



**Minutes of the Annual Meeting of Credition Town Council held on
Tuesday, 14th May 2019, at 7.00 pm, at Credition Library, Belle Parade, Credition**

Present: Cllrs Mr F Letch, Miss J Harris, Mrs E Brookes-Hocking, Mrs H Zorlu, Mr M Szabo, Mr J Ross, Mr A Wyer, Mr J Downes, Mr J Cairney, Mr P Vincent and Mr T Matthews (part meeting)

In Attendance: Mrs C Dalley, Town Clerk
Mrs L Blake, Assistant Town Clerk
1 Member of the press

1905/001 To elect the Chairman/Mayor for 2019-2020

It was **resolved** that Cllr Letch be Chairman and Mayor for 2019-20. (Proposed by Cllr Cairney)

1905/002 The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'

The Chairman, Cllr Letch, read and signed the prescribed 'Declaration of Acceptance of Office'.

1905/003 To elect the Deputy-Chairman/Deputy Mayor for 2019-2020

It was **resolved** that Cllr Harris be Deputy-Chairman and Deputy Mayor for 2019-2020. (Proposed by Cllr Letch)

1905/004 To receive and accept apologies

None received

1905/005 Declarations of Interest

Cllrs Letch, Wyer, Downes and Cairney declared that as members of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

1905/006 Town Council Minutes - To approve and sign the minutes of the Credition Town Council meeting held on Tuesday, 19th March 2019, as a correct record. It was **resolved** to approve and sign the minutes of the Town Council meeting held on Tuesday, 19th March 2019, as a correct record. (Proposed by Cllr Harris)

1905/007 Matters Arising

There were no matters arising.

1905/008 To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:

- **Parish Paths Sub-Committee**

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Parish Paths Sub-Committee held on Tuesday, 26th March 2019 (Proposed by Cllr Szabo)

- **Grants Sub-Committee held on 9th April 2019**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Grants Sub-Committee held on Tuesday, 9th April 2019. (Proposed by Cllr Harris)
- **Town Strategy Committee held on 9th April 2019**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Town Strategy Committee held on Tuesday, 9th April 2019. (Proposed by Cllr Brookes-Hocking)
- **Council Affairs Committee held on 16th April 2019**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Council Affairs Committee held on Tuesday, 16th April 2019 (Proposed by Cllr Harris)

Copies of the minutes had been issued with the agenda.

- 1905/009 To review the Council's delegation arrangements to committees, sub-committees and employees.** A copy of the Council's Scheme of Delegation had been issued prior to the meeting. It was **resolved** to adopt the Council's Scheme of Delegation. (Proposed by Cllr Harris)
- 1905/010 To review the Council's Terms of Reference for committees.** A copy of the Council's Terms of Reference had been issued prior to the meeting. It was **resolved** to adopt the Council's Terms of Reference for committees. (Proposed by Cllr Harris)
- 1905/011 To receive nominations for the appointment of members to existing committees and sub-committees.**
- a. Town Strategy Committee**
It was **resolved** to appoint Cllrs Brookes-Hocking, Ross, Wyer, Letch, Harris, Downes and Vincent to serve on the Town Strategy Committee. (Proposed by Cllr Downes)
 - b. Council Affairs Committee**
It was **resolved** to appoint Cllrs Ross, Wyer, Brookes-Hocking, Letch, Harris and Zorlu to serve on the Council Affairs Committee. (Proposed by Cllr Letch)
 - c. Environment Committee**
It was **resolved** to appoint Cllrs Ross, Letch, Harris, Szabo, Zorlu and Vincent to serve on the Environment Committee. (Proposed by Cllr Letch)
 - d. Christmas in Crediton Sub-Committee**
It was **resolved** to appoint Cllrs Brookes-Hocking and Ross to serve on the Christmas in Crediton Sub-Committee. (Proposed by Cllr Letch)
 - e. Grants Sub-Committee**
It was **resolved** to appoint Cllrs Ross, Brookes-Hocking, Letch, Harris and Cairney to serve on the Grants Sub-Committee. (Proposed by Cllr Cairney)
 - f. Parish Paths Sub-Committee**
It was **resolved** to appoint Cllrs Letch, Szabo, Brookes-Hocking and Downes to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Letch)

g. Old Landscore School Sub-Committee

It was **resolved** to appoint Cllrs Ross, Wyer, Letch, Harris and Vincent to serve on the Old Landscore School Sub-Committee. (Proposed by Cllr Wyer)

- 1905/012 To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee.** It was **resolved** to approve the appointment of the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter as an Emergency Committee of the Council. (Proposed by Cllr Harris)

Mr Tim Matthews arrived at 7.19 pm and signed his Declaration of Acceptance of Office and joined the meeting as a Crediton Town Councillor.

