Manor Office, 6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

CREDITON TOWN COUNCIL

To All Crediton Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, October 21, 2025, at 19:30,** at **Crediton Library, Belle Parade, Crediton.**

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.

RAvery

Rachel Avery FSLCC

Town Clerk

Thursday, 16 October 2025

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.

- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Crediton Town Council is unable to make any decision on matters not listed within the agenda.

- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

AGENDA

2025/105 - 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)

2025/106 - Apologies
To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

2025/107 - Declarations of Interest and Requests for Dispensations

2025/107.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/107.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/108 - 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

2025/109 - Chair's and Clerk's Announcements
To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

2025/110 - Town Council Minutes
To approve and sign the minutes of the meeting held on 07 October 2025, as a correct record (minutes will be issued with the agenda)

2025/111 - 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
Age Concern Trustee
North Devon Line Stakeholder Forum

2025/112 - Finance

2025/112.1 - To receive and approve transactions between 01 September and 30 September 2025

2025/112.2 - To receive and approve the bank reconciliation to 30 September 2025

2025/112.3 - To note bank balances to 30 September 2025

2025/112.4 - To note year to date spend

2025/112.5 - To note Earmarked Reserve balances

2025/113 - Unpaid invoice write off
To receive the report regarding the writing off on debts and to approve the recommendations therein

2025/114 - Community Precept and Budget Consultation
To receive and note the report regarding community precept and budget consultation

2025/115 - Old Landscore School
To receive the report on the development of Old Landscore School and to consider and approve the recommendations therein

2025/116 - Appeals Committee
To receive the report regarding the outcome of the Appeals Committee meeting, and to consider and approve the recommendations therein

2025/117 - To consider a motion from Cllr Harris regarding Public Participation

2025/117.1 - To receive the motion request from Cllr Harris to amend Standing Orders regarding participation of public during council meetings

2025/117.2 - Should item 2025/117.2 be approved, to consider a review of Standing Orders to be considered at the meeting due to be held on Tuesday 04 November 2025

2025/118 - 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

2025/119 - Manor Office
To receive and note the confidential report regarding Manor Office

2025/120 - Date of next meeting
To note that the date of the next meeting will be **Tuesday 04 November 2025**

2025/121 - Reports Pack

Attachments – for internal use only
2025-10-07 - Full Council - Minutes.docx
Transactions 1 - 30 Sept 2025.pdf
Bank rec as at 30 Sept 2025.pdf
Bank balances as at 30 Sept 2025.PDF
Y2D Budget as at 30 Sept 2025.pdf
EMRs as at 30 Sept 2025.pdf
Debt Write Off Report.docx
Budgeting and Precept Public Consultation Report.docx
OLS Report.docx
Appeals Committee Report.docx
Motion Request.pdf

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Minutes of the Full Council meeting held on Tuesday, 7 October 2025 at 19:00 at Crediton Library, Belle Parade, Crediton

Present:	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Joyce Harris, Natalia Letch, Paul Perriman, Rachel Backhouse, Vix Frisby and Jim Cairney
Apologies:	Cllr John Downes and Jim Cairney (late arrival)
In Attendance:	3 members of the public Tim Bland, CTC Events & Town Centre Officer
Minute Taker:	Emma Anderson, Deputy Clerk

MINUTES

2025/089 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves. Cllr Frisby announced that the Citizens Advice Bureau will resume its services in Crediton from 15 October 2025.

2025/090 PUBLIC QUESTION TIME

The following questions were raised by members of the public:

- Inclusion of public discussion is not always clear on agendas, can this be amended?
- Requesting that public questions are submitted 3 working days in advance is not a good way of encouraging public participation. Could this be reconsidered to be more inclusive of handling questions submitted late?
- Regarding the agenda item on boycotting Amazon, will the same ethical stance apply to future purchases with companies such as Apple? The Chair confirmed that this would be discussed later in the meeting under the relevant item.
- Will the Library be open on Mondays? The Chair confirmed that a press release is imminent, but yes, the library will be open with limited services.
- Where will the Kings Portrait be hung in the new office? The Chair advised it would go in Manor Office. The location hasn't been decided, but it will be put up when the office is in a fit state to prevent damage. Public will be made aware when this happens.
- Now that the new Events & Town Centre Officer has been appointed, does this mean the Town Square will be kept weed free, tidy, and benches cleaned? Is the position renumerated at £35k?
- If a councillor is late to a meeting, how late do they have to be to be marked as absent?

The Chair confirmed queries would be followed up for clarification and written responses would be provided to any outstanding questions.

2025/091 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr Downes (meeting) and Cllr Cairney who would be late due to another meeting. (Proposed by Cllr Huxtable). It was noted that Cllr Brookes-Hocking was not in attendance, several councillors commented that she was away. It was agreed to confirm apologies had been given to the Clerk and note this at the next meeting.

2025/092 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/092.1 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.

2025/092.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

25/093 ORDER OF BUSINESS

There were no changes to the order of business.

2025/094 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/095 TOWN COUNCIL MINUTES

The minutes of the meeting were reviewed for approval. A spelling error in Cllr Frisby's surname was noted. Additionally, it was noted that Cllr Cairney had given his apologies for the meeting, which was not initially recorded.

Decision: With these amendments, it was **resolved** to approve the minutes of the meeting held on Tuesday, 16 September 2025, as a correct record. (Proposed by Cllr Cochran)

2025/096 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS

The following planning applications were discussed:

25/01191/HOUSE | Installation of dormer window, replacement of pantile roof with manmade slate roof, replacement of existing conservatory with sunroom, external walls to be rendered and tile hanging to be replaced with composite boarding (47 Longmeadows, Crediton, Devon, EX17 1DY)

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

25/01221/LBC | Listed Building Consent for the replacement of window with door and internal alterations to form internal doorway (Barn at NGR 283150 99319, Higher Par Farm, Crediton, Devon, EX17 3PR)

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

25/01261/HOUSE | Erection of single storey front extension (32 Primrose Way, Crediton, Devon, EX17 1BZ)

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

25/00433/FULL | Installation of replacement windows (Flat 1, Club Crediton, Searle Street, Crediton, Devon, EX17 2AT)

Decision: It was **resolved** to object on the grounds of consistency with previous decisions made by the council regarding similar proposals. It was recommended that the applicant consider alternative materials that are more in keeping with the heritage of the town, for example powder-coated aluminium. (Proposed by Cllr Harris, Cllrs Cochran and Letch abstained)

The Chair suggested a policy could be discussed in the future regarding consistent responses to applications such as this one.

