



To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, September 16, 2025, at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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

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

Rachel Avery FSLCC

Town Clerk

Thursday, 11 September 2025

Please note that:

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

AGENDA

2025/091 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

2025/092 - 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)

2025/093 - Apologies

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

2025/094 - Declarations of Interest and Requests for Dispensations

2025/094.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/094.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/095 - 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

2025/096 - Chair's and Clerk's Announcements

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

2025/097 - Town Council Minutes

To approve and sign the minutes of the meeting held on Tuesday 02 September, as a correct record (minutes will be issued with the agenda)

2025/098 - Reports from Outside Bodies

Hayward's Educational Foundation

Crediton United Charities

Devon Association of Local Councils (& Larger Councils Sub Committee)

Crediton Twinning Association

Boniface Link Association

Mid Devon Community Safety Partnership

Friends of Crediton Station

Sustainable Crediton

Boniface Trail Association

Crediton Chamber of Commerce

Okehampton Rail Forum

League of Friends of Crediton Hospital

2025/099 - Finance

2025/099.1 - To receive and approve transactions between 01 July and 31 August 2025

2025/099.2 - To receive and approve the bank reconciliation to 31 August 2025

2025/099.3 - To note bank balances to 31 August 2025

2025/099.4 - To note year to date spend

2025/099.5 - To note earmarked reserves as at 31 August 2025

2025/100 - CCTV receiver position

To receive the report on moving the CCTV receiver from the current council building to Manor Office and to approve the recommendation therein

2025/101 - Office furniture

To receive the report regarding the purchasing of office furniture and to consider and approve the recommendations therein

2025/102 - Building work at Manor Office

To receive the report regarding building work at Manor Office and to consider and approve the recommendations therein

2025/103 - CAHMS licence agreement

To receive and approve the licence agreement between Crediton Town Council and Crediton Area History and Museum Society

2025/104 - Date of next meeting

To note that the date of the next meeting will be Tuesday 7 October 2025

2025/105 - 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

2025/106 - Council Office provision

To receive the confidential report and to consider and approve the recommendations therein

2025/107 - Reports Pack

Attachments – for internal use only

[2025-09-02 - Full Council - Minutes.docx](#)

[Transactions 1 - 31 July 2025.pdf](#)

[Transactions 1 - 31 August 2025.pdf](#)

[Bank rec as at 31 July 2025.pdf](#)

[Bank rec as at 31 August 2025.pdf](#)

[Bank balances as at 31 July 2025.PDF](#)

[Bank balances as at 31 August 2025.PDF](#)

[Y2D as at 31 August 2025.pdf](#)

[EMRs as at 31 August 2025.pdf](#)

[CCTV Receiver Report.docx](#)

[Office Furniture Report.docx](#)

[Manor Office Kitchen and Cloakroom Report.docx](#)

[Licence to Occupy - CAHMS.docx](#)



Minutes of the Full Council meeting held on Tuesday, September 2, 2025 at 19:00 at Credition Library, Belle Parade, Credition, EX17 2AA

Present: Cllrs Steve Huxtable, Guy Cochran, Giles Fawcett, Jim Cairney, John Downes, Joyce Harris, Liz Brookes-Hocking, Paul Perriman, Rachel Backhouse and Vix Frisby

Apologies: Cllrs Natalia Letch and Tim Stanford

In Attendance: 2 members of the public

Minute Taker: Rachel Avery – Town Clerk

MINUTES

2025/066 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19:03, and members introduced themselves.

2025/067 PUBLIC QUESTION TIME

The following questions were raised by members of the public:

- Will the town council confirm if there have been discussions, or have they been approached by Credition Heart Project, to move the war memorial?
- Is there an update on the Credition signs?
- Is there an update on the bus shelter at Redlands?
- How will the town council ensure that the redevelopment of Old Landscore School stays on or as close to the schedule provided?
- Where the funding for the redevelopment of Old Landscore School coming from and how much?
- Cllr Frisby advised in her election campaign that the precept is too high. How many councillors feel that the precept is too high? Chair stated that this was not the forum to ask councillors such a question and there was no desire for him to do so
- Independents for Credition have thoughts for improving the scope and deliver of the town council grants, with the town council policy being very basic. There are some organisations that may not be aware of the fund, and the town council could have a more proactive approach. Should organisations be allowed to apply for funding for hardship funds where the cost of membership or equipment is too high for some? The Chair requested that thoughts/comments be provided in writing, for consideration when the policy is reviewed.

The Chair assured that written responses would be provided to the first four questions posed, and responses would be added to the town council's website.

2025/068 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllrs Letch and Stanford (personal). (Proposed by Cllr Huxtable)

2025/069 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/069.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of personal interest or disclosable pecuniary interests were made.

2025/069.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/070 ORDER OF BUSINESS

There were no changes to the order of business.

2025/071 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/072 TOWN COUNCIL MINUTES

Decision: It was **resolved** to approve the minutes of the meeting held on Tuesday 15 July 2025, as a correct record. (Proposed by Cllr Cochran)

2025/073 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

25/01030/FULL: Change of use of offices to residential bungalow (Land and Buildings at NGR 283318 100354 (The Annexe), 8 North Street, Crediton, Devon) –

Decision: It was **resolved** to note the application. (Proposed by Cllr Huxtable)

25/01038/FULL: Erection of 1.5m high totem pole (Land at NGR 283206 100597 (Peoples Park), Peoples Park Road, Crediton, Devon)

Decision: It was **resolved** to note the application. (Proposed by Cllr Huxtable)

25/01166/CAT: Notification of intention to remove two lower limbs of Ash tree that overhang garden of No 6 Walnut Drive at approximately 8metres in height within the conservation area (The Beeches, Old Tiverton Road, Crediton, Devon, EX17 1EF

Decision: It was **resolved** to recommend no objection. (Proposed by Cllr Huxtable)

There was a broader discussion about the importance of vigilant oversight of tree work, especially in conservation areas. Cllr Downes proposed that the town council send letters to applicants reminding them that tree works will be subject to review. It was noted that this would be added to the agenda for the meeting on 07 October 2025.

Task: Submit planning comments to MDDC. @Emily Armitage

2025/074 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

Decision: Members **noted** the approval of planning applications by Mid Devon District Council, as set out in the agenda pack.

There was particular concern about the demolition and erection of a dwelling at The Cott, Stanbury Court, Crediton. Members expressed frustration over the lack of enforcement when historic properties are taken down without permission, emphasising the need for stricter oversight and adherence to conservation regulations.