1905/013 Order of Business

It was **resolved** to change the order of business and revisit agenda item 11 '*To receive nominations for the appointment of members to existing committees and sub-committees*' in order that Cllr Matthews had the opportunity to put his name forward for the committees and sub-committees he would like to serve on. (Proposed by Cllr Letch)

1905/014 To receive nominations for the appointment of members to existing committees and sub-committees.

a. Town Strategy Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Ross, Wyer, Letch, Harris, Downes, Vincent and Matthews to serve on the Town Strategy Committee. (Proposed by Cllr Letch)

b. Council Affairs Committee

It was **resolved** to appoint Cllrs Ross, Wyer, Brookes-Hocking, Letch, Harris Zorlu and Matthews to serve on the Council Affairs Committee. (Proposed by Cllr Letch)

c. Environment Committee

It was **resolved** to appoint Cllrs Ross, Letch, Harris, Szabo, Zorlu and Vincent to serve on the Environment Committee. (Proposed by Cllr Letch)

d. Christmas in Crediton Sub-Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Ross and Matthews to serve on the Christmas in Crediton Sub-Committee. (Proposed by Cllr Letch)

e. Grants Sub-Committee

It was **resolved** to appoint Cllrs Ross, Brookes-Hocking, Letch, Harris and Matthews to serve on the Grants Sub-Committee. (Proposed by Cllr Letch)

f. Parish Paths Sub-Committee

It was **resolved** to appoint Cllrs Letch, Szabo, Brookes-Hocking and Downes to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Letch)

g. Old Landscore School Sub-Committee

It was **resolved** to appoint Cllrs Ross, Wyer, Letch, Harris and Vincent to serve on the Old Landscore School Sub-Committee. (Proposed by Cllr Wyer)

- 1905/015 To appoint four Councillors to be the Town Council's internal control checkers for 2019-2020.** It was **resolved** for Cllrs Letch, Harris, Brookes-Hocking and Wyer to be the Town Council's audit checkers for 2019-2020. (Proposed by Cllr Letch)
- 1905/016 To review the Council's Standing Orders.** A copy of the Council's Standing Orders had been issued prior to the meeting. It was **resolved** to adopt the Council's Standing Orders. (Proposed by Cllr Brookes-Hocking)
- 1905/017 To review the Council's Financial Regulations.** A copy of the Council's Financial Regulations had been issued with the agenda. It was **resolved** to adopt the Council's Financial Regulations. (Proposed by Cllr Harris)
- 1905/018 To appoint representatives to the following outside bodies and agree on procedures for reporting back to the Council.** It was **resolved** to appoint the following Councillors with reports being made at Council meetings.
- | | |
|--|-----------------------|
| a. Hayward's Educational Foundation | Cllr Cairney |
| b. CREDITON UNITED CHARITIES | Cllr Harris & Zorlu |
| c. Devon Association of Local Councils (& Larger Councils Sub Committee) | Cllr Brookes-Hocking |
| d. CREDITON TWINNING ASSOCIATION | Cllr Letch |
| e. Boniface Link Association | Cllr Harris |
| f. Mid Devon Community Safety Partnership | Cllr Brookes-Hocking |
| g. Friends of CREDITON STATION | Cllr Szabo |
| h. Sustainable CREDITON | Cllrs Ross & Vincent |
| i. Boniface Trail Association | Cllr Downes |
| j. CREDITON CHAMBER OF COMMERCE | Cllr Ross |
| k. Okehampton Rail Forum | Cllr Matthews & Szabo |
| l. League of Friends of CREDITON HOSPITAL | Cllr Ross |
- (Proposed by Cllr Letch)
- 1905/019 To consider passing the resolution detailed below, which will enable the Town Council to use the General Power of Competence.**
- CREDITON TOWN COUNCIL confirms that, in accordance with the Localism Act 2011, it hereby considers itself an 'eligible council' to exercise the General Power of Competence having met the following criteria:
- At the time of this resolution, two-thirds of the members of the Council have stood for election
 - The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012
- A report prepared by the Clerk, regarding the General Power of Competence had been issued with the agenda.
- It was **resolved** that CREDITON TOWN COUNCIL confirms that, in accordance with the Localism Act 2011, it hereby considers itself an 'eligible council' to exercise the General Power of Competence having met the following criteria:
- At the time of this resolution, two-thirds of the members of the Council have stood for election

- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012
(Proposed by Cllr Harris)

- 1905/020 To review the Council's Assets and Lease Arrangements.** A copy of the Council's Asset Register and Lease Arrangements had been issued with the agenda. It was **resolved** to accept the Council's Assets and Lease Arrangements. (Proposed by Cllr Harris)
- 1905/021 To review the Council's insurance requirements.** Copies of the existing agreement with Hiscox had been issued with the agenda. It was **resolved** to accept the Council's insurance requirements. (Proposed by Cllr Brookes-Hocking)
- 1905/022 To review the Council and its employees' memberships of other bodies**
- Devon Association of Local Councils
 - National Association of Local Councils
 - Society of Local Council Clerks
 - Devon Communities Together
 - Campaign to Protect Rural England
 - Information Commissioners Office
 - Locality
- Further information relating to this item had been issued with the agenda. It was **resolved** to continue with membership of the Devon Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Devon Communities Together, Campaign to Protect Rural England, Information Commissioners Office and Locality. (Proposed by Cllr Letch)
- 1905/023 To review the Council's Complaints Procedure.** A copy of the Council's Complaints Procedure had been issued with the agenda. It was **resolved** to agree and adopt the Council's Complaints Procedure. (Proposed by Cllr Brookes-Hocking)
- 1905/024 To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.** A copy of the Publication Scheme together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act. (Proposed by Cllr Harris)
- 1905/025 To review and adopt the Council's Data Protection Privacy Policy, General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders in accordance with the General Data Protection Regulation.** Copies of the policy and notices had been issued prior to the meeting. It was **resolved** to agree and adopt the Council's Data Protection Privacy Policy, General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders. (Proposed by Cllr Letch)
- 1905/026 To review the Council's Communications and Media Policy.** A copy of the Council's Communications and Media Policy had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Communications and Media Policy. (Proposed by Cllr Letch)