Task: Submit planning comments to MDDC. @*Emily Armitage*

2025/097 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS

Decision: The council **noted** the approval of several planning applications by Mid Devon District Council.

2025/098 CREDITON URBAN TASKFORCE [CUT!]

Decision: The report from [CUT!] was received and **noted**. The report highlighted a successful day with several volunteers, and the Chair commended the volunteers for their efforts. The Council acknowledged the positive impact of the taskforce's work on the appearance of the town.

2025/099 PEOPLES PARK

Decision: The report on Peoples Park was received and **noted.** Cllr Stanford advised that a concern about a tree overhanging the road had been reported by a resident. The Deputy Clerk noted this and would carry out a site visit to assess.

Task: Investigate public concerns about overhanging tree in Peoples Park and assess if any action is required. @*Emma Anderson by 31 Oct*

2025/100 WATER TROUGHS

Decision: It was **resolved** to install two water troughs on the Barnfield allotment site at a cost of £1,200 with the funds being allocated from the Allotment EMR. (Proposed by Cllr Backhouse)

Task: Instruct contractor to install two water troughs at the Barnfield Allotment site *@Emily Armitage by 31 Oct*

2025/101 CREDITON FOOD FESTIVAL

The Council discussed the report and proposals for the Crediton Food Festival 2026. The Chair expressed concerns about outsourcing the event to a third party and suggested giving the new Events and Town Centre Officer, more time to develop a comprehensive proposal and budget for the festival. Members shared their views, with some expressing pride in the previous year's events and cautioning against overextending the Council's resources. Some members, as well as the public, found the report to be confusing and this was taken onboard.

Decision: It was **resolved** to keep the management of Crediton Food Festival 2026 in-house and request a comprehensive plan and budget be developed by the Events Officer by November 2025. (Proposed by Cllr Letch)

Task: Develop a detailed proposal for summer events (e.g., Food Festival 2026) with costings, funding sources, and collaboration plans with local organisations. *@Tim Bland by 30 Nov*

2025/102 USE OF AMAZON

The Council engaged in a detailed discussion regarding the use of Amazon.

Cllr Cairney joined the meeting at 20.17

Decision: It was **resolved** to continue to avoid using Amazon, with regular spending reports publicised in the Council's newsletter. (Proposed by Cllr Backhouse, Cllr Letch voted against).

Task: Publish spending reports in town council newsletter highlighting zero Amazon spend (if applicable) and promote local businesses supported by council purchases. *@Emma Anderson by 31 Oct*

2025/103 DATE OF NEXT MEETING

It was noted that the date of the next meeting would be Tuesday, 21st October 2025. Meeting closed at 20.23

2025/104 REPORTS PACK

Signed ………………………………………………………………………………………

Dated…………………………………

Receipts for Month 6 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**224,153.37**					**224,153.37**	
	Banked **01/09/2025**	**7.00**							
#128	Youth Club (YW)		7.00			1240	410	7.00	Subs - Girls Group
	Banked **04/09/2025**	**7.00**							
#129	Youth Club (YW)		7.00			1240	410	7.00	Subs - Girls Group
	Banked **09/09/2025**	**173.40**							
#130	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#131	Allotment Moffats		23.03			1150	170	21.00	M5 Rent 25/26
						1170	180	2.03	M5 BAA 25/26
#132	Allotment Barnfield		32.90			1150	160	30.00	B7A Rent 25/26
						1170	180	2.90	B7A BAA 25/26
#133	Allotment Barnfield		36.85			1150	160	33.60	B5B Rent 25/26
						1170	180	3.25	B5B BAA 25/26
#134	Allotment Barnfield		39.48			1150	160	36.00	B6C Rent 25/26
						1170	180	3.48	B6C BAA 25/26
#135	Allotment Barnfield		40.14			1150	160	36.60	B4C Rent 25/26
						1170	180	3.54	B4C BAA 25/26
	Banked **10/09/2025**	**140.81**							
#136	Allotment Barnfield		20.40			1150	160	18.60	M3 Rent 25/26
						1170	180	1.80	M3 BAA 25/26
#137	Allotment Moffats		23.03			1150	170	21.00	M6 Rent 25/26
						1170	180	2.03	M6 BAA 25/26
#138	Allotment Barnfield		24.02			1150	160	21.90	B5D Rent 25/26
						1170	180	2.12	B5D BAA 25/26
#139	Allotment Barnfield		28.62			1150	160	26.10	B11B Rent 25/26
						1170	180	2.52	B11B BAA 25/26
#140	Allotment Moffats		44.74			1150	170	40.80	M3 Rent 25/26
						1170	180	3.94	Allotment rent
	Banked **11/09/2025**	**99.77**							
#141	Allotment Barnfield		20.40			1150	160	18.60	B2C Rent 25/26
						1170	180	1.80	B2C BAA 25/26
#142	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#143	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#144	Youth Club (YW)		2.00			1240	410	2.00	Subs - Girls Group
#145	Youth Club (YW)		2.00			1240	410	2.00	Subs - Girls Group
#146	Allotment Barnfield		73.37			1150	160	36.90	B14A Rent 25/26
						1170	180	3.57	B14A BAA 25/26
						1150	160	30.00	B14C Rent 25/26
						1170	180	2.90	B14C BAA 25/26
	Banked **12/09/2025**	**304.35**							
#147	Allotment Exhibition		13.49			1150	150	12.30	E19C Rent 25/26
						1170	180	1.19	E19C BAA 25/26
#148	Allotment Exhibition		20.73			1150	150	18.90	E14 Rent 25/26
						1170	180	1.83	E14 BAA 25/26
#149	Allotment Exhibition		21.39			1150	150	19.50	E11B Rent 25/26
						1170	180	1.89	E11B BAA 25/26

