



To All Credition Town Councillors

You are hereby summoned to attend the **Annual Meeting of Credition Town Council**, which will be held on **Tuesday, May 5, 2026, at 19:00, 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

Wednesday, 29 April 2026

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

2026/001 - Election of Chair/Mayor 2026/27

2026/001.1 - Retiring Chair/Mayor will make a short speech

2026/001.2 - To seek nominations and elect the Chair/Mayor for the ensuing year

2026/001.3 - New Chair/Mayor to sign the Declaration of Acceptance of Office

2026/002 - Election of Deputy Chair/Deputy Mayor for 2026/27

2026/002.1 - Chair/Mayor will seek nominations and elect the Deputy Chair/Deputy Mayor for the ensuing year

2026/002.2 - New Deputy Chair/Deputy Mayor to sign the Declaration of Acceptance of Office

2026/003 - Welcome and Introductions

Opening of meeting by the Chair and member introductions

2026/004 - Apologies

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

2026/005 - Declarations of Interest and Requests for Dispensations

2026/005.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2026/005.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2026/006 - 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

2026/007 - Chair's and Clerk's Announcements

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

2026/008 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Thursday 30 April 2026**, as a correct record (minutes will be issued with the agenda)

2026/009 - Town Council Committees and Sub-Committees

To ratify the minutes of the following meetings:

Grounds Maintenance Task and Finish Group held on 11 February 2026

HR Committee held on 06 March 2026

Youth Committee held on 10 March 2026

2026/010 - 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

2026/011 - Election of Committees and Sub-Committees 2026/27

To consider and approve appoint members to Committees for the ensuing council year

2026/012 - Representatives on Outside Bodies 2026/27

To appoint representatives on Outside Bodies for the ensuing council year

2026/013 - Financial Regulations

To review and re-adopt the Financial Regulations

2026/014 - Insurance

To receive the report by the Deputy Town Clerk regarding quotations for insurance, and to approve a provider and policy term

2026/015 - Asset Register

To receive and note the contents of the Deputy Town Clerk's report regarding the Asset Register

2026/016 - Internal Audit

2026/016.1 - To receive the Internal Auditor's Report for 2025/26

2026/016.2 - To note that the Internal Auditor considers that internal controls were effective

2026/016.3 - To confirm the competence and independence of the Internal Auditor

2026/017 - Annual Governance and Accountability Review 2025/26

2026/017.1 - To approve the Annual Governance Statement (section 1 of the annual return) and resolve that the Chair and Town Clerk sign the document

2026/017.2 - To approve the accounting statements (section 2 of the annual return) and resolve that the Chair signs the document(s)

2026/017.3 - To approve the annual financial statement for year ended 31 March 2026 and resolve that the Chair signs the document

2026/017.4 - To approve the year end bank reconciliation for 2025/26

2026/017.5 - To approve the dates of 03 June - 14 July 2026 for the Period for the Exercise of Public Rights, being published by the Town Clerk on 11 May 2026

2026/018 - Appointment of Internal Auditor

2026/018.1 - To consider the appointment of IAC for the financial year 2026/27, following receipt of quotation

2026/018.2 - To further consider appointing IAC for an additional two years (2027/28 and 2028/29)

2026/019 - Calendar of Meetings 2026/27

To receive and approve the Calendar of Meetings 2026/27

2026/020 - Paddling Pool Survey

To receive the Town Clerk's report regarding the Paddling Pool Survey, and to consider the recommendations therein

2026/021 - Windows 11 Upgrade

To receive and note the report by the Town Clerk regarding the Windows 11 upgrade

2026/022 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 07 July 2026**

2026/023 - Reports Pack

Attachments – for internal use only

[GMC T F Group 11 02 2026.docx](#)

[2026-03-06 - HR Committee - Minutes.pdf](#)

[2026-03-10 - Youth Committee - Minutes.pdf](#)

[Appointments 2026.27.docx](#)

[Financial Regulations - May 2026.docx](#)

[Asset Register - additional info.docx](#)
[Asset Register as at 31 March 2026 - amended.pdf](#)
[Asset Register - Additions.pdf](#)
[Asset Register - disposals.pdf](#)
[2025-26 Crediton Town Council Year End Internal Audit Observations V2.pdf](#)
[AGAR Section 1.pdf](#)
[AGAR Section 2.pdf](#)
[Income and Expenditure Account for Year Ended 31st March 2026.PDF](#)
[Balance Sheet as at 31st March 2026.PDF](#)
[19-Confirmation-of-the-dates-of-the-period-for-the-exercise-of-public-right~.doc](#)
[IAC Quote Crediton Town Council 29 April 2026.pdf](#)
[2026 - 2027 calendar of meetings.pdf](#)
[Paddling Pool Report.docx](#)
[Microsoft Windows Upgrade Report.docx](#)



**Minutes of the Extraordinary Full Council meeting held on Thursday, April 30, 2026 at 19:00
in Manor Office, North Street, Credition, EX17 2BT**

- Present:** Cllrs Steve Huxtable, Liz Brookes-Hocking, Guy Cochran and Joyce Harris,
- Apologies:** Cllrs Giles Fawssett, Vix Frisby, Rachel Backhouse, Paul Perriman, John Downes, Jim Cairney, Tim Stanford, Natalia Letch
- Minute Taker:** Rachel Avery, Town Clerk

MINUTES

2026/533 PUBLIC QUESTION TIME

There were no members of the public in attendance.

2026/534 APOLOGIES

Decision: It was **resolved** to accept the apologies of Cllrs Fawssett (personal), Frisby (personal), Backhouse (illness), Perriman (illness), Downes (personal), Cairney (personal), Stanford (personal) and Letch (personal). (Proposed by Cllr Cochran)

2026/535 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2026/535.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interest.

2026/535.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There had been no dispensation requests.

2026/536 ORDER OF BUSINESS

There were no changes to the order of business.

2026/537 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2026/538 TOWN COUNCIL MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on 21 April 2026.

2026/539 POLICIES

Decision: It was **resolved** to **approve** the Community Engagement Strategy.
(Proposed by Cllr Brookes-Hocking)

2026/540 ACTION PLAN 2026/27

Members reviewed the Action Plan 2026/27 at length and considered and agreed small amendments to add clarity and timings.

Decision: It was **resolved** to **approve** the Action Plan 2026/27, with amendments.
(Proposed by Cllr Huxtable)

2026/541 LOCAL COUNCIL AWARD SCHEME

Members reviewed the documentation and offered information regarding additional evidence of engaging with the community. These additions were made by the Town Clerk.

Decision: It was **resolved** that Crediton Town Council confirms that the required documents, information and conditions are in place to submit the Local Council Award Scheme application at gold level. (Proposed by Cllr Cochran)

2026/542 PSPO

A review of additional information was undertaken, following questions raised at the last Full Council meeting.

Decision: It was **resolved** to support the PSPO covering the High Street, Town Square and Newcombes Meadow, as per documentation received at the meeting held on 21 April 2026. (Proposed by Cllr Brookes-Hocking)

2026/543 DATE OF NEXT MEETING

The next Full Council meeting was confirmed as Tuesday, 05 May 2026.

2026/544 REPORTS PACK

Signed

Dated.....



**Minutes of the Grounds Maintenance Task & Finish Group meeting held on
Wednesday, 11 March 2026 at 19:00 in Manor Office, 6 North Street, Credition**

Present: Cllrs Steve Huxtable, Giles Fawssett, Joyce Harris and Tim Stanford
Apologies: Cllr Natalia Letch
Minute Taker: Emma Anderson

MINUTES

It was noted that the item to elect a chair had been omitted from the agenda.

Decision: It was **resolved** to elect Cllr Huxtable as Chair of the Task & Finish Group
(Proposed by Cllr Harris)

1 APOLOGIES

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

2 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

There were no declarations of interest.

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

No dispensation requests had been received.

3 GROUNDS MAINTENANCE CONTRACT 2026-2029

All tender applications were reviewed and scored using the evaluation criteria.

Decision: It was **resolved** to recommend to Full Council that Contractor A be appointed to carry out the Grounds Maintenance Contract for 2026-2029, subject to satisfactory references and an onsite meeting prior to contract start date. (Proposed by Cllr Harris)

It was **agreed** to make a further recommendation for Full Council to approve approaching the second highest scoring applicant, Contractor B, should the outcome of the pre-contract checks on Contractor A be unsatisfactory.

4 CLOSE

Meeting closed at 19.56.

Signed

Dated.....



Minutes of the HR Committee meeting held on Friday, March 6, 2026 at 16:30 at Manor Office, 6 North Street, Credition, EX17 2BT

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable, Rachel Backhouse, Vix Frisby, and Paul Perriman

Minute Taker: Cllr Liz Brookes-Hocking

MINUTES

40 WELCOME AND INTRODUCTIONS

Cllr Brookes-Hocking welcomed those in attendance and members introduced themselves.

41 PUBLIC QUESTION TIME

There were no members of the public present.

42 APOLOGIES

There were no apologies.

43 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

43.1 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 received.

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

No dispensation requests were received prior to the meeting.

44 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

45 HR COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the HR Committee meeting held on Thursday, 29 January 2026. (Proposed by Cllr Brookes-Hocking)

46 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 Brookes-Hocking)

47 STAFFING

There was a discussion around staffing issues.

Decision: It was **resolved** that any actions from the meeting would be conveyed to the Town Clerk, for either action of further approval. (Proposed by Cllr Brookes-Hocking)

48 REPORTS PACK

Signed

Dated.....



**Minutes of the Youth Committee held on Tuesday, March 10, 2026 at 14:30
in Manor Office, 6 North Street, Credition, EX17 2BR**

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable, Guy Cochran and Vix Frisby
Apologies: Cllr Giles Fawssett

In attendance: Cath Kelly, Lead Youth Worker

Minute Taker: Emily Armitage, Administrative Officer

MINUTES

56 / WELCOME AND INTRODUCTION

2026 Cllr Brookes-Hocking opened the meeting and members introduced themselves.

57 / PUBLIC QUESTION TIME

2026 No members of the public were present. Cllr Brookes-Hocking noted there had been some late questions received from a member of the public, which would be looked at after the meeting with answers supplied within the adopted timeframe.