- 1905/027 To consider and agree the Calendar of Meetings for the year.** A copy of the new calendar had been issued with the agenda. It was **resolved** to approve the Calendar of Meetings for the year. (Proposed by Cllr Letch)
- 1905/028 To review the signatories on the Council's Bank and Building Society accounts.** Further information relating to this item had been issued with the agenda. It was **resolved** to make no amendments and to keep the existing Councillors as signatories on the Council's Bank and Building Society accounts. (Proposed by Harris)
- 1905/029 Chairman's Annual Report 2018-2019 - To receive the Chairman's Annual Report 2018-2019 and approve for publication.** A copy of the Chairman's Annual Report had been issued with the agenda. It was **resolved** to approve the Chairman's Annual Report for 2018-2019. (Proposed by Cllr Harris)
- 1905/030 Public Question Time -** To receive questions from members of the public relevant to the work of the Council. There were no members of the public present.
- 1905/031 Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** For information only.
The Chairman announced the following:
- He had attended the Police Councillor Advocate scheme that morning. He advised members that any Councillor can attend if they wish to. The meeting had been informative and had given an overview of the 'Bthechange' charity and provided an update on 'County Lines'.
 - He had attended and taken part in the annual Boules Tournament on the Town Square on Saturday 11th May 2019, accompanied by Cllrs Wyer and Ross and Mrs Ross.
- 1905/032 Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.**
There were no changes to the order of business.
- 1905/033 Police Report**
A copy of the crime statistics for March 2019, had been circulated with the agenda. It was **resolved** to note the report. (Proposed by Cllr Letch) Councillors noted the increase in certain crimes, such as antisocial behaviour, and once again asked the Clerk to request further information from the Police so there was more context to the figures.
- 1905/034 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 20th March 2019 to 14th May 2019 inclusive and to receive the bank reconciliation.** The schedule of payments, receipts and bank transfers had been issued prior to the meeting. It was **resolved** to approve the payments totalling £47,324.48, receipts totalling £133,483.32 and accept the bank reconciliations, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Letch)

- 1905/035 To receive a list of outstanding debts owed to Crediton Town Council.** The documentation relating to this item had been issued prior to the meeting. The Clerk advised that the outstanding debt detailed on the report had now been paid. It was noted that there were no outstanding debts. (Proposed by Cllr Letch)
- 1905/036 Budget Review - To review the budget for the year to date.** The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheets and the information contained therein, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Letch)
- 1905/037 To receive a report from the Council's internal control checkers, following the monthly random inspections and agree any actions.** A copy of the report had been issued prior to the meeting. It was **resolved** to note the report with no further actions. (Proposed by Cllr Szabo)
- 1905/038 To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2018-2019 and agree any action.** A copy of the report had been issued at the meeting. It was **resolved** to note the report with no further actions. (Proposed by Cllr Letch) It was further **resolved** for the minutes to show the Council's thanks to the staff. (Proposed by Cllr Letch)
- 1905/039 To receive and agree the Council's accounts for the financial year 2018-2019.** A copy of the documentation had been issued prior to the meeting. It was **resolved** to agree and approve the Council's accounts for the financial year 2018-2019. (Proposed by Cllr Harris)
- 1905/040 To consider and agree the Annual Governance Statement 2018/19 detailed in the external audit annual return.** A copy of the annual return had been issued prior to the meeting. Each item was considered individually and it was **resolved** to agree the Annual Governance Statement for the year ended 31st March 2019. (Proposed by Cllr Harris)
- 1905/041 To discuss and agree the Annual Accounting Statements 2018/19 detailed in the external audit annual return.** A copy of the annual return had been issued prior to the meeting. It was **resolved** to agree the Annual Accounting Statements for the year ended 31st March 2019. (Proposed by Cllr Letch)
- 1905/042 To resolve to make the following Members' allowances for the financial year 2019-2020**
- **Mayor's Allowance £600**
 - **Elected Members' Allowance £80**
- It was **resolved** to pay the Members allowances detailed above for the financial year 2019-20. (Proposed by Cllr Wyer)
- 1905/043 Councillor Co-option – To resolve to commence the Council's Co-option procedure in order to fill the one vacancy in Boniface Ward.** A copy of the Councillor Co-option pack had been issued with the agenda. It was **resolved** to commence the Council's Co-option procedure in order to fill the one vacancy in Boniface Ward with an Extraordinary meeting to be held on Tuesday 25th June 2019, to consider the applications received. (Proposed by Cllr Harris)

- 1905/044 To nominate a Councillor to serve on the DALC County Committee 2019-2023.**
It was **resolved** for Cllr Brookes-Hocking to serve on the DALC County Committee 2019-2023. (Proposed by Letch)
- 1905/045 To approve the Devon County Council Tenancy at Will Agreement for the Old Landscore School Building.** A copy of the agreement was issued prior to the meeting. It was **resolved** to approve the Devon County Council Tenancy at Will Agreement for the Old Landscore School Building. (Proposed by Cllr Wyer)
- 1905/046 To consider changing the time of the Town Council Surgeries held on the Town Square, so they start at 11.00 am instead of 10.00 am.** This item has been requested by Cllr Ross. It was **resolved** for the Town Council Surgeries held on the Town Square to start at 10.00 am. (Proposed by Cllr Letch)
- 1905/047 To consider a request from the Parish Paths Sub-Committee for £400 to be provided from the general fund for the printing of the Redvers Ramble & Other Walks leaflet.** It was **resolved** to allocate £400 from the general fund to the Parish Paths Sub-Committee for the printing of Redvers Ramble and Other Walks leaflets. (Proposed by Cllr Szabo)
- 1905/048 To consider a request from Cllr Ross to attend the NALC Annual Conference and Exhibition on 28th & 29th October 2019 at a cost of £211 plus VAT plus travel and accommodation.** Cllr Ross advised that he wished to withdraw this request.
- 1905/049 Councillor Reports** - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.