Continued on Page 16

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#150	Allotment Exhibition	26.65			1150	150	24.30	E6 Rent 25/26
					1170	180	2.35	E6 BAA 25/26
#151	Allotment Barnfield	34.55			1150	160	31.50	B3C Rent 25/26
					1170	180	3.05	B3C BAA 25/26
#152	Allotment Exhibition	37.51			1150	150	34.20	E7A Rent 25/26
					1170	180	3.31	E7A BAA 25/26
#153	Allotment Exhibition	44.09			1150	150	40.20	E7 Rent 25/26
					1170	180	3.89	E7 BAA 25/26
#154	Allotment Exhibition	50.67			1150	150	46.20	E3A Rent 25/26
					1170	180	4.47	E3A BAA 25/26
#155	Allotment Exhibition	55.27			1150	150	50.40	E30 Rent 25/26
					1170	180	4.87	E30 BAA 25/26
	Banked **15/09/2025**	**753.70**						
#156	Crediton Chamber of Commerce	300.00			1295	450	300.00	CFF - sponsorship
#157	Youth Club (YW)	1.00			1240	410	1.00	Subs - Girls Group
#158	Allotment Exhibition	16.45			1150	150	15.00	E27A Rent 25/26
					1170	180	1.45	E27A BAA 25/26
#159	Allotment Barnfield	16.45			1150	160	15.00	B2B Rent 25/26
					1170	180	1.45	B2B BAA 25/26
#160	Allotment Exhibition	17.44			1150	150	15.90	E29A Rent 25/26
					1170	180	1.54	E29A BAA 25/26
#161	Allotment Exhibition	19.74			1150	150	18.00	E28B Rent 25/26
					1170	180	1.74	E28B BAA 25/26
#162	Allotment Exhibition	21.06			1150	150	19.20	E9A Rent 25/26
					1170	180	1.86	E9A BAA 25/26
#163	Allotment Exhibition	23.69			1150	150	21.60	E19D Rent 25/26
					1170	180	2.09	E19D BAA 25/26
#164	Allotment Exhibition	28.95			1150	150	26.40	E26C Rent 25/26
					1170	180	2.55	E26C BAA 25/26
#165	Allotment Exhibition	29.61			1150	150	27.00	E11A Rent 25/26
					1170	180	2.61	E11A BAA 25/26
#166	Allotment Barnfield	32.90			1150	160	30.00	B2 Rent 25/26
					1170	180	2.90	B2 BAA 25/26
#167	Allotment Exhibition	35.20			1150	150	32.10	E4 Rent 25/26
					1170	180	3.10	E4 BAA 25/26
#168	Allotment Exhibition	41.78			1150	150	38.10	E3B Rent 25/26
					1170	180	3.68	E3B BAA 25/26
#169	Allotment Barnfield	48.69			1150	160	21.30	B12C Rent 25/26
					1170	180	2.06	B12C BAA 25/26
					1150	160	23.10	B12E Rent 25/26
					1170	180	2.23	B12E BAA 25/26
#170	Allotment Exhibition	54.94			1150	150	50.10	E12A Rent 25/26
					1170	180	4.84	E12A BAA 25/26
#171	Allotment Barnfield	65.80			1150	160	60.00	B10A Rent 25/26
					1170	180	5.80	B10A BAA 25/26
	Banked **16/09/2025**	**103.97**						
#172	Allotment Exhibition	19.08			1150	150	17.40	E4C Rent 25/26
					1170	180	1.68	E4C BAA 25/26

Continued on Page 17

Receipts for Month 6 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#173	Allotment Barnfield		34.22			1150	160	31.20	B4 Rent 25/26
						1170	180	3.02	B4 BAA 25/26
#174	Allotment Barnfield		50.67			1150	160	46.20	B4A Rent 25/26
						1170	180	4.47	B4A BAA 25/26
	Banked **17/09/2025**	**130.03**							
#175	Youth Club (YW)		6.00			1240	410	6.00	Subs - Girls Group
#176	Allotment Barnfield		25.66			1150	160	23.40	B2D Rent 25/26
						1170	180	2.26	B2D BAA 25/26
#177	Allotment Exhibition		29.28			1150	150	26.70	E22D Rent 25/26
						1170	180	2.58	E22D BAA 25/26
#178	Allotment Exhibition		30.27			1150	150	27.60	E6B Rent 25/26
						1170	180	2.67	E6B BAA 25/26
#179	Allotment Barnfield		38.82			1150	160	35.40	B4B Rent 25/26
						1170	180	3.42	B4B BAA 25/29
	Banked **18/09/2025**	**54.10**							
#180	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#181	Youth Club (YW)		2.00			1240	410	2.00	Subs - Girls Group
#182	Youth Club (YW)		8.00			1240	410	8.00	Subs - D&D
#183	Allotment Barnfield		43.10			1150	160	39.30	B3A Rent 25/26
						1170	180	3.80	B3A BAA 25/26
	Banked **19/09/2025**	**14.15**							
#184	Allotment Exhibition		14.15			1150	150	12.90	E14B Rent 25/26
						1170	180	1.25	E14B BAA 25/26
	Banked **22/09/2025**	**5,343.12**							
#185	Sustainable Crediton		72.00			1290	130	72.00	Meeting room hire
#186	Allotment Barnfield		23.03			1150	160	21.00	B10B Rent 25/26
						1170	180	2.03	B10B BAA 25/26
#187	Allotment Exhibition		40.14			1150	150	36.60	E23A Rent 25/26
						1170	180	3.54	E23A BAA 25/26
#188	Allotment Exhibition		41.13			1150	150	37.50	E5B Rent 25/26
						1170	180	3.63	E5B BAA 25/26
#189	Allotment Barnfield		41.45			1150	160	37.80	B12A Rent 25/26
						1170	180	3.65	B12A BAA 25/26
#190	Allotment Exhibition		43.43			1150	150	39.60	E9 Rent 25/26
						1170	180	3.83	E9 BAA 25/26
#191	Allotment Exhibition		50.01			1150	150	45.60	E6A Rent 25/26
						1170	180	4.41	E6A BAA 25/26
#192	Allotment Exhibition		65.14			1150	150	59.40	E12 Rent 25/26
						1170	180	5.74	E12 BAA 25/26
#193	Allotment Exhibition		66.79			1150	160	34.50	E17A Rent 25/26
						1170	180	3.34	E17A BAA 25/26
						1150	160	26.40	E27 Rent 25/26
						1170	180	2.55	E27 BAA 25/26
#194	DYS Space		4,900.00			1230	410	4,900.00	Youth grant
	Banked **23/09/2025**	**565.92**							
#195	Youth Club (YW)		10.00			1240	410	10.00	Subs - D&D