58 / APOLOGIES

2026 **Decision:** It was **resolved** to receive and accept apologies from Cllr Fawssett. (Proposed by Cllr Brookes-Hocking)

59 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2026

**59.1 / TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE
2026 PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations of interest.

**59.2 / TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE
2026 TO THE TOWN CLERK PRIOR TO THE MEETING)**

No dispensation requests had been received prior to the meeting.

60 / ORDER OF BUSINESS

2026 There were no changes to the order of business.

61 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2026 There were no announcements.

62 / YOUTH COMMITTEE MINUTES

2026 **Decision:** It was **resolved** to approve the minutes of the Youth Committee meeting held on 27 January 2026. (Proposed by Cllr Frisby)

63 / YOUTH WORK DELIVERY

2026 The Autumn Youth Work report was presented and its contents were **noted**.

64 / ACTION PLAN 2026/27

2026 The committee discussed the action plan for the upcoming year.

- Cllr Frisby enquired if the Celebration of Youth event that was held in 2024 would be arranged for this year. The Lead Youth Worker confirmed it had not been arranged yet. QE School will host an event for families at the end of the summer term or first week of holidays at Barnfield campus, in partnership with Crediton Youth Service and community groups, but not specifically being a transition event. Cllr Frisby raised concerns about the timeframe with people going on holiday. The Lead Youth Worker will update members when she has heard from QE School about the outcome of their grant funding.
- Cllr Cochran advised S106 Money could be applied for now, which was critical before LGR. A particular focus was on the need for a better skatepark. It was agreed to bring funding as an item for Full Council.
- The plan to form a Youth Council, becoming a Youth Voice with a more informal and practical approach was discussed.
- There was also an emphasis on young people being more involved in photography at events and possibly putting on an exhibition of their work at the library.
- The Lead Youth Worker had recently attended the National Youth Agency Roadshow and plans to bring information gathered from the event to the committee.
- Cllr Brookes-Hocking noted the exciting projects ahead for the year, with partnership working being an important part.

Decision: It was **resolved** to **approve** the Action Plan but agreed more detail regarding outcomes and how success is measured, be brought to the next meeting. (Proposed by Cllr Brookes-Hocking)

65 / PART II

2026 **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 Brookes-Hocking)

66 / SAFEGUARDING UPDATE

2026 The safeguarding update was provided.

67 / REPORTS PACK

2026 It was **agreed** to change the time of the next meeting being held on Tuesday 12 May to 13.30. The meeting was closed at 15.51.

SIGNED

Dated.....



COMMITTEE APPOINTMENTS AND REPRESENTATIVES ON OUTSIDE BODIES
2026/27

Appointment	No.	Current member(s)	Requests to hold position	Remarks
Chair for ensuing year 2026/27	1	Cllr Huxtable	Cllr Huxtable	Statements at Pages 3-5
Vice-Chair for ensuing year 2026/27	1	Cllr Backhouse	Cllrs Backhouse, Brookes-Hocking and Cochran	Statements at Pages 3-5

Committees & Sub-Committees	No.	Current member(s)	Requests to hold positions	Remarks
Community Committee	7		Cllrs Backhouse, Brookes-Hocking, Cochran, Fawssett, Frisby, Harris, Huxtable, Stanford (8)	Chair of CTC will be ex-officio and have voting rights
Oversight Committee	7		Cllrs Backhouse, Brookes-Hocking, Cochran, Harris and Huxtable (5)	Chair of CTC will be ex-officio and have voting rights
HR Committee	5	Cllrs Backhouse, Brookes-Hocking, Frisby, Huxtable and Perriman	Cllrs Backhouse, Brookes-Hocking, Frisby and Huxtable (4)	
Grants Sub-Committee	5	Cllrs Brookes-Hocking, Downes, Frisby, Harris and Huxtable	Cllrs Brookes-Hocking, Frisby, Harris and Huxtable	



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Manor Office
6 North Street
Credition
Devon
EX17 2BR

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Youth Sub-Committee	4	Cllrs Brookes-Hocking, Cochran, Fawssett, Frisby and Huxtable	Cllrs Brookes-Hocking and Huxtable (2)	
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
Appeals Committee	3	Appointments as required		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies		Current Representative	Request to hold position	
Hayward's Educational Foundation	1	Cllr Cairney	Cllr Cairney	
Credition United Charities	2	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)	
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking	Cllr Brookes-Hocking	
Credition Twinning Association	1	Cllr Huxtable	Cllr Huxtable	
Boniface Link Association	1	Cllr Harris	Cllr Harris	
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllr Backhouse	Cllr Backhouse	
Boniface Trail Association	1	Cllr Fawssett	Cllr Fawssett	
Credition Chamber of Commerce	1	Cllr Cochran	Cllr Cochran	
North Devon Rail Development Alliance	3	Cllr Huxtables Huxtable, Cairney and Cochran	Cllrs Huxtable, Cairney and Cochran	
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		





Statements for Mayor

Cllr Huxtable

It has been a challenging year in parts but there have been great moments too. I have learnt so much and would like the opportunity to deliver further with more in the coming year. If not selected as chair I would like to be the deputy to provide the chair with the support they would need in normal working hours to attend the events etc invitations have been received for.

Statements for Deputy Mayor

Cllr Backhouse

I wish to be considered for the role of Vice-Chair for 2026/27.

I have been an active member of CTC since 2023 and have served as Vice-Chair for part of 2025/26, as well as Vice-Chair of the Oversight Committee and Chair of the Youth Sub-Committee for most of 2024/25.

When I say I have been an active member, I include the following examples:

1. Helping to form [CUT!], Credition Urban Taskforce, which has worked to improve the appearance of the town almost every second Saturday of the month. More importantly, it has brought members of the local community out to work alongside us, raised awareness about keeping local areas tidy, and encouraged some residents to take greater pride in their streets.
2. Initiating plans for a Walking Bus at Landscore School, aiming to reduce traffic congestion, increase road awareness and fitness among primary school children, and raise climate awareness.
3. Working on a paddling pool survey, incorporating new ideas ahead of a potential town-wide consultation.
4. Lobbying Devon County Council regarding pension investments, and Tesco about the display of pesticides in their foyer.
5. Supporting and helping at many events, including the Food Festival, Boniface Bash, VE Day cream tea, and Children's Picnic.
6. Speaking out in support of Tiverton Town Council's public lack of support for the Boxing Day hunt.
7. Supporting BSL and Bang Bang Boxing with their initial grant applications.
8. Attending at least two events to learn more about LGR.
9. Initiating the setting up of a ticket system, which will better inform members of the public about the progress of their enquiries and reduce repeated questions or criticism directed at staff.



10. Approaching the gritting team in person on a Sunday evening during a severe icy spell last winter to request gritting of Joseph Locke Way, and publicising both this issue and the lack of a bus stop opposite Redlands Surgery.

11. Supporting the Chair during meetings when members of the public have spoken inappropriately.

I believe I have been a positive ambassador for the Town Council at events, meetings and conferences, and I have also taken responsibility for and learned from a couple of mistakes.

I am open and honest about my understanding (and sometimes my lack of understanding) of policies and documents, and I am actively working to improve this. I suspect many councillors struggle with this too. One area I am particularly interested in is making council documentation more accessible while still meeting legal requirements — for example, producing clearer “plain English” versions to sit alongside more complex documents. I also discovered that there were many aspects of being a councillor, and a Vice-Chair, that I only learned once in post, so it would be useful to create supporting guidance for future role-holders.

My belief that we must try harder, or smarter in our approach to some of our more difficult members of the public does not always make me popular, but I have a strong belief that this issue must be addressed if we are to make progress elsewhere. I find the idea of shutting down challenging comments in their entirety deeply unsettling.

This past year has been particularly challenging due to the move from the bungalow with Manor Office not yet ready and also the friction that has arisen between some members of the public and the Town Council. Our staff have suffered because of these issues.

If I am Vice Chair in 2026/27, I believe our greatest challenge will be learning to work constructively alongside our loudest detractors, while staying focused on our key priorities. These include making a decision on OLS, progressing the boundary review, settling into the new building, and supporting staff to rebuild a more stable and positive working environment. I am keen to work collaboratively with members and officers to ensure the Town Council is effective and successful, and I believe we have a strong range of skills and experience between us which, if used well, can make a real difference for Credition.

Disclaimer: some very light use of Copilot involved here!



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Manor Office
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Devon
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Email: reception@crediton.gov.uk

Cllr Brookes-Hocking

I'm standing for Vice Chair of the council because I think a strong leadership team is needed to take the council forward in both operations and strategy, with an understanding of the challenges that face our sector and our community, and what those are likely to be in the future. I am interested in finding solutions to problems and working with partners to achieve them. Money doesn't solve every problem and different approaches can be productive when finance is tight. However, extravagance and investment are not the same thing and sound forward financial and strategic planning will be essential in positively impacting the lives of Credition residents. I have always advocated for grant funding to community organisations and groups in the town. Supporting local action and activities, to me, is not a waste of money and underpins resilience and well-being. To ensure that the council is able to continue to invest and achieve the most it can for the town, I think we need to work on relationships with the outgoing local authority, which is also aiming to do its best for our residents.