Cllr Szabo:

- The heritage BT telephone box situated on St Lawrence Green had been painted and expressed thanks to Mrs Blake, Assistant Clerk, for organising this.
- On Saturday 22nd June 2019, The Friends of Crediton Railway Station will be having an open day in conjunction with Great Western Railway (GWR). Credfest will be promoting the day and it will be between 12.00 noon and 3.00 pm.
- The Britain in Bloom judges will be visiting Crediton on Thursday 11th July 2019. There are 19 entries into the It's Your Neighbourhood Competition and both primary schools have entered this year.

Cllr Ross:

- Provided a report which is attached to these minutes as Appendix Three.

Cllr Brookes-Hocking

- Advised that the Devon Association of Local Council (DALC) is now a stand-alone organisation. It is now based in Cheriton Bishop and Cara Stobart is the new County Secretary.

Cllr Letch

- On 5th June 2019, there will be a service, with the choir, in Newcombes Meadow by the St Boniface Statue to commemorate St Boniface being the Patron Saint of Devon.

- On 6th June 2019 there will be a small event on the Town Square involving the Army and Air Cadets and Crediton Town Band to commemorate the 75th Anniversary of D Day. It will not be religious; it will be joyful. The event is being looked after by Credfest.

1905/050 Correspondence and Matters to Note - To receive Council correspondence and matters to note as detailed below Copies of the correspondence and matters to note had been issued with the agenda.

Correspondence

1. MDDC - District & Town Parish Council Elections
2. Town Clerk - Urgent! The Ship Inn
3. Cllr Way - St Boniface as Patron Saint of Devon
4. Town Clerk - Advice on Purdah
5. MOP - Congestion Bus Stop outside Town Hall
6. CHAT - Mayors Reception
7. MDDC - Town & Parish Councils - Immediate attention
8. MDDC - Planning Committee Agenda
9. MDDC - Cabinet Agenda
10. Cllr Wright - Nextdoor Crediton
11. Town Clerk - CTC Annual Report
12. Mid Devon Mobility - thank you
13. Saint Boniface Concert Society - thank you
14. MDDC - Old Council Office Building Guidance Notes
15. Merchant Navy - Fly the Red Ensign for Merchant Navy Day
16. MDDC - Changes to Duty Planning Service this Easter
17. MDDC - 8A North Street
18. MOP - Bench at Lloyds Bank bus stop
19. MOP - Belmont Park Hut Project Exeter
20. CLLFM - Thank you
21. MOP - Lack of care homes in Crediton
22. MDDC - Scrutiny Committee Agenda
23. MDDC - Planning Committee Agenda
24. MDDC - Planning Committee Agenda
25. MDDC - Press Release - Elections update for Mid Devon voters
26. MDDC - Notice of Election - SW Region
27. DCC - Traffic Signal Junction High St & Landscore
28. Government Events - Environmental Health CTC
29. MOP - Website contact form Allocation of premises
30. Scout Group - Invite

Matters to Note

1. NALC - Chief Execs Bulletin
2. MDDC - Exploitation toolkit for professionals
3. RDE NHS Trust - Patient experience & views wanted
4. RSA - The hidden costs & consequences of moving to cashless society
5. MDDC - Safeguarding awareness for all MD Taxi drivers
6. MDDC - Press Release Residents reminded to be vigilant with energy scheme cold callers
7. NFP Workshops - Bid Writing
8. DCC - New children's service launches in April

9. MDDC - Mid Devon Design Guide
10. DCT - Neighbourhood planning course
11. NALC - Chief Exec's Bulletin
12. Peninsula Pensions - Pensions Line March 2019
13. NALC – Newsletter
14. NFP - Bid Writing Workshops
15. NALC - Chief Exec's Bulletin - 29 March 2019
16. NALC - Annual Conference & Exhibition 2019
17. DCT - If you LOVE Devon, you'll love this update
18. MDDC - Town & Parish Newsletter April 2019
19. DALC-Elections 2019
20. DCC - Highways Parish & Town Council update
21. Citizens Advice - Universal Credit help to claim service from CA
22. NALC - Newsletter
23. CPRE - AGM 2019
24. NFP Workshops - Bid Writing
25. NALC - Chief Exec's Bulletin
26. Rosemary Stephenson - The Heart Project Stakeholder Consultation 27th April
27. Sustainable Crediton - Newsletter Issue 102
28. NALC - EarlyBird booking kick in- NALC Annual Conference & Exhibition
29. DALC - Newsletter #7 2019
30. NALC – NewsletterM31. Hydro X Training - New Legionella Training Course dates
31. Hydro X Training - New Legionella Training Course dates
32. Crediton Museum - New Exhibition
33. Citizens Advice - April Newsletter
34. DCT - Neighbourhood Planning Courses & Rural Futures Conference
35. Westminster Briefing - Local Authority Parking
36. Citizens Advice - Benefits System Training
37. DCC – It's an Easter egg-stravaganza
38. Government Events - Reminder Clare
39. HSE e-Bulletin service – Company fined after boy falls 10 metres from scaffolding
40. NALC - Chief Exec's Bulletin
41. Planning Portal - Public Accounts Committee launches planning & housing inquiry
42. Ordnance Survey - PSMA News April 2019
43. The First Aid Team - Could you save a life - become a First Aider
44. Health+Care - NHS Long term plan - how does this affect you
45. Tiverton Museum - Visit Mid Devon
46. IIMC - E-Briefing April 24
47. Health Watch Devon - What would you do to improve the services in Devon
48. NFP Workshops - Bid Writing
49. Westminster Briefing - Hear from DfT and BPA at 'Local Authority Parking'
50. Debt Squared Group - Traveller Statistics
51. DALC – Newsletter
52. NALC - Chief Exec's Bulletin
53. MDDC - Town & Parish Newsletter
54. DCC - Natural Devon - get involved in 2019!
55. Involve - NHS Devon Clinical Commissioning Group want to hear your views
56. Sustainable Crediton – Newsletter