2025/075 CREDITON URBAN TASKFORCE

Cllr Backhouse provided an update on the activities of the Crediton Urban Taskforce. After a break in August, the taskforce would resume on Saturday 13 September, focusing on East Street. The taskforce plans to leaflet the area to encourage community participation and possibly offer coffee vouchers as an incentive. The aim is to support local efforts in improving the street's appearance and fostering community spirit.

2025/076 PEOPLES PARK

Cllr Fawssett reported on the activities in Peoples Park, highlighting the extensive watering efforts during the dry summer. The oak trees planted recently are thriving, thanks to the efforts of volunteers. There was an unexpected pruning by an arboriculturist, which was appreciated. The council expressed gratitude to Cllr Fawssett and Peter Please for their dedication to maintaining the park.

2025/077 PREMISES LICENCE

Decision: It was **resolved** to recommend no objection to the new premises licence for 8 & 9 Market Street. (Proposed by Cllr Cochran, Cllr Downes abstained)

2025/078 APPEALS SUB-COMMITTEE

The meeting date was set for Tuesday 23 September at 19.00

2025/078.1 TO RECEIVE NOMINATIONS FOR THREE MEMBERS TO SIT ON THE APPEALS SUB-COMMITTEE

Nominations were received for three members to sit on the Appeals Sub-Committee.

Decision: It was **resolved** to appoint Councillors Harris, Downes, and one additional member from Councillors Stanford, Cairney, or Letch to sit of the Appeals Sub-Committee.

2025/078.2 TO APPROVE A DATE FOR THE APPEALS SUB-COMMITTEE TO MEET (W/C 22 SEPTEMBER 2025)

Decision: The meeting date for the Appeals Sub-Committee was set for Tuesday 23 September at 19.00

2025/079 OUTSTANDING DEBTS

Decision: It was **resolved** to approve the Notice of Intended Court Proceedings pro-forma letter. (Proposed by Cllr Frisby)

2025/080 HIGH STREET CHRISTMAS LIGHTING

The council reviewed the report on High Street Christmas lighting and decided to proceed with the continued use of three catenary wires for the next three years. The quote received was within the delegated power of the Town Clerk, who will sign off on it. Efforts to add new festoons and motifs will continue but will not be implemented this year. The lighting for Town Square and St Laurence Green will proceed as planned.

Decision: The council decided to proceed with the continued of three catenary wires for the next three years for High Street Christmas lighting. (Proposed by Cllr Brookes-Hocking)

2025/081 PROPERTY INSPECTIONS

The council **noted** the property inspection report. Any recommendations that do not involve a cost will be actioned immediately. Quotations for necessary work will be prioritised, and any significant expenses outside of existing budgets will be brought to future meetings. Health and safety issues will be prioritised. The Deputy Clerk was thanked for her work on the document.

2025/082 WEATHER STATION

The proposal for a weather station to support air quality data collection was discussed. A member of the public presented the benefits of correlating weather data with pollution levels, suggesting it would enhance MDDC's reporting capabilities. The council debated the viability of funding through Section 106 money, which was initially denied by MDDC. There was consensus on the potential benefits of a weather station for community engagement and educational purposes.

Decision: The council requested that the member of public pursue detailed specifications and costings for the weather station proposal to support air quality data collection.

2025/083 EAR MARKED RESERVES

Decision: It was **resolved** to approve the spending of £16,702.13 from the Elections EMR for the elections held on 27 March and 26 June 2025. (Proposed by Cllr Harris)

2025/084 CURRENT OFFICE BUILDINGS REDECORATION

Decision: It was **resolved** to accept Quote C (Sutton Cavill) for the redecoration of the current office buildings. (Proposed by Cllr Brookes-Hocking)

2025/085 MANOR OFFICE BROADBAND AND TELEPHONES

Decision: It was **resolved** to accept Quote B (The Logical Group) for the provision of broadband and telephones at Manor Office. (Proposed by Cllr Frisby)

2025/086 MANOR OFFICE

A member of the public asked if the council had permission to sublet rooms. The Town Clerk clarified that while they could sublet rooms with the landlord's permission.

Decision: It was **resolved** to provisionally approve the licence agreement between Crediton Town Council and Crediton Area History and Museum Society, allowing the society to use the top floor of the Manor Office. (Proposed by Cllr Brookes-Hocking)

2025/087 DATE OF NEXT MEETING

It was **noted** that the date of the next meeting will be Tuesday 16 September 2025.

2025/088 PART II

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

Cllr Cairney joined the meeting at 20.19

2025/089 MANOR OFFICE

Decision: It was **resolved** to approve the recommendations within the confidential report. (Proposed by Cllr Brookes-Hocking)

2025/090 REPORTS PACK

Signed

Dated.....

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		204,322.83					204,322.83	
	Banked 01/07/2025	262.00						
#85	Youth Club (YW)	2.00			1240	410	2.00	Subs - Tues Youth Club
#86	Bella Cannoli	75.00			1285	450	75.00	CFF stallholder fee
#87	Riverford Organic	85.00			1285	450	85.00	CFF stallholder fee
#88	The Sandford Gate	100.00			1285	450	100.00	CFF stallholder fee
	Banked 02/07/2025	533.70						
#89	Youth Club (YW)	18.70			1240	410	10.00	Youth subs
					1240	410	8.70	Youth tuck
#90	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
#91	Exe Valley Honey	75.00			1285	450	75.00	CFF stallholder fee
#92	Dough Bros	75.00			1285	450	75.00	CFF stallholder fee
#93	Edward's Fudge Kitchen	95.00			1285	450	95.00	CFF stallholder fee
#94	Komban	120.00			1285	450	120.00	CFF stallholder fee
#95	Devon Rum Co	125.00			1285	450	125.00	CFF stallholder fee
	Banked 03/07/2025	125.00						
#96	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
#97	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
#98	Oakcroft Farm Produce	75.00			1285	450	75.00	CFF stallholder fee
	Banked 07/07/2025	512.50						
#99	Youth Club (YW)	7.50			1240	410	7.50	Subs - Graffiti Day
#100	Crediton Coffee Company	85.00			1285	450	85.00	CFF stallholder fee
#101	Twinkle Little Tarr	90.00			1285	450	90.00	CFF stallholder fee
#102	Devon Cove	125.00			1285	450	125.00	CFF stallholder fee
#103	The Ship Hotel	205.00			1285	450	205.00	CFF stallholder fee
	Banked 08/07/2025	232.00						
#104	Youth Club (YW)	2.00			1240	410	2.00	Subs - Tues Youth Club
#105	Baobab Cafe	110.00			1285	450	110.00	CFF stallholder fee
#106	Pig & Fig	120.00			1285	450	120.00	CFF stallholder fee
	Banked 10/07/2025	125.00						
#107	Thunderflower Gin	125.00			1285	450	125.00	CFF stallholder fee
	Banked 15/07/2025	9.00						
#108	Youth Club (YW)	2.00			1240	410	2.00	Subs - Tues Youth Club
#109	Riverside Plant Nurseries	7.00			4590	380	7.00	Refund - overpayment
	Banked 16/07/2025	7.50						
#110	Youth Club (YW)	7.50			1240	410	7.50	Subs - Graffiti Day
	Banked 17/07/2025	15.00						
#111	Youth Club (YW)	7.50			1240	410	7.50	Subs - Graffiti Day
#112	Youth Club (YW)	7.50			1240	410	7.50	Subs - Graffiti Day
	Banked 18/07/2025	7.00						
#113	Youth Club (YW)	7.00			1240	410	7.00	Skern Lodge trip
	Banked 21/07/2025	16.53						
#114	Allotment Barnfield	6.03			1150	160	5.46	B2D Rent 24/25

