70 62				 		Security Waste Collection		50	
Office Equipment Other Other Office Supplies/Consumables Council and Councillors Image: Councillor/Clerk Expenses Councillor/Clerk Expenses Image: Councillor All addresses Advertising Image: Councillor All ware Councillor All Nowance Image: Councillor All Nowance Councillor All Nowances Image: Councillor All Nowance Annual Town Meeting Image: Councillor All Nowance Mayor's Reception Image: Councillor All Nowance Hospitality Remembrance Day Website Image: Councillor All Nowance	1,500 500 500 1,200 600 750 600		70 62				 		Legal/Professional Services*	18% 78%	4,115	885
Other Office Supplies/Consumables Office Supplies/Consumables	500 500 1,200 600 750 600		62				 		Insurance Office Equipment	/8%	1,217	4,283
Office Supplies/Consumables Council and Councillors Councillor/Clerk Expenses Councillor - mail addresses Advertising Mayor's Allowance Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	500 1,200 600 750 600		62				 		Other	14%	428	
Council and Councillors Councillor/Clerk Expenses Councillormail addresses Advertising Mayor's Allowance Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	1,200 600 750 600			 			 		Office Supplies/Consumables	28%	361	139
Councillor/Clerk Expenses Councillor e-mail addresses Advertising Mayor's Allowance Councillor Allowances Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	600 750 600	608					 		once supplies/consumables	20%	501	
Councillor/Clerk Expenses Councillor e-mail addresses Advertising Mayor's Allowance Councillor Allowances Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	600 750 600	608	20						Council and Councillors			
Councillor e-mail addresses Advertising Mayor's Allowance Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	750 600		20						Councillor/Clerk Expenses	52%	572	628
Advertising Mayor's Allowance Councilor Allowance Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website Elementary Allowance A	750 600				 	 	 	 	Councillor e-mail addresses		600	
Councillor Allowances Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website									Advertising		750	
Annual Town Meeting Mayor's Reception Hospitality Remembrance Day Website	1,440								Mayor's Allowance		600	
Mayor's Reception Hospitality Remembrance Day Website									Councillor Allowances		1,440	
Hospitality Remembrance Day Website E	400								Annual Town Meeting		400	
Remembrance Day Website	2,000						 		Mayor's Reception		2,000	
Website	200			 		 	 		Hospitality		200	
	1,200	275					 		Remembrance Day Website	15%	1,200	275
Website Accessibility Work	1,800	275		 			 		Website Website Accessibility Work	15%	1,525	275
	2.500	1,423	108	 			 		Subscriptions	61%	- 969	1,531
Subscriptions Staff/Councillor Training	4,000	1,423	100						Staff/Councillor Training	61/6	4,000	1,551
Honorarium	4,000						 		Honorarium		400	
Parking Permit	600			 			 		Parking Permit		600	
Public Consultations	500								Public Consultations		500	
Meeting Room Charges	500		29						Meeting Room Charges	6%	471	29
Civic Functions	6,000								Civic Functions		6,000	
Allotments									Allotments			
Exhibition Road general/scheduled maintenance	950		130						Exhibition Road general/scheduled maintenance	14%	820	130
Exhibition Road water/water maintenance and repairs	750			 			 		Exhibition Road water/water maintenance and repairs		750	