- 57. NFP Workshops- Bid Writing
- 58. Sustainable Crediton – Newsletter
- 59. NALC - Chief Exec's Bulletin
- 60. DCC - April 2019 Strategy Newsletter

It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch)

1905/051 Close

The meeting closed at 8.15 pm.

Signed Dated.....
Chairman

DRAFT

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	01/04/2019		Co-operative curre	DD	Exhibition Road - Water	South West Water	Z	25.86	0.00	25.86
2	14/05/2019		Co-operative curre	400771	NALC Affiliation fees	DALC	Z	292.48	0.00	292.48
3	12/04/2019		Co-operative curre	DD	Office Electricity	Octopus Energy	L	144.34	7.22	151.56
4	14/05/2019		Co-operative curre	400772	Storage Rental	Dynamic Links Ltd	S	39.43	7.89	47.32
5	10/04/2019		Co-operative curre	DD	Bandstand Electricity	EDF Energy	L	24.14	1.21	25.35
6	11/04/2019		Co-operative curre	CARD	Christmas in Crediton - R	Devon County Council	Z	200.00	0.00	200.00
7	14/05/2019		Co-operative curre	400773	Grass Cutting - People's F	Hooper Services	S	205.00	41.00	246.00
8	14/05/2019		Co-operative curre	400773	Spinning Path gardens - i	Hooper Services	S	160.00	32.00	192.00
9	14/05/2019		Co-operative curre	400773	Peoples Park - Maintenanc	Hooper Services	S	258.00	51.60	309.60
10	14/05/2019		Co-operative curre	400773	Exhibition Road - mainter	Hooper Services	S	64.50	12.90	77.40
11	14/05/2019		Co-operative curre	400773	Upper Deck - maintenanc	Hooper Services	S	90.00	18.00	108.00
12	14/05/2019		Co-operative curre	400774	Scout Memorial garden -	Mike Turnbull	Z	600.00	0.00	600.00
13	14/05/2019		Co-operative curre	400775	Meeting Room Charges -	Crediton Area Developr	Z	40.00	0.00	40.00
14	14/05/2019		Co-operative curre	400776	Christmas in Crediton - B	Touchwood Signs Ltd	S	100.00	20.00	120.00
15	18/04/2019		Co-operative curre	BACS	Salaries - April	Mrs C Dalley	Z	2,016.48	0.00	2,016.48
16	18/04/2019		Co-operative curre	BACS	Salaries - April	Mrs E Anderson	Z	1,314.03	0.00	1,314.03
17	18/04/2019		Co-operative curre	BACS	Salaries - April	Mrs E Armitage	Z	831.64	0.00	831.64
18	18/04/2019		Co-operative curre	BACS	Salaries - April	Mrs L Blake	Z	723.35	0.00	723.35
19	18/04/2019		Co-operative curre	BACS	PAYE/National Insurance	HMRC	Z	440.77	0.00	440.77
20	18/04/2019		Co-operative curre	BACS	Pension Contributions	Peninsula Pensions	Z	1,582.25	0.00	1,582.25
21	14/05/2019		Co-operative curre	400777	Stationery	Devon Commercial Stati	S	44.06	8.81	52.87
22	14/05/2019		Co-operative curre	400778	Peoples Park - Grass Cutt	Hooper Services	S	205.00	41.00	246.00
23	14/05/2019		Co-operative curre	400779	Plants for Tesco Roundat	Mr B Jewell	Z	56.70	0.00	56.70
24	14/05/2019		Co-operative curre	400780	Security Waste Collection	JB Confidential	S	7.00	1.40	8.40
25	14/05/2019		Co-operative curre	400771	DALC Affiliation fees	DALC	X	28.14	0.00	28.14
26	14/05/2019		Co-operative curre	400771	DALC Service Charge	DALC	S	534.59	106.92	641.51
27	14/05/2019		Co-operative curre	400781	Grant Funding	Age Concern Crediton &	E	1,500.00	0.00	1,500.00
28	14/05/2019		Co-operative curre	400782	Grant Funding	Crediton Twinning Assoc	E	200.00	0.00	200.00
29	14/05/2019		Co-operative curre	400783	Grant Funding	The Turning Tides Proje	E	1,000.00	0.00	1,000.00
30	14/05/2019		Co-operative curre	400784	Grant Funding	Crediton Talking Newssp.	E	320.00	0.00	320.00
31	14/05/2019		Co-operative curre	400785	Grant Funding	Crediton & District Acce	E	200.00	0.00	200.00
32	14/05/2019		Co-operative curre	400786	Grant Funding	Crediton International S	E	900.00	0.00	900.00
33	14/05/2019		Co-operative curre	400787	Grant Funding	Churches Housing Actio	E	1,500.00	0.00	1,500.00
34	14/05/2019		Co-operative curre	400788	Grant Funding	Significant Seams Comn	E	527.00	0.00	527.00
35	14/05/2019		Co-operative curre	400789	Grant Funding	Unite Carers in Mid Dev	E	1,000.00	0.00	1,000.00
36	14/05/2019		Co-operative curre	400790	Grant Funding	Crediton Town Band	E	500.00	0.00	500.00