A Civility & Respect
Pledge Council

Credition Town Council complies with the General Data Protection Regulation.
Copies of the Council's Data Protection Privacy Policy and Notices can be found at www.crediton.gov.uk.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD



CREDITON
TOWN COUNCIL

FINANCIAL REGULATIONS

First adopted:

Last amended: May 2025 minute no. 2025/16

Review date: June 2025

CREDITON TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General	3
2. Risk management and internal control	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments	9
7. Electronic payments.....	10
8. Cheque payments	11
9. Payment cards.....	11
10. Petty Cash	12
11. Payment of salaries and allowances.....	12
12. Loans and investments	12
13. Income.....	13
14. Payments under contracts for building or other construction works	13
15. Stores and equipment	14
16. Assets, properties and estates.....	14
17. Insurance	15
18. Suspension and revision of Financial Regulations	15
Appendix 1 - Tender process.....	16

1. General

- 1.1. These Financial Regulations govern the financial management of the Crediton Town Council (CTC) and may only be amended or varied by resolution of full council. They are one of CTC's governing documents and shall be observed in conjunction with the adopted Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by CTC, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation CTC cannot change.
 - 'Shall' refers to a non-statutory instruction by CTC to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by CTC . The Town Clerk has been appointed as RFO and these regulations apply accordingly. CTC has appointed the Town Clerk and where RFO is referred to, this indicates the Town Clerk. Both titles are referred to within this document. The RFO;
 - acts under the policy direction of CTC;
 - administers CTC's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of CTC its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of CTC resources; and
 - produces financial management information as required by CTC.
- 1.6. **CTC must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, CTC shall:

- Delegate responsibility of determining and regularly reviewing the bank mandate for all CTC bank accounts to the Oversight Committee;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

- 2.1. **CTC must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Town Clerk shall prepare, for approval by the Oversight Committee, a risk management policy covering all activities of CTC. This policy and consequential risk management arrangements shall be reviewed by the Oversight Committee at least annually.
- 2.3. When considering any new activity, the Town Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by CTC.
- 2.4. **At least once a year, CTC must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed**
 - **ensure the prompt, accurate recording of financial transactions**
 - **prevent and detect inaccuracy or fraud**
 - **allow the reconstitution of any lost records**
 - **identify the duties of officers dealing with transactions**
 - **ensure division of responsibilities.**
- 2.6. At least quarterly, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all bank accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Oversight Committee.

- 2.7. Regular back-up copies shall be made of the records on any CTC-owned computer and stored in the cloud. CTC shall put measures in place to ensure that the ability to access any CTC owned computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of CTC shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain CTC's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by CTC and the matters to which they relate;**
 - **a record of the assets and liabilities of CTC.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to CTC, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **CTC must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of CTC must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by CTC, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by CTC and shall carry out their work to evaluate the effectiveness of the adopted risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. CTC shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to CTC in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of CTC.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for CTC;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any CTC employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, CTC must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by CTC at least annually the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Oversight Committee. The Oversight Committee will be informed of any salary implications before they consider draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of CTC.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Oversight Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Oversight Committee and a recommendation made to CTC.

- 4.7. Having considered the proposed budget and four-year forecast, CTC shall determine its council tax requirement by setting a budget. CTC shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget. The deadline is set by Mid Devon District Council.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Oversight Committee, or CTC whichever meeting date fall sooner.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes, if not using the General Power of Competence.
- 5.3. Every contract shall comply with CTC Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, CTC shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
 - i. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1;
 - ii. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts;

iii. For contracts greater than £5,000 excluding VAT the Town Clerk shall seek at least 3 fixed price quotes;

iv. where the value is between £500 and £5,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

vi. For smaller purchases, the Town Clerk shall seek to achieve value for money.

vii. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.6. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.7. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Oversight Committee. Avoidance of competition is not a valid reason.

5.8. CTC shall not be obliged to accept the lowest or any tender, quote or estimate.

5.9. Individual purchases within an agreed budget for that type of expenditure may be authorised, in line with adopted Scheme of Delegation and the amounts below by:

- the Town Clerk, for any items up to £2,000 excluding VAT
- the Town Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items up to £3,000 excluding VAT.
- a duly delegated committee of CTC for all items of expenditure within their delegated budgets for items up to £10,000 excluding VAT.
- in respect of grants, the Oversight Committee within any limits set by CTC and in accordance with the adopted Grants policy.
- CTC for all items over £10,000.

Such authorisation must be supported by a minute (in the case of CTC or committee decisions) or other auditable evidence trail.

5.10. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement, or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town

Clerk shall report such action to the Chair as soon as possible and to CTC or Oversight Committee as soon as practicable thereafter.

- 5.11. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of CTC or make any contract on behalf of CTC.
- 5.12. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the CTC, except in an emergency.
- 5.13. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless CTC is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.14. Written communication shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.15. Any ordering system can be misused and access to them shall be controlled by the Town Clerk.

6. Banking and payments

- 6.1. CTC's banking arrangements, including the bank mandate, shall be recommended by the RFO and authorised by CTC; banking arrangements shall not be delegated to a committee. CTC has resolved to bank with the Cooperative Bank for day-to-day banking. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. CTC must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave CTC's bank account.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Town Clerk
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, or in extreme circumstances, by cheque, in accordance with a resolution of CTC, delegated committee or a delegated decision by the Town Clerk, unless CTC resolves to use a different payment method.
- 6.6. For information only - a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension

contributions, rent, rates, regular maintenance contracts and similar items), which the Oversight Committee} may authorise in advance for the year, will be provided in April each year. The schedule may not include payment amounts, which can be subject to change.

- 6.7. Regular payments shall be reported to the next appropriate meeting of the Oversight Committee for information only.
- 6.8. The Town Clerk shall have delegated authority to authorise payments only in line with the adopted Scheme of Delegation and Financial Regulation 5.15.
 - i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Oversight Committee or CTC, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
 - ii. Fund transfers within CTC's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, of the Oversight Committee. The Oversight Committee shall review the schedule for compliance and, having satisfied itself, shall note payments. A detailed list of all payments made shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The bank mandate agreed by CTC shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. An officer may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view CTC's Cooperative bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to CTC or its banking under any circumstances.
- 7.4. A member of staff shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to at least two authorised signatories for their approval to pay.
- 7.5. Authorised users shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which users approved the payment online in the form of an online audit trail which will be saved on a CTC-owned computer.

- 7.7. A full list of all payments made in a month shall be provided to the next Oversight Committee meeting and included in the meeting pack.
- 7.8. With the approval of the Oversight Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, non-domestic rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed and approved online by two authorised signatories or approvers as appropriate. The approval of the use of each variable direct debit shall be reviewed by Oversight Committee at least every two years.
- 7.9. Payment may be made by BACS or CHAPS provided that each payment is approved online by two approvers and evidence is retained and any payments are reported to the Oversight Committee at their next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Oversight Committee or CTC at least every two years.
- 7.10. If thought appropriate by the Oversight Committee, regular payments of fixed sums may be made by standing order, provided that the instructions are signed by two authorised signatories, evidence of this is retained and any payments are reported to the Oversight Committee when made. The approval of the use of a standing order shall be reviewed by the Oversight Committee at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two approvers. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for CTC's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for CTC banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by CTC or the Oversight Committee in writing before any order is placed.

- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Oversight Committee. Transactions and purchases made will be reported to the Oversight Committee and authority for topping-up shall be at the discretion of the Oversight Committee.
- 9.3. Any corporate credit card or trade card account opened by CTC will be specifically restricted to use by the Town Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £50 including VAT, incurred in accordance with CTC policy and budgets.

10. Petty Cash

- 10.1. Whilst CTC does not hold petty cash, Crediton Youth Service receives cash for subscriptions and provision of a tuck shop.
 - a) No payments are made from cash held.
 - b) All cash is banked promptly and clearly defined for accounting purposes.Failure to comply with any aspect of section 10 (Petty Cash) may result in disciplinary action.

11. Payment of salaries and allowances

- 11.1. **As an employer, CTC must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Oversight Committee or CTC where required. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Oversight Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account, with the total of such payments each calendar month reported in the financial management system. Payroll reports will be reviewed by the Oversight Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Oversight Committee, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the Oversight Committee must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by CTC and recorded in the minutes. All borrowing shall be in the name of CTC, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by CTC, following a written report on the value for money of the proposed transaction.
- 12.3. CTC shall approve an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Oversight Committee annually.
- 12.4. All investment of money under the control of CTC shall be in the name of CTC.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to CTC shall be the responsibility of and under the supervision of the RFO.
- 13.2. CTC will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to CTC.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Oversight Committee by the Town Clerk and shall be written off in the year. CTC's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of CTC shall be deposited intact with the Cooperative Bank, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of CTC.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where any cash is received by CTC other than in accordance with Section 10 (Petty Cash), the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with CTC being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Town Clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by CTC, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the above Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets and reported to the relevant committee.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of CTC, together with any other consents required by law. In each case a written report shall be provided to CTC in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of CTC, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to CTC with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by CTC and the property and risks covered, reviewing these annually before the renewal date in conjunction with CTC's review of risk management.
- 17.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of CTC shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by CTC, or the Oversight Committee.

18. Suspension and revision of Financial Regulations

- 18.1. CTC shall review these Financial Regulations annually and following any staffing change. The Town Clerk shall monitor changes in legislation or proper practices and advise CTC or Oversight Committee of any need to amend these Financial Regulations.
- 18.2. CTC or the Oversight Committee may, by resolution duly notified prior to the relevant meeting of CTC or Oversight Committee as appropriate, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit CTC to act unlawfully.
- 18.3. CTC or the Oversight Committee council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post unless an electronic tendering process has been agreed by CTC.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of CTC.
- 4) Where an electronic tendering process is used, CTC shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 and shall refer to the terms of the Bribery Act 2010.
- 6) Where CTC, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and CTC requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



CREDITON TOWN COUNCIL

Insurance Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 05 May 2026

Recommendation

Full Council is recommended to consider the quotations received for the Council's insurance cover, with the policy commencing 01 June 2026.

1. Purpose

1.1 This report sets out the quotations received for the Council's insurance cover.

2. Background

2.1 The current 3-year Long Term Agreement ends on 31 May 2026.

3. Proposals

3.1. To approve an insurance provider and agree whether to enter into another 3-year Long Term Agreement from 1 June 2026 – 31 May 2029.