Continued on Page 18

Receipts for Month 6 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#196	Allotment Exhibition		13.16			1150	150	12.00	E22C Rent 25/26
						1170	180	1.16	E22C BAA 25/26
#197	Allotment Exhibition		42.76			1150	150	19.80	E8A Rent 25/26
						1170	180	1.91	E8A BAA 25/26
						1150	150	19.20	E9B Rent 25/26
						1170	180	1.85	E9B BAA 25/26
#198	Bang Bang Boxing		500.00			4720	410	500.00	Payment unsuccessful
	Banked **24/09/2025**	**40.27**							
#199	Youth Club (YW)		10.00			1240	410	10.00	Subs - D&D
#200	Allotment Moffats		30.27			1150	170	27.60	M1 Rent 25/26
						1170	180	2.67	M1 BAA 25/26
	Banked **25/09/2025**	**53.45**							
#201	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#202	Youth Club (YW)		1.00			1240	410	1.00	Subs - Girls Group
#203	Youth Club (YW)		10.00			1240	410	10.00	Subs - Girls Group
#204	Allotment Barnfield		41.45			1150	160	37.80	B8A Rent 25/26
						1170	180	3.65	B8A BAA 25/26
	Banked **26/09/2025**	**67.77**							
#205	Allotment Exhibition		29.61			1150	150	27.00	E28A Rent 25/26
						1170	180	2.61	E28A BAA 25/26
#206	Allotment Barnfield		38.16			1150	160	34.80	B1A Rent 25/26
						1170	180	3.36	B1A BAA 25/26
	Banked **29/09/2025**	**442.93**							
#207	Youth Club (YW)		7.65			1240	410	4.00	Youth - subs
						1240	410	3.65	Youth - tuck
#208	Allotment Exhibition		20.40			1150	150	18.60	E22 Rent 25/26
						1170	180	1.80	E22 BAA 25/26
#209	Allotment Exhibition		14.48			1150	150	13.20	E16A Rent 25/26
						1170	180	1.28	E16A BAA 25/26
#210	Allotment Exhibition		14.81			1150	150	13.50	E8C Rent 25/26
						1170	180	1.31	E8C BAA 25/26
#211	Allotment Exhibition		23.03			1150	150	21.00	E6C Rent 25/26
						1170	180	2.03	E6C BAA 25/26
#212	Allotment Exhibition		25.33			1150	150	23.10	E5 Rent 25/26
						1170	180	2.23	E5 BAA 25/26
#213	Allotment Barnfield		26.65			1150	160	24.30	B5 Rent 25/26
						1170	180	2.35	B5 BAA 25/26
#214	Allotment Barnfield		31.26			1150	160	28.50	B9B Rent 25/26
						1170	180	2.76	B9B BAA 25/26
#215	Allotment Barnfield		34.22			1150	160	31.20	B6B Rent 25/26
						1170	180	3.02	B6B BAA 25/26
#216	Allotment Exhibition		39.48			1150	150	36.00	E15 Rent 25/26
						1170	180	3.48	E15 BAA 25/26
#217	Allotment Exhibition		54.94			1150	150	50.10	E4A Rent 25/26
						1170	180	4.84	E4A BAA 25/26
#218	Allotment Exhibition		59.55			1150	150	54.30	E1A Rent 25/26
						1170	180	5.25	E1A BAA 25/26

Continued on Page 19

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#219	Allotment Exhibition	91.13			1150	150	83.10	E16 Rent 25/26
					1170	180	8.03	E16 BAA 25/26
	Banked **30/09/2025**	**76.98**						
#220	Allotment Exhibition	25.00			1150	150	22.80	E5A Rent 25/26
					1170	180	2.20	E5A BAA 25/26
#221	Allotment Exhibition	51.98			1150	150	47.40	E4B Rent 25/26
					1170	180	4.58	E4B BAA 25/26
	Total Receipts for Month	8,378.72	0.00	0.00			8,378.72	
	Cashbook Totals	232,532.09	0.00	0.00			232,532.09	

