



## 5. Chairman's and Clerk's Announcements

The Clerk highlighted the strain the current staffing situation was placing on the Town Clerk's Office staff.

## 6. Finance Committee Minutes

The Minutes of the Finance Committee held on 10 January 2012 were received and approved as a correct record, (Councillor Harris proposed, Councillor Szabo seconded).

## 7. Clerk's Report on Summary of Accounts and Recommendations on Expenditure

Detailed information was contained in the Clerk's report and supporting documentation which had been circulated to all councillors with additional paper copies tabled at the meeting, (documents appended to minutes).

It was agreed that Councillor Brookes-Hocking should submit training expenses incurred for consideration of re-imbusement.

## 8. Outstanding Grant and Donation Reviews

The following new and current annual donations, where the review information was not available at the Grants Sub-Committee, were considered.

### a) *New Donation Requests:*

- Age Concern

The Committee recommend the donation of £1,000 be made next year and that consideration be given to making this an annual donation from next year.

- Crediton Area Development Trust – Old Town Hall Proposal

The Committee recommended that this grant of a maximum of £10,000 be made over a five year period at £2,000 per annum. The sum of £5,000 to be advanced next financial year with a following maximum of £5,000 to be advanced FY2014-2015, (the exact sum to be subject to a review of the financial situation), in the form of an interest free loan. The monies advanced to be drawn down as donations at the rate of £2,000 per annum.

### b) *Outstanding Annual Donation Reviews*

- Crediton Tourist Information Point

It was noted that the bookshop will almost certainly be taken over as a community venture early in the next financial year and thus there is currently no detailed knowledge as to the plans for the Tourist Information Point. The Clerk's suggestion to make provision for an application by the Community Bookshop Book Shop enterprise of the current £200 was approved for recommendation.

- League of Friends of Crediton Hospital

The Committee recommended that this grant be continued at the current level of £100.

- Crediton Community Transport

The Committee recommended that this grant be continued at the current level of £1,000.

- Crediton Twinning Society

The Committee recommended that this grant be continued and increased to £100.

## 9. Festival 2013 Town Banner Project Funding

Councillor Brookes-Hocking updated members on the project and changes that had occurred since Council had been briefed by project members in November 2012. It was agreed to recommend that £2,000 is paid from the Economic Development budget and the remaining £1,900 current shortfall in the project's budget be underwritten by the Council to assist the organisation in gaining alternative match funding, (proposed by Councillor Brookes-Hocking, seconded Councillor Harris, passed unanimously).

## 10. Mayor's Consort Badge or Jewel

Councillor Letch reported that the Chamber of Commerce were not interested in the transfer of ownership of their jewel. It was suggested that one badge or jewel be purchased for shared use by the Deputy Mayor and the Mayor's Consort when on official Council business, either as a pin on badge or on a neck ribbon similar to the jewel in the Mayor's Chain. It was agreed that Councillor Szabo further investigate the purchase of this badge or jewel, (Councillor Harris proposed, Councillor Letch seconded). The Chairman added that

he was prepared to donate up to £250 of his Mayor's Allowance to contribute to the purchase.

## 11. Expenditure for 2013/2014

### 11.1. Administration

*Staff - Salaries - NI - Pensions*

The current allocation has been set by the following payroll allocation:

|                        |                                  |             |                                |
|------------------------|----------------------------------|-------------|--------------------------------|
| <b>Clerk</b>           | Full Time -<br>37 hours          | LC 2 SCP 38 | <b>40,754</b>                  |
| <b>Assistant Clerk</b> | Part Time -<br>25 hrs            | LC1 SCP 22  | <b>16,617</b>                  |
| <b>Admin Assistant</b> | Part Time -<br>10 hrs            | LC1 SCP 17  | <b>4,548</b>                   |
|                        | <b>Total Salaries Allocation</b> |             | <b>61,919</b><br><b>62,000</b> |

The situation for the forthcoming year is, however, far from certain. The eventual salary for a new Town Clerk is an unknown, as is the final configuration of the staffing of the Clerk's Office. Also uncertain is the final additional employment costs of contract staff and how long they will have to be paid given the uncertain nature of the recruitment process. There may be additional employment costs, (minor hopefully), for the last Town Clerk with regard to the end of his service with the Council. All in all, the position is very unclear and it is therefore recommended that a contingency, temporary increase is made in the payroll allocation to allow the Council flexibility in addressing the immediate future. It is emphasised that, once the situation settles down, any excess forecast expenditure is released to general reserves.

**Recommend increase in allocation to £63,000.**

**(Any surplus to be released to reserves once staffing situation has been determined).**

*Imprest*

**Recommend no change in allocation at £50.**

*Telephone & Internet*

**Recommend increase in allocation to £700.**

*Postage*

**Recommend increase in allocation to £250.**

*Office Supplies*

**Recommend increase in allocation to £1,750.**

*Office Equipment*

**Recommend small increase in allocation to £2,050.**

*Training*

**Recommend no change in allocation at £1,000.**

*Audit*

Audit arrangements (and costs) for 2012-2013 should remain largely unchanged. However, with the abolishment of the Audit Commission in 2013, consideration should be given, in the next budget, to the costs of the replacement regime.

**Recommend small increase in allocation to £950.**

*Insurance*

**Recommend no change in allocation at £4,000.**

**Administration: The proposed allocations were recommended, (proposed Councillor Letch, seconded Councillor Brookes-Hocking), by the Committee.**

|                                    |                      |
|------------------------------------|----------------------|
| Staff - Salaries - NI - Pensions   | 63,000               |
| Imprest                            | 50                   |
| Telephone & Internet               | 700                  |
| Postage                            | 250                  |
| Office Supplies                    | 1,750                |
| Office Equipment                   | 2,050                |
| Training                           | 1,000                |
| Audit                              | 950                  |
| Insurance                          | 4,000                |
| <b><u>Administration Total</u></b> | <b><u>73,750</u></b> |

## 11.2. Democracy & Councillors

### *Hospitality*

2013 will bring the twentieth anniversary of the twinning arrangement with Avranches and potentially increased community engagement with an expectation to provide refreshments etc.

**Recommend increase to £2,000.**

### *Councillor Basic Allowance and Mayor's Expenses*

Mayor's allowance of £500 and Councillor Basic Allowances of £80 each per annum continue. It was noted that this year's Councillor Basic Allowances would be paid in March 2013, with adjustments made for Councillors who had not served the full year and any expenses already incurred.

**Recommend small increase in allocation to £1,460.**

### *Council & Councillor Expenses*

This year's underspend has some of its roots in the lack of opportunity for training and the lack of resource to organise additional activities.

**Recommend small increase in allocation to £1,250.**

### *Elections*

Current earmarked reserves are nearly sufficient to cover potential full cost of an election or, very importantly, a referendum.

**Recommend decrease in allocation to £200.**

### *Advertising*

Advertising costs are increasing. As previously reported, requirement for this to be under its own and separate heading. Need to promote existing and proposed council activities. Increased use of public notices etc. This budget has had a consistently low allocation. Also with one Councillor and one staff vacancy, additional advertising may be necessary.

**Recommend increase to £650.**

### *Subscriptions*

Costs increasing marginally, but Action for Market Towns subscription has now to be met.