4. Financial Implications

4.1 There is £6,100 allocated for insurance in the 2026-27 budget

4.2 The table below shows the quotations provided for 1 years cover as well as the price to enter into another 3-year Long Term Agreement:

Insurance Provider A	Insurance Provider B	Insurance Provider C
1 Year: £5,409.83 3 Year (LTA): £4,889.23	1 Year: £5,037.29 3 Year (LTA): £4,835.72	1 Year: £3,840.02 (Stability agreement of max 5% increase for next 2 years) Additional policy for Personal Accident - £483.99 Total for Year 1 with additional policy: £4,324.01 N.B. please note additional policy price is not included in stability agreement and will be subject to annual review.
Points to note:		
£15m PLI (B & C offer £10m) Personal accident cover: 24/7 worldwide cover for Town Clerk & Deputy Clerk. Employees, Councillors & Volunteers covered during usual	All Contents and Street Furniture is grouped into two large categories. The lack of itemisation reduces clarity in relation to what is included. Cover also includes: <ul style="list-style-type: none"> Playground equipment 	Cover includes: <ul style="list-style-type: none"> Action by Police, Govt or Other Competent Authority Full Failure of Electricity, Gas &/or Water Supply Corporate Legal Liability Commercial Crime (wider cover than standard Fidelity cover – excess is £10,000)

<p>duties and travelling to and from place of work. (max. benefit £100,000)</p> <p>Not included in cover: Goods in transit Trustees' & Management Liability</p> <p>No cyber cover included.</p>	<ul style="list-style-type: none"> • Sports equipment • Mowers & Machinery <p>(These are standard cover and cannot be removed/reduced)</p> <p>Personal accident cover is lower compared to Provider A & C (max. benefit £10,000) and does not cover all councillors & volunteers.</p> <p>No cyber cover included.</p>	<p>(These have not been included in previous CTC insurance policies)</p> <p>Personal accident cover: 24/days worldwide for all CTC employees. Councillors & Volunteers covered during usual duties and travelling to and from work. (max. benefit £50,000)</p> <p>Cyber cover offered on additional policy: £662.16</p> <p>Potential for price increases on personal accident cover in additional policy – provider advises that rates are stable.</p> <p>Quote is subject to additional safeguarding measures: A written code of conduct must be introduced and rolled out to all staff working with children/vulnerable adults, training records must be signed, and incident registers must be retained for at least 30 years.</p>
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5. Recommendation

- 5.1 Members are requested to consider and review the quotations and approve a preferred provider.

6. Conclusion

- 6.1. The Town Council is responsible for ensuring sufficient insurance, covering the Council's property and risks.



CREDITON TOWN COUNCIL

Asset Register – additional information

Report by: Deputy Clerk
To: Full Council
Date: For noting on 5 May 2026

As per the auditors' comments during internal audit, the following anomalies were located and amended by the Deputy Clerk:

Total figure presented to FC on 21 April 2026:		£299,481.22
Nominal land not included in excel sum	Addition	£9.00
Heritage panels stated at insurance value as discussed with Auditor (returned to original figure of £25,000, not £1, as per 2025 asset register)	Addition	£24,999
Spreadsheet error - cells overwritten (Christmas decs)	Addition	£960
Spreadsheet error - cells overwritten (Christmas decs)	Addition	£658
Laptop disposal figure not apportioned	Reduction	£476.20
Amended figure:		£325,631.02

Reconciliation of Asset Register figures from 2025 to 2026:

As at 2025 figure:	£335,675.36
Disposals 25-26:	£15,726.75
Additions 25-26:	£5,682.41
As at 31 March 2026:	£325,631.02

Crediton Town Council Asset Register

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
LAND								
1		Land	Stonypark	unknown	As insured	£1 Stonypark Lane	Deeds at TC Office	20/03/2026
2		Land	Exhibition Road Allotments	unknown	As insured	£1 Exhibition Road	Deeds at TC Office	20/03/2026
3		Land	Barnfield Allotments	unknown	As insured	£1 Barnfield	Deeds at TC Office	20/03/2026
4		Land	Moffats Land Allotments	unknown	As insured	£1 Land off Newcombes Meadow	Deeds at TC Office	20/03/2026
5		Land	Upper Deck	unknown	As insured	£1 George Hill	Deeds at TC Office	20/03/2026
6		Land	Peoples Park	unknown	As insured	£1 Peoples Park	Deeds at TC Office	20/03/2026
7		Land	Scout Memorial Garden	unknown	As insured	£1 Peoples Park		20/03/2026
8		Land	Fulda Crescent Play Area	unknown	As insured	£1 Fulda Crescent	Deeds at TC Office	20/03/2026
9		Land	Spinning Path Gardens Play Area	unknown	As insured	£1 Spinning Path Gardens Play Area	Deeds at TC Office	20/03/2026
PROPERTY								
10		Property	Bus Shelter	unknown	As insured	£12,244 Next to War Memorial, Union Road		20/03/2026
11		Property	War Memorial	unknown	As insured	£44,462 Union Road		20/03/2026
12		Property	Millennium Cross	unknown	As insured	£7,601 St Lawrence Green	Sited on MDDC land	20/03/2026
13		Property	Millenium Clock	unknown	As insured	£7,136 Front of Town Hall	Sited on CADT Town Hall Building	20/03/2026
14		Property	St Boniface Statue	unknown	As insured	£32,814 Newcombes Meadow	Sited on MDDC land	20/03/2026
15		Property	Bandstand	unknown	As insured	£49,213 Newcombes Meadow	Sited on MDDC land	20/03/2026
16		Property	Cups & Trophies	unknown	As insured	£792 Manor Office	CTC owned	20/03/2026
17		Property	Wishing Well Brick Floral Planter	unknown	19/07/2005	£750 A3072 entrance to town	Sited on DCC land	20/03/2026
18		Property	Wishing Well Brick Floral Planter	unknown	19/07/2005	£750 QE Drive entrance to town	Sited on DCC land	20/03/2026
19		Property	Brick Floral Planter	unknown	19/07/2005	£500 Tolleys (Nr Mill Street)	Sited on DCC land	20/03/2026
20		Property	A boards (x2)	01/06/2014	01/06/2014	£200 Council Offices, North Street	CTC owned	20/03/2026
21		Property	3 tier planters (x4)	14/05/2015	14/05/215	£4,000 Crediton Town Square	CTC owned	20/03/2026
22		Property	Memorial Bench (Jamie Fleming)	18/08/2015	18/08/2015	£350 Situated at Town War Memorial fixed to ground	CTC owned	20/03/2026
23		Property	Totem Pole Memorial (Samuel Crocker)	22/01/2016	22/01/2016	£750 Peoples Park Scout Memorial Garden	Property of Scouts	20/03/2026
24		Property	Illuminated spheres (x 20)	09/11/2017	14/11/2017	£1,700 Garage No.8, North Street	CTC owned	Inventory in progres
25		Property	Square planter	unknown	01/04/2018	£1 High Street, outside Lloyds Bank	CTC acquired	20/03/2026
26		Property	St Boniface Statue information oak lecturn	01/05/2018	01/05/2018	£489 Newcombes Meadow positioned next to the St Boniface Statue	Sited on MDDC land	20/03/2026
27		Property	Triple Star Illuminations (x 24)	18/06/2018	09/04/2019	£2,040 Garage No.8, North Street	CTC owned	Inventory in progres
28		Property	Illuminated spheres (x 11) (£79 each)	15/10/2018	15/10/2018	£869 Garage No.8, North Street	CTC owned	Inventory in progres
29		Property	Illuminated spheres (x 10) (£113.75 each)	24/10/2019	24/10/2019	£1,138 Garage No.8, North Street	CTC owned	Inventory in progres
30		Property	Christmas Trees including lights (x 12)	24/10/2019	24/10/2019	£1,530 Garage No.8, North Street	CTC owned	07/04/2026
31		Property	2-tier barrel planter	21/12/2018	21/12/2018	£369 Outside Hillbrow Care Home	CTC owned (sited on unregistered lar	20/03/2026
32		Property	2 x 2-tier barrel planters	31/01/2020	31/01/2020	£730 Outside Hillbrow Care Home	CTC owned (sited on unregistered lar	20/03/2026
33		Property	2 x stone-effect planters	01/01/2021	01/01/2021	£428 Behind War Memorial	CTC owned	20/03/2026
34		Property	50 metre garland lighting (x2)	21/10/2020	21/10/2020	£956 Garage No.8, North Street	CTC owned	Inventory in progres
35		Property	Festoon Lighting Bulbs (x400)	21/10/2020	21/10/2020	£960 Garage No.8, North Street	CTC owned	Inventory in progres
36		Property	10m LED garland lights (x20)	09/10/2020	09/10/2020	£658 Garage No.8, North Street	CTC owned	Inventory in progres
37		Property	Flag Pole	15/10/2019	15/10/2019	£445 Next to War Memorial, Union Road	CTC owned (sited on MDDC land)	20/03/2026
38		Property	Newcombes toilets	01/09/2019	01/09/2019	£1 Union Road, Crediton	CTC owned	20/03/2026