Continued on Page 20

Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2025	EE Ltd	DD #310	21.60		3.60	4720	410	18.00	Youth - mobile phone bill
01/09/2025	[redacted]Pugsley	SO #311	833.33			4390	250	833.33	Bungalow rent - Sept
01/09/2025	[redacted] Lee	SO #312	1,408.33			4390	250	1,408.33	Manor Office rent - Aug
05/09/2025	Cloudy IT	DD #313	28.80		4.80	4070	120	24.00	IT support - tablets
08/09/2025	Tomato Energy	DD #314	4.75		0.23	4290	210	4.52	Electricity - Bandstand
09/09/2025	RBL Crediton Branch	CHQ #315	25.00			4680	470	25.00	VJ Day - poppy wreath
11/09/2025	British Gas	DD #316	39.21		1.87	4290	340	37.34	Electricity - Newcombes toilet
11/09/2025	Nexus Open Systems	DD #317	388.98		64.83	4070	120	324.15	IT support - Aug/Sept
12/09/2025	Spar	CARD #318	1.79			4440	250	1.79	Meeting refreshments
12/09/2025	Spar	CARD #319	2.00			4720	410	2.00	Youth - girls group supplies
12/09/2025	Spar	CARD #320	3.30			4720	410	3.30	Youth - girls group supplies
12/09/2025	Tesco	CARD #321	55.12			4720	410	45.00	Youth - girls group equipment
						4720	410	10.12	Youth - refreshments
15/09/2025	Post Office	CARD #322	5.60		0.94	4065	120	4.66	Postage
16/09/2025	R Avery	BACS #323	4.65			4440	250	4.65	Expenses - meeting refreshment
16/09/2025	Adams	BACS #324	31.98		5.33	4115	120	26.65	Event/office supplies
16/09/2025	Libraries Unlimited SW	BACS #325	49.00			4210	130	49.00	Meeting room hire
16/09/2025	Rentokil Initial	BACS #326	50.94		8.49	4230	250	42.45	FHU contract
16/09/2025	Devon Contract Waste	BACS #327	248.80		41.47	4650	390	207.33	CinC - trade waste
16/09/2025	[redacted]Cann	BACS #328	350.00			4230	200	350.00	Upper Deck - painting
						327	0	-350.00	Upper Deck - painting
						6000	200	350.00	Upper Deck - painting
16/09/2025	Devon Tree Services	BACS #329	528.00		88.00	4230	150	440.00	Exhib Rd - hedge maintenance
16/09/2025	[redacted] Turnbull	BACS #330	700.00			4230	190	700.00	PPSMG - maintenance
16/09/2025	Lavat Consulting Ltd	BACS #331	900.00		150.00	4105	120	750.00	VAT registration application
16/09/2025	Mid Devon District Council	BACS #332	811.20		135.20	4470	300	676.00	Bin emptying
16/09/2025	Mid Devon District Council	BACS #333	16,702.13			4105	120	16,702.13	Election costs
						320	0	-16,702.13	Election costs
						6000	120	16,702.13	Election costs
16/09/2025	Devon Contract Waste	BACS #327	-248.80		-41.47	4650	390	-207.33	CinC trade waste (correction)
16/09/2025	Devon Contract Waste	BACS #327	248.40		41.40	4650	390	207.00	CinC trade waste (correction)
17/09/2025	Tesco	CARD #334	7.20			4440	250	7.20	Meeting refreshments
17/09/2025	Trainline	CARD #335	37.63			4120	380	37.63	Train tickets - SWIB
19/09/2025	British Gas	DD #336	43.07		2.05	4290	250	41.02	Electricity - Bungalow
22/09/2025	Wage payments	BACS #337	11,025.39			4000	110	7,793.60	Salaries - Sept
						4005	110	3,231.79	Salaries - Sept
22/09/2025	Peninsula Pensions	BACS #338	3,690.45			4040	110	2,937.22	Pensions - September
						4015	110	753.23	Pensions - September
22/09/2025	HMRC	BACS #339	4,172.00			4030	110	3,580.59	NI/PAYE - September
						4010	110	591.41	NI/PAYE - September
22/09/2025	The Turning Tides Project	BACS #340	40.00			4680	450	40.00	CFF - toilets & sweeping
22/09/2025	[redacted] Fry	BACS #341	50.00			4680	470	50.00	VJ Day - gazebos
22/09/2025	Viking	BACS #342	99.83		16.64	4115	120	54.47	Offices supplies

Continued on Page 21

Payments for Month 6 — **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4085	120	28.72	Office stationery
22/09/2025	Rose Removals	BACS #343	150.00		25.00	4105	120	125.00	Office move - deposit
22/09/2025	Bang Bang Boxing Ltd	BACS #344	500.00			4720	410	500.00	Youth - boxing intervention
22/09/2025	The Turning Tides Project	BACS #345	1,305.00			4020	365	1,305.00	Town maintenance - Aug
22/09/2025	A M Lane Ltd	BACS #346	1,383.60		230.60	4550	360	1,153.00	QTRA
22/09/2025	Idverde Ltd	BACS #347	1,650.00		275.00	4105	120	1,375.00	CFF - road closure
23/09/2025	British Gas	DD #348	8.12		0.39	4290	250	7.73	Standing charge - front office
24/09/2025	E.ON	DD #349	336.85		56.14	4290	250	280.71	Electricity - Manor Office
24/09/2025	Everflow	DD #350	81.67			4235	250	11.73	Water charges
						4235	340	69.94	Water charges
24/09/2025	Rose Removals	BACS #351	1,434.00		239.00	4105	120	1,195.00	Office move
25/09/2025	Crediton Cobbler	CARD #352	75.00			4230	250	75.00	Key cutting - Manor Office
25/09/2025	Concorde	DD #353	132.14		22.02	4060	120	110.12	Printing charges
26/09/2025	Spar	CARD #354	8.53			4720	410	8.53	Youth - refreshments
29/09/2025	Nexus Open Systems	DD #355	211.80		35.30	4070	120	176.50	IT support - Sept/Oct
29/09/2025	Valda Energy	DD #356	143.36		6.84	4290	340	8.73	Electricity - Newcombes toilet
						4290	250	46.50	Gas - Bungalow
						4290	250	43.70	Electricity - Bunglow
						4290	350	37.59	Electricity - OLS
30/09/2025	CODS	CARD #357	124.00			4720	410	124.00	Youth - panto tickets
30/09/2025	Concorde	DD #358	179.28		29.88	4075	120	149.40	Telephone charges

	£ Total Amnt	£ Creditors	£ VAT	£ Amount
Total Payments for Month	50,083.03	0.00	1,443.55	48,639.48
Balance Carried Fwd	182,449.06			
Cashbook Totals	232,532.09	0.00	1,443.55	231,088.54

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**595,672.83**					**595,672.83**	
	Banked **02/09/2025**	**2,074.60**							
CCLA #6	CCLA		2,074.60			1090	120	2,074.60	Interest on account
	Total Receipts for Month	2,074.60		0.00	0.00			2,074.60	
	Cashbook Totals	597,747.43		0.00	0.00			597,747.43	

Continued on Page 2

Payments for Month 6

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		597,747.43						
	Cashbook Totals		597,747.43	0.00	0.00			597,747.43	

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Co-Operative 9217

Bank Statement Account Name (s)	Statement Date	Page	Balances
Co-Operative Current 15006951	30/09/2025	324	182,449.06
			182,449.06

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		182,449.06

Unpresented Receipts (Plus)		
	0.00	
		0.00
		182,449.06
	Balance per Cash Book is :-	**182,449.06**
	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 30/09/2025
for Cashbook 7 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	30/09/2025		597,747.43
			597,747.43

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		597,747.43

Unpresented Receipts (Plus)		
	0.00	
		0.00
		597,747.43
	Balance per Cash Book is :-	**597,747.43**
	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 30/09/2025
for Cashbook 3 - Nationwide Account 7276

Bank Statement Account Name (s)	Statement Date	Page	Balances
Nationwide Account 90097276	30/09/2025		0.00
			0.00

Unpresented Payments (Minus)	**Amount**	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		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 ....

Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 30 September 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2025	Co-Operative Current 15006951	182,449.06	
30/09/2025	Nationwide Account 90097276	0.00	
30/09/2025	CCLA	597,747.43	
			780,196.49

Receipts not on Bank Statement

	0.00
Closing Balance	**780,196.49**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	182,449.06
3	Nationwide Account 7276	0.00
7	CCLA	597,747.43
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**780,196.49**

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	18,888							Salaries, Including NI & Pensions	46%	130,098	109,902
Payroll	300													Payroll		300	
Office Administration														**Office Administration**			
Photocopier/Printing	1,000	(140)	140	55	157		110							Photocopier/Printing	32%	678	322
Postage	250	4		6	51	4	5							Postage	28%	180	70
IT Support	6,200	517	528	528	363	690	525							IT Support	51%	3,049	3,151
Telephone/Broadband	1,800	149	149	149	149	149	149							Telephone/Broadband	50%	906	894
Audit Fees	2,500		395											Audit Fees	16%	2,105	395
Stationery	250	16	14	24	2		29							Stationery	34%	165	85
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		2,125							Legal/Professional Services*	81%	958	4,042
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	81							Office Supplies/Consumables	60%	201	299
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		49							Meeting Room Charges	30%	348	152
Civic Functions	6,000													Civic Functions		6,000	
Allotments														**Allotments**			
Exhibition Road general/scheduled maintenance	950		130		125	65	440							Exhibition Road general/scheduled maintenance	80%	190	760
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 Assocation fees	300													Boniface Allotments Assocation fees		300	
Property and Assets														**Property and Assets**			
Peoples Park maintenance	3,000						700							Peoples Park maintenance	23%	2,300	700
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		5							Bandstand electricity	4%	239	11
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	70							Newcombes Meadow toilets water	40%	302	198
Newcombes Meadow toilets electricity	600	9	47	45	45	45	46							Newcombes Meadow toilets electricity	40%	363	237
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	38							Old Landscore School electricity	22%	782	218
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						1,153							Annual QTRA	115%	- 153	1,153
Additional tree works	3,000													Additional tree works		3,000	
Town maintenance contract	13,000		1,146	1,194	1,335	1,478	1,305							Town maintenance contract	50%	6,542	6,458
General Small works	3,000	150		77		150	1,996							General Small works	79%	627	2,373

CCTV	11,000			2,630	150		
Council Offices							
Bungalow rent & costs	15,000	833	3,296	2,242	3,764	2,242	2,242
Main office rent	7,500					6,039	
Electricity	2,500	138	194	154	438	151	420
Water	400	19	21	26	19	25	12
Fire Extinguishers	350	43					
General Premises Maintenance	500				115		117
Business rates	3,500	323	319	638	319	319	
Refreshments	120		7	3	10		14
Floral Crediton							
Plants/Flowers	2,500			1,542	84		
Awards Evening	100						
Hanging baskets/troughs & watering	7,000				3,332		
Other Floral costs	500				60		38
New planters (replacements)	1,000						
Christmas in Crediton							
Repeat Costs	13,500						207
Community Participation	7,500						
New Infrastructure	4,000						
Miscellaneous	1,000						
VE Day							
General expenditure - events (transfer from EMR)	4,505		2,736	1,664	240	336	
Big Boniface Bash							
General expenditure - events (transfer from EMR)	5,009			2,731	1,855		
Crediton Food Festival							
General expenditure - events (transfer from EMR)	3,088		384	20	3,150	3,248	40
VJ Day							
General expenditure - events (transfer from EMR)	2,480					290	75
Additional Services							
DCC grass cutting	5,000						
Youth Work*	6,000	300	82	30	1,050	58	211
Annual grants to community groups	50,000	42,225					
Crediton Urban Taskforce	500						
Budget Spend	**498,892**	**66,614**	**35,036**	**37,272**	**36,532**	**36,473**	**31,090**
EXPENDITURE: Ear Marked Reserves**	**Budget**						
EMR 370: VE Day	-	475					
EMR 349: St Boniface/Devon Day	-	1,060					
EMR 334: Allotments			1,180				
EMR 328: Premises			440				
EMR 338: Council Building Fund				4,000	1,000	1,800	
EMR 336: Localism Projects				4,900			
EMR 371: VJ Day				20			
EMR: Elections							16,702
EMR: Upper Deck							350
Sub Total		**1,535**	**1,620**	**8,920**	**1,000**	**1,800**	**17,052**
Total Spend inc reserves	**498,892**	**68,149**	**36,656**	**46,192**	**37,532**	**38,273**	**48,142**
INCOME	**Budget**						
Precept	510,750	255,375					
Interest received	18,000	1,837	2,153	2,168	2,078	2,772	2,075
Youth grants received	10,000	5,000					4,900
Youth donations received		131	102	239	173	7	79
Allotment rent & BAA membership	4,000	(35)	18	56	6		2,528
Other income: wayleave	15		19				
Room hire fees received			72	42			72
Other income: Newcombes toilet survey		1,100					
Other income: Food Festival transfer		340					
Grants received: Cluster meetings			250				
Big Boniface Bash: Stallholder fees received			100	365			
Big Boniface Bash: Sponsorship received			500				
VE Day: Donations received			190				
Grants received: Event barriers				120			
Donations received: CCTV				1,000			
Crediton Food Festival: Stallholder fees received				1,600	1,685	50	
Crediton Food Festival: Sponsorship received					1,000		300
Gazebo hire fees						80	
Sub Total	**542,765**	**263,748**	**3,404**	**5,590**	**4,942**	**2,909**	**9,954**
INCOME: Ear Marked Reserves	**Budget**						
370: VE Day	-	380					
Sub Total		**380**					
Total Income inc reserves	**542,765**	**264,128**	**3,404**	**5,590**	**4,942**	**2,909**	**9,954**