Receipts for Month 4				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
					1150	180	0.57 B2D BAA 24/25
#115	Youth Club (YW)	10.50			1240	410	10.50 Youth - D&D
	Banked 22/07/2025	3.50					
#116	Youth Club (YW)	3.50			1240	410	3.50 Youth - D&D
	Banked 23/07/2025	7.90					
#117	Asda	1.04			4720	410	1.04 Youth groceries refund
#118	Asda	6.86			4720	410	6.86 Youth groceries - refund
	Banked 25/07/2025	1,000.00					
#119	Ashgrove Kitchens	1,000.00			1295	450	1,000.00 CFF sponsorship
	Banked 29/07/2025	22.00					
#120	Youth Club (YW)	7.00			1240	410	7.00 Youth - D&D
#121	Youth Club (YW)	15.00			1240	410	15.00 Youth - Park Fun
Total Receipts for Month		2,878.63	0.00	0.00			2,878.63
Cashbook Totals		207,201.46	0.00	0.00			207,201.46

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2025	South West Water	DD #188	55.01			4235	350	55.01	Water - OLS
01/07/2025	C Kelly	BACS #189	3.00			4720	410	3.00	Expenses - youth refreshments
01/07/2025	Libraries Unlimited SW	BACS #190	24.50			4210	130	24.50	Meeting room hire
01/07/2025	Libraries Unlimited SW	BACS #191	49.00			4210	130	49.00	Meeting room hire
01/07/2025	A J Cox	BACS #192	50.00			4570	270	50.00	CCTV electricity contribution
01/07/2025	European Dental Lab	BACS #193	50.00			4570	270	50.00	CCTV electricity contribution
01/07/2025	█ Skinner	BACS #194	50.00			4570	270	50.00	CCTV electricity contribution
01/07/2025	█ Jewell	BACS #195	50.84			4590	380	50.84	Plants - Union Road wall
01/07/2025	DALC	BACS #196	108.00		18.00	4190	130	90.00	Cllr training
01/07/2025	EDF	BACS #197	149.86		7.14	4290	250	142.72	Electricity - Manor Office
01/07/2025	Crediton Farmers Market	BACS #198	200.00			4680	440	200.00	BBB gazebo hire
01/07/2025	█ Chattington	BACS #199	200.00			4680	440	200.00	BBB - band entertainment
01/07/2025	█ Falkner	BACS #200	420.00			4680	440	420.00	BBB - stiltwalkers
01/07/2025	Hooper Services	BACS #201	768.00		128.00	4250	190	410.00	Peoples Park - grass cutting
						4230	160	125.00	Barnfield - grass cutting
						4230	330	45.00	Fulda Crescent - grass cutting
						4230	330	60.00	SPG - grass cutting
01/07/2025	█ Pugsley	SO #202	833.33			4390	250	833.33	Bungalow rent - July
01/07/2025	Ministry of Marquees	BACS #203	1,188.00		198.00	4680	450	990.00	CFF - marquee benches tables
01/07/2025	█ Lee	SO #204	1,408.33			4390	250	1,408.33	Manor Office rent - July
01/07/2025	█ Lee	BACS #205	1,522.59			4390	250	1,522.59	Insurance - Manor Office
02/07/2025	EE Ltd	DD #206	22.03		3.67	4720	410	18.36	Youth - mobile phone bill
02/07/2025	Medicare Southwest	BACS #207	300.00			4680	440	300.00	BBB - medical cover
02/07/2025	Cloudy IT	DD #208	28.80		4.80	4070	120	24.00	IT support - tablets
07/07/2025	Post Office	CARD #209	3.60			4065	120	3.60	Postage
07/07/2025	Viking	BACS #210	45.14		7.52	4115	120	37.62	Offices supplies
07/07/2025	Tuckers	BACS #211	47.94		7.99	4590	380	39.95	Compost
07/07/2025	R Avery	BACS #212	85.00			4130	130	85.00	Expenses
07/07/2025	Crediton Auto Services	BACS #213	88.76			4235	170	88.76	Water - Moffats Land
07/07/2025	Coco's Devon	BACS #214	225.00			4680	440	225.00	BBB Boniface Buns
07/07/2025	█ Rogers	BACS #215	570.00			4680	460	240.00	VE Day - electrics
						4680	440	330.00	BBB - electrics
07/07/2025	Exe Valley Maintenance Service	BACS #216	3,748.80		624.80	4620	380	3,124.00	Floral watering - payment 1
07/07/2025	Mid Devon District Council	SO #217	319.00			4430	250	319.00	Business rates - North St
09/07/2025	British Gas	DD #218	38.00		1.81	4290	340	36.19	Electricity - Newcombes toilet
09/07/2025	Fools Paradise Ltd	BACS #219	1,098.00		183.00	4680	450	915.00	CFF - Hungry Chefs
14/07/2025	Spar	CARD #220	1.79			4680	450	1.79	CFF - refreshments
14/07/2025	British Gas	DD #221	73.80		3.51	4290	250	70.29	Electricity - Bungalow
16/07/2025	Post Office	CARD #222	2.80		0.47	4065	120	2.33	Postage
16/07/2025	Spar	CARD #223	5.89			4720	410	5.89	Youth - refreshments
16/07/2025	Tesco	CARD #224	8.00			4440	250	8.00	Meeting refreshments
16/07/2025	NALC	BACS #225	42.00		7.00	4190	130	35.00	Event booking fee