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
39	Property	7 ft Ceremonial Pole	18/07/2019	18/07/2019	£90	Council Offices, North Street	CTC owned	20/03/2026
40	Property	Grit bins (x2)	17/11/2020	17/11/2020	£360	Butt Parks	CTC owned	20/03/2026
41	Property	Salt Spreader	06/11/2019	06/11/2019	£825	Council Offices, North Street	CTC owned	20/03/2026
42	Property	Maypole	22/03/2007	22/03/2007	£310	Landscore School	n/a	Location unknown
43	Property	Tables & Chairs	05/04/2022	05/04/2022	£734	Garage No.8, North Street	CTC owned	20/03/2026
44	Property	CCTV System (Cameras, Links, NVR, Monitor)	24/09/2021	24/09/2022	£24,763	NVR @ Council Offices, North Street. Cameras and Links at Various Locations	CTC owned	20/03/2026
45	Property	Interactive Snowman	03/08/2021	03/08/2021	£400	Garage No.8, North Street	CTC owned	20/03/2026
46	Property	Interactive Penguin	03/08/2021	03/08/2021	£545	Garage No.8, North Street	CTC owned	20/03/2026
47	Property	Youth Club furniture (table, sofa, blanket box & sofa bed)	08/02/2021	08/02/2021	£288	Old Landscore School	CTC owned	Due for disposal
48	Property	Bean bags	20/12/2021	20/12/2021	£248	Crediton Congregational Church (Long term loan)	CTC owned	20/03/2026
49	Property	Fairy Lights for East St/Charlotte St	11/11/2021	11/11/2021	£72	Garage No.8, North Street	CTC owned	Inventory in progress
50	Property	Gas-fuelled Beacon	16/04/2016	16/04/2016	£360	Garage No.8, North Street	CTC owned	20/03/2026
51	Property	Indoor pool table	09/11/2022	09/11/2022	£270	Council Offices, North Street	CTC owned	20/03/2026
52	Property	Outdoor table tennis table	30/01/2023	30/01/2023	£380	Old Landscore School	CTC owned	20/03/2026
53	Property	Street snooker	31/03/2023	13/03/2023	£2,454	Council Offices, North Street	CTC owned	20/03/2026
54	Property	24 x illuminated rods	30/10/2023	30/10/2023	£2,086	Garage No.8, North Street	CTC owned	Inventory in progress
55	Property	1 x sphere	30/10/2023	30/10/2023	£154	Garage No.8, North Street	CTC owned	Inventory in progress
56	Property	LED string lights	06/11/2023	06/11/2023	£606	Garage No.8, North Street	CTC owned	Inventory in progress
57	Property	Allotment water troughs	01/06/2023	01/06/2023	£500	Exhibition Road Allotments	CTC owned	20/03/2026
58	Property	Road closure signs	06/10/2023	06/10/2026	£500	Council Offices, North Street	CTC owned	20/03/2026
59	Property	Spaceliner - town maintenance trolley	29/01/2024	29/01/2024	£1,500	Garage No.8, North Street	CTC owned	20/03/2026
60	Property	Cool white LED lights	01/10/2024	01/10/2024	£500	Garage No.8, North Street	CTC owned	Inventory in progress
61	Property	Red barriers x 4	02/10/2024	02/10/2024	£200	Council Offices, North Street	CTC owned	20/03/2026
62	Property	Illuminated xmas lantern	03/10/2024	03/10/2024	£1,625	Garage No.8, North Street	CTC owned	20/03/2026
63	Property	Various tables/chairs	unknown	01/04/2023	£500	Old Landscore School	CTC owned	20/03/2026
64	Property	[CUT] tools & equipment	01/04/2024	01/04/2024	£600	Old Landscore School	CTC owned	20/03/2026
65	Property	Cable covers	14/11/2024	14/11/2024	£250	Garage No.8, North Street	CTC owned	20/03/2026
66	Property	Old Landscore School	10/02/2022	03/05/2022	£16,000	Old Landscore School, Greenway, EX17 3LP	CTC owned	20/03/2026
67	Property	2-tier barrel planter	unknown	As insured	£375	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)	20/03/2026
68	Property	Telephone kiosk	12/06/2025	12/06/2025	£1	St Lawrence Green	CTC acquired	20/03/2026
69	Property	Allotment water troughs	20/11/2025	20/11/2025	£500	Barnfield Allotments	CTC owned	20/03/2026
70	Property	20 x Cool White LED animated Dark cable 24v	25/11/2025	25/11/2025	£868	Garage No.8, North Street	CTC owned	20/03/2026
71	Property	20 x 24v LED power lead black cable without AC/DC convertor	25/11/2025	25/11/2025	£123	Garage No.8, North Street	CTC owned	20/03/2026
72	Property	1 LED 13mm rope light 40m CLEAR	25/11/2025	25/11/2025	£259	Garage No.8, North Street	CTC owned	20/03/2026
73	Property	Lighting equipment (connectors, shrinkable tube)	25/11/2025	25/11/2025	£150	Garage No.8, North Street	CTC owned	20/03/2026
74	Property	Noticeboard	05/03/2026	05/03/2026	£474	External wall of 122-123 High Street	CTC owned	20/03/2026
				TOTAL	£233,745			
GATES & FENCING								
75	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Stonypark	n/a	20/03/2026
76	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Exhibition Road Allotments	n/a	20/03/2026

Id.		Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
77		Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Barnfield Allotments	n/a	20/03/2026
78		Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Moffats Land Allotments	n/a	20/03/2026
79		Gates & Fencing	Handrail	29/08/2023	29/08/2023	£1,577	FP29 to Tinpot Lane	CTC owned	20/03/2026
80		Gates & Fencing	Gates & Fencing	unknown	As insured	£1	Spinning Path Gardens Play Area	n/a	20/03/2026
81		Gates & Fencing	Gates & Fencing	unknown	As insured	£1	Fulda Crescent Play Area	n/a	20/03/2026
					TOTAL	£4,871			
SIGNS									
82		Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Market St & High St	n/a	20/03/2026
83		Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Outside Congregational Church	n/a	20/03/2026
84		Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Union Road Bus Shelter	n/a	20/03/2026
85		Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Dean St & East St	n/a	20/03/2026
86		Signs	Heritage Finger Post	unknown	17/04/2012	£2,253	Town Square	n/a	20/03/2026
87		Signs	Heritage Finger Post	unknown	17/04/2012	£1	High Street, outside alleyway leading to Silbury Place	CTC acquired	20/03/2026
88		Signs	Redvers Ramble Wooden Post	02/11/2018	02/11/2018	£360	Peoples Park	CTC owned	20/03/2026
89		Signs	Redvers Ramble Wooden Plaque	02/11/2018	02/11/2018	£96	Downeshead Lane	CTC owned	20/03/2026
90		Signs	Allotment & Play area signs	31/07/2023	31/07/2023	£120	Various (Barnfield, Exhibition, SPG and Fulda Crescent Play Area)	CTC owned	20/03/2026
91		Signs	Boniface Heritage Panels x 8	01/02/2024	01/02/2024	£25,000	Various	CTC acquired, taken on at insurance	20/03/2026
92		Signs	Office sign	09/07/2025	09/07/2025	£115	Council Offices, North Street	CTC owned	20/03/2026
93		Signs	CCTV signs	26/02/2026	26/02/2026	£600	High Street, Newcombes Meadow, Town Square	CTC owned	20/03/2026
					TOTAL	£37,241			
SEATING									
94		Seating	Public Seat	unknown	20/04/2004	£482	Upper Deck	n/a	20/03/2026
95		Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a	20/03/2026
96		Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a	20/03/2026
97		Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a	20/03/2026
98		Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a	20/03/2026
99		Seating	Public Seats (Various)	unknown	unknown	£1	Various - agreed to take on all town benches	CTC acquired	20/03/2026
100		Seating	Bench	01/04/2018	01/04/2018	£250	Peoples Park	CTC owned	20/03/2026
101		Seating	Bench	21/05/2020	21/05/2020	£297	Steps to Brays Close (Footpath 33)	CTC owned	20/03/2026
102		Seating	Bench	01/08/2019	01/08/2019	£250	Junction of Peoples Park Road & Deep Lane	CTC acquired	20/03/2026
103		Seating	Bench	10/12/2021	10/12/2021	£297	Outside Hillbrow Care Home	CTC owned	20/03/2026
104		Seating	Picnic benches	30/01/2023	30/01/2023	£288	Council Offices, North St & Wildlife Area	CTC owned	20/03/2026
105		Seating	Steel bench	10/05/2023	10/05/2023	£348	Outside Crediton Library	CTC owned	20/03/2026
					TOTAL	£6,177			
MEMORIABILIA									
106		Memoriabilia	Mayoral Chain of Office	unknown	As insured	£10,184	Mayor's residence/Council Offices	CTC owned	20/03/2026
107		Memoriabilia	Deputy Mayors/Consort Badge of Office	07/01/2014	07/01/2014	£948	Council Offices, North Street	CTC owned	20/03/2026
108		Memoriabilia	Westcountry Class Locomotive Nameplate and Coat of Arms	unknown	29/09/2016	£1	Crediton Musuem, High Street	CTC acquired	20/03/2026
109		Memoriabilia	Crediton Railway Coffee Table	unknown	17/01/2016	£1	Council Offices, North Street	CTC acquired	20/03/2026
110		Memoriabilia	2 x Past Mayor Badges	03/08/2021	07/07/2021	£230	1 x Cllr residence 1 x Council Offices	CTC owned	20/03/2026