**Recommend small increase to £1,570.**

|                                 |                    |
|---------------------------------|--------------------|
| DALC                            | 800                |
| NALC (LCR)                      | 20                 |
| DPFA                            | 40                 |
| Fields in Trust                 | 40                 |
| SLCC                            | 380                |
| Spatial Technology (OS mapping) | 100                |
| Information Commissioner        | 35                 |
| Action for Market Towns         | 150                |
| Additional contingency          | 5                  |
| <b><u>Subscriptions Sub</u></b> | <b><u>1570</u></b> |

## Total

### *Newsletter/Annual Report*

The current editor of the newsletter stated that they were unprepared to continue the effort needed to produce the letter for the limited value of the current level of distribution. It was agreed that Councillor Brookes-Hocking investigate the costs of producing and comprehensively distributing 2,000 to 2,500 copies of the newsletter three or four times per annum.

**Recommend no change in allocation at £1,000.**

### *Website*

Consideration should be given to increasing use of website for community engagement – will require additional modules - at cost.

**Recommend no change in allocation at £700.**

**Democracy and Councillors:** The proposed allocations, were agreed, (proposed Councillor Letch, seconded Councillor Harris), for recommendation to the Council by the Committee.

|   |                     |
|---|---------------------|
| Hospitality                                     | 2,000               |
| Basic Allowance/Mayor's Expenses                | 1,460               |
| Council & Councillors Expenses                  | 1,250               |
| Elections                                       | 200                 |
| Advertising                                     | 650                 |
| Subscriptions (see detail below)                | 1,570               |
| Newsletters/Annual Report                       | 1,000               |
| Website   | 700                 |
| <b><u>Democracy &amp; Councillors Total</u></b> | <b><u>8,830</u></b> |

### **11.3. Donations**

The newly instigated Grants Sub-Committee appears to have worked well in both increasing community awareness of funds available as well as ensuring fair and even distribution. In line with Council's previously stated desire, it is recommended that this allocation is increased. There is also the issue of the Old Town Hall's future and the outstanding request of the Crediton Area Development Trust to be taken into account, (see "Reserves and Banking").

**Recommend increase in allocation as detailed in Summary of Accounts and in anticipation of increased demand for support - £11,500.**

**Donations:** Members agreed, (Proposed Councillor Brookes-Hocking, seconded Councillor Harris), to recommend the additional donations, (see minute 8 a and b, Age Concern and Crediton Twinning Association), be funded from the "Additional Donations Allocation", (above), and that an additional sum of £500- be allocated to donations. The total donations budget thus recommended being:

|   |                         |
|---|-------------------------|
| <b><i>Donations</i></b>                           |                         |
| Annual Donations                                  | <u>8,450</u>            |
| <b><u>Annual Donations Sub Total</u></b>          | <b><u>8,450</u></b>     |
| <br><i>Ad Hoc &amp; Youth</i>                     |                         |
| Ad Hoc  | 1,250                   |
| Youth   | 1,250                   |
| <b><u>Ad Hoc &amp; Youth Sub Total</u></b>        | <b><u>2,500</u></b>     |
| <br><b><u>Additional Donations Allocation</u></b> | <br><b><u>1,050</u></b> |

#### **11.4. Property**

There is an ongoing need for full property inspection and risk assessment at least on an annual basis.

##### *Peoples Park*

Again, recommend that a thorough review of outstanding works and future improvements is carried out by the Council or the Peoples Park & Scout Memorial Gardens Working Group. Need to ensure sufficient allocation to see through all works recommended by WG and the Council's clear policy on the completion of the restoration project and provision of "easy access".

##### *Trees*

All priority 1, 2 and 3 works have been completed. Need for Council to consider implementation of Priority 4 works (immature trees).

Continuing requirement for regular inspection – yearly to 3 yearly.

##### *Grounds Maintenance*

See attached quotation.

Need for regular and more realistic allocation for top path.

**Recommend decreasing allocation to £5,000.**

##### *Scout Memorial Gardens*

See recommendation under Peoples Park heading above.

Phase 3 is nearing completion. Completion of Phases 4 will be dependent on either the Council allocating sufficient to cover the full costs or of gaining external grants (£106, Lottery etc). Obtaining sufficient external funding is not crucial to the completion of the project, but would be very desirable.

**Recommend decreasing allocation to £5,000.**

##### *Upper Deck*

Current annual allocation set to make provision for dealing with issues highlighted in the property inspection requiring attention. Important to keep property well maintained and in good condition to avoid long term costs, future large scale improvement programmes and to honour HLF agreement.

**Recommend no change in allocation at £1,300.**

##### *War Memorial*

Repairs completed. Lantern tower will require attention within two/three years. Consideration should be given to lighting scheme for area. Pigeon deterrents installed and effective and remain largely unvandalised.

Regular cleaning of surrounding area required.

**Recommend no change in allocation at £750.**

##### *Boniface Statue*

Repairs and cleaning completed. Regular cleaning of steps required to reduce slip hazard in wet weather. Regular removal of graffiti. Minor repair needed to Portland stone slabs.

**Recommend no change in allocation at £500.**

##### *Bandstand*

Repairs completed.

Requirement to carry out electrical safety checks on equipment. There is also a need to make continuing small contributions to longer term maintenance to try avoid meeting repair bills from one year's precept only.

**Recommend no change in allocation at £250.**

##### *Allotments*

TC allocation to allotments should remain within prescribed limits based on old values but essentially restrict Council to an allocation of £500-£600 the remainder must be

made up from rents or grants. Allotments Association working well but will need continued support.

**Recommend no change in at £150, continue with current policy to increase rents at 1p per sq m. However, indications that rents are now approaching a maximum value need to be taken into account.**

*Stoney Park*

Property registration has now been completed, consideration now needs to be given to a review of the lease and the future of the field, (please see allocation under "Land Registration/Valuation).

**Recommend no allocation.**

*Street Furniture*

A regular allocation should be made for the maintenance of existing seats and installation of bins (including salt/grit bins).

*Bus Shelters*

4 shelters. Require cleaning (every other month).

Need to repaint (masonry) War Memorial bus shelter on regular basis. Cleaning of immediate area around Old Town Hall and Lloyds Bank shelters. Additional cleaning twice yearly interior and exterior surfaces, refuse bin and railings.

**Recommend no change in allocation at £1,300.**

*Millennium Cross*

**Recommend no allocation.**

*Town Clock*

Cost of annual servicing increased. Additional repairs carried out this year using previous underspend/reserves. Additional quotation received with minimal cost saving. Recommend no change to contract.

**Recommend no change in allocation at £350.**

*Flagpole*

**Recommend no allocation.**

*Mayor's Chain/Board/Notice Board*

Minor repairs required were carried out this year met by release of reserves. The earmarked reserve remains healthy, however as repairs can be very expensive, there is a continuing need to contribute to this, (see also the proposal for a Mayor' Consort/Vice-Chairman's badge or jewel, Minute 10).

**Recommend no change in allocation at £100.**

*Small Works Budget*

As in previous years - majority of works can be carried out under particular budgets but some flexibility would be advantageous.

**Recommend no change in allocation at £250.**

*Office Rent*

Rent currently set at £2600. Review outstanding. Need to include legal fees.

**Recommend no change in current allocation at £3,500.**

*Land Registry/Valuation - Registration of Property*

Registration of all property completed. There is a continuing need to address the Stoney Park lease issue, (see Stoney Park, above).