CCTV	25%	8,220	2,780
Council Offices			
Bungalow rent & costs	97%	381	14,619
Main office rent	81%	1,461	6,039
Electricity	60%	1,005	1,495
Water	31%	278	122
Fire Extinguishers	12%	307	43
General Premises Maintenance	46%	268	232
Business rates	55%	1,582	1,918
Refreshments	28%	86	34
Floral Crediton			
Plants/Flowers	65%	874	1,626
Awards Evening		100	
Hanging baskets/troughs & watering	48%	3,668	3,332
Other Floral costs	20%	402	98
New planters (replacements)		1,000	
Christmas in Crediton			
Repeat Costs	2%	13,293	207
Community Participation		7,500	
New Infrastructure		4,000	
Miscellaneous		1,000	
VE Day			
General expenditure - events	110%	- 471	4,976
Big Boniface Bash			
General expenditure - events	92%	423	4,586
Crediton Food Festival			
General expenditure - events	222%	- 3,754	6,842
VJ Day			
General expenditure - events	15%		365
Additional Services			
DCC grass cutting		5,000	
Youth Work*	29%	4,269	1,731
Annual grants to community groups	84%	7,775	42,225
Crediton Urban Taskforce		500	
Budget Spend	**49%**	**253,760**	**243,017**
EXPENDITURE: Ear Marked Reserves**			
EMR 370: VE Day			
EMR 349: St Boniface/Devon Day			
EMR 334: Allotments			
EMR: Premises			
Sub Total			
Total Spend inc reserves	**55%**	**223,948**	**274,944**
INCOME	**%Budget**	**Balance**	**Total Income**
Precept	50%	255,375	255,375
Interest received	73%	4,917	13,083
Youth grants received	99%	100	9,900
Youth donations received			
Allotment rent & BAA membership	64%	1,427	2,573
Other income: wayleave	127%	(4)	19
Room hire fees received			
Other income: Newcombes toilet survey			
Other income: Food Festival transfer			
Grants received: Cluster meetings			
Big Boniface Bash: Stallholder fees received			
Big Boniface Bash: Sponsorship received			
VE Day: Donations received			
Sub Total			**290,547**
INCOME: Ear Marked Reserves			
370: VE Day			380
Sub Total			**380**
Total Income inc reserves			**290,927**

	Earmarked Reserves	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						-16,702.13							797.87
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						-350.00							650.00
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	-17,052.13	0.00	0.00	0.00	0.00	0.00	0.00	**518,852.54**

*EMRs increased as approved in 25/26 budget

Debt Write Off Report

Report by: **Town Clerk**
To: **Full Council**
Date: **For consideration on 21 October 2025**

Recommendation
Full Council is recommended to approve the writing off of two outstanding debts.

1. **Purpose**
   1.1 This report sets out a recommendation to write off two outstanding debts.

2. **Background**
   2.1 Two debts remain outstanding from Christmas in Crediton 2024.
   2.2 The debtors have been contacted:
   - Several emails requesting payment be made
   - A posted letter, sent using recorded delivery, on 28 July 2025
   - A Court Warning letter, sent using recorded delivery, on 11 September 2025.

   2.3 Booking processes have been amended to ensure that stall holders pay in advance of events.

3. **Proposals**
   3.1 That members approve writing off the debts.

4. **Financial Implications**
   4.1 The following debts are:
   Crepes Galore (Christmas in Crediton Late Night Shopping) £180.00
   Crepes Galore (Christmas in Crediton Light Switch On) £100.00
   Pig Press (Christmas in Crediton Late Night Shopping) £180.00
   TOTAL write off: £460.00

5. **Conclusion**
   5.1 Members are requested to consider the writing off of these debts prior to the end of the financial year, following attempts to recover.

CREDITON TOWN COUNCIL

Budgeting and Precept Public Consultation Report

Report by: **Town Clerk**
To: **Full Council**
Date: **For consideration on 21 October 2025**

Recommendation
Full Council is requested to note the contents of the report regarding public consultation on the 2026/27 budget and precept requirements.

1. **Purpose**
   1.1 This report sets outs information on holding two public consultation drop in events and running an online questionnaire.

2. **Background**
   2.1 CTC have held public consultations regarding the budget and precept setting for financial years 2024/25 and 2025/26.

3. **Proposals**
   3.1 That two public drop-ins will take place in November (one at the Library (date TBC) and one during the Public Discussion on Tuesday 18 November from 18.30-19.30.
   3.2 An online questionnaire will also run to enable comments. Paper copies will be made available.

4. **Financial Implications**
   4.1 There are no additional financial implications.

5. **Conclusion**
   5.1 The role of consultation prior to the budget and precept setting will enable members to obtain comments from the wider community on delivery of services, and to offer information and receive feedback on current and future delivery.

Old Landscore School Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 21 October 2025

Recommendation
Full Council is recommended to approve the following proposals, in order to progress the Old Landscore School (OLS) Project.

1. **Purpose**
   1.1 This report sets out a recommendation to investigate and engage an external contractor to progress the Old Landscore School project, offering options for the future of OLS.

2. **Background**
   2.1 CTC commissioned an architect to draw up plans for the redevelopment of OLS, which has been reviewed by councillors.
   2.2 Due to the need to progress the move to Manor Office and competing priorities, OLS has not progressed as quickly as the Town Clerk had hoped, nor in line with the timeline published.
   2.3 There is a lack of capacity in the existing staff time to review documentation to ensure that the feasibility study and business plan are still fit for purpose, due to a change in economic climate in the 4 years since the purchase of the building.
   2.4 There is an additional requirement that appropriate specific advice is received.