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
				TOTAL	£11,364			
OFFICE								
111	Office	Desks x 3	unknown	19/07/2005	£320	Council Offices, North Street	CTC acquired	20/03/2026
112	Office	Office Visitor Chairs x 5	unknown	19/07/2005	£120	Council Offices, North Street	CTC acquired	20/03/2026
113	Office	Whiteboards x 2	unknown	19/07/2005	£100	Council Offices, North Street	CTC acquired	20/03/2026
114	Office	Filing Cabinets/Cupboards x 4	unknown	19/07/2005	£450	Council Offices, North Street	CTC acquired	17/10/2025
115	Office	1 x 15.6" Screen Laptop (for Youth)	28/07/2016	28/07/2016	£289	Council Offices or staff residence	CTC owned	20/03/2026
116	Office	1 NAS RAID1 Storage Device + 3 External USB Backup drives	29/07/2016	29/07/2016	£395	Council Offices, North Street	CTC owned	20/03/2026
117	Office	Office Supplies Stock	various	29/07/2005	£500	Council Offices, North Street	n/a	20/03/2026
118	Office	Dell Laptop (for Rialtas)	18/11/2021	18/11/2021	£503	Council Offices or staff residence	CTC owned	20/03/2026
119	Office	Laptop (for Youth)	18/11/2021	18/11/2021	£499	Council Offices or staff residence	CTC owned	20/03/2026
120	Office	Fridge Freezer	25/10/2019	25/10/2019	£270	Old Landscore School	CTC owned	20/03/2026
121	Office	Mobile Phone - Youth Worker	24/07/2021	24/07/2021	£0	CTC Youth Worker	CTC contract	20/03/2026
122	Office	4 x Plastic Folding Tables	05/05/2021	05/05/2021	£196	Various	CTC owned	20/03/2026
123	Office	Livestreaming Equipment (Webcam & 4 port USB hub)	01/07/2021	28/06/2021	£36	Council Offices, North Street	CTC owned	20/03/2026
124	Office	4 x LED flood lights	12/10/2021	12/10/2021	£60	Council Offices, North Street	CTC owned	20/03/2026
125	Office	1 x Jabra Speaker	11/05/2021	11/05/2021	£292	Old Landscore School	CTC owned	20/03/2026
126	Office	Projector & screen	01/09/2021	01/09/2021	£574	Council Offices, North Street	CTC owned	20/03/2026
127	Office	4 x portable speakers 1 x subwoofer	25/06/2021	25/06/2021	£552	Council Offices, North Street	CTC owned	20/03/2026
128	Office	JAM speakers	27/09/2021	27/09/2021	£67	Council Offices, North Street	CTC owned	20/03/2026
129	Office	Youth Work Supplies	Various	01/06/2021	400	Council Offices, North Street	CTC owned	20/03/2026
130	Office	iPad, Keyboard & Tripod	27/01/2021	27/01/2021	£593	Various (Council Offices, North Street)	CTC owned	20/03/2026
131	Office	Henry Hoover	24/03/2022	24/03/2022	£119	Council Offices, North Street	CTC owned	20/03/2026
132	Office	A1 Easel	06/05/2022	06/05/2022	£62	Council Offices, North Street	CTC owned	20/03/2026
133	Office	2 x 15ltr urns	06/05/2022	06/05/2022	£158	Various (Council Offices, North Street)	CTC owned	20/03/2026
134	Office	4 x Dell Latitude 3520 Laptop	30/07/2022	15/11/2022	£1,904.80	Council Offices or staff residence	CTC owned	31/03/2026
135	Office	5 x Dell Docking Station	31/07/2022	16/11/2022	£995.00	Council Offices, North Street	CTC owned	20/03/2026
136	Office	10 x Dell P2322H LED monitor	01/08/2022	17/11/2022	£1,700.00	Council Offices, North Street	CTC owned	20/03/2026
137	Office	CCTV monitor and recorder	02/08/2022	18/11/2022	£10,000.00	Council Offices, North Street	CTC owned	20/03/2026
138	Office	Projector screen	21/10/2022	21/10/2022	£113.00	Council Offices, North Street	CTC owned	20/03/2026
139	Office	Electric Cooker	29/11/2022	29/11/2022	£229	Old Landscore School	CTC owned	20/03/2026
140	Office	Fridge	29/11/2022	29/11/2022	£149	Council Offices, North Street	CTC owned	20/03/2026
141	Office	Freezer	29/11/2022	29/11/2022	£159	Council Offices, North Street	CTC owned	20/03/2026
142	Office	Dehumidifiers	06/02/2023	06/02/2023	£206	Council Offices, North Street	CTC owned	20/03/2026
143	Office	Kitchen equipment - OLS	09/02/2023	09/02/2023	£200	Council Offices, North Street	CTC owned	20/03/2026
144	Office	iPads - Councillors	12/05/2023	12/05/2023	£5,220	Various (in Councillor residences)	CTC owned	20/03/2026
145	Office	Projector screen	12/06/2023	12/06/2023	£40	Council Offices, North Street	CTC owned	20/03/2026
146	Office	Hoover - youth	28/06/2023	28/06/2023	£82	Council Offices, North Street	CTC owned	20/03/2026
147	Office	Meeting owl	28/07/2023	28/07/2023	£1,225	Council Offices, North Street	CTC owned	20/03/2026
148	Office	Karaoke Machine	22/11/2023	22/11/2023	£31	Council Offices, North Street	CTC owned	20/03/2026

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
149	Office	Cups & Saucers	16/01/2024	16/01/2024	£66	Council Offices, North Street	CTC owned	20/03/2026
150	Office	Microwave	29/01/2024	29/01/2024	£60	Council Offices, North Street	CTC owned	20/03/2026
151	Office	Craft supplies - Lino art	16/02/2024	16/02/2024	£50	Council Offices, North Street	CTC owned	20/03/2026
152	Office	Craft supplies - Souldering iron	23/02/2024	23/02/2024	£50	Council Offices, North Street	CTC owned	20/03/2026
153	Office	Silent keyboard	14/03/2024	14/03/2024	£39	Council Offices, North Street	CTC owned	20/03/2026
154	Office	Youth sports supplies	25/03/2025	25/03/2025	£200	Council Offices, North Street	CTC owned	20/03/2026
155	Office	Displays boards	26/11/2024	26/11/2024	£150	Council Offices, North Street	CTC owned	20/03/2026
156	Office	Flipcharts	13/02/2025	13/02/2025	£100	Council Offices, North Street	CTC owned	20/03/2026
157	Office	Wine glasses	17/05/2024	17/05/2024	£30	Council Offices, North Street	CTC owned	20/03/2026
158	Office	Youth portable sink	12/11/2024	12/11/2024	£60	Council Offices, North Street	CTC owned	20/03/2026
159	Office	Youth folding tables	04/12/2024	04/12/2024	£400	Council Offices, North Street	CTC owned	20/03/2026
160	Office	Office chairs (8) & Visitor chairs (25)	07/08/2025	07/08/2024	£100	Council Offices, North Street	CTC owned	20/03/2026
161	Office	Wooden chest	01/10/2026	01/10/2026	£1	Council Offices, North Street	CTC acquired	20/03/2026
162	Office	Dell Pro 14 Plus PB14250 35.6 cm (14") Clamshell Notebook	03/02/2026	03/02/2026	£1,058	Council Offices or staff residence	CTC owned	20/03/2026
163	Office	Apple iPad (11th Generation) Tablet - 27.9 cm (11") -	24/02/2026	24/02/2026	£321	Council Offices or staff residence	CTC owned	20/03/2026
164	Office	Lenovo ThinkBook 14 G8 IAL 21SJ007JUK 35.6 cm (14") Notebook	24/02/2026	24/02/2026	£733	Council Offices or staff residence	CTC owned	20/03/2026
				TOTAL	£32,223.79			
TOTAL ASSETS					£325,631.02			

N.B. Where a nominal value of £1 has been provided the insurance value will be different to this.

Updated/Reviewed Date:

Reviewed by:.....

	Description	Aquired Date	Insured Date	Location	Purchase Cost/Item Value £
Asset Register as at 31 March 2024:					315,060
Property	Old Landscore School	10/02/2022	03/05/2022	Old Landscore School, Greenway, EX17 3LP	£16,000
Restated as at 31 March 2024:					£331,060
Property	Cool white LED lights	01/10/2024	01/10/2024	Garage No.8, North Street	£500
Property	Red barriers x 4	02/10/2024	02/10/2024	Council Offices, North Street	£200
Property	Illuminated xmas lantern	03/10/2024	03/10/2024	Garage No.8, North Street	£1,625
Property	Various tables/chairs	unknown	01/04/2023	Old Landscore School	£500
Property	[CUT!] tools & equipment	01/04/2024	01/04/2024	Old Landscore School	£600
Property	Cable covers	14/11/2024	14/11/2024	Garage No.8, North Street	£250
Office	Youth sports supplies	25/03/2025	25/03/2025	The Hub, 8a North Street	£200
Office	Displays boards	26/11/2024	26/11/2024	Council Offices, 8 North Street	£150
Office	Flipcharts	13/02/2025	13/02/2025	Council Offices, 8 North Street	£100
Office	Wine glasses	17/05/2024	17/05/2024	Council Offices, 8 North Street	£30
Office	Youth portable sink	12/11/2024	12/11/2024	The Hub, 8a North Street	£60
Office	Youth folding tables	04/12/2024	04/12/2024	The Hub, 8a North Street	£400
Total additions 24-25:					£4,615
Office	Office chairs (8) & Visitor chairs (25)	07/08/2025	07/08/2024	Council Offices, North Street	£100.00
Property	Telephone kiosk	12/06/2025	12/06/2025	St Lawrence Green	£1.00
Property	Allotment water troughs	20/11/2025	20/11/2025	Barnfield Allotments	£500.00
Property	20 x Cool White LED animated Dark cable 24v	25/11/2025	25/11/2025	Garage No.8, North Street	£868.00
Property	20 x 24v LED power lead black cable without AC/DC convertor	25/11/2025	25/11/2025	Garage No.8, North Street	£123.20
Property	1 LED 13mm rope light 40m CLEAR	25/11/2025	25/11/2025	Garage No.8, North Street	£259.00
Property	Lighting equipment (connectors, shrinkable tube)	25/11/2025	25/11/2025	Garage No.8, North Street	£150.00
Property	Noticeboard	05/03/2026	05/03/2026	External wall of 122-123 High Street	£473.95
Signs	Office sign	09/07/2025	09/07/2025	Council Offices, North Street	£115.00
Signs	CCTV signs	26/02/2026	26/02/2026	High Street, Newcombes Meadow, Town Square	£600.00
Office	Wooden chest	01/10/2026	01/10/2026	Council Offices, North Street	£1.00
Office	Dell Pro 14 Plus PB14250 35.6 cm (14") Clamshell Notebook	03/02/2026	03/02/2026	Council Offices or staff residence	£1,057.64
Office	Apple iPad (11th Generation) Tablet - 27.9 cm (11") -	24/02/2026	24/02/2026	Council Offices or staff residence	£320.79
Office	Lenovo ThinkBook 14 G8 IAL 21SJ007JUK 35.6 cm (14") Notebo	24/02/2026	24/02/2026	Council Offices or staff residence	£732.83
Land	Fulda Crescent	unknown	As insured	Deeds at TC office	£1.00
Land	Spinning Path Gardens Play Area	unknown	As insured	Deeds at TC office	£1.00
Property	Barrel planter	unknown	As insured	Outside Hillbrow Care Home	£375.00
Gates & Fencing	Fulda Crescent	unknown	As insured	Spinning Path Gardens Play Area	£1.00
Gates & Fencing	Spinning Path Gardens Play Area	unknown	As insured	Fulda Crescent Play Area	£1.00
Seating	Public Seats (Various)	unknown	unknown	Various - agreed to take on all town benches	£1.00
Total additions 25-26:					£5,682.41