**Recommend increase in allocation to £800 to complete Stoney Park review.**

*CCTV*

MDDC now managing system at cost to TC of £2500 per year. Modifications have been carried out. Review due to be carried out during January/February. The Chairman also stated that there is a need to engage the Chamber of Commerce in the maintenance of the system and that he was willing to approach them to investigate this further. This was agreed by the Committee.

**Recommend no change in allocation of £3,000 to provide contingency for repair.**

**Property:** The proposed allocations were agreed, (proposed Councillor Harris, seconded Councillor Adams), for recommendation to Council by the Committee.

|                                  |                      |
|----------------------------------|----------------------|
| Peoples Park                     | 5,000                |
| Scout Memorial Gardens           | 5,000                |
| Upper Deck                       | 1,300                |
| War Memorial                     | 750                  |
| Boniface Statue                  | 500                  |
| Bandstand                        | 250                  |
| Allotments                       | 150                  |
| Stoney Park                      | 0                    |
| Street Furniture                 | 1,300                |
| Millennium Cross                 | 0                    |
| Town Clock                       | 350                  |
| Flagpole/Maypole                 | 0                    |
| Mayor's Chain/Board/Notice Board | 100                  |
| Small Works Budget               | 250                  |
| Office Rent                      | 3,500                |
| Land Registration/Valuation      | 800                  |
| CCTV                             | 3000                 |
| <b><u>Property Total</u></b>     | <b><u>22,250</u></b> |

### 11.5. Amenities

Projected figures produced by the Clerk were adjusted and the following allocations were recommended for approval:

#### *Town Centre Economic Development*

Earmarked reserves remain healthy but need to be added to, to provide the Council with resources to meet its aspirations.

**Recommend no change in current allocation at £1000.**

#### *Floral Crediton*

No allocation for entry into SW in Bloom in 2013 have been made. There are aspirations to continue with another entry in the future and make further improvements which the Council needs to consider supporting. Additional planting or flower-towers will only happen if sponsorship is made available.

**Recommend small decrease in allocation to £5,400.**

#### *Town Flag and Banners*

Need to consider replacing existing town flags.

**Recommend no change in current allocation at £70.**

#### *P3 Scheme*

Council need to continue making an allocation to this budget to secure DCC grant support. Little progress has been made in 2012, primarily due to staff shortages.

**Recommend no change in current allocation at £250.**

#### *Town Square*

**Recommend no allocation.**

#### *Boniface Trademark*

**Recommend no allocation.**

#### *Jubilee 2012 & Events*

There are no Council organised events planned and the Twinning Association's twentieth anniversary is covered by "Hospitality"

**Recommend no allocation**

#### *Christmas Tree/Lights/CAMM*



Recommend provision of support to Chamber of Commerce to organise/manage on production of accounts. Provision of funding for St Lawrence Green, withheld for 2011, released for Christmas 2012.

**Recommend small increase in allocation to £1,200.**

*Additional Allocation*

Councillor Brookes-Hocking proposed allocating a £2,000 provision for investigating making improvements to the town's Christmas street lighting scheme in the future. Councillor Letch seconded the motion which was passed by the Committee for recommendation to Council.

**Amenities:** The recommended allocations, with the above noted amendment, were agreed, (proposed Councillor Letch, seconded Councillor Szabo), by the Committee.

|                                      |                     |
|--------------------------------------|---------------------|
| Town Centre Economic Development     | 1,000               |
| Floral Crediton                      | 5,400               |
| Town Flag & Banners                  | 70                  |
| P3 Scheme                            | 250                 |
| Town Square                          | 0                   |
| Boniface Trademark                   | 0                   |
| Jubilee 2012                         | 0                   |
| Town Centre Christmas Lights Project | 2,000               |
| Christmas Tree & Lights/CAMM         | 1,200               |
| <b><u>Amenities Total</u></b>        | <b><u>9,920</u></b> |

**11.6. Honorarium & Sundries**

The Clerk's suggestion was recommended, (proposed FI , seconded JH), for approval by the Committee.

|   |                   |
|---|-------------------|
| Honorarium, (Office Cleaner)                  | 110               |
| <b><u>Honorarium &amp; Sundries Total</u></b> | <b><u>110</u></b> |

**11.7. Banking Arrangements, Shares & Reserves**

The Financial Risk Assessment carried out by Internal Auditor again indicated low risk. Earmarked funding set aside for projects (mostly property) was being spent. Most of the remaining and previously allocated monies will be spent if the recommendations to complete works are supported. There are no remaining unallocated, general reserves. It was recognised that there was a continuing and essential need to maintain sufficient reserves to provide a contingency and match funding for future projects. The strategic reserve was a statutory requirement for use in unplanned emergencies and should not be used to fund items which could be properly planned and budgeted for through the normal process.

Refer to the Assets and Reserves Statement on Clerk's Summary.

The Clerks initial estimate of £10,090 unallocated funds was noted and consideration was given to the use of this sum. It was agreed to recommend the Council fund the CADT proposal for the Old Town Hall with the sum of £5,000 in the 2013-2014 Financial Year, this sum to be allocated to the donations budget to bring that budget head to a total of £17,000, (see Minutes 8a and 11.3). It was further agreed to recommend the suggested increase of the Strategic Operating Reserve by £5,000, to £45,000.

## 12. Budget and Precept for 2011/2012

Following a vote, it was agreed to recommend a budget of £136,860 and to claim a precept of £136,800, (Proposed by Councillor Harris, seconded by Councillor Brookes-Hocking, passed with one abstention).

Signed:

(F.Letch – Chairman)

Date:

The meeting closed at approximately 21:31

| Summary of Accounts 1 April - 21 December 2012- Finance Committee Recommendations |                |               |               |               |               |       | Suggested      | Recommended    |
|---|----------------|---------------|---------------|---------------|---------------|-------|----------------|----------------|
| Budget  | Allocation     | Spent *       | Projected     | Income &      | Surplus       | Notes | Allocation     | Allocation     |
|   | 2012-2013      | 2012-2013     | Spend         | Reserves      | Deficit       |       |                |                |
| <b>Administration</b>   |                |               |               |               |               |       |                |                |
| Staff - Salaries - NI - Pensions  | 62,000         | 43,185        | 14,404        | 0             | 4,411         |       | 63,000         | 63,000         |
| Imprest   | 50             | 0             | 45            | 0             | 5             |       | 50             | 50             |
| Telephone & Internet  | 550            | 511           | 130           | 0             | -91           |       | 700            | 700            |
| Postage   | 200            | 194           | 10            | 0             | -4            |       | 250            | 250            |
| Office Supplies   | 1,500          | 1,081         | 540           | 0             | -121          |       | 1,750          | 1,750          |
| Office Equipment  | 2,000          | 1,656         | 0             | 0             | 344           |       | 2,050          | 2,050          |
| Training  | 1,000          | 150           | 100           | 0             | 750           |       | 1,000          | 1,000          |
| Audit   | 900            | 925           | 0             | 0             | -25           |       | 950            | 950            |
| Insurance   | 4,000          | 3,756         | 0             | 0             | 244           |       | 4,000          | 4,000          |
| <b>Administration Sub Total</b>   | <b>72,200</b>  | <b>51,458</b> | <b>15,229</b> | <b>0</b>      | <b>5,513</b>  |       | <b>73,750</b>  | <b>73,750</b>  |
| <b>Democracy, Council &amp; Councillors</b>                                       |                |               |               |               |               |       |                |                |
| Hospitality   | 1,400          | 890           | 50            | 0             | 460           |       | 2,000          | 2,000          |
| Councillor Basic Allowances/Mayor's Expenses                                      | 1,380          | 500           | 800           | 0             | 80            |       | 1,460          | 1,460          |
| Council Expenses/Councillors Expenses   | 1,200          | 601           | 200           | 0             | 399           |       | 1,250          | 1,250          |
| Elections   | 500            | 0             | 0             | 0             | 500           |       | 200            | 200            |
| Advertising   | 500            | 648           | 0             | 0             | -148          |       | 650            | 650            |
| Subscriptions   | 1,500          | 120           | 1,330         | 0             | 50            |       | 1,570          | 1,570          |
| Newsletters/Annual Report   | 1,000          | 543           | 181           | 0             | 276           |       | 1,000          | 1,000          |
| Website   | 700            | 500           | 100           | 0             | 100           |       | 700            | 700            |
| <b>Democracy, Council &amp; Councillors Sub Total</b>                             | <b>8,180</b>   | <b>3,802</b>  | <b>2,661</b>  | <b>0</b>      | <b>1,717</b>  |       | <b>8,830</b>   | <b>8,830</b>   |
| <b>Donations</b>  |                |               |               |               |               |       |                |                |
|   | <b>9,500</b>   | <b>7,800</b>  | <b>2,200</b>  | <b>500</b>    | <b>0</b>      |       | <b>11,500</b>  | <b>17,000</b>  |
| <b>Property</b>   |                |               |               |               |               |       |                |                |
| Peoples Park  | 8,000          | 4,625         | 2,500         | 0             | 875           |       | 5,000          | 5,000          |
| Scout Memorial Gardens  | 15,500         | 2,442         | 27,500        | 14,442        | 0             |       | 5,000          | 5,000          |
| Upper Deck  | 1,300          | 250           | 100           | 0             | 950           |       | 1,300          | 1,300          |
| War Memorial  | 750            | 123           | 200           | 0             | 427           |       | 750            | 750            |
| Boniface Statue   | 500            | 25            | 100           | 0             | 375           |       | 500            | 500            |
| Bandstand   | 250            | 195           | 50            | 0             | 5             |       | 250            | 250            |
| Allotments  | 150            | 1,592         | 600           | 2,444         | 402           |       | 150            | 150            |
| Stoney Park   | 0              | 0             | 0             | 200           | 200           |       | 0              | 0              |
| Street Furniture (incl. seats and bus shelters)                                   | 1,300          | 376           | 350           | 0             | 574           |       | 1,300          | 1,300          |
| Millennium Cross  | 0              | 0             | 0             | 0             | 0             |       | 0              | 0              |
| Town Clock  | 350            | 629           | 0             | 43            | -236          |       | 350            | 350            |
| Flagpole/Maypole  | 0              | 0             | 0             | 0             | 0             |       | 0              | 0              |
| Mayor's Chain/Board/Notice Board  | 100            | 364           | 100           | 364           | 0             |       | 100            | 100            |
| Small Works Budget  | 250            | 0             | 100           | 0             | 150           |       | 250            | 250            |
| Office Rent   | 3,500          | 2,600         | 0             | 0             | 900           |       | 3,500          | 3,500          |
| Land Registration/Valuation   | 600            | 722           | 0             | 114           | -8            |       | 800            | 800            |
| CCTV  | 3,000          | 2,500         | 0             | 0             | 500           |       | 3,000          | 3,000          |
| <b>Property Sub Total</b>   | <b>35,550</b>  | <b>16,443</b> | <b>31,600</b> | <b>17,607</b> | <b>5,114</b>  |       | <b>22,250</b>  | <b>22,250</b>  |
| <b>Amenities</b>  |                |               |               |               |               |       |                |                |
| Town Centre Economic Development  | 1,000          | 500           | 2,000         | 1,500         | 0             |       | 1,000          | 1,000          |
| Floral Crediton   | 5,500          | 5,070         | 50            | 300           | 680           |       | 5,400          | 5,400          |
| Town Flag & Banners   | 70             | 0             | 0             | 0             | 70            |       | 70             | 70             |
| P3 Scheme   | 250            | 0             | 800           | 550           | 0             |       | 250            | 250            |
| Town Square   | 0              | 0             | 0             | 0             | 0             |       | 0              | 0              |
| Boniface Trademark  | 0              | 0             | 0             | 0             | 0             |       | 0              | 0              |
| Jubilee 2012  | 1,000          | 2,121         | 0             | 1,121         | 0             |       | 0              | 0              |
| Christmas Lights Future Provision   | 0              | 0             | 0             | 0             | 0             |       | 0              | 2,000          |
| Christmas Tree & Lights   | 1,100          | 1,350         | 0             | 250           | 0             |       | 1,200          | 1,200          |
| <b>Amenities Sub Total</b>  | <b>8,920</b>   | <b>9,041</b>  | <b>2,850</b>  | <b>3,721</b>  | <b>750</b>    |       | <b>7,920</b>   | <b>9,920</b>   |
| <b>Top Up Strategic Operating Reserves</b>  |                |               |               |               |               |       |                |                |
|   | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      |       | <b>10,090</b>  | <b>5,000</b>   |
| Honorarium/Sundries   | 100            | 100           | 0             | 0             | 0             |       | 110            | 110            |
| Other Income - Bank Interest/Investments/Way Leave Receipts                       | 0              | 0             | 0             | 101           | 101           |       | 0              | 0              |
| VAT Refund 2011-12 (£)  | 0              | 0             | 12,878        | 0             | 12,878        |       | 0              | 0              |
| BAA Membership Fee (Held on Behalf of BAA)  | 0              | 445           | 0             | 445           | 0             |       | 0              | 0              |
| <b>Totals (ex VAT)</b>  | <b>134,450</b> | <b>88,644</b> | <b>54,540</b> | <b>21,929</b> | <b>13,094</b> |       | <b>134,450</b> | <b>136,860</b> |

#### Bank Balances at 21 December 2012

|                                       |  |  |  |  |               |
|---------------------------------------|--|--|--|--|---------------|
| Current Account                       |  |  |  |  | 824           |
| Precept Account (Instant Access)      |  |  |  |  | 78,573        |
| Reserves Account (30 Day)             |  |  |  |  | 42,569        |
| Petty Cash                            |  |  |  |  | 51            |
| Income Cash Account                   |  |  |  |  | 15            |
| VAT recoverable                       |  |  |  |  | 12,878        |
| Accounts Receivable (Unpaid Invoices) |  |  |  |  | 1,666         |
| Accounts Payable; (Unpaid Bills)      |  |  |  |  | -40           |
| Expenditure to Year End               |  |  |  |  | -54,540       |
| <b>Total</b>                          |  |  |  |  | <b>81,996</b> |