Barnfield general/scheduled maintenance	900 750		220	 			 		Barnfield general/scheduled maintenance	24%	680	220
Barnfield water/water maintenance and repairs	200						 		Barnfield water/water maintenance and repairs		750 200	
Moffats general/scheduled maintenance Moffats water/water maintenance and repairs	500			 			 		Moffats general/scheduled maintenance Moffats water/water maintenance and repairs		200	
Boniface Allotments Assocation fees	300								Boniface Allotments Assocation fees		300	
Bonnace Anothenics Association rees	500						 		Bonnace Anothenits Association rees		300	
Property and Assets									Property and Assets			
Peoples Park maintenance	3,000								Peoples Park maintenance		3,000	
Peoples Park grass cutting	3,000		480						Peoples Park grass cutting	16%	2,520	480
Peoples Park Memorial Garden	1,250								Peoples Park Memorial Garden		1,250	
Peoples Park Wildlife Area	250								Peoples Park Wildlife Area		250	
Upper Deck general maintenance and cleaning	500		100						Upper Deck general maintenance and cleaning	20%	400	100
Bandstand electricity	250								Bandstand electricity		250	
Bandstand cleaning and general maintenance	750			 					Bandstand cleaning and general maintenance		750	
War Memorial netting	-			 		 	 		War Memorial netting		-	
War Memorial cleaning and general maintenance	350			 			 		War Memorial cleaning and general maintenance		350	
Street Furniture general maintenance	1,500			 			 		Street Furniture general maintenance		1,500	
Street Furniture bus shelter maintenance	- 750			 			 		Street Furniture bus shelter maintenance		-	
Town Clock Stoney Park maintenance	750		400	 			 		Town Clock Stoney Park maintenance	53%	750	400
Stoney Park maintenance Boniface Statue maintenance and cleaning	350		400	 			 		Stoney Park maintenance Boniface Statue maintenance and cleaning	53%	350	400
Millenium Cross maintenance and cleaning	150			 			 		Millenium Cross maintenance and cleaning		150	
Garage rental	1,850			 		-			Garage rental		1,850	
Public open spaces (SPG & Fulda Crescent)	1,500		305						Public open spaces (SPG & Fulda Crescent)	20%	1,195	305
Newcombes Meadow toilets water	500	20	27						Newcombes Meadow toilets water	9%	453	47
Newcombes Meadow toilets electricity	600	9	47						Newcombes Meadow toilets electricity	9%	544	56
Newcombes Meadow toilets supplies & repairs	400	100							Newcombes Meadow toilets supplies & repairs	25%	300	100
Newcombes Meadow toilets door locking	200								Newcombes Meadow toilets door locking		200	
Old Landscore School electricity	1,000	33	32						Old Landscore School electricity	7%	935	65
Old Landscore School equipment	500						 		Old Landscore School equipment		500	
Old Landscore School water charges	400	(38)	38						Old Landscore School water charges		400	
Old Landscore School telephone/broadband	-			 			 		Old Landscore School telephone/broadband		-	
Old Landscore School maintenance	2,000			 	 		 		Old Landscore School maintenance		2,000	
Old Landscore School business rates	4,000			 			 		Old Landscore School business rates		4,000	
Old Landscore School insurance Annual OTRA	1,000			 			 		Old Landscore School insurance Annual OTRA		- 1.000	
Annual QTRA Additional tree works	3,000			 		 	 		Annual QTRA Additional tree works		1,000	
	13.000		1.146	 					Additional tree WOLKS	9%	11.854	