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	14/05/2019		Co-operative curre	400791	Grant Funding	Journey Therapeutic Co	E	250.00	0.00	250.00
38	14/05/2019		Co-operative curre	400792	Grant Funding	Crediton Area History &	E	1,000.00	0.00	1,000.00
39	14/05/2019		Co-operative curre	400793	Grant Funding	Crediton Arts Centre	E	800.00	0.00	800.00
40	14/05/2019		Co-operative curre	400794	Grant Funding	Crediton Arts Centre	E	1,000.00	0.00	1,000.00
41	14/05/2019		Co-operative curre	400795	Grant Funding	Crediton Town Team	E	1,000.00	0.00	1,000.00
42	14/05/2019		Co-operative curre	400796	Grant Funding	Crediton Town Team	E	1,000.00	0.00	1,000.00
43	14/05/2019		Co-operative curre	400797	Grant Funding	Torrige, North, Mid & \	E	3,000.00	0.00	3,000.00
44	14/05/2019		Co-operative curre	400798	Grant Funding	Crediton Rugby Football	E	1,000.00	0.00	1,000.00
45	14/05/2019		Co-operative curre	400799	Grant Funding	Crediton Youth Theatre	E	1,000.00	0.00	1,000.00
46	14/05/2019		Co-operative curre	400800	Grant Funding	Crediton Living Library c	E	300.00	0.00	300.00
47	14/05/2019		Co-operative curre	400801	Grant Funding	Crediton Congregational	E	500.00	0.00	500.00
48	14/05/2019		Co-operative curre	400802	Grant Funding	St Boniface Concert Soc	E	300.00	0.00	300.00
49	14/05/2019		Co-operative curre	400803	Grant Funding	Crediton Parish Church	E	160.00	0.00	160.00
50	14/05/2019		Co-operative curre	400804	Grant Funding	Involve Voluntary Actior	E	671.00	0.00	671.00
51	14/05/2019		Co-operative curre	400805	Grant Funding	Crediton Community Bo	E	500.00	0.00	500.00
52	14/05/2019		Co-operative curre	400806	Grant Funding	Crediton Operatic & Dra	E	500.00	0.00	500.00
53	14/05/2019		Co-operative curre	400807	Grant Funding	Boniface Trail Associatic	E	400.00	0.00	400.00
54	14/05/2019		Co-operative curre	400808	Grant Funding	North Dartmoor Search	E	330.00	0.00	330.00
55	14/05/2019		Co-operative curre	400809	Grant Funding	Mid Devon Mobility	E	1,500.00	0.00	1,500.00
56	01/05/2019		Co-operative curre	directdebit	Barnfield Allotment Wate	South West Water (Peni	E	25.13	0.00	25.13
57	02/05/2019		Co-operative curre	cardpayment	Relocation of highway ro	Rose Removals	S	50.00	10.00	60.00
58	14/05/2019		Co-operative curre	400810	Stationery	Devon Commercial Stati	S	11.01	2.20	13.21
59	14/05/2019		Co-operative curre	400811	Stationery	Devon Commercial Stati	S	44.06	8.81	52.87
60	14/05/2019		Co-operative curre	400812	Printing Charges	Concorde	S	61.45	12.29	73.74
61	14/05/2019		Co-operative curre	400813	Printing Charges	Concorde	S	60.43	12.09	72.52
62	14/05/2019		Co-operative curre	400814	Storage Rental	Dynamic Links Ltd	S	39.43	7.89	47.32
63	14/05/2019		Co-operative curre	400815	Grass Verge Cutting	Glendale	S	756.00	151.20	907.20
64	14/05/2019		Co-operative curre	400816	Councillor Expenses	Mr F Letch	E	19.10	0.00	19.10
65	09/05/2019		Co-operative curre	directdebit	Office Electricity	Octopus Energy	L	122.48	6.12	128.60
66	14/05/2019		Co-operative curre	400817	Insurance - 8a North Stre	Mr Chris Pugsley	E	250.28	0.00	250.28
67	14/05/2019		Co-operative curre	400818	Staff expenses - laundry	Mrs Emily Armitage	E	7.00	0.00	7.00
68	14/05/2019		Co-operative curre	400819	Premises Licence - Town	Mid Devon District Coun	E	70.00	0.00	70.00
69	14/05/2019		Co-operative curre	400820	Internal Audit Fees	Auditing Solutions Ltd	S	325.00	65.00	390.00
70	14/05/2019		Co-operative curre	400821	Postage - Stamps	Post Office Ltd	Z	61.00	0.00	61.00
Total								34,788.13	625.55	35,413.68