**SUBSCRIPTIONS & DONATIONS 2013-2014**

| <b>Budget</b>                   | Allocs<br>2012/2013 | Subs<br>2011/12 | Projected<br>Spend | Spent 2012/2013<br>S137 | Spent 2012/2013<br>Other | Total | Balance      | Suggested<br>Allocation | Approved<br>Allocation |
|---------------------------------|---------------------|-----------------|--------------------|-------------------------|--------------------------|-------|--------------|-------------------------|------------------------|
| <b>Subscriptions</b>            |                     |                 |                    |                         |                          |       |              |                         |                        |
| DALC                            | 800                 | 744.00          |                    |                         |                          |       | 56.00        | 800                     |                        |
| NALC (LCR)                      | 20                  | 15.50           |                    |                         |                          |       | 4.50         | 20                      |                        |
| DPFA                            | 40                  | 36.50           |                    |                         |                          |       | 3.50         | 40                      |                        |
| Fields In Trust                 | 40                  | 35.00           |                    |                         |                          |       | 5.00         | 40                      |                        |
| SLCC                            | 380                 | 360.00          |                    |                         |                          |       | 20.00        | 380                     |                        |
| Spatial Technology (OS Mapping) | 120                 | 80.00           |                    |                         |                          |       | 40.00        | 100                     |                        |
| Information Commissioner        | 35                  | 35.00           |                    |                         |                          |       | 0.00         | 35                      |                        |
| Action For Market Towns         | 65                  | 145.00          |                    |                         |                          |       | -80.00       | 150                     |                        |
| <b>Total - Subscriptions</b>    | <b>1500</b>         | <b>1451.00</b>  | <b>0</b>           |                         |                          |       | <b>49.00</b> | <b>1565</b>             | <b>0</b>               |

**SUBSCRIPTIONS & DONATIONS 2013-2014**

| <b>Budget</b>                       | Allocs<br>2012/13 | Subs<br>2012/13 | Projected<br>Spend | Spent 2012/13<br>S137 | Spent 2012/13<br>Other | Total<br>Spent | Balance       | Suggested<br>Allocation | Recommended<br>Allocation |
|-------------------------------------|-------------------|-----------------|--------------------|-----------------------|------------------------|----------------|---------------|-------------------------|---------------------------|
| <b>Annual Donations</b>             |                   |                 |                    |                       |                        |                |               |                         |                           |
| Volunteer Centre                    | 200               |                 |                    | 200                   |                        | 200            | 0             | 0                       | 0                         |
| Involve Mid Devon                   | 200               |                 |                    | 200                   |                        | 200            | 0             | 200                     | 200                       |
| Tarka Rail Association              | 50                |                 |                    | 50                    |                        | 50             | 0             | 50                      | 50                        |
| Friends of Crediton Station         | 300               |                 |                    | 300                   |                        | 300            | 0             | 300                     | 300                       |
| Church Flower Festival              | 80                |                 |                    | 80                    |                        | 80             | 0             | 80                      | 80                        |
| League of Friends                   | 100               |                 |                    | 100                   |                        | 100            | 0             | 100                     | 100 N.B. 1.               |
| Poppy Appeal                        | 40                |                 |                    | 40                    |                        | 40             | 0             | 40                      | 40                        |
| CAB - S142                          | 1500              |                 |                    |                       | 1500                   | 1500           | 0             | 1800                    | 1800                      |
| Information Point - S144            | 200               |                 |                    |                       | 200                    | 200            | 0             | 200                     | 200 N.B. 5.               |
| CAHMS                               | 1000              |                 |                    | 1000                  |                        | 1000           | 0             | 1000                    | 1000                      |
| Town Band - S145                    | 500               |                 |                    |                       | 500                    | 500            | 0             | 500                     | 500                       |
| CRAMP - S145 (Fayre in the Square)  | 400               |                 |                    |                       | 400                    | 400            | 0             | 400                     | 400                       |
| Twinning Association - S144         | 80                |                 |                    |                       | 80                     | 80             | 0             | 80                      | 100 N.B. 1.               |
| Crediton Community Transport - S137 | 1000              |                 |                    | 1000                  |                        | 1000           | 0             | 1000                    | 1000 N.B. 1.              |
| Crediton Arts Centre -S145          | 1000              |                 |                    |                       | 1000                   | 1000           | 0             | 1000                    | 1000                      |
| CHAT                                | 250               |                 |                    | 250                   |                        | 250            | 0             | 300                     | 300                       |
| Fairtrade                           | 100               |                 |                    | 0                     |                        | 0              | 100           | 0                       | 0                         |
| St Boniface Concert Society         | 0                 |                 |                    | 0                     |                        | 0              | 0             | 300                     | 300                       |
| Christmas Tree Festival             | 0                 |                 |                    | 0                     |                        | 0              | 0             | 80                      | 80                        |
| Age Concern                         | 0                 |                 |                    | 0                     |                        | 0              | 0             | 0                       | 1000 N.B. 2.              |
| <b>Sub Total - Annual Donations</b> | <b>7000</b>       |                 | <b>0.00</b>        | <b>3220.00</b>        | <b>3680</b>            | <b>6900.00</b> | <b>100.00</b> | <b>7430</b>             | <b>8450</b>               |
| <b>Ad Hoc Requests</b>              | <b>1250</b>       |                 |                    |                       |                        |                |               | <b>1250</b>             | <b>1250</b>               |
| Crediton Christmas Celebration      | 0                 |                 |                    | 400                   |                        | 400            |               |                         |                           |
| Crediton Festival 2013 (CAC * 3)    | 0                 |                 |                    | 750                   |                        | 750            |               |                         |                           |
| Age Concern                         | 0                 |                 |                    | 0                     |                        | 0              |               |                         | N.B. 2.                   |
| <b>Sub Total - Ad Hoc Donations</b> | <b>1250</b>       |                 |                    | <b>1150</b>           | <b>0</b>               | <b>1150</b>    | <b>100</b>    | <b>1250</b>             | <b>1250</b>               |
| <b>Youth</b>                        | <b>1250</b>       |                 |                    |                       |                        |                |               | <b>1250</b>             | <b>1250</b>               |
| Crediton Youth Theatre              |                   |                 |                    | 450                   |                        | 450            |               |                         |                           |
| Crediton Youth Centre               |                   |                 |                    | 500                   |                        | 500            |               |                         |                           |
| Crediton Music Market               |                   |                 |                    | 500                   |                        | 500            |               |                         |                           |
| <b>Sub Total - Youth Donations</b>  | <b>1250</b>       |                 |                    | <b>1450</b>           |                        | <b>1450</b>    | <b>-200</b>   | <b>1250</b>             | <b>1250 N.B.3.</b>        |
| <b>Total - Donations</b>            | <b>9500</b>       |                 |                    | <b>5820</b>           | <b>3680</b>            | <b>9500.00</b> | <b>0.00</b>   | <b>9930.00</b>          | <b>10950.00</b>           |

- N.B. 1. Annual Donation Review Approved Finance Comm. 08/01/13. 1050.00
- N.B. 2. Age Concern Donation Approved Finance Comm. 08/01/13. 12000.00
- N.B. 3. Apparent overspend covered by release of Earmarked Reserves.
- N.B.4. Recommended summary allocation has an additional £1,050- above this figure.
- N.B.5. Tourist Information Point allocation is provisional for the new Community Bookshop to apply for.