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/07/2025	Asda	BACS #226	65.64			4720	410	65.64	Youth - groceries
16/07/2025	NALC	BACS #225	-42.00		-7.00	4190	130	-35.00	Event booking fee
16/07/2025	Asda	BACS #226	-65.64			4720	410	-65.64	Youth - groceries
16/07/2025	NALC	CARD #225	42.00		7.00	4190	130	35.00	Event booking fee
16/07/2025	Asda	CARD #226	65.64			4720	410	65.64	Youth - groceries
17/07/2025	Spar	CARD #227	1.79			4440	250	1.79	Refreshments
17/07/2025	Buytshirtsonline	CARD #228	57.71		9.62	4720	410	48.09	Youth - tshirts
17/07/2025	Nexus Open Systems	DD #229	399.78		66.63	4070	120	333.15	IT support - May/June
17/07/2025	NALC	BACS #230	42.00		7.00	4190	130	35.00	Event booking fee
18/07/2025	Adams	BACS #231	7.00		1.17	4115	120	5.83	Office supplies
18/07/2025	JB Confidential	BACS #232	14.40		2.40	4100	120	12.00	Security waste collection
18/07/2025	South West in Bloom	BACS #233	60.00			4120	380	60.00	Presentation tickets
18/07/2025	Touchwood Signs	BACS #234	138.00		23.00	4230	250	115.00	Manor Office sign
18/07/2025	EDF	BACS #235	138.24		6.58	4290	250	131.66	Electricity - Manor Office
18/07/2025	Contact Radio Communications	BACS #236	155.70		25.95	4680	450	129.75	CFF - radio hire
18/07/2025	■ Fry	BACS #237	180.00			4680	440	180.00	BBB - gazebo pu/td
18/07/2025	Tindle Newspapers	BACS #238	229.18		38.20	4680	450	190.98	CFF - advertising
18/07/2025	Touchwood Signs	BACS #239	302.40		50.40	4680	450	252.00	CFF - banners
21/07/2025	Post Office	CARD #240	47.89		0.47	4085	120	2.33	Stationery
						4065	120	45.09	Postage & stamps
22/07/2025	■ Bristow	BACS #241	60.00			4680	450	60.00	CFF - cookery demo
22/07/2025	Herbaid Ltd	BACS #242	100.00			4680	450	100.00	CFF - herb walks
22/07/2025	Wage payments	BACS #243	10,487.58			4000	110	7,481.25	Salaries - July
						4005	110	3,006.33	Salaries - July
22/07/2025	Devon County Council	BACS #244	3,483.49			4040	110	2,734.32	Pension - July
						4015	110	749.17	Pension - July
22/07/2025	HMRC	BACS #245	3,583.22			4030	110	3,118.67	NI/PAYE - July
						4010	110	464.55	NI/PAYE - July
23/07/2025	Spar	CARD #246	7.78			4720	410	7.78	Youth - refreshments
23/07/2025	Asda	CARD #247	34.53			4720	410	34.53	Youth - groceries
23/07/2025	Planning Portal	CARD #248	234.00			4720	410	234.00	Totem pole - planning app
23/07/2025	Planning Portal	CARD #249	379.00			4105	120	379.00	Bungalow - change of use app
23/07/2025	British Gas	DD #250	8.69		0.41	4290	250	8.28	Standing charge - front office
23/07/2025	C Kelly	BACS #251	17.50			4130	130	17.50	Expenses - work experience
23/07/2025	R Avery	BACS #252	14.83			4130	130	14.83	Expenses
23/07/2025	■ Fry	BACS #253	180.00			4680	450	180.00	CFF - gazebo pu/td
23/07/2025	Skern Lodge Ltd	BACS #254	600.00		100.00	4720	410	500.00	Youth - Skern Lodge Hartland
23/07/2025	Tozers LLP	BACS #255	1,200.00		200.00	4105	120	1,000.00	Review of Lease - Manor Office
						338	0	-1,000.00	Review of Lease - Manor Office
						6000	120	1,000.00	Review of Lease - Manor Office
23/07/2025	The Turning Tides Project	BACS #256	1,335.00			4020	365	1,335.00	Town maintenance - June
24/07/2025	Everflow	DD #257	46.11			4235	250	18.84	Water - The Hub
						4235	340	27.27	Water - Newcombes toilet

Payments for Month 4				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/07/2025	Great Western Railway	CARD #258	94.50			4720	410	94.50	Youth - Hartland train tickets
25/07/2025	Exe Valley Maintenance Service	BACS #259	249.60		41.60	4620	380	208.00	Floral displays - extra water
25/07/2025	█ Rogers	BACS #260	330.00			4680	450	330.00	CFF - electrics
25/07/2025	Tozers LLP	BACS #261	783.60		130.60	4105	120	653.00	8 North St wall - advice
28/07/2025	Hobbii	CARD #262	18.63			4720	410	18.63	Youth - craft supplies
28/07/2025	Tomato Energy	DD #263	3.19		0.15	4290	210	3.04	Electricity - Bandstand
28/07/2025	Concorde	DD #264	188.13		31.35	4060	120	47.95	Printing charges - May
28/07/2025	Valda Energy	DD #265	138.05		6.58	4060	120	108.83	Printing charges - June
						4290	340	9.02	Electricity - Newcombes toilet
						4290	250	34.97	Gas - Bungalow
						4290	250	49.77	Electricity - Bungalow
29/07/2025	Valda Energy	DD #266	138.05		6.58	4290	350	37.71	Electricity - OLS
						4290	340	9.02	Electricity - Newcombes toilet
						4290	250	34.97	Gas - Bungalow
						4290	250	49.77	Electricity - Bungalow
29/07/2025	Valda Energy	DD #266	-138.05		-6.58	4290	350	37.71	Electricity - OLS
						4290	340	-9.02	Electricity - Newcombes toilet
						4290	250	-34.97	Gas - Bungalow
						4290	250	-49.77	Electricity - Bungalow
29/07/2025	Nexus Open Systems	DD #266	6.62		1.10	4070	120	5.52	IT support - August
30/07/2025	Morrisons	CARD #267	27.03			4720	410	27.03	Youth - Park Fun food
31/07/2025	Concorde	DD #268	179.28		29.88	4075	120	149.40	Telephone charges
Total Payments for Month			39,514.90	0.00	1,968.80			37,546.10	
Balance Carried Fwd			167,686.56						
Cashbook Totals			207,201.46	0.00	1,968.80			205,232.66	

Receipts for Month 4				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		591,463.75					591,463.75
Banked 02/07/2025		2,078.22					
CCLA #4	CCLA	2,078.22			1090	120	2,008.88 Interest on account
					1090	120	69.34 Interest on account
Total Receipts for Month		2,078.22	0.00	0.00			2,078.22
Cashbook Totals		593,541.97	0.00	0.00			593,541.97