<u> </u>				 				 			
General Small works	3,000	150		 	 			General Small works	5%	2,850	150
ССТУ	11,000							ссти		11,000	
Council Offices				 + +	 			Council Offices			
Bungalow rent & costs	15,000	833	3,296					Bungalow rent & costs	28%	10,871	4,129
Main office rent	7,500	000	5,250					Main office rent	20%	7,500	4,125
Electricity	2,500	138	194					Electricity	13%	2,168	332
Water	400	19	21					Water	10%	360	40
Fire Extinguishers	350	43						Fire Extinguishers	12%	307	43
General Premises Maintenance	500							General Premises Maintenance		500	
Business rates	3,500	323	319					Business rates	18%	2,858	642
Refreshments	120		7					Refreshments	6%	113	7
Floral Crediton	2.500			 ++	 	 		Floral Crediton			
Plants/Flowers	2,500			 	 			Plants/Flowers		2,500 100	
Awards Evening	7,000							Awards Evening		7,000	
Hanging baskets/troughs & watering Other Floral costs	500			+ +				Hanging baskets/troughs & watering Other Floral costs		500	
New planters (replacements)	1,000							New planters (replacements)		1,000	
New planters (replacements)	1,000							New planters (replacements)		1,000	
Christmas in Crediton								Christmas in Crediton			
Repeat Costs	13,500							Repeat Costs		13,500	
Community Participation	7,500							Community Participation		7,500	
New Infrastructure	4,000							New Infrastructure		4,000	
Miscellaneous	1,000							Miscellaneous		1,000	
VE Day								VE Day			
General expenditure - events (transfer from EMR)	4,505		2,736					General expenditure - events	61%	1,769	2,736
Big Boniface Bash							 	Big Boniface Bash			
General expenditure - events (transfer from EMR)	5,009			 + +	 	 		 General expenditure - events		5,009	
Crediton Food Festival								Crediton Food Festival			
General expenditure - events (transfer from EMR)	3,088		384	 + +	 				12%	2,704	384
General expenditure - events (transfer from EMR)	5,000		384					General expenditure - events	12%	2,704	384
Additional Services								Additional Services			
DCC grass cutting	5,000				 			DCC grass cutting		5,000	
Youth Work*	6,000	300	82					Youth Work*	6%	5,618	382
Annual grants to community groups	50,000	42,225						Annual grants to community groups	84%	7,775	42,225
Crediton Urban Taskforce	500							Crediton Urban Taskforce		500	
Budget Spend	496,412	66,614	35,036					Budget Spend	20%	394,762	101,650
EXPENDITURE: Ear Marked Reserves**	Budget							EXPENDITURE: Ear Marked Reserves**			
EMR 370: VE Day	-	475						EMR 370: VE Day			
EMR 349: St Boniface/Devon Day	-	1,060						EMR 349: St Boniface/Devon Day			
EMR 334: Allotments			1,180			 		EMR 334: Allotments			
EMR: Premises			440					EMR: Premises			
Sub Total	496,412	1,535 68,149	1,620					Sub Total Total Spend inc reserves	2404	204 607	101.005
Total Spend inc reserves	490,412	68,149	36,656					Total Spend Inc reserves	21%	391,607	104,805
INCOME	Budget							INCOME	%Budget	Balance	Total Income
Precept	510,750	255,375						Precept	50%	255,375	255,375
Interest received	18,000	1,837	2,153	 + +	 			Interest received	22%	14,010	3,990
Youth grants received	10,000	5,000	2,233	1				Youth grants received	50%	5,000	5,000
Youth donations received	20,000	131	102	1		1		Youth donations received	50%	2,200	2,000
Allotment rent & BAA membership	4,000	(35)	18			1		Allotment rent & BAA membership	0%	4,017	(17)
Other income: wayleave	15		19			1		Other income: wayleave	127%	(4)	19
Room hire fees received			72					Room hire fees received			
Other income: Newcombes toilet survey		1,100						Other income: Newcombes toilet survey			
Other income: Food Festival transfer		340						Other income: Food Festival transfer			
Grants received: Cluster meetings			250					Grants received: Cluster meetings			
Big Boniface Bash: Stallholder fees received			100	 1				Big Boniface Bash: Stallholder fees received			
Big Boniface Bash: Sponsorship received			500	 		 		Big Boniface Bash: Sponsorship received			
VE Day: Donations received			190					VE Day: Donations received			
Sub Total	542,765	263,748	3,404					Sub Total			267,152
	Rudget										
INCOME: Ear Marked Reserves	Budget	000						INCOME: Ear Marked Reserves			200
INCOME: Ear Marked Reserves 370: VE Day	Budget -	380						370: VE Day			380
INCOME: Ear Marked Reserves	Budget - - 	380 380 264,128	3,404								380 380 267,532

