



To All Credition 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, 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**

**Monday, 16 June 2025**

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Please note that:

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

## **AGENDA**

### **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

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## Cashbook 1

User: RA

## Co-Operative 9217

For Month No: 2

## Receipts for Month 2

## 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 :		287,147.34					287,147.34	
	Banked 01/05/2025	19.33						
#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
#27	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						
#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						
#39	Allotment Exhibition	7.73			1150	150	7.00	E3C Rent 24/25
					1170	180	0.73	E3C BAA 24/25
Total Receipts for Month		1,250.94	0.00	0.00			1,250.94	
Cashbook Totals		288,398.28	0.00	0.00			288,398.28	

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## Payments for Month 2

## 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>
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	████ Pugsley	SO #75	833.33			4390	250	833.33	Bungalow rent - May
02/05/2025	Everflow	DD #76	2.91			4235	250	2.91	Water charges
02/05/2025	EE Ltd	DD #77	22.03		3.67	4720	410	18.36	Youth - mobile phone
07/05/2025	Spar	CARD #78	7.28			4720	410	7.28	Youth - refreshments
07/05/2025	Tesco	CARD #79	13.80			4720	410	13.80	Youth - refreshments
07/05/2025	Cloudy IT	DD #80	1,528.80		254.80	4070	120	24.00	IT support tablets
						4090	120	1,250.00	Decisions software
09/05/2025	British Gas	DD #81	39.44		1.88	4290	340	37.56	Electricity - Newcombes toilet
09/05/2025	R Avery	BACS #82	7.05			4130	130	7.05	Expenses
09/05/2025	R Avery	BACS #83	12.95			4130	130	12.95	Travel expenses
09/05/2025	Adams	BACS #84	24.97		4.16	4020	365	20.81	Town maintenance supplies
09/05/2025	Viking	BACS #85	63.80		10.63	4115	120	38.92	Office consumables
						4085	120	14.25	Office stationery
09/05/2025	Prosound Solutions (SW)	BACS #86	414.00		69.00	4680	460	345.00	VE Day sound system
09/05/2025	IAC Audit & Consultancy Ltd	BACS #87	474.00		79.00	4080	120	395.00	Internal Audit - EOY 24/25
09/05/2025	GCW Services	BACS #88	600.00		100.00	4230	160	500.00	Repair leak - Barnfield Allot.
						334	0	-500.00	Repair leak - Barnfield Allot.
						6000	160	500.00	Repair leak - Barnfield Allot.
09/05/2025	Touchwood Signs	BACS #89	763.20		127.20	4680	460	636.00	VE Day banners & signs
09/05/2025	████ Pugsley	BACS #90	1,054.26			4390	250	1,054.26	Bungalow insurance
09/05/2025	████ Lee	BACS #91	1,408.33			4390	250	1,408.33	Manor Office rent - May
09/05/2025	River Media Devon Ltd	BACS #92	172.80		28.80	4680	450	144.00	CFF - One Magazine advert
09/05/2025	Mid Devon District Council	BACS #93	319.00			4430	250	319.00	Business rates - North St
12/05/2025	Spar	CARD #94	4.99			4680	460	4.99	VE Day - refreshments
12/05/2025	Westcountry Falconry	BACS #95	475.00			4680	460	475.00	VE Day - falconry
13/05/2025	Nexus Open Systems	DD #96	388.98		64.83	4070	120	324.15	IT Support - April/May
14/05/2025	British Gas	DD #97	85.16		4.06	4290	250	81.10	Electricity - Bungalow
14/05/2025	████ Crocker	BACS #98	95.00			4230	160	95.00	Tap replaced - allotments
20/05/2025	Viking	BACS #99	27.59		4.60	4115	120	22.99	Office consumables
20/05/2025	Libraries Unlimited SW	BACS #100	28.80			4210	130	28.80	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