Payments for Month 4				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			593,541.97						
Cashbook Totals			593,541.97	0.00	0.00	593,541.97			

Date: 11/09/2025

Crediton Town Council FY 2025-26

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Cashbook 1

User: RA

Co-Operative 9217

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		167,686.56					167,686.56	
	Banked 01/08/2025	50.00						
#122	Thornes Farm Shop	50.00			1285	450	50.00	CFF stallholder fee
	Banked 04/08/2025	3.50						
#123	Youth Club (YW)	3.50			1240	410	3.50	Subs - Summer Programme
	Banked 05/08/2025	3.50						
#124	Youth Club (YW)	3.50			1240	410	3.50	Subs - Summer Programme
	Banked 13/08/2025	5,467.32						
#125	HMRC	5,467.32			105		5,467.32	Q1 VAT refund
	Banked 18/08/2025	80.00						
#126	Crediton Heart Project	80.00			1280	130	80.00	Gazebo hire
	Banked 27/08/2025	89,645.22						
TRF #127	Nationwide Account 7276	89,645.22			210		89,645.22	Closure of Nationwide Account
Total Receipts for Month		95,249.54	0.00	0.00			95,249.54	
Cashbook Totals		<u>262,936.10</u>	<u>0.00</u>	<u>0.00</u>			<u>262,936.10</u>	

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Date: 11/09/2025

Crediton Town Council FY 2025-26

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Cashbook 1

User: RA

Co-Operative 9217

For Month No: 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2025	South West Water	DD #269	277.02			4235	160	277.02	Water - Barnfield allotments
01/08/2025	EE Ltd	DD #270	21.48		3.58	4720	410	17.90	Youth - mobile phone bill
01/08/2025	█ Pugsley	SO #271	833.33			4390	250	833.33	Bungalow rent - Aug
01/08/2025	█ Lee	SO #272	1,408.33			4390	250	1,408.33	Manor Office rent - Aug
01/08/2025	Mid Devon District Council	SO #273	319.00			4430	250	319.00	Business rates - North St
04/08/2025	D Richards	BACS #274	150.00			4470	300	150.00	Garden clearance
04/08/2025	Crediton Farmers Market	BACS #275	200.00			4680	450	200.00	CFF - gazebos
04/08/2025	Stoke Fire Farms Ltd	BACS #276	324.00		54.00	4680	450	270.00	CFF - hay bales
04/08/2025	Cloudy IT	DD #277	28.80		4.80	4070	120	24.00	IT support - tablets
05/08/2025	█ Kear	BACS #278	63.00			4680	450	63.00	CFF - volunteer vouchers
05/08/2025	Prosound Solutions (SW) Ltd	BACS #279	594.00		99.00	4680	450	495.00	CFF - sound system
06/08/2025	Morrisons	CARD #280	10.13			4720	410	10.13	Youth - refreshments
08/08/2025	British Gas	DD #281	37.32		1.78	4290	340	35.54	Electricity - Newcombes toilet
12/08/2025	Promenade Promotions	BACS #282	1,750.00			4680	450	1,750.00	CFF - Imaginarium & walkabouts
12/08/2025	Adams	BACS #283	7.00		1.17	4115	120	5.83	Supplies
12/08/2025	Mid Devon Whippy	BACS #284	290.00			4680	470	290.00	VJ Day - ice creams
12/08/2025	Vivian Architecture Ltd	BACS #285	1,800.00			4105	120	1,800.00	Manor Office - LBC application
						338	0	-1,800.00	Manor Office - LBC application
						6000	120	1,800.00	Manor Office - LBC application
13/08/2025	Spar	CARD #286	2.85			4720	410	2.85	Youth refreshments
13/08/2025	Nexus Open Systems	DD #287	382.68		63.78	4070	120	318.90	IT support - June
15/08/2025	Spar	CARD #288	6.00			4115	120	6.00	Office equipment
19/08/2025	British Gas	DD #289	52.16		2.48	4290	250	49.68	Electricity - Bungalow
19/08/2025	E Anderson	BACS #290	27.61			4720	410	27.61	Youth supplies - VJ Day
19/08/2025	Ministry of Marquees Ltd	BACS #291	82.14		13.69	4680	450	68.45	CFF - missing items
19/08/2025	Hooper Services	BACS #292	864.00		144.00	4250	190	410.00	Peoples Park - grass cutting
						4230	160	85.00	Barnfield - grass cutting
						4230	160	40.00	Barnfield - boundary fence
						4230	200	25.00	Upper Deck - grass cutting
						4230	150	25.00	Exhibition Rd - grass cutting
						4230	150	40.00	Exhibition Rd - boundary fence
						4230	330	35.00	Fulda PA - boundary fence
						4230	330	60.00	SPG PA - grass cutting
19/08/2025	█ Pugsley	BACS #293	6,039.25			4400	250	6,039.25	8 North St - front painting
20/08/2025	Spar	CARD #294	5.50			4115	120	5.50	Office consumables
22/08/2025	Wage payments	BACS #295	11,756.60			4000	110	7,988.96	Salaries - August
						4005	110	3,767.64	Salaries - August
22/08/2025	Crediton Town Councillors	BACS #296	400.00			4150	130	400.00	Councillor allowance
22/08/2025	Devon County Council	BACS #297	3,759.45			4040	110	2,947.90	Pensions - August
						4015	110	811.55	Pensions - August

Continued on Page 17

Payments for Month 5				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/08/2025	HMRC	BACS #298	4,088.27			4030	110	3,475.25	NI/PAYE - August
						4010	110	489.02	NI/PAYE - August
						4150	130	124.00	NI/PAYE - August
26/08/2025	British Gas	DD #299	9.85		0.47	4290	250	9.38	Standing charge - front office
26/08/2025	Everflow	DD #300	51.98			4235	250	25.36	Water - The Hub
						4235	340	26.62	Water - Newcombes toilet
27/08/2025	Valda Energy	DD #301	146.42		6.97	4290	340	9.02	Electricity - Newcombes toilet
						4290	250	35.20	Gas - Bungalow
						4290	250	56.96	Electricity - Bungalow
						4290	350	38.27	Electricity - OLS
27/08/2025	Hedgerow Print	BACS #302	79.20		13.20	4140	130	66.00	Dog scheme stickers
27/08/2025	Crediton Town Councillors	BACS #303	100.00			4150	130	100.00	Councillow allowance
27/08/2025	█ Ward	BACS #304	336.00			4680	460	336.00	Electrics - VE Day
27/08/2025	█ Ward	BACS #305	402.00			4680	450	402.00	CFF - Electrics
27/08/2025	The Turning Tides Project	BACS #306	1,477.50			4020	365	1,477.50	Town maintenance - July
28/08/2025	Post Office	CARD #307	3.60			4065	120	3.60	Postage
29/08/2025	Concorde	DD #308	179.28		29.88	4075	120	149.40	Telephone charges
29/08/2025	Nexus Open Systems	DD #309	416.98		69.50	4070	120	347.48	IT support - July/Aug
Total Payments for Month			38,782.73	0.00	508.30			38,274.43	
Balance Carried Fwd			224,153.37						
Cashbook Totals			262,936.10	0.00	508.30			262,427.80	