3. **Proposals**
   3.1 That the Town Clerk approach external contractors to provide quotations for review and update of existing documentation and initial costings to enable members to make a decision on the future of OLS.

4. **Financial Implications**
   4.1 There is currently an EMR of £26,000.00 for works relating to OLS. This would be used to proceed with external support.

5. **Conclusion**
   5.1 It is integral that members receive sector-specific advice on the feasibility of the project to safeguard a suitable future for OLS.

CREDITON
TOWN COUNCIL

Appeals Committee Report

Report by:	**Town Clerk**
To:	**Full Council**
Date:	**For consideration on 21 October 2025**

Recommendation
Full Council is requested to consider the recommendations made by the Appeals Committee, following their review of a complaint made by a member of the public.

1. **Purpose**
   1.1 This report sets out the recommendations made by the Appeals Committee, following an appeal to the outcome of a complaint made against Crediton Town Council.

2. **Background**
   2.1 Following a meeting of the Appeal Committee which reviewed an appeal to a complaint made by a member of the public regarding the retention of livestreamed records of council meetings.
   2.2 Having met on 23 September 2025, the Appeals Committee have made the following recommendations, for consideration at this meeting.

3. **Proposals**
   3.1 The following recommendations have been made for approval by Full Council:
      a. To approve an amendment to the Data Retention Policy to reflect that Facebook Live videos will be retained in line with Meta Policy
      (The proposed amended Data Retention Policy forms part of this report at Appendix A)
      b. To implement the creation and retention of audio only files in perpetuity (or until the files can no longer be used if technology changes) and to add to the Document Retention Policy
      (The Town Clerk has been actively investigating the creation of an audio-only version from the Facebook Live recording, should this be approved. This would negate the requirement for additional software or hardware)
      c. To contract an independent third party to review the process of responding the Freedom of Information requests
      (The Town Clerk has obtained a quote from CTC's Internal Auditor, who would undertake a full review of GDPR at a cost of £395.00+VAT)

4. **Financial Implications**
   4.1 With reference to 3.1(b), the Town Clerk is investigating cost-neutral options.
   4.2 With reference to 3.1(c), it is requested that members approve spend from EMR337 (General Legal/Professional fees), on the basis that anticipated spend of legal/professional fees for 2025/26 to be an overspend in 2025/26 financial year.

5. Conclusion

5.1 Members are requested to consider the recommendations made by the Appeals Committee, to ensure commitment to open and transparency.

Document Retention Policy

The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives Crediton Town Council (CTC) a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring CTC documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Council Documents and Records, therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

Introduction

There is a clear need for CTC to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. (Please also see 'Retention of documents for legal purposes' below.) Many documents are now only held electronically so the same arrangements for keeping records and copies will be applied to an electronic document as for a paper document.

Appendix One indicates the appropriate minimum retention periods for the most important documents for audit and other reasons.

Subject to these reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If in doubt, document(s) will be retained until proper advice has been received.

Retention of documents for legal purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):

- contract (6 years) – because all tenancies and leases are contracts;
- leases (12 years) – if the arrears are due under a lease; and
- rent (6 years) – if the arrears are due under a tenancy (and not a lease).

In these circumstances, the National Association of Local Councils (NALC) advises that the relevant documentation should be kept for the longest of the three limitation periods.

The same principles apply in the case of debts. If the debt arises under a simple contract the limitation period will be six years but if the debt arises under a lease the limitation period will be 12 years (unless it relates to rent in which case the limitation period will be six years). A final complication relates to sums due under leases which are 'reserved as rent'. Sometimes, for example, service charges are expressed to be payable as 'additional rent'. The limitation period for service charges in those circumstances will be six years – even though the sums are due under a lease.

As there is no limitation period in respect of trusts, councils are advised that they should never destroy trust deeds and schemes and other similar documentation.

It should also be noted that some limitation periods can be extended. Examples include:

- where individuals do not become aware of damage until a later date (e.g. in the case of disease)
- where damage is hidden (e.g. to a building)
- where a person is a child or suffers from a mental incapacity
- where there has been a mistake by both parties
- where one party has defrauded another or concealed facts.

APPENDIX ONE

Retention of Documents and Records
(Based on NALC Legal Topic Note - last updated 03 August 2022)

Document	**Minimum Retention Period**	**Reason**
Approved minutes/Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipts & payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wage books	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management, Legal proceedings
Certificates for insurance against liability for employees	Indefinite	Audit, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

Document	**Minimum Retention Period**	**Reason**

For Halls, Centres, Recreation Grounds		
• Letting diaries • Application to hire • Copies of bills to hirers • Record of tickets issued	6 years	VAT
For Allotments		
• Register and plans	Indefinite	Audit, Management
For CCTV		
Review requests	3 years	Data Protection
Stills/photographs/digital prints	31 days	Data Protection
Procedures Manuals	For as long as valid upon regular review	Management
Video Recordings of Live-Streamed Meetings	30 days	In line with Meta's Facebook Live Video Storage Policy

CREDITON
TOWN COUNCIL

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Motion Request Form

Motion requiring Written Notice to the Proper Officer – Standing Order 9

Meeting the motion is intended to be considered at (including date):	Tuesday 21 October 2025
Title of Motion:	Reverse of Standing Order 3d – members of the public's right to speak at a meeting
Proposed by:	Cllr J Harris
Seconded by: (if applicable)	Cllr J Cairney
Proposed Resolution:	To resolve that Standing Order 3d be reverted to 'Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the businesson the agenda'.
Background: (provided by the proposer)	In May 2024, members resolved to amend the Standing Order above to 'Members of the public are encouraged to contribute to the discussion'. Whilst this attempt to improve public discussion and participation has been ongoing for 16 months, it has not increased attendance of meetings by the public and has offered an opportunity for disruption and discourse at convened meetings of the town council. It reduces effective debate between elected members.
Financial implication(s): (provided by the proposer)	None
Legal implication(s):	None
Proposers signature:	J. Harris
Seconders signature: (if applicable)	
Date of submission to the Proper Officer[1]:	26 September 2025