Date: 11/06/2025

## Crediton Town Council FY 2025-26

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## Cashbook 1

User: RA

## Co-Operative 9217

For Month No: 2

## Payments for Month 2

## 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>
20/05/2025	Burns	BACS #104	300.00			4680	460	300.00	VE Day - music
20/05/2025	Rourke	BACS #105	300.00			4680	460	300.00	VE Day - balloon modeling
20/05/2025	Elliott & Hewitt Ltd	BACS #106	322.20			4680	460	322.20	VE Day - cream teas
20/05/2025	The Turning Tides Project	BACS #107	1,125.00			4020	365	1,125.00	Town maintenance - April
20/05/2025	Hooper Services	BACS #108	1,848.00		308.00	4230	330	60.00	SPG - grass cutting
						4230	330	120.00	SPG - weed control
						4230	260	400.00	Stonypark - grass cutting
						4230	150	130.00	Exhib Road - grass cutting
						4250	190	275.00	Peoples Park - grass cutting
						4230	160	125.00	Barnfield - grass cutting
						4230	200	50.00	Upper Deck - grass cutting
						4230	200	50.00	Upper Deck - weed control
						4230	330	125.00	Fulda Crescent - maintenace
						4250	190	205.00	Peoples Park - grass cutting
20/05/2025	South West Water	BACS #109	439.95			4235	250	439.95	Water - Bungalow
						328	0	-439.95	Water - Bungalow
						6000	250	439.95	Water - Bungalow
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			4680	450	240.00	TTRO - Food Festival
22/05/2025	Wage payments	BACS #114	10,876.96			4000	110	7,537.00	Salaries - May
						4005	110	3,339.96	Salaries - May
22/05/2025	Peninsula Pensions	BACS #115	3,515.26			4040	110	2,759.23	Pensions - May
						4015	110	756.03	Pensions - May
22/05/2025	HMRC	BACS #116	3,631.53			4030	110	3,163.72	NI/PAYE - May
						4010	110	467.81	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
						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 - April
30/05/2025	Zurich	BACS #125	4,283.10			4220	120	4,283.10	Insurance policy renewal

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Total Payments for Month	37,838.83	0.00	1,183.83	36,655.00
Balance Carried Fwd	250,559.45			
Cashbook Totals	288,398.28	0.00	1,183.83	287,214.45

Receipts for Month 2				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 :		587,142.87					587,142.87
Banked 02/05/2025		2,153.23					
CCLA #2	CCLA	2,153.23			1090	120	2,153.23 Interest on account
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



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Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 31 May 2025

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

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**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**928,859.22**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	250,559.45
3	Nationwide Account 7276	89,003.67
7	CCLA	589,296.10

Other Cash & Bank Balances

**0.00**

**Total Cash & Bank Balances**

**928,859.22**

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Year To Date Budget 2025-2026

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	EXPENDITURE	%Budget Spent	Remaining	Total Spend
Salaries														Salaries			
Salaries, Including NI & Pensions	240,000	18,264	18,024											Salaries, Including NI & Pensions	15%	203,712	36,288
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140											Photocopier/Printing		1,000	
Postage	250	4												Postage	2%	246	4
IT Support	6,200	517	528											IT Support	17%	5,155	1,045
Telephone/Broadband	1,800	149	149											Telephone/Broadband	17%	1,502	298
Audit Fees	2,500		395											Audit Fees	16%	2,105	395
Stationery	250	16	14											Stationery	12%	220	30
Software	4,000	379	1,250											Software	41%	2,371	1,629
Reference books	150													Reference books		150	
Security Waste Collection	50													Security Waste Collection		50	
Legal/Professional Services*	5,000	885												Legal/Professional Services*	18%	4,115	885
Insurance	5,500		4,283											Insurance	78%	1,217	4,283
Office Equipment	1,500													Office Equipment		1,500	
Other	500	2	70											Other	14%	428	72
Office Supplies/Consumables	500	77	62											Office Supplies/Consumables	28%	361	139
Council and Councillors														Council and Councillors			
Councillor/Clerk Expenses	1,200	608	20											Councillor/Clerk Expenses	52%	572	628
Councillor e-mail addresses	600													Councillor e-mail addresses		600	
Advertising	750													Advertising		750	
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440													Councillor Allowances		1,440	
Annual Town Meeting	400													Annual Town Meeting		400	
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200													Hospitality		200	
Remembrance Day	1,200													Remembrance Day		1,200	
Website	1,800	275												Website	15%	1,525	275
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500	1,423	108											Subscriptions	61%	969	1,531
Staff/Councillor Training	4,000													Staff/Councillor Training		4,000	
Honorarium	400													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		220											Barnfield general/scheduled maintenance	24%	680	220
Barnfield water/water maintenance and repairs	750													Barnfield water/water maintenance and repairs		750	
Moffats general/scheduled maintenance	200													Moffats general/scheduled maintenance		200	
Moffats water/water maintenance and repairs	500													Moffats water/water maintenance and repairs		500	
Boniface Allotments Association fees	300													Boniface Allotments Association fees		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	-													Street Furniture bus shelter maintenance		-	
Town Clock	750													Town Clock		750	
Stoney Park maintenance	750		400											Stoney Park maintenance	53%	350	400
Boniface Statue maintenance and cleaning	350													Boniface Statue maintenance and cleaning		350	
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	-													Old Landscore School insurance		-	
Annual QTRA	1,000													Annual QTRA		1,000	
Additional tree works	3,000													Additional tree works		3,000	
Town maintenance contract	13,000		1,146											Town maintenance contract	9%	11,854	1,146