Receipts for Month 5				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		89,003.67					89,003.67
Banked 27/08/2025		641.55					
NW #1	Nationwide	641.55			1090	120	641.55 Interest on account
Total Receipts for Month		641.55	0.00	0.00			641.55
Cashbook Totals		89,645.22	0.00	0.00			89,645.22

Payments for Month 5				Nominal Ledger			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
27/08/2025	Co-Operative 9217	TRF #127	89,645.22			200	89,645.22 Closure of Nationwide Account
Total Payments for Month			89,645.22	0.00	0.00		89,645.22
Balance Carried Fwd			0.00				
Cashbook Totals			89,645.22	0.00	0.00		89,645.22

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		593,541.97					593,541.97	
	Banked 04/08/2025	2,130.86						
CCLA #5	CCLA	2,130.86			1090	120	2,130.86	Interest on account
Total Receipts for Month		2,130.86	0.00	0.00			2,130.86	
Cashbook Totals		595,672.83	0.00	0.00			595,672.83	

Payments for Month 5				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			595,672.83						
Cashbook Totals			595,672.83	0.00	0.00	595,672.83			

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/07/2025	315	167,686.56
			<u>167,686.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			167,686.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			167,686.56
		Balance per Cash Book is :-	167,686.56
		Difference is :-	0.00

R Avery (Clerk/RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/07/2025		89,003.67
			<u>89,003.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,003.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,003.67
		Balance per Cash Book is :-	89,003.67
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/07/2025		593,541.97
			<u>593,541.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			593,541.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			593,541.97
		Balance per Cash Book is :-	593,541.97
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/08/2025	318	224,153.37
			<u>224,153.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			224,153.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			224,153.37
		Balance per Cash Book is :-	224,153.37
		Difference is :-	0.00

R Avery (Clerk/RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/08/2025	23	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/08/2025		595,672.83
			<u>595,672.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			595,672.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			595,672.83
		Balance per Cash Book is :-	595,672.83
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 31 July 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2025	Co-Operative Current 15006951	167,686.56
31/07/2025	Nationwide Account 90097276	89,003.67
31/07/2025	CCLA	593,541.97

850,232.20

Receipts not on Bank Statement

0.00

Closing Balance

850,232.20

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	167,686.56
3	Nationwide Account 7276	89,003.67
7	CCLA	593,541.97

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

850,232.20

Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 31 August 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2025	Co-Operative Current 15006951	224,153.37
31/08/2025	Nationwide Account 90097276	0.00
31/08/2025	CCLA	595,672.83

819,826.20

Receipts not on Bank Statement

0.00

Closing Balance

819,826.20

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	224,153.37
3	Nationwide Account 7276	0.00
7	CCLA	595,672.83

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

819,826.20

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	17,692	17,554	19,480								Salaries, Including NI & Pensions	38%	148,986	91,014
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140	55	157									Photocopier/Printing	21%	788	212
Postage	250	4			6	51								Postage	26%	185	65
IT Support	6,200	517	528	528	363	690								IT Support	42%	3,574	2,626
Telephone/Broadband	1,800	149	149	149	149	149								Telephone/Broadband	41%	1,055	745
Audit Fees	2,500		395											Audit Fees	16%	2,105	395
Stationery	250	16	14	24	2									Stationery	22%	194	56
Software	4,000	379	1,250											Software	41%	2,371	1,629
Reference books	150													Reference books		150	
Security Waste Collection	50				12									Security Waste Collection	24%	38	12
Legal/Professional Services*	5,000	885			1,032									Legal/Professional Services*	38%	3,083	1,917
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	19	43	17								Office Supplies/Consumables	44%	282	218
Defibrillator Renewal (approved from General Res)	-			1,800										Defibrillator Renewal	-	1,800	1,800
Council and Councillors														Council and Councillors			
Councillor/Clerk Expenses	1,200	608	20		117									Councillor/Clerk Expenses	62%	455	745
Councillor e-mail addresses	600													Councillor e-mail addresses		600	
Advertising	750					66								Advertising	9%	684	66
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440					624								Councillor Allowances	43%	816	624
Annual Town Meeting	400			54										Annual Town Meeting	14%	346	54
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				160									Staff/Councillor Training	4%	3,840	160
Honorarium	400													Honorarium		400	
Parking Permit	600													Parking Permit		600	
Public Consultations	500													Public Consultations		500	
Meeting Room Charges	500	29			74									Meeting Room Charges	21%	397	103
Civic Functions	6,000													Civic Functions		6,000	
Allotments														Allotments			
Exhibition Road general/scheduled maintenance	950		130		125	65								Exhibition Road general/scheduled maintenance	34%	630	320
Exhibition Road water/water maintenance and repairs	750													Exhibition Road water/water maintenance and repairs		750	
Barnfield general/scheduled maintenance	900		220					125						Barnfield general/scheduled maintenance	38%	555	345
Barnfield water/water maintenance and repairs	750							277						Barnfield water/water maintenance and repairs	37%	473	277
Moffats general/scheduled maintenance	200													Moffats general/scheduled maintenance		200	
Moffats water/water maintenance and repairs	500					89								Moffats water/water maintenance and repairs	18%	411	89
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		410	410								Peoples Park grass cutting	43%	1,700	1,300
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					25						Upper Deck general maintenance and cleaning	25%	375	125
Bandstand electricity	250				3	3								Bandstand electricity	2%	244	6
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			910										Garage rental	49%	940	910
Public open spaces (SPG & Fulda Crescent)	1,500		305		105	95								Public open spaces (SPG & Fulda Crescent)	34%	995	505
Newcombes Meadow toilets water	500	20	27	27	27	27								Newcombes Meadow toilets water	26%	372	128
Newcombes Meadow toilets electricity	600	9	47	45	45	45								Newcombes Meadow toilets electricity	32%	409	191
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	39	38	38								Old Landscore School electricity	18%	820	180
Old Landscore School equipment	500													Old Landscore School equipment		500	
Old Landscore School water charges	400	(38)	38		55									Old Landscore School water charges	14%	345	55
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			2,970										Old Landscore School business rates	74%	1,030	2,970
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	

	<i>Earmarked Reserves</i>	Balance as 1 April 2025	April income*	April Expenditure	May Expenditure	June Expenditure	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			-4,900.00										30,100.00
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			-4,000.00	-1,000.00	-1,800.00								208,133.99
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				-19.99	-2,480.01									0.00
372	EMR - Love Your Town Centre	582.00														582.00
373	EMR - Youth subs 24/25	2,045.07														2,045.07
		506,527.65	59,333.85	-1,535.00	-14,221.83	-8,919.99	-3,480.01	-1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	535,904.67

*EMRs increased as approved in 25/26 budget



CREDITON TOWN COUNCIL

CCTV Receiver Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 16 September

Recommendation

To approve the quotation to relocate the CCTV equipment from 8A North Street to Manor Office.