Please see EMR tab for net movement of EMRs

Earmarked Reserves	Balance as 1 April 2025	April income*	April Expenditure	May Expenditure	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Current balance
320 EMR - Elections	15,000.00	2,500.00													17,500.0
321 EMR - Citizen Badges	500.00														500.0
322 EMR - St.Furniture/Small Work	4,479.26	20.74													4,500.0
323 EMR - Economic Development	10,000.00														10,000.0
324 EMR - P3 Parish Paths	1,966.17	3.83													1,970.0
325 EMR - Floral Crediton	2,344.00	166.00													2,510.0
326 EMR - Town Clock	1,000.00														1,000.0
327 EMR - Upper Deck	960.00	40.00													1,000.0
328 EMR - Premises	13,950.00	1,050.00		-439.95											14,560.0
329 EMR - CCTV	25,000.00														25,000.0
330 EMR - Boniface Statue	9,780.00	220.00													10,000.0
331 EMR - War Memorial	9,994.00	6.00													10,000.0
332 EMR - Band Stand	10,600.00														10,600.0
333 EMR - Mayors Chain	1,000.00														1,000.0
334 EMR - Allotments	11,936.09	44.00		-1,180.09											10,800.0
335 EMR - Neighbourhood Planning	3,749.00	51.00		_,											3,800.0
336 EMR - Localism Projects	25,000.00	10,000.00													35,000.0
337 EMR - General Legal/Prof Fees	6,821.00	179.00													7,000.0
338 EMR - Council Building Fund	199,933.99	15,000.00													214,933.9
339 EMR - IT Equipment/Support	5,979.01	20.99													6.000.0
340 EMR - Staffing Costs	15,000.00	20.99													15,000.0
341 EMR - Newcombes Meadow Money	6,732.00	18.00													6,750.0
341 EMR - Tree Works	3,000.00	18.00													3,000.0
342 EMR - FP19 - Repairs	3,000.00														3,000.0
	24,000,00	F 000 00													
344 EMR - OLS Project	21,000.00	5,000.00													26,000.0
345 EMR - Christmas in Crediton	9,830.00	170.00													10,000.0
346 EMR - Grants	5,843.30														5,843.3
347 EMR - Civilian Flag Bearer	356.80	43.20													400.0
348 EMR - Salt Spreader	165.00	10.00													175.0
349 EMR - St Boniface/Devon Day	6,058.38	10.37	-1,060.00	-5,008.75											0.0
351 EMR - DCC Feasibility study	190.00														190.0
352 EMR - PP Wildlife Area	130.00														130.0
353 EMR - Defibrillator Project															
354 EMR - Xmas Lights Ren/Repairs	708.20	291.80													1,000.0
356 EMR - Incredible Edibles TS															
357 EMR - Allotment Access Project	877.56	2.44													880.0
358 EMR - Traffic & Urban Realm FS															
359 EMR - Diversity Festival	750.00														750.0
360 EMR - P3 Tinpot Handrail															0.0
361 EMR - Tinpot Lane															0.0
362 EMR - Benches	4,652.00	98.00													4,750.0
363 EMR - Fingerpost	141.52	8.48													150.0
364 EMR - Project Initiation Fund	9,000.00											1			9,000.0
365 EMR - Youth PCC Grant	176.11											1		1	176.1
366 EMR - Youth underspend 24/25	1,609.15														1,609.1
367 EMR - LA Services	45,000.00	24,000.00													69,000.0
368 EMR - Telephone box	2,500.00	,: 50100													2,500.0
369 EMR - Food Festival	3,088.04			-3,088.04							1	1		1	2,500.0
370 EMR - VE Day	4,600.00	380.00	-475.00	-4,505.00							-			-	0.0
371 EMR - VJ Day	2,500.00	560.00	-475.00	-4,505.00							-	+		<u> </u>	2,500.0
371 EMR - VJ Day 372 EMR - Love Your Town Centre	582.00										<u> </u>	<u> </u>		<u> </u>	2,500.0
372 EMR - Love Your Town Centre 373 EMR - Youth subs 24/25	2,045.07											<u> </u>		<u> </u>	2,045.0
5/5 EIVIN - YOULII SUDS 24/25	2,045.07														2,045.0
		59,333.85	-1,535.00	-14,221.83	0.00	0.00	0.00	0.00	0.00	0.00					

*EMRs increased as approved in 25/26 budget

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		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)	Pugsley	Monthly	SO	£833.33	
Rent	Council office rent (Front Office)	Pugsley	Annual	BACS	£7,187.50	
Rent	Garage	Fletcher	6 monthly	SO	£910.00	
Rent	Council office rent (Manor Office)	Lee	Monthly	SO	£1,408.33	
Business rates	Old Landscore School	Mid Devon District Council	Annual	BACS	£2,970.08	
Business rates	8 Noth Street	Mid Devon District Council	Monthly	SO	£319.00	
Parking permit - Market St	Market Street car park permit	Mid Devon District Council	Annual	BACS	£491.00	
Premises Licence	Town Square premises licence	Mid Devon District Council	Annual	BACS	£70.00	
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	Turnbull	6 monthly	BACS	£700.00	
Maintenance	Grounds Maintenance Contract 2023-26	Hooper Services	N/A	BACS	£5,165.00	*Invoice on completion of work
			11//1	2,000	20,100.00	