General Small works	3,000	150											General Small works	5%	2,850	150
CCTV	11,000												CCTV		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												Main office rent		7,500	
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													Floral Crediton			
Plants/Flowers	2,500												Plants/Flowers		2,500	
Awards Evening	100												Awards Evening		100	
Hanging baskets/troughs & watering	7,000												Hanging baskets/troughs & watering		7,000	
Other Floral costs	500												Other Floral costs		500	
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										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		1,535	1,620										Sub Total			
Total Spend inc reserves	496,412	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											Youth grants received	50%	5,000	5,000
Youth donations received		131	102										Youth donations received			
Allotment rent & BAA membership	4,000	(35)	18										Allotment rent & BAA membership	0%	4,017	(17)
Other income: wayleave	15		19										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										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
INCOME: Ear Marked Reserves	Budget												INCOME: Ear Marked Reserves			
370: VE Day	-	380											370: VE Day			380
Sub Total		380											Sub Total			380
Total Income inc reserves	542,765	264,128	3,404										Total Income inc reserves			267,532

Please see EMR tab for net movement of EMRs

	<i>Earmarked Reserves</i>	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													17,500.00
321	EMR - Citizen Badges	500.00														500.00
322	EMR - St.Furniture/Small Work	4,479.26	20.74													4,500.00
323	EMR - Economic Development	10,000.00														10,000.00
324	EMR - P3 Parish Paths	1,966.17	3.83													1,970.00
325	EMR - Floral Crediton	2,344.00	166.00													2,510.00
326	EMR - Town Clock	1,000.00														1,000.00
327	EMR - Upper Deck	960.00	40.00													1,000.00
328	EMR - Premises	13,950.00	1,050.00		-439.95											14,560.05
329	EMR - CCTV	25,000.00														25,000.00
330	EMR - Boniface Statue	9,780.00	220.00													10,000.00
331	EMR - War Memorial	9,994.00	6.00													10,000.00
332	EMR - Band Stand	10,600.00														10,600.00
333	EMR - Mayors Chain	1,000.00														1,000.00
334	EMR - Allotments	11,936.09	44.00		-1,180.09											10,800.00
335	EMR - Neighbourhood Planning	3,749.00	51.00													3,800.00
336	EMR - Localism Projects	25,000.00	10,000.00													35,000.00
337	EMR - General Legal/Prof Fees	6,821.00	179.00													7,000.00
338	EMR - Council Building Fund	199,933.99	15,000.00													214,933.99
339	EMR - IT Equipment/Support	5,979.01	20.99													6,000.00
340	EMR - Staffing Costs	15,000.00														15,000.00
341	EMR - Newcombes Meadow Money	6,732.00	18.00													6,750.00
342	EMR - Tree Works	3,000.00														3,000.00
343	EMR - FP19 - Repairs															0.00
344	EMR - OLS Project	21,000.00	5,000.00													26,000.00
345	EMR - Christmas in Crediton	9,830.00	170.00													10,000.00
346	EMR - Grants	5,843.30														5,843.30
347	EMR - Civilian Flag Bearer	356.80	43.20													400.00
348	EMR - Salt Spreader	165.00	10.00													175.00
349	EMR - St Boniface/Devon Day	6,058.38	10.37	-1,060.00	-5,008.75											0.00
351	EMR - DCC Feasibility study	190.00														190.00
352	EMR - PP Wildlife Area	130.00														130.00
353	EMR - Defibrillator Project															-
354	EMR - Xmas Lights Ren/Repairs	708.20	291.80													1,000.00
356	EMR - Incredible Edibles TS															-
357	EMR - Allotment Access Project	877.56	2.44													880.00
358	EMR - Traffic & Urban Realm FS															-
359	EMR - Diversity Festival	750.00														750.00
360	EMR - P3 Tinpot Handrail															0.00
361	EMR - Tinpot Lane															0.00
362	EMR - Benches	4,652.00	98.00													4,750.00
363	EMR - Fingerpost	141.52	8.48													150.00
364	EMR - Project Initiation Fund	9,000.00														9,000.00
365	EMR - Youth PCC Grant	176.11														176.11
366	EMR - Youth underspend 24/25	1,609.15														1,609.15
367	EMR - LA Services	45,000.00	24,000.00													69,000.00
368	EMR - Telephone box	2,500.00														2,500.00
369	EMR - Food Festival	3,088.04			-3,088.04											0.00
370	EMR - VE Day	4,600.00	380.00	-475.00	-4,505.00											0.00
371	EMR - VJ Day	2,500.00														2,500.00
372	EMR - Love Your Town Centre	582.00														582.00
373	EMR - Youth subs 24/25	2,045.07														2,045.07
		<b>506,527.65</b>	<b>59,333.85</b>	<b>-1,535.00</b>	<b>-14,221.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>550,104.67</b>