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Precept	03/04/2019		Co-operative curre	bacs	Precept	Mid Devon District Coun	E	119,189.00	0.00	119,189.00
2 Wayleave Payments	12/04/2019		Co-operative curre	cheque	Wayleave Payments - 31:	Western Power Distribut	E	12.95	0.00	12.95
3 Wayleave Payments	12/04/2019		Co-operative curre	cheque	Wayleave Payments - 31:	Western Power Distribut	E	6.38	0.00	6.38
4 Exhibition Rd - Allotmen	24/04/2019		Co-operative curre	bacs	Exhibition Road - Allotme	Ms L Stone	E	5.65	0.00	5.65
5 Boniface Allot Ass. Mem	24/04/2019		Co-operative curre	bacs	Boniface Allot Ass - Meml	Ms L Stone	E	0.74	0.00	0.74
6 Exhibition Rd - Allotmen	24/04/2019		Co-operative curre	cash	Exhibition Road - Allotme	Ms L Osborne	E	7.26	0.00	7.26
7 Boniface Allot Ass. Mem	24/04/2019		Co-operative curre	cash	Boniface Allot Ass - Meml	Ms L Osborne	E	0.96	0.00	0.96
8 Diversity Festival	29/04/2019		Co-operative curre	bacs	Grant Funding - Diversity	PCC Devon & Cornwall	E	200.00	0.00	200.00
9 Exhibition Rd - Allotmer	01/05/2019		Co-operative curre	bacs	Exhibition Road - Allotme	Mr R Knowles	E	15.40	0.00	15.40
10 Boniface Allot Ass. Mem	01/05/2019		Co-operative curre	bacs	Boniface Allot Ass - Meml	Mr R Knowles	E	2.03	0.00	2.03
11 Feasibility Study (S106)	14/05/2019		Co-operative curre	bacs	Traffic & Urban Realm - 5	Mid Devon District Coun	E	13,500.00	0.00	13,500.00
Total								132,940.37	0.00	132,940.37

DRAFT

Crediton Town Council

Bank Reconciliation at 14/05/2019		
	Cash in Hand 01/04/2019	
		329,149.00
	ADD	
	Receipts 01/04/2019 - 14/05/2019	132,940.37
		462,089.37
	SUBTRACT	
	Payments 01/04/2019 - 14/05/2019	35,413.68
A	Cash in Hand 14/05/2019 (per Cash Book)	426,675.69
	Cash in hand per Bank Statements	
	Cash 31/03/2019	0.00
	Petty Cash 31/03/2019	41.16
	Cambridge & Counties 31/03/2019	85,494.52
	Co-operative current a/c 65809 14/05/2019	176,633.66
	Nationwide a/c 90097276 31/03/2019	60,817.20
	Hampshire Trust Bank a/c 1025 31/03/2019	47,000.00
	United Trust Bank a/c 1002669 31/03/2019	84,577.81
		454,564.35
	Less unrepresented cheques As attached	27,888.66
		426,675.69
	Plus unrepresented receipts As attached	0.00
B	Adjusted Bank Balance	426,675.69
	A = B Checks out OK	

Appendix Two

Year To Date Budget 2018-2019

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	10,717	253.60	419.11	569.34	1,435.55	594.80	1,251.15	732.12	807.90	887.02	1,050.43	637.26	1,017.20	90.1	1,061.52	9,655.48
Council & Councillors	9,460	1,193.66	1,266.09	1195.00	34.25	215.59	673.70	236.75	1,148.69	1,833.51	411.70		1,501.33	102.6	-250.27	9,710.27
Property & Parks	74,583	127.61	6,429.44	876.00	2,821.19	1,012.20	374.87	8,647.85	3,839.86	1,527.07	1,333.34	120.00	2,540.21	39.8	44,933.36	29,649.64
Insurance	2,000		1,795.88						118.36					95.7	85.76	1,914.24
Parish Paths (P3)	0													-	0.00	-
Grants	25,000	22,580.00	500.00	500.00			800.00							97.5	620.00	24,380.00
Amenities	23,050		128.20	2712.00	1,621.37	1,610.58	2,166.06	5,185.34	2,564.08	8,189.25	975.42	56.00	340.28	110.8	-2,498.58	25,548.58
Localism Projects	23,440		810.00	810.00	810.00	8,490.00	9,148.22	810.00	810.00	1,002.00			3,750.00	112.8	-3,000.22	26,440.22
Sub Total	168,250	24,155	11,349	6,662	6,722	11,923	14,414	15,612	9,289	13,439	3,771	813	9,149	75.7	40,951.57	127,298.43

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries		4,075.01	4,183.66	4,129.03	4,129.23	4,129.23	4,129.23	4,129.03	4,129.23	4,129.03	4,803.84	4,244.43	5,284.93		-51,495.88	51,495.88
PAYE/NI		1,255.12	1,334.25	1,294.99	1,294.79	1,294.79	1,294.79	1,294.99	1,294.79	1,294.99	1,295.60	525.80	183.50		-13,658.40	13,658.40
Pension Payments		1,346.29	1,391.46	1,368.88	1,368.88	1,368.88	1,368.88	1,368.88	1,368.88	1,368.88	1,549.62	1,508.69	1,815.72		-17,193.94	17,193.94
Sub Total	93,873	6,676.42	6,909.37	6,792.90	6,792.90	6,792.90	6,792.90	6,792.90	6,792.90	6,792.90	7,649.06	6,278.92	7,284.15	87.7	11,524.78	82,348.22
Budget Spend	262,123.00	30,831.29	18,258.09	13,455.24	13,515.26	18,716.07	21,206.90	22,404.96	16,081.79	20,231.75	11,419.95	7,092.18	16,433.17	80.0	52,476.35	209,646.65