## Estimates for Grounds Maintenance 2013-2014

| Quotation   | 2009-10                 | 2010-11         | 2011-12         | 2012-13         | 2013-2014       |
|---|-------------------------|-----------------|-----------------|-----------------|-----------------|
| <b>1. ALLOTMENTS</b>  |                         |                 |                 |                 |                 |
| <b>Exhibition Road</b>  | <i>Hoopers Services</i> |                 |                 |                 |                 |
| a) Boundary fence along Exhibition Road:<br>4 cuts per season.  | 88.00                   | 90.00           | 94.00           | 95              | 98              |
| b) Outside of hedge bordering housing estate:<br>4 cuts per season.   | 140.00                  | 145.00          | 150.00          | 154             | 158             |
| <b>Barnfield</b>  |                         |                 |                 |                 |                 |
| a) Boundary fence along Barnfield Hill:<br>4 cuts per season.   | 80.00                   | 82.00           | 82.00           | 82              | 83              |
| b) Waste ground at top of field:<br>6 cuts per season.  | 252.00                  | 260.00          | 270.00          | 275             | 280             |
| c) Central pathway:<br>6 cuts per season.   | 216.00                  | 218.00          | 220.00          | 225             | 228             |
| <b>Sub Total</b> <u>To be taken from Allotments Allocation/Income</u>   | <b>776.00</b>           | <b>795.00</b>   | <b>816.00</b>   | <b>831.00</b>   | <b>847.00</b>   |
| <b>2. PEOPLES PARK</b>  |                         |                 |                 |                 |                 |
| a) Scout Memorial Gardens: Monthly maintenance<br>(to include weeding) March to October   | 92.00                   | 93.00           | 95.00           | 96              | 98              |
| b) Young trees: adjust and renew ties & stakes (where necessary):<br>1 inspection annually  | 12.00                   | 12.00           | 12.00           | 12              | 15              |
| c) Young trees: remove side shoots as necessary to encourage a strong 'leader':<br>1 inspection annually  | 32.00                   | 27.50           | 32.00           | 34              | 35              |
| d) Remove all suckers on mature trees alongside footpath during November.   | 60.00                   | 62.00           | 65.00           | 68              | 72              |
| e) Autumn clear up - to remove fallen branches & debris: once annually.<br>Sweeping tidying steps area as necessary - Sept-Dec  | 36.00                   | 38.00           | 40.00           | 42              | 44              |
| <b>Sub Total</b>  | <b>232.00</b>           | <b>232.50</b>   | <b>244.00</b>   | <b>252.00</b>   | <b>264.00</b>   |
| <b>3. UPPER DECK - GEORGE HILL</b>  |                         |                 |                 |                 |                 |
| Monthly maintenance to include weeding<br>on & around sitting area, and whole of deck area, enclosed<br>space behind railings & shrub beds. Sweeping/tidying whole of<br>deck area, pathways and steps, as necessary.<br>Grass cutting on "triangle": March to October inclusive.<br>Autumn/Winter clear-up to remove fallen branches and debris: once annually | <b>196.00</b>           | <b>200.00</b>   | <b>205.00</b>   | <b>205</b>      | <b>205</b>      |
| <b>Total (Grounds Maintenance - excluding allotments)</b>   | <b>428.00</b>           | <b>432.50</b>   | <b>449.00</b>   | <b>457.00</b>   | <b>469.00</b>   |
| <b>4. PEOPLES PARK</b>  |                         |                 |                 |                 |                 |
| Grass Cutting. From March to October inclusive, as required.<br>Cuts to be billed on a monthly basis and the price quoted per cut.  | (Initial cut) 92.00     | 98.00           | 100             | 105             | 110             |
| Cuttings to be left uncollected   | (16 cuts) 1472.00       | 1,568.00        | 1,600.00        | 1,680.00        | 1760.00         |
| <b>Total (Grounds Maintenance &amp; Grass Cutting - excluding allotments)</b>   | <b>1900.00</b>          | <b>2,000.50</b> | <b>2,049.00</b> | <b>2,137.00</b> | <b>2,229.00</b> |