\*EMRs increased as approved in 25/26 budget

CREDITON TOWN COUNCIL

SCHEDULE OF REGULAR PAYMENTS

Service	Description	Supplier	Frequency	Payment type	Amount	Notes
<b>UTILITIES</b>						
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
<b>ADMINISTRATION</b>						
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.
<b>SALARIES/PAYE/PENSION</b>						
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	
<b>PREMISES &amp; PARKING</b>						
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	
<b>YOUTH CLUB</b>						
Mobile phone	Monthly bill	EE Ltd	Monthly	DD	£18.52	

**SUBSCRIPTION & SOFTWARE**

<b>Software</b>	Publishing/editing software	Canva	Annual	CARD	£83.33	
<b>Software</b>	Finance package	Rialtas	Annual	BACS	£357.00	
<b>Software</b>	Online mapping software	Parishes Online	Annual	BACS	£150.00	
<b>Software</b>	Decisions meetings package	CloudyIT	Annual	DD	£1,250.00	
<b>Subscription - Legal Advice</b>	Legal advice service	Tozers	Annual	BACS	£1,500.00	
<b>Membership subscription</b>	Annual membership	Devon Communities Together	Annual	BACS	£50.00	
<b>Membership subscription</b>	Annual membership	CPRE	Annual	BACS	£36.00	
<b>Membership subscription</b>	Town Clerk membership	SLCC	Annual	BACS	£505.00	
<b>Membership subscription</b>	Affiliation Fee	NALC	Annual	BACS	£492.12	
<b>Membership subscription</b>	Service charge	DALC	Annual	BACS	£62.08	
<b>Membership subscription</b>	Affiliation Fee	DALC	Annual	BACS	£824.80	

**OPEN SPACES**

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



## 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	H	*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	M	H	*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

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
3	Loss of key staff	*Failure in budgetary controls *Work backlog	M	H	*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	M	H	*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	M	M	*Clear Standing Orders *Clear job descriptions	Annually	Major incident Complaints	Town Clerk



	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
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	H	*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	M	*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	H	*Council has gained General Power of Competence	Monthly		Town Clerk

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
10	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not accurately reflecting intentions of Council	M	H	*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

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
12	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	L	H	*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	H	*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	M	*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	M	*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

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
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	M	H	*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 Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair *Loss of Assets *Disruption *Damage to public property or person	M L M L	L M M H	*Maintain an up to date register of assets *Annual review of risk and adequacy of insurance cover *Insurance cover *Annual property inspections *Regular routine 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.	Annually	Police report or damage report View asset register Review of management arrangements regarding insurance cover (loss or damage)	Town Clerk

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
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	H	*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	M	*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



	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
23	Breakdown of IT equipment	*Loss of information *Security breaches	M	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	M	H	*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

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
27	Provision of user-friendly website	*Reputation affected *Information not accessible *Confusion from external links *Lack of users	L	H	*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