Ear Marked Reserves/Project Funds																	
Wildlife Garden	130														-	130.00	-
Neighbourhood Plan	4,650												2,700.00	58.1	1,950.00	2,700.00	
Allotments	1,387													-	1,387.00	-	
Street Furniture & Small Works	2,000													-	2,000.00	-	
Upper Deck	960													-	960.00	-	
General Fund	62,633				936.00				1,938.00			76.40		4.7	59,682.74	2,950.40	
Election Expenses	4,851													-	4,851.00	-	
Economic Development	8,210													-	8,210.00	-	
Christmas Lights Repair/Renewal	5,031									213.60				4.2	4,817.40	213.60	
Localism Projects	25,000													-	25,000.00	-	
Feasibility Study	190													-	190.00	-	
Band Stand	173													-	173.00	-	
Defibrillator Project	545													-	545.00	-	
P3 Parish paths	1,268				286.02	6.00	60.00		198.00		495.00		195.00	97.8	27.98	1,240.02	
Floral Crediton	2,344													-	2,344.00	-	
Town Clock	500													-	500.00	-	
Premises	2,200													-	2,200.00	-	
CCTV	2,000													-	2,000.00	-	
Boniface Statue	280													-	280.00	-	
War Memorial (General)	2,894													-	2,894.00	-	
Mayors Chain	1,000													-	1,000.00	-	
Incredible Edible - Town Square garden	72					62.60								86.9	9.40	62.60	
General Legal/Professional Fees	7,780						300.00		1,055.98	1,257.36	350.00			38.1	4,816.66	2,963.34	
Crediton Town Plates	343												96.00	28.0	247.00	96.00	
Council Office Building	40,000													-	40,000.00	-	
IT Equipment/Support	2,000													-	2,000.00	-	
Allotment Access Path Project	878													-	878.00	-	
Air Ambulance Lighting Column	1,000													-	1,000.00	-	
Staffing	15,000													-	15,000.00	-	
Newcombes Meadow Com Group Money	6,732													-	6,732.00	-	
Christmas in Cred 2017/18 carried forward	4,687	90.00			90.00				150.00				150.00		4,207.00	480.00	
2017-2018 Committed projects not yet started	1,004	324.00													680.00	324.00	
Feasibility Study (S106)	18,430				4,423.20	6,982.80	7,740.60			2,969.40				120.0	-3,686.00	22,116.00	
Diversity Festival	500								420.00	590.00				202.0	-510.00	1,010.00	
P3 Parish paths (Tinpot handrail)	6,000													-	6,000.00	-	
Tree work	5,000								840.00					16.8	4,160.00	840.00	
CTF Grant Traffic Cones	363										435.60						
Sub Total	238,035	414.00	-	-	5,735.22	7,051.40	8,100.60	-	4,601.98	5,030.36	1,280.60	76.40	3,141.00	14.9	202,603.58	35,431.56	
Total Spend inc reserves	500,158.14	31,245.29	18,258.09	13,455.24	19,250.48	25,767.47	29,307.50	22,404.96	20,683.77	25,262.11	12,700.55	7,168.58	19,574.17		255,079.93	245,078.21	

INCOME	Budget													%Budget	Balance	Total Income
Administration	1,200	128.27	127.44	275.46	128.21	171.17	177.54	724.62	121.40	125.61	125.81	113.80	541.99	230.1	-1,561.32	2,761.32
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	9,003	52.69	323.07	129.56	107.00	2.79	1,628.34	2,918.45	535.19	238.42	85.48	40.67	0.96	67.3	2,940.38	6,062.62
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0	6,000.00										350.00		#DIV/0!	-6,350.00	6,350.00
Grants	0													#DIV/0!	0.00	-
Amenities	3,000	209.44	100.00		6.40	200.00	1,000.00	700.00	688.00	150.00	330.00		1,000.00	146.1	-1,383.84	4,383.84
VAT Repayment	15,000		2,182.85					1,387.71	8,609.51		5,519.00			118.0	-2,699.07	17,699.07
Sponsorship	0													#DIV/0!	0.00	-
Precept	239,465	119,732.50						119,732.50						100.0	0.00	239,465.00
Council Tax Support Grant	1,965	978.00						978.00						99.5	9.00	1,956.00
Earmarked Reserves	0	18,430.00					500.00			363.00		650.00		#DIV/0!	-19,943.00	19,943.00
Localism Projects				365.00												
Sub Total	269,633	145,530.90	2,733.36	770.02	241.61	373.96	3,305.88	126,441.28	9,954.10	877.03	6,060.29	1,154.47	1,542.95	110.9	-29,352.85	298,985.85
Total Income	£269,633	£145,530.90	£2,733.36	£770.02	£241.61	£373.96	£3,305.88	£126,441.28	£9,954.10	£877.03	£6,060.29	£1,154.47	£1,542.95	110.9	-£29,352.85	£298,985.85

Sustainable Crediton

Had a successful AGM and re-elected the officers for another year

Renewed interest in climate action has brought in new members and enthusiasm

Wednesday 15th is the launch of the Beeline project at the library

Saturday 1st June will be a Clothes swap event at the Congregational Church

Sunday 2nd June Sus' Cred' will have a stall at the "Picnic in the Park" in conjunction with the "Cred Fest"

League of Friends of Crediton Hospital and surrounding Patients

Held a successful AGM and re-elected the officers

I was also elected to act as Social media co-ordinator

Crediton Chamber of Commerce

Has launched a "Totally Local" campaign to encourage people to come into the Town and support independent businesses.

John Ross