N/A

BACS

£3,000.00

*Invoice on completion of work

MDDC

DCC Grass Verge Cutting 2025-26

Grass cutting



GOVERNANCE AND MANAGEMENT RISK REGISTER

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	*Lack of direction and prioritisation *Failure to achieve aims and objectives	M	Н	*Approved Strategic Plan 2024-2027 *Approved Budget Forecast 2021-2026 *Monthly budget reviews by Full Council *All anticipated income/costs are provided for in budgetary process *Feedback from meetings and consultations	Annually Monthly	Unexpected expense	Town Clerk
2	Poor reporting to Council	*Poor quality decision making *Council becomes ill informed	Μ	Н	*Timely and accurate financial reporting to Full Council *Clear instructions to staff *Regular updates at relevant Committee meetings and to Full Council *Regular project reports	Monthly Each meeting	Matter raised at meeting	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
3	Loss of key staff	*Failure in budgetary controls *Work backlog	М	Н	*Procedures for key functions are documented *Four members of staff (Town Clerk, Deputy Clerk, Events & Town Centre Officer and Administrative Officer) provide flexibility and cover *Up to date job descriptions *Appraisal system	Annually Annually Annually	Loss of staff member	Town Clerk
4	Failure to respond to electors' wish to right of inspection	*Loss of confidence *Loss of reputation	L	L	*Clear Standing Orders and Operating Protocols *Ensure members and staff are aware of Electors' Rights. *Follow procedures for dealing with enquiries.	Annually	Approach by elector to auditor	Town Clerk
5	Failure to meet the requirements for Gold status	*Status rejected *Responsibilities reduced	М	Н	*Monitor requirements for Gold Status	As required		Town Clerk
6	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	М	м	*Clear Standing Orders *Clear job descriptions	Annually	Major incident Complaints	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
7	Ensure Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	*Fines and Penalties from regulation bodies *Employee action for negligence of grievance *Loss of reputation	M	Н	*Clear policies and procedures in place *Regular review of legislation	Bi-annual	Following incident	Town Clerk
8	The provision of services being carried out under agency/partnership agreements with principal authorities	*Loss of reputation *Poor public image	L	М	*Clear statement of management responsibility for each service *Appropriate contracts in place *Regular scrutiny of performance against Targets	Annually	Review of adequacy of insurance cover provided by suppliers	Town Clerk
9	Ensuring all business activities are within legal power	*Illegal expenditure	L	Н	*Council has gained General Power of Competence	Monthly		Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
10	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not accurately reflecting intentions of Council	Μ	Н	*Approval by committee and Full Council *Decisions support package used *Resolutions clearly identifiable. Accurate minute numbering. Signed and paginated. *All meetings (notification of meetings, minute taking, minute signing and keeping records of minutes) comply with LGA 1972. *Town Clerk is CiLCA qualified	Monthly	Check minute numbers run consecutively	Town Clerk
11	Meeting deadlines when responding to consultation invitation	*Affect reputation *Ineffectual involvement	L	L	*Documented procedures to deal with responses to consultation requests *Planning applications are considered monthly at Full Council Meetings *During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided *Extensions requested to LPA as required	Annually	Consultation questions Non-participation	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
12	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	L	н	*Training for Councillors *Training records held and reviewed annually * Staff training reviewed annually *Close review of meeting attendance	Annually. At first intake of new Councillors especially Every meeting	Training reminders (SLCC, DALC etc.)	Town Clerk
13	Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	L	н	*Clear Standing Orders regarding conduct of meetings and Conflict of Interests *Members Code of Conduct in place	Annually	*Adverse press articles *Complaints *Incidents at meetings	Town Clerk
14	Councillors benefiting from being on the Council	*Affect reputation *Conflicts of Interest	L	М	*Clear Standing Orders *Open system of payment *Transparency *Councillors appointed as Random Audit Checkers *Internal Auditor appointed	Annually All meetings	Adverse press articles	Town Clerk
15	Failure to register Members' interests, gifts etc	*Member could make inappropriate gains *Could affect reputations	L	м	*Procedures in place for recording and monitoring Members interests and gifts *Members Code of Conduct in place *Agenda Item for Councillor Declaration of Interests on Committee and Full Council agendas	All meetings	Test of disclosures Complaint about members	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
16	Lack of maintenance of Council owned property (including buildings, land, street furniture etc.)	*High cost of repair *Injury to third party leading to claims *Damage to property	М	н	*Annual property inspections *Regular routine maintenance *Regular inspections of office accommodation/meeting space *Insurance cover *Maintenance costs are adequately provided for in annual budget	Annually	Unexpected incident	Town Clerk
17	Damage or loss to Council owned property by third party or act of God		•	Town Clerk				
	Insufficient protection of physical assets	*Disruption	Μ	м	*Insurance cover *Annual property inspections *Regular routine		Review of management	
	owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*Damage to public property or person		Н	maintenance *Regular inspections of office accommodation/meeting space *All computers are password protected. *Additional security locks have been added to the Council's office premises to increase security.		management arrangements regarding insurance cover (loss or damage)	