Description		Aquired Date	Insured Date	Location	Identification	Disposal/Discharge	Purchase Cost/Item Value £
Property	Flag Pole	01/04/2006	01/04/2006	Next to War Memorial, Union Road		Disposal date unknown	£155.00
Property	Wishing Well Floral Planter	unknown	17/06/2013	Exeter Road Approach Location is at 284245E 99540N		Disposed of 2009, building Tescos	£0.00
Property	Wedding Cake Planters x 2	unknown	19/07/2005	Junction Western rd & High St	Sited on DCC land	Disposed of 2010	£0.00
Property	Wedding Cake Planters x 5	unknown	19/07/2005	DCC Depot Lords Meadow	Sited on DCC land	Disposed of 2010	£0.00
Property	Wedding Cake Planters x 2	unknown	19/07/2005	Union Road Bus Shelter	Sited on DCC land	Disposed of 2010	£0.00
Property	Wedding Cake Planter	unknown	17/06/2013	Junction Church Lane and East St	Sited on DCC land	Disposed of 2010	£0.00
Office	Fujitsu Computer	unknown	17/06/2013	Council Offices	n/a	Disposed Of 2011 MDDC IT Support	£0.00
Office	Keystoke Computer	unknown	17/06/2013	Council Offices	n/a	Disposed Of 2011 MDDC IT Support	£0.00
Office	External USB Hardrive x 3	unknown	17/06/2013	Council Offices	n/a	Discharged as at 4th April 2016	£0.00
Office	Brother HL1240 Printer	unknown	17/06/2013	Council Offices	n/a	Disposed Of 2011 MDDC IT Support	£0.00
Office	Brother HL5030 Printer	unknown	17/06/2013	Council Offices	Obsolete, No Value	Disposed Of 2011 MDDC IT Support	£0.00
Office	Photocopier	unknown	17/06/2013	Council Offices	Obsolete, No Value	Disposed of 4th April 2016	£0.00
Office	Computer Comms Equipment	unknown	19/07/2005	Council Offices	n/a	Disposal date unknown	£100.00
Office	Scanner	29/07/2005	17/06/2013	Council Offices	Obsolete, No Value	Disposal date unknown	£0.00
Office	Software	various	29/07/2005	Council Offices	n/a	Disposed of 4th April 2016	£0.00
Street Furniture	Bins Various (Litter & dog waste)	Var.	17/06/2013	Var.	Ownership Uncertain	Disposal date unknown	??
Property	Office IT Equipment	04/11/2013	04/11/2013	Council Offices	MDDC Owned	Discharged as at 4th April 2016	£0.00
Office	Table	unknown	19/07/2005	Council Offices	n/a	Disposal/Discharged date unknown	£0.00
Property	Storage Container	26/04/2017	02/05/2017	Graphic, Lords Meadow Industrial Estate	CTC owned	Disposed of December 2021	£1,695.00
Office	Kyocera Printer	unknown		Council Offices, North Street	CTC owned	Disposed of April 2022	£500.00
Office	Telephones x 2	unknown	19/07/2005	Council Offices, North Street	CTC owned	Disposed of November 2022	£50.00
Office	3 x Desktop PC	26/07/2016		Council Offices, North Street	CTC owned	Disposed of November 2022	£825.00
Office	3 x 24" Flat Panel Monitor	27/07/2016		Council Offices, North Street	CTC owned	Disposed of November 2022	£294.00
Office	1 x 15.6" Lenovo Laptop	20/04/2020	20/04/2020	Council Offices or staff residence	CTC owned	Disposed of November 2022	£415.00
Office	1 x 14" HP Laptop	18/11/2021	18/11/2021	Council Offices or staff residence	CTC owned	Disposed of November 2022	£379.00
Total disposals pre 2025:							£4,413.00
Property	Litter bin	28/09/2017	28/09/2017	Spinning Path Gardens Play Area	CTC owned	Damaged - disposed of August 2022	£152.00
Office	Office Chairs x 3	unknown	19/07/2005	Old Landscore School	CTC owned	Disposed of Oct 2025	£450.00
Office	Gigaset Telephones	01/07/2015	01/07/2015	Council Offices, North Street	CTC owned	Disposed of Oct 2025	£30.00
Office	Apple TV & Mount	12/10/2021	12/10/2021	Council Offices, North Street	CTC owned	Disposed of Oct 2025	£150.00
Office	1 x Laptop	28/07/2023	28/07/2023	Council Offices, North Street	CTC owned	Disposed of by Nexus November 2025	£760.55
Property	Noticeboard	24/01/2020	24/01/2020	External wall of 122-123 High Street	CTC owned	Disposed of Decemeber 2025	£243.00
Office	1 x Dell Latitude 3520 Laptop	30/07/2022	15/11/2022	Council Offices or staff residence	CTC owned	Disposed of by Nexus March 2026	£476.20
Office	VOIP Phone System			Council Offices, North Street	CTC leased	No longer in contract	£0.00

Property	Christmas Trees including lights (x 100)	Nov 13, 14 & 16	04/11/2013	Garage No.8, North Street	CTC owned	Disposed of gradually (date unknown) 12 trees remaining	£10,000.00
Property	Christmas Trees including lights (x 8)	24/10/2019	24/10/2019	Garage No.8, North Street	CTC owned	Disposed of gradually (date unknown) 12 trees remaining	£1,020.00
Property	Orion Cross street decoration (x3)	Nov 13, 14	04/11/2013	Garage No.8, North Street	CTC owned	Disposed of September 2025	£975.00
Property	Cross Street Decorations (Star and Swirl Pealights) (x 3 (£490 each)	15/10/2018	15/10/2018	Garage No.8, North Street	CTC owned	Disposed of September 2025	£1,470.00
Total disposals 25-26:							£15,726.75

Updated/Reviewed Date:

Reviewed by:.....

Crediton Town Council
Financial Year 2025-26

Year End Internal Audit Observations

Date considered by Council _____

Minute Reference _____



IAC Audit and Consultancy Ltd

Audit date: 23 April 2026

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have tenders been obtained as set out in Financial Regulations?	Yes	<i>It was noted that the Council had awarded contracts through a tender process. Minutes of meetings record the award of the tender but not the name of the successful bidder.</i>	Where Council awards a contract under a tender process the name of the successful bidder should be formally recorded in Council Minutes.	Medium	

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015. It is also a requirement of Assertion 2 of the Annual Governance Statement for the Council to confirm whether they have done this.</i>	On an annual basis the Council should formally review the effectiveness of the Internal Control system. It may be appropriate for this to be carried out when the Council considers the Annual Internal Audit Report.	High	

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	No	<p><i>The month of December was selected as a sample. It was not possible to agree the monthly salaries paid to Youth Workers. On review it appears that the amount paid was calculated using a weekly pay calculation that was then averaged over a number of months (the Youth Workers are employed on a fixed term basis). This arrangement is not consistent with the 'Green Book' form of contract in use for Youth Workers.</i></p> <p><i>It was noted that the practice at the Council is for the amount to be paid to be computed by the Town Clerk and advised to the payroll provider, this means that there is no independent review of the calculation. It was also noted that the Council is using a 52 week year for calculating pro rata pay rather than the new contractual basis of 52.14 weeks (365/7).</i></p>	<p>The Council to review the contract under which Youth Workers are employed and whether it is appropriate to use the same form of contract used for permanent monthly paid staff. The Council may wish to take specialist advice on the form of contract to be used.</p> <p>The Council to consider amending how rates of pay are calculated,. It may be appropriate for this to be done by the payroll provider then subject to check and verification by the Town Clerk. The Council should ensure that the new 52.14 week year is used when calculating pro rata salary.</p>	High	
2	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	No	<p><i>From a review of records it was not possible to verify that the Council, or appropriate committee, has formally approved changes to staff terms and conditions.</i></p>	<p>The Council to ensure that on an annual basis, the Council, or nominated Committee, formally reviews and approves staff rates and hours of pay. It may be appropriated for this to be done prior to the preparation of the budget for the next financial year.</p>	High	

3	The Council has in a place a process for the review and approval of overtime or Time In Lieu.	No	<i>The Council does not have in a place a process for the review and approval of overtime or Time In Lieu.</i>	The Council to put in place a process for the formal review and approval of overtime. This should include a specific arrangement to confirm, in writing, whether overtime is to be paid or taken as time in lieu.	Medium	
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H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	Yes	<i>It was noted that there are a number of items on the asset register which are of low value</i>	The Council to consider establishing a minimum value above which items should be included in the asset register.	Medium	
2	Movement on asset register agrees to additions to disposals made in the year	No	<i>The Change in value of the asset register did not agree to additions to disposals made in the year. Subsequent to the audit visit this was reviewed by the Deputy Clerk and the asset register amended.</i>	<p>The Council to note that it was necessary to update the asset register as a result of audit review.</p> <p>The Council should formally review the updated asset register and approve any additions and disposals made during the year prior to the approval of the 2025-26 Accounting Statements.</p>	High	

O The authority complied with laws, regulations & proper practices relating to digital and data compliance.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	Yes	<i>This is in process at date of year end audit.</i>	The Council to ensure that a formal GDPR data audit is completed as soon as possible.	Medium	

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Crediton Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	630,089	768,132	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	491,499	510,750	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	65,891	55,154	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	205,206	223,131	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	214,141	289,364	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	768,132	821,541	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	766,172	812,315	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	336,055 <i>RESTATED</i>	325,631	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

[Signature]
Date 29/04/26

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Crediton Town Council FY 2025-26