**Estimates for Floral Crediton 2013-2014**

|   | Total          | Price Each | Total          | Price Each  | Total           | Price Each  | Total          | Price Each       | Total          |
|---|----------------|------------|----------------|-------------|-----------------|-------------|----------------|------------------|----------------|
|   | 2010           | 2011       | 2011           | 2012        | 2012            | 2013        | 2013           | 2013             | 2013           |
| <b>A TOWN WIDE - 16 INCH HANGING BASKETS - self-watering (Heritage Signposts, Church, War Memorial &amp; Bus Shelter)</b>   |                |            |                |             |                 | Forecast    |                | Actual Quotation |                |
| 1 Provision & watering of 30 hanging baskets by 1 June to 30 September  | 1876.00        | 65.00      | 1950.00        | 65.5        | 1965.00         | 66.81       | 2004.30        | 67.79            | 2033.70        |
| 2 Provision & watering of 5 crowns on heritage signposts from 1 June to 30 September  | 450.00         | 0.00       | 0.00           | 2.18        |                 | 2.22        |                | N/A              |                |
| 3 Watering per basket/per crown per week after 30 September   |                | 2.18       | 0.00           |             |                 |             |                |                  |                |
| <b>Sub Total</b>  | <b>2326.00</b> |            | <b>1950.00</b> |             | <b>1965.00</b>  |             | <b>2004.30</b> |                  | <b>2033.70</b> |
| <b>B UNION TERRACE - TROUGHS &amp; BASKETS</b>  |                |            |                |             |                 |             |                |                  |                |
| 1 Square Baskets - provision & watering of 4 square baskets from 1 June to 30 September                                     | 368.00         | 89.35      | 357.40         | 89.85       | 359.40          | 91.65       | 458.24         | 92.99            | 371.96         |
| 2 Hanging Troughs - provision & watering of 4 hanging troughs from 1 June to 30 September                                   | 172.00         | 83.42      | 333.68         | 84.42       | 337.68          | 86.1084     | 430.54         | 87.37            | 349.48         |
| 3 Square Baskets - watering per basket per week after 30 September  |                | 2.18       | 0.00           | 2.18        |                 | 2.22        |                | N/A              |                |
| 4 Hanging Troughs - watering per trough per week after 30 September   |                | 2.18       | 0.00           | 2.18        |                 | 2.22        |                | N/A              |                |
| <b>Sub Total</b>  | <b>540.00</b>  |            | <b>691.08</b>  |             | <b>697.08</b>   |             | <b>888.78</b>  |                  | <b>721.44</b>  |
| <b>C BRICK PLANTERS (African Marigolds)</b>   |                |            |                |             |                 |             |                |                  |                |
| 1 Planting and watering of 1 brick planter at Tolleys from 1 June to 30 September   | 75.00          | 72.96      | 72.96          | 72.96       | 72.96           | 74.42       | 74.42          | 75.71            | 75.71          |
| 2 Planting and watering of 2 brick planters at Scout Memorial Gardens from 1 June to 30 September                           | 75.00          | 0.00       | 0.00           |             |                 |             |                |                  |                |
| 3 Watering per planter per week after 30 September  |                | 2.18       |                | 2.18        |                 | 2.22        |                | N/A              |                |
| <b>Sub Total</b>  | <b>150.00</b>  |            | <b>72.96</b>   |             | <b>72.96</b>    |             | <b>74.42</b>   |                  | <b>75.71</b>   |
| <b>D TOWN SQUARE- 16 INCH HANGING BASKETS - self-watering</b>   |                |            |                |             |                 |             |                |                  |                |
| 1 Planting and watering of 8 baskets 1 June to 30 September   | 536.00         | 65.00      | 520.00         | 65.5        | 524.00          | 66.81       | 534.48         | 67.79            | 542.32         |
| 2 Watering per planter per week after 30 September  |                | 2.18       |                | 2.18        |                 | 2.22        |                | N/A              |                |
| 3 Removal of tulip bulbs  | 225.00         | 0.00       | 0.00           | 0.00        | 0.00            | 0.00        | 0.00           | 0.00             | 0.00           |
| <b>Sub Total</b>  | <b>761.00</b>  |            | <b>520.00</b>  |             | <b>524.00</b>   |             | <b>534.48</b>  |                  | <b>542.32</b>  |
| <b>E - TOWN SQUARE &amp; HIGH STREET – 32 INCH SELF-WATERING THREE-TIER FLOWER TOWERS</b>                                   |                |            |                |             |                 |             |                |                  |                |
| 1 Watering of 4 flower towers from 1 June to 30 September   | 0.00           | 13.50      | 81.00          | 15.75       | 94.50           | 15.75       | 94.50          | 16.30            | 63.00          |
| 2 Watering per basket per week after 30 September   | 0.00           | 2.18       | 0.00           | 2.18        |                 | 2.22        |                | N/A              |                |
| 3 Provision of 4 flower towers from 1 June to 30 September (Plantscape) - sponsored(?)                                      |                | 180.00     | 1,080.00       | 200.00      | 1,200.00        | 204.00      | 816.00         | 204.00           | 816.00         |
| <b>Sub Total</b>  | <b>0.00</b>    |            | <b>1161.00</b> |             | <b>1294.50</b>  |             | <b>910.50</b>  |                  | <b>879.00</b>  |
| <b>F – BLAGDON CORNER</b>   |                |            |                |             |                 |             |                |                  |                |
| 1 Maintenance (2011-Planting) and watering of flower bed from 1 April to 30 September                                       | 0.00           |            | 350.00         | 160.92      | 160.92          | 160.92      | 160.92         | 166.65           | 166.65         |
| 2 Watering per week after 30 September (if necessary)   | 0.00           | 2.18       | 0.00           |             |                 |             |                |                  |                |
| <b>Sub Total</b>  | <b>0.00</b>    |            | <b>350.00</b>  |             | <b>160.92</b>   |             | <b>160.92</b>  |                  | <b>166.65</b>  |
| <b>G – HIGH STREET – Hanging Baskets</b>  |                |            |                |             |                 |             |                |                  |                |
| 1 Planting and watering of 42 baskets/bags 1 June to 30 September   | 0.00           | 65.00      | 2730.00        | 65.50       | 2751.00         | 0.00        | 0.00           | 0.00             | 0.00           |
| 2 Watering per planter per week after 30 September  | 0.00           | 2.18       | 0.00           | 2.18        |                 | 0.00        |                | 0.00             |                |
| <b>Sub Total</b>  | <b>223.00</b>  |            | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>    |
| <b>H HIGH STREET - 20 INCH HANGING BASKETS - self-watering (to be placed and secured on existing Christmas tree mounts)</b> |                |            |                |             |                 |             |                |                  |                |
| 1 Planting and watering of 15 baskets 1 June to 30 September  | 1005           | 0.00       | 0.00           | 0.00        | 0.00            | 0.00        | 0.00           | 0.00             | 0.00           |
| 2 Watering per planter per week after 30 September  | 0              | 0.00       | 0.00           | 0.00        | 0.00            | 0.00        | 0.00           | 0.00             | 0.00           |
| <b>Sub Total</b>  | <b>1005</b>    |            | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>    |
| <b>I TOWN ENTRANCE PLANTERS - A377 (Coppelstone), A3072 (Tiverton)-planted &amp; maintained by Rotary</b>                   |                |            |                |             |                 |             |                |                  |                |
| 1 Supply of plants from 1 June - including winter planting  | 97.00          |            | 146.00         |             | 150.00          |             | 153.00         |                  | 153.00         |
| 2 Supply and planting of bulbs for town entrances (sponsored & voluntary?)  |                |            | 0.00           |             | 1700.00         |             | 0.00           |                  | 0.00           |
| <b>Sub Total</b>  |                |            | <b>146.00</b>  |             | <b>1850.00</b>  |             | <b>153.00</b>  |                  | <b>153.00</b>  |
| <b>J – CREEDY CORNER</b>  |                |            |                |             |                 |             |                |                  |                |
| 1 Design/Planting and watering of new bed from 1 April to 30 September  |                |            |                |             | 600.00          |             | 600.00         |                  | 600.00         |
| 2 Watering per week after 30 September (if necessary)   |                |            |                |             |                 |             |                |                  |                |
| <b>Sub Total</b>  |                |            |                |             | <b>600.00</b>   |             | <b>600.00</b>  |                  | <b>600.00</b>  |
| <b>K– WAR MEMORIAL-planted &amp; maintained by Four Seasons</b>   |                |            |                |             |                 |             |                |                  |                |
| 1 Supply of plants from 1 June - including winter planting  | 76.40          |            | 80.00          |             | 90.00           |             | 91.80          |                  | 91.80          |
| <b>L – SCOUT MEMORIAL GARDENS-planted by Four Seasons &amp; watered by Volunteers (2011-12)</b>                             |                |            |                |             |                 |             |                |                  |                |
| 1 Supply of plants from 1 June - including winter planting  | 100.00         |            | 50.00          |             | 0.00            |             | 0.00           |                  | 100.00         |
| <b>M – FLORAL CREDITON COMPETITION/SW IN BLOOM COMPETITION</b>  |                |            |                |             |                 |             |                |                  |                |
|   | 153.88         |            | 160.00         |             | 750.00          |             | 0.00           |                  | 0.00           |
| <b>Total</b>  | <b>5432.28</b> |            | <b>7911.04</b> |             | <b>10755.46</b> |             | <b>5418.20</b> |                  | <b>5363.62</b> |

## Notes

### **PLANTS**

Colour/plant scheme selected by Floral Crediton W.G..

### **WATERING**

Successful use of self-watering baskets has improved the condition and prolonged the life of displays. Suggest, however, that twice weekly watering is still provided as a minimum in order to maintain improved standard. Some watering carried out by volunteers

### **A - Basis of Cost Estimate**

Estimated Increase of 2% costs over FY2012-2013

### **B - TOWN WIDE – 16 INCH SELF-WATERING HANGING BASKETS**

Heritage Signposts X12

Church X12 – usually in place before Annual Church Flower Festival but not 2012 due to festival being brought forward

War Memorial X4

War Memorial Bus Shelter X2

### **C - UNION TERRACE – TROUGHS & BASKETS**

X8 These are not self-watering and may require additional watering during hot weather

### **D - BRICK PLANTERS**

Tolleys Planter X1

Planted with Tulips from Blagdon Corner (as Norrington House)

### **E - TOWN SQUARE – 16 INCH SELF-WATERING BASKETS (2 each centre posts)**

MDDC should continue to provide displays for perimeter of square – lamposts and Council Offices.

### **F - TOWN SQUARE – 32 INCH SELF-WATERING THREE-TIER FLOWER TOWERS**

To be provided by sponsorship. That is, no sponsorship, no Flower Towers, no cost to the Council.