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
18	Damage to third party property or individual due to Service of Amenity provided	*Claim against Council	L	L	*Public Liability Insurance *Comprehensive event planning and risk assessments *Annual property inspections *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	As required	As reported Review of Insurance Cover	Town Clerk
19	Loss of cash through fraud or dishonesty	*Reduction in available funds *Loss of reputation	L	Н	*Clear financial procedures *Regular random audit checks *Financial reports reviewed monthly by Full Council *Adequate insurance cover	Annually Bi-monthly Monthly Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Town Clerk
20	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	*Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	L	М	*Monthly budget reviews by Full Council *Approved Budget Forecast 2021-2026 *All anticipated income/costs are provided for in budgetary process	Monthly Annually	Unexpected event ie flooding	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
21	Failure to use grants for intended purposes	*Lack of funds for project for which grant was intended *Investigation into the use of funds	L	L	*Record clearly in minutes *Clear financial procedures *Feedback forms sent with grant payment *Grants policy adopted and reviewed annually	Annually	Review of minutes	Town Clerk
22	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	H	*Regular scrutiny of financial records and proper arrangements for the approval of expenditure * Standing Order and Financial Regulations are in place and reviewed annually *Councillors are appointed as random audit checkers *Independent internal auditor appointed. *Rialtas accounting software used. VAT properly administered. *Financial reports are presented to Full Council on a monthly basis	Annually Monthly	Review of internal controls in place and their documentation	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
23	Breakdown of IT equipment	*Loss of information *Security breaches	М	M	*Computer systems backed up to the Cloud via Office 365 *Access restricted to authorised users *Only approved software and virus software used	Annually	Unexpected incident	Town Clerk
24	Failure to collect and review rents & charges (room hire, allotments, Stonypark)	*Reduction in income	L	M	*All income due to the council and received is properly recorded. *Invoices and receipts are issued as necessary *Rents and charges are reviewed annually as part of budgetary process *Appropriate recovery action taken when necessary	Annually	Irrecoverable debts	Town Clerk
25	Provision and maintenance of Town Council allotments	*Failure to provide safe and usable allotments	L	M	Separate allotment risk report in place	Annually	*Complaints from allotment holders	Town Clerk
26	Failure to maintain compliant CCTV provision	*Poor reputation *Incidents missed, no evidence to prosecute *Data protection breaches	М	Η	*Risk assessment carried out prior to installation *Appropriate training provided *Access restricted to trained personnel and local authorities *Annual service and maintenance contract in place	Annually	*Issue raised by local authority (Police) *Data issue raised by member of public	Town Clerk

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
				-			Assurance	
27	Provision of user- friendly website	*Reputation affected *Information not accessible *Confusion from external links *Lack of users	L	Η	*Website is monitored and updated on a weekly basis *Privacy policy makes clear council is not responsible for privacy practices or content of external websites *All members of staff have ability to undertake all website activity * Website continuously updated to meet new accessibility regulations *Regularly backed up by outside management company	Annually	*Complaints/issues raised by website users *Changes to accessibility requirements	Town Clerk
28	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending. Complying with restrictions on borrowing	*Failure of third party to repay loan *Inability of Council to repay a loan	L	L	When required: *Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment	N/A	N/A	N/A