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Income Summary	
491,499	Precept	510,750
<u>491,499</u>	Sub Total	<u>510,750</u>
	Operating Income	
32,631	Administration	27,645
15,363	Council And Councillors	681
2,339	Exhibition Road Allotments	2,403
2,129	Barnfield Allotments	1,959
192	Moffats Land Allotments	204
438	Boniface All. Assoc. Member'p	442
175	War Memorial	200
0	CCTV	1,000
0	General	340
19	Wayleave Payments	19
3,255	Christmas Lights	1,150
0	General	380
9,349	Localism Project	12,842
0	Big Boniface Bash/Devon Day	965
0	Crediton Food Festival	4,635
0	VE Day	190
0	VJ Day	100
<u>557,390</u>	Total Income	<u>565,904</u>
	Running Costs	
205,206	Salaries	223,131
36,024	Administration	58,873
26,055	Council And Councillors	10,602
956	Exhibition Road Allotments	1,334
2,021	Barnfield Allotments	3,640
81	Moffats Land Allotments	326
168	Boniface All. Assoc. Member'p	127
4,139	Peoples Park	5,151
190	Upper Deck	640
118	Bandstand	10
246	War Memorial	346
0	Street Furniture	1,921
240	Town Clock	560
31,215	Town Council Offices	46,962
(400)	Stonypark	400
5,898	CCTV	7,011
0	Boniface Statue	160
1,852	General	3,033
1,820	Garage and Storage Rental	1,820
1,579	Public Open Spaces	900
(37)	Newcombes Meadow Toilets	1,588
7,182	Old Landscore School	5,907
484	Tree Works	3,953
12,077	Town Maintenance Contract	12,856
7,274	Floral Crediton	9,177

Crediton Town Council FY 2025-26

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
24,592	Christmas Lights	18,545
0	General	3,310
9,210	Localism Project	23,310
41,157	Annual Grant Funding	49,136
0	Big Boniface Bash/Devon Day	5,086
0	Crediton Food Festival	7,191
0	VE Day	4,976
0	VJ Day	515
<hr/> 419,347 <hr/>	Total Expenditure	<hr/> 512,495 <hr/>
	General Fund Analysis	
387,435	Opening Balance	261,605
557,390	Plus : Income for Year	565,904
<hr/> 944,825 <hr/>		<hr/> 827,508 <hr/>
419,347	Less : Expenditure for Year	512,495
<hr/> 525,478 <hr/>		<hr/> 315,013 <hr/>
263,874	Transfers TO / FROM Reserves	(22,345)
<hr/> 261,605 <hr/>	Closing Balance	<hr/> 337,358 <hr/>

31st March 2025

31st March 2026

Current Assets

178	Debtors	21
4,028	VAT Control A/c	12,840
275	Prepayments	275
91,862	Co-Operative C/Account 9217	112,693
89,004	Nationwide Account 7276	0
585,306	CCLA	699,622

770,653**825,451****770,653 Total Assets****825,451****Current Liabilities**

1,421	Creditors	2,966
0	Accruals	680
1,100	Receipts in Advance	264

2,521**3,910****768,132 Total Assets Less Current Liabilities****821,541****Represented By**

261,605	General Reserves	337,358
15,000	EMR - Elections	798
500	EMR - Citizen Badges	500
4,479	EMR - St.Furniture/Small Work	3,900
10,000	EMR - Economic Development	10,000
1,966	EMR - P3 Parish Paths	2,190
2,344	EMR - Floral Crediton	2,510
1,000	EMR - Town Clock	1,000
960	EMR - Upper Deck	650
13,950	EMR - Premises	6,831
25,000	EMR - CCTV	25,000
9,780	EMR - Boniface Statue	10,000
9,994	EMR - War Memorial	10,000
10,600	EMR - Band Stand	10,600
1,000	EMR - Mayors Chain	1,000
11,936	EMR - Allotments	9,600
3,749	EMR - Neighbourhood Planning	3,800
25,000	EMR - Localism Projects	30,003
6,821	EMR - General Legal/Prof Fees	5,500
199,934	EMR - Council Building Fund	197,642

31st March 2025

31st March 2026

5,979	EMR - IT Equipment/Support	4,686
15,000	EMR - Staffing Costs	15,000
6,732	EMR - Newcombes Meadow Money	6,750
3,000	EMR - Tree Works	3,000
21,000	EMR - OLS Project	24,300
9,830	EMR - Christmas in Crediton	10,000
5,843	EMR - Grants	5,843
357	EMR - Civilian Flag Bearer	400
165	EMR - Salt Spreader	175
6,058	EMR - St Boniface/Devon Day	0
190	EMR - DCC Feasibility study	190
130	EMR - PP Wildlife Area	130
708	EMR - Xmas Lights Ren/Repairs	1,000
878	EMR - Allotment Access Project	880
750	EMR - Diversity Festival	750
4,652	EMR - Benches	4,750
142	EMR - Fingerpost	150
9,000	EMR - Project Initiation Fund	9,000
176	EMR - Youth PCC Grant	0
1,609	EMR - Youth underspend 24/25	1,609
45,000	EMR - LA services	57,000
2,500	EMR - Telephone box	2,500
3,088	EMR - Food Festival	0
4,600	EMR - VE Day	0
2,500	EMR - VJ Day	0
582	EMR - Love Your Town Centre	582
2,045	EMR - Youth subs	2,753
0	EMR - Youth Places to Go Grant	1,000
0	EMR - Cluster Grant	211

768,132

821,541

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Crediton Town Council**

County Area (local councils and parish meetings only): **Devon**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: **3 June 2026**

and ending on: **14 July 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: _____

Role: _____

The Clerk
Crediton Town Council
Council Offices
8 North Street
Crediton
Devon
EX17 2BT

29-Apr-26

Quotation for Internal Audit Services

Many thanks for your request for a fee quotation for the provision of Internal Audit services to your Council.

Based on the size and activities of your Council our fee would be **£840.00** plus VAT per annum. We estimate a requirement for 2 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Fees quoted include attendance at your premises and all out of pocket expenses. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £ 420.00 plus VAT per day, or £320.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the Council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely



Kevin Rose ACMA
Director

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Company background and experience:

IAC have been providing internal audit services to town and parish councils for over 10 years and now audits approximately 70 town and parish councils, including a number of larger towns. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is a member of the Executive Committee of the Internal Auditors Forum, the sector body for internal auditors for Town and Parish Councils, and also serves as the lead for Training and Development.

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council.

Potential Conflicts of Interest

IAC does not provide any other services to Crediton Town Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Crediton Town Council Council officers or councillors that may provide a conflict of interest.

Client References

Ludlow Town Council (Shropshire)
Thatcham Town Council (Berkshire)
Dartmouth Town Council (Devon)
Ware Town Council (Hertfordshire)
Magor with Undy Community Council
(Monmouthshire)

Northam Town Council (Devon)
Hazlemere Parish Council (Buckinghamshire)
Great Linford Parish Council (Milton Keynes)
Tring Town Council (Hertfordshire)
Brynmawr Town Council (Blaenau-Gwent)

Further references may be provided upon request.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

2. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

3. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.

MAY		
05	Annual Meeting of Town Council	19.00
12	Community	18.30
12	Oversight	19.30
26	Annual Town Meeting	18.30
JUNE		
23	Community	18.30
23	Oversight	19.30
JULY		
07	Full Council	19.30
09 (Thurs)	HR	13.00
14	Youth	13.30
28	Community	18.30
28	Oversight	19.30
SEPTEMBER		
01	Full Council	19.30
15	Community	18.30
15	Oversight	19.30
22	Grants	13.00
29	Youth	13.30
OCTOBER		
08 (Thurs)	HR	13.00
27	Community	18.30
27	Oversight	19.30
NOVEMBER		
03	Full Council	19.30
10	Grants	13.00

DECEMBER		
08	Community	18.30
08	Oversight	19.30
15	Grants	13.00
JANUARY 2027		
05	Full Council	19.30
07 (Thurs)	HR	13.00
19	Community	18.30
19	Oversight	19.30
26	Youth	13.30
FEBRUARY		
23	Youth	13.30
MARCH		
02	Grants	13.00
02	Full Council	19.30
09	Community	18.30
09	Oversight	19.30
APRIL		
08 (Thurs)	HR	13.00
13	Community	18.30
13	Oversight	19.30
27	Youth	13.30
MAY		
04	Annual Meeting of Town Council (new council year)	TBC



CREDITON TOWN COUNCIL

Paddling Pool Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 05 May 2026

Recommendation

Full Council is requested to consider the recommendation in this report.

1. Background

- 1.1 Members are aware of the agreement to undertake a public consultation regarding the future of the paddling pool (minute reference 2026/432.2).
- 1.2 Selected members (minute reference 2026/432.2) have met to discuss the questions and the way that it will be run.
- 1.3 The Town Clerk is working with members (and a member of the public who has expressed interest in running the consultation).
- 1.4 Cllrs Backhouse, Brookes-Hocking and Huxtable are due to meet with the Town Clerk on Tuesday 05 May, with recommended actions to be presented to the Community Committee on Tuesday 12 May 2026.

2. Recommendation

- 2.1 Following the above, members are recommended to approve that further decisions in relation to the survey be made by the Community Committee.

3. Financial Implications

- 3.1 There are no financial implications at this time.

4. Climate Implications

- 4.1 There are no climate implications.

5. Conclusion

- 5.1 Members are requested to approve the recommendation in this report.



Windows 11 Pro Upgrade Report

Report by: Town Clerk
To: Full Council
Date: For noting on 05 May 2026

Recommendation

Full Council is requested to note the contents of this report, regarding the upgrade of 3 staff laptops to Windows 11 Pro and agree how to proceed.

1. Background

- 1.1 Members have considered quotations for the upgrade of Windows 11 at recent meetings.
- 1.2 Two laptops have been replaced and an additional laptop has been purchased.
- 1.3 There are now three laptops running on Windows 10.

2. To note

- 2.1 Following the above, three laptops will be updated in house. Should there be any issues with the updates, members will be requested to consider further actions.
- 2.2 The Town Clerk contacted the provider, who stated that they were not in a position to offer the service for free.

3. Financial Implications

- 3.1 There are no financial implications at this time.
- 3.2 Should updates fail, members will be asked to consider any expenditure outside of the Scheme of Delegation and Financial Regulations.

4. Climate Implications

- 4.1 There are no climate implications.

5. Conclusion

- 5.1 Members are requested to note the contents of this report, following operational consideration by the Town Clerk.