1. Purpose

1.1 This report provides information to allow members to consider and approve the relocation of required CCTV equipment from the current office to the new building.

2. Background

2.1 The transfer of equipment is required to ensure continuation of CCTV recording of the town's system, which is currently undertaken through receiver equipment in 8A North Street.

3. Proposals

3.1 To run cabling for transmitting the signals to Manor Office beneath gutter level from the existing wireless receiver outside Oliver House, to Manor Office.

3.2 The relocated equipment will either be installed in the wall mounted rack removed from number 8, or in the existing data rack in the roof at Manor Office

3.3 It was originally proposed to install another camera at Manor Office, but this would require Listed Building consent, and would not offer more than what the existing camera does. The quote highlights the need for an alternative Network Video Recorder once connection to Exeter City Council is established. A full quote is awaited.

4. Financial Implications

412 To relocate CCTV to Manor Office:

1. Install new Power circuit with MID meter to provide power to existing equipment outside 8 North Street with wall mounted waterproof enclosure housing PoE network switch for power and connectivity to camera and wireless equipment.
2. Install 6U Data cabinet within 6 North Street with cabling to external front elevation.
3. Install and align Ubiquiti 1G Wireless link between 8 North Street and 6 North Street.
4. Install 1 off Dahua Multi-sensor camera outside 6 North Street and align cameras for optimum viewing angles.

Labour	£2,100.00
Materials	£1,564.41
Total Cost	£3,664,41 + VAT

Note: In anticipation of future monitoring by Exeter City Council, the current Dahua Network Video Recorder is incompatible with the ECC Monitoring system. To upgrade the NVR to a unit suitable would cost an additional approximate £636.00 (final quote awaited).

5. Climate Implications

5.1 There are no climate implications related to this agenda item.

6. Conclusion

6.1 It is integral that work to move CTC to Manor Office starts as soon as possible.



New Office Furniture Report

Report by: Administrative Officer
To: Full Council
Date: For consideration on 16 September 2025

Recommendation

Full Council is recommended to consider the cost to purchase new office furniture for the new premises at Manor Office and associated installation costs.

1. Purpose

1.1 This report sets out three options for consideration to purchase:

- 1 curved reception desk
- 3 ergonomic office desks with drawers

2. Background

- 2.1. Some of the current office desks are not in good condition and there is concern once dismantled, they will not be possible to reinstall due to poor condition, missing parts etc.
- 2.2. The council does not have a facilities team/person to assist with moving heavy furniture and installation and staff had to rely on family/friends for help with the previous office move.
- 2.3. The town council has never owned office desks, as the current ones were donated by MDDC when they relocated to Tiverton.

3. Proposals

- 3.1 Agree to a price for one reception desk and three office desks with drawers and instruct the Admin Officer to purchase.



Other colours available.

4. Financial Implications

- 4.1 There is £1,500 allocated for office equipment, however, further funds would be required from General Reserves or EMR 339 (Council Building Fund).
- 4.2 The table below shows the quotations provided:

Reception Desk	Supplier A	Supplier B (same supplier as supplier B for office desk)	Supplier C
	Free delivery and installation	Free delivery and installation	Delivery only, install unavailable
	£1046.00	£888.00	£796.00
TOTAL	£1046.00	£888.00	£796.00
Office Desk	Supplier A	Supplier B (same supplier as supplier B for reception desk)	Supplier C
	Delivered and installed	Delivered and installed	Assembly included
Each	£542.95	£345.00	£354.99
TOTAL	£1628.85	£1035.00	£1064.97

*Prices ex VAT

5. Conclusion

- 5.1. The Town Council is responsible for ensuring staff are equipped to do their job in a safe and comfortable environment to the best of their ability.



CREDITON TOWN COUNCIL

Manor Office Kitchen and Cloakroom Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 16 September 2025

Recommendation

Full Council is recommended to consider the quotations and approve a preferred contractor to undertake works to the kitchen and cloakroom on the first floor of Manor Office.

1. Purpose

- 1.1 This report sets out two quotations obtained for the works required to the kitchen and cloakroom area of Manor Office.

2. Background

- 2.1. Planning permission has been sought and approved for various work at Manor Office.
2.2. The creation of a kitchen and second toilet at Manor Office are required works to enable the building to be used effectively as an office.

3. Proposals

- 3.1 To consider and agree to a preferred provider for the above-mentioned work.

4. Financial Implications

- 4.1 It is proposed that the cost of the works are taken from EMR 339 (Council Building Fund).
4.2 The table below shows the quotations provided:

	Contractor A	Contractor B
	Kitchen: £4865.00	Kitchen: £4046.00
	Cloakroom: £625.00	Cloakroom: £9650.00
	Water: £3000.00	Removal of strong room door: £3460.00
	Does not include additional building work to ensure compliance	Water: £3768.00
		Quoted as per planning permission drawings
	£8490.00	£20924.00

*All prices exclude VAT

5. Conclusion

- 5.1 The work is necessary to ensure Manor Office are required works to enable the building to be used effectively as an office.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Dated 2025

LICENCE TO OCCUPY

Relating to the building known as Manor Office, 6 North Street, Credition, EX17 2BT



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

This LICENCE is dated 2025

BETWEEN

(1) CREDITON TOWN COUNCIL (CTC) – the Licensor

(2) XXXXXXXXXX acting as trustees for Credition Area History and Museum Society (CAHMS) – the Licensee

AGREED DEFINITIONS:

Ancillary Activities	Storage of museum artefacts and documentation, fixtures and fittings, archiving and ad-hoc meetings
Building	Attic space in Manor Office (main room and side room)
Common Parts	Such roads, paths, entrance halls, corridors, lifts, staircases, landing and other means of access in or upon the Building the use of which is necessary for obtaining access to and egress from the Property as designated from time to time by the Licensor
Designated Hours	CAHMS may enter premises within CTC opening hours, or such other hours as the Licensor may in its absolute discretion agree with the Licensee from time to time (any such agreement to be recorded in writing)
Licence Fee	The sum of £900 per annum inclusive of any VAT that may be payable thereon subject to review as outlined in clause 3.
Licence Fee Review Date	The first anniversary of the date of this Licence and every anniversary of that date during the remainder of the Licence period.
Licence Period	The period of 2 years from and including the date of this Licence, unless the Licence is terminated in accordance with clause 5.
Permitted Use	Use in accordance with the Licensee's object of researching, conserving, interpreting material and information related to the history and heritage of Credition and the surrounding area
Plan	The plan annexed to this Licence
Property	Manor Office, comprising the attic space of the Building as shown edged red on the Plan
Schedule of Items	The schedule contained at schedule 2 listing the Licensor's items to be situated at or in the Property.



CREDITON TOWN COUNCIL

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Service Media	all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data (if any) and all other services and utilities and all structures, machinery and equipment ancillary to those media
Trustees	the persons named as Licencee in this Licence and any person appointed as trustee of CAHMS from time to time
VAT	value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax



1. Licence to Occupy

The Licensor permits the Licensee to occupy the Property for the Permitted Use for the Licence Period during the Designated Hours in common with the Licensor and all others authorised by the Licensor (so far as is not inconsistent with the details of the Permitted Use) together with the rights mentioned in Schedule 1.

The Licensee acknowledges that:

- The Licensee shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this Licence.
- The Licensor retains control, possession and management of the Property and the Licensee has no right to exclude the Licensor from the Property.
- The Licence to occupy granted by this agreement is personal to the Licensee and is not assignable and may only be exercised by the Licensee and its employees/volunteers.

The Licensor acknowledges that:

- The items listed in the Schedule of Items belong to the Licensee and do not form part of the Property.

2. Designated Hours

If the Licensor and the Licensee agree that the Designated Hours should be varied according to local need they shall record any such agreement in writing.

3. Licence Fee

The Licence Fee shall be £900 per annum, inclusive of VAT.

The Licence Fee shall be paid in 4 quarterly equal instalments in advance. The first such payment being due on the date of this Licence and shall be reviewed on each Licence Fee Review Date when the Licence Fee shall be increased to a sum equal to the greater of the Licence Fee plus RPI or the Licence Fee immediately preceding the Licence Fee Review Date subject to the limitation on the first Review Date as provided below.

If the Licensor installs solar panels on the roof of the Building which results in a reduction in the costs payable by the Licensor for the supply of electricity to the Building the benefit from the resulting reduction shall be shared between the Licensor and the other licensees/occupiers of the Building in such fair proportions as the Licensor shall determine acting reasonably.

The Licensee will be responsible for costs of public liability insurance, contents insurance, IT costs and related ancillary costs such as PAT testing plus any other costs of occupation deemed necessary by the Licensee.

The Licensor will be responsible for building related costs including business rates, electricity, broadband, maintenance and building insurance.

The Licensor reserves the right to review the electricity consumption at three-month intervals and will advise the licensee on any additional costs required relating to the use of additional electrical units such as dehumidifiers.



4. Licensees's Obligations

The Licensee agrees and undertakes:

- To pay the Licence Fee without any deduction as agreed by the Licensor
- Not to use the Property other than for the Permitted Use and during the Designated Hours provided that the Licensee may use the Property for activities ancillary to the Permitted Use outside the Designated Hours by prior written arrangement with the Licensor subject always to the Licensee complying with all security requirements of the Licensor during such use
- To maintain the items listed in the Schedule of Items in an order consistent with the Permitted Use
- To keep the Property clean, tidy and clear of rubbish
- To comply with all laws and/or recommendations of the relevant suppliers relating to the Service Media serving the Property
- Not to make any alterations/changes to the Property or to any part of the Building or to fixtures within it unless mutually agreed with the Licensor
- not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance, annoyance, inconvenience or disturbance to the Licensor or to other occupiers of the Building or any owner or occupier of neighbouring property
- Not to do anything which might constitute a breach of any necessary consents affecting the Property or might invalidate any insurance effected by the Licensor in respect of the Property
- Not to display any permanent signs on the outside of the Property without mutual agreement with the Licensor
- To leave the Property in a clean and tidy condition and to remove the items listed in the Schedule of Items from the Property at the end of the Licence Period.
- Not to obstruct the Common Parts, make them dirty or untidy or leave any rubbish on them
- To observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Property and the Common Parts
- To do all that the Licensee reasonably can to sort, separate, and recycle all refuse produced, collected or created at the Property
- To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) any breach of the Licensee's undertakings contained in this clause 4; and/or
 - (ii) the exercise of any rights given in clause 1.

5. Termination and Notice Period

This licence shall end on the earliest of:

[insert date 2 years from date of licence]



6. Limitation of Licensors' Liability

The Lensor is not liable for:

- The death of or injury to the Licensee, its employees, volunteers, customers or invitees to the Property
- The damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Property.
- Any losses, claims, actions, damages costs or expenses or other liability incurred by the Licensee or the Licensee's employees, volunteers, customers or other invitees to the Property in the exercise of the rights granted by clause 1.

Nothing in this clause shall limit or exclude the Lensor's liability for:

- death or personal injury or damage to property caused by negligence on the part of the Lensor or its employees, invitees or agents; or
- any matter in respect of which it would be unlawful for the Lensor to exclude or restrict liability.

7. Limitation of Trustee's Liability

Any liability of the Trustees arising out of this Licence or matters connected with it shall be limited to the value of the assets of CAHMS in their possession from time to time.

8. Third party rights

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

9. Governing law

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

10. Jurisdiction

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

This Licence has been entered into on the date stated at the beginning of it.



CREDITON TOWN COUNCIL

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Credition

Devon

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SCHEDULE 1 – RIGHTS GRANTED TO LICENSEE

The right for the Licensee to use during the Designated Hours:

1.1 Such parts of the Common Parts for the purpose of access to and egress from the Property as shall from time to time be designated by the Licensor for such purpose.

1.2 The toilet and kitchen facilities and any other parts of the Building as shall from time to time be designated by the Licensor for shared use by the Licensee in common with other occupiers/users of the Building.

1.3 The Service Media serving the Property.

SCHEDULE 2 – SCHEDULE OF ITEMS

1. Wooden shelving in situ at time of Licence.

Signed by

Print Name

Date

Town Clerk – Credition Town Council

Signed by

Print Name

Date

(Enter Position of Signatory) for and on behalf of Credition Area History and Museum Society