### **G – BLAGDON CORNER**

New planting scheme successful. Funding for this should be covered by sponsorship. Long-term maintenance carried out MDDC with recharge to Town Council

### **H – HIGH STREET – Hanging Baskets & Bags**

To be provided and organised by the Chamber of Commerce. No cost to the Council.



## CREDITON TOWN COUNCIL - PRECEPT 2013/2014

Precept                      1.    £ 134,450            2.            £135,800 (1% Total Increase)                      3.            £136,800 (1.75% Increase)

### Calculation of Band 'D' Equivalent

*Based on latest property statistics provided by MDDC (21/12/12)*

|   |          |
|---|----------|
| New total band D Equivalent Properties    | 2,773.47 |
| Less LCTS Factor                          | 322.41   |
| Revised (LCTS Factored) Band D Equivalent | 2,451.06 |
| @ 98% Collection RATE                     | 2,402.04 |

|  |                    |                    |                    |
|--|--------------------|--------------------|--------------------|
| Proposed Precept                                     | £134,450.00        | £135,800.00        | £136,800.00        |
| Less Share of Central Government Grant               | £10,838.87         | £10,838.87         | £10,838.87         |
| <b>Amount Needed to be Raised</b>                    | <b>£123,611.13</b> | <b>£124,961.13</b> | <b>£125,961.13</b> |
| Annual Charge for Band 'D' Property 2013-14          | £ 51.46            | £ 52.02            | £52.44             |
| Cost per week  | £ 0.99             | £ 1.00             | £ 1.01             |
| Band "D" weekly increase above 2012/13 Charges, (£). | £0.02              | £0.03              | £0.04              |
| Band "D" weekly increase above 2012/13 Charges, (%). | 2.08%              | 3.20%              | 4.03%              |
| <br>   |                    |                    |                    |
| Annual Charge for Band 'D' Property 2012/13          | £50.41             |                    |                    |
| Cost per week  | £0.97              |                    |                    |

## SUPPORTING INFORMATION FINANCE COMMITTEE MEETING 8 JANUARY 2013

This information should be read in conjunction with the detailed Summary of Accounts and supporting documentation.

### **1. Administration**

#### *Staff-Salaries-NI-Pensions*

The current allocation has been set by the following payroll bill:

|                        |                                  |               |
|------------------------|----------------------------------|---------------|
| <b>Clerk</b>           | Full Time - 37 hours LC 2 SCP 38 | <b>40,754</b> |
| <b>Assistant Clerk</b> | Part Time - 25 hrs LC1 SCP 22    | <b>16,617</b> |
| <b>Admin Assistant</b> | Part Time - 10 hrs LC1 SCP 17    | <b>4,548</b>  |
|                        | <b>Total Salaries</b>            | <b>61,919</b> |
|                        | <b>Allocation</b>                | <b>62,000</b> |

The situation for the forthcoming year is, however, far from certain. The eventual salary for a new Town Clerk is an unknown, as is the final configuration of the staffing of the Clerk's Office. Also uncertain is the final additional employment costs of contract staff and how long they will have to be paid given the uncertain nature of the recruitment process. There may be additional employment costs, (minor hopefully), for the last Town Clerk with regard to the end of his service with the Council. All in all, the position is very unclear and it is therefore recommended that a contingency, temporary increase is made in the payroll allocation to allow the Council flexibility in addressing the immediate future. It is emphasised that, once the situation settles down, any excess forecast expenditure is released to general reserves.

The Council needs to take account of the following:

- The Council Review and the implementation of any recommendations. Additionally, there is a strong argument in favour of carrying out another benchmarking exercise to assess staff salaries in the light of the changes which have taken place since the last exercise (2004) and to take into account any additional changes likely to occur in the future once the new Town Clerk is properly established.
- The Localism Act and its implications.

**Recommend increase in allocation to £63,000.**

***(Any surplus to be released to reserves once staffing situation has been determined).***

#### *Imprest*

Again this year most payments are now covered by standing account, invoice or cheque.

**Recommend no change in allocation at £50.**

#### *Telephone & Internet*

The recent year has seen a rise in costs and thus the budget recommendation is raised.

**Recommend increase in allocation to £700.**

#### *Postage*

Despite increased use of electronic communications, rising postal charges have offset saving achievable by alternative means of distribution. Paper delivery to councillors is kept to a minimum through collection by councillors or personal delivery by staff.

**Recommend increase in allocation to £250.**

#### *Office Supplies*

Cost reductions have been made on bulk copying with the introduction of a new MDDC contract colour photocopier – reducing printing and photocopying costs. However, the new

copier does not have collation and stapling facilities (saving at least £1000 capital costs) but adding to staff time. Slightly increased office printing costs (laser).

**Recommend increase in allocation to £1,750.**

#### *Office Equipment*

As in previous year, the renewed contract with MDDC IT Services (hardware, systems and software support) is working well and continuing to assist with overall admin efficiency. Partnership with MDDC and sharing of local facilities is also continuing well, with installation of replacement equipment carried out in early 2012.

Need to consider impact of Planning Authority's (Government guidelines) expected increased dependency on electronic communications and the provision of an office digital camera.

Commitment to earmark funds for future equipment replacement (minimum £300 per year).

**Recommend small increase in allocation to £2,050.**

#### *Training*

DALC, the County Training Partnership and MDDC (specialist staff training) have been organising more courses and this is likely to continue next year following implementation of the Localism Act and other government legislation. There is a confirmed commitment to support CPD (continuing professional development) and completion of professional qualifying criteria - sadly neglected through lack of time. Costs are potentially greater than traditionally allocated – dependent on staff and councillor take-up.

**Recommend no change in allocation at £1,000.**

#### *Audit*

Audit arrangements (and costs) for 2012-2013 should remain largely unchanged. However, with the abolishment of the Audit Commission in 2013, consideration should be given, in the next budget, to the costs of a replacement system.

**Recommend small increase in allocation to £950.**

#### *Insurance*

Three year fixed policy continues with.

**Recommend no change in allocation at £4,000.**

## **2. Democracy and Councillors**

#### *Hospitality*

As in previous years, more regular events require a commitment to entertain. 2013 will bring the twentieth anniversary of the twinning arrangement with Avranches and potentially increased community engagement with an expectation to provide refreshments etc.

**Recommend increase to £2,000.**

#### *Councillor Basic Allowances & Mayor's Expenses*

Mayor's allowance of £500 and Councillor Basic Allowances of £80 each per annum continue.

**Recommend small increase in allocation at £1,460.**

#### *Council & Councillors Expenses*

This year's underspend has some of its roots in the lack of opportunity for staff training and the lack of resource to organise additional activities.

**Recommend small increase in allocation to £1,250.**

#### *Elections*

Current earmarked reserves are nearly sufficient to cover potential full cost of an election or, very importantly, a referendum.

**Recommend decrease in allocation to £200.**

### *Advertising*

Advertising costs increasing. As previously reported, requirement for this to be under own and separate heading. Need to promote existing and proposed council activities. Increased use of public notices etc. This budget has had a consistently low allocation. Also with one Councillor and one staff vacancy, additional advertising may be necessary.

**Recommend increase to £650.**

### *Subscriptions*

See attached Summary. Costs increasing marginally, but Action for Market Towns subscription has now to be met.

**Recommend small increase to £1,570.**

### *Newsletters/Annual Report*

Continuing need to produce 4 newsletters per year. Greater dependency on publisher has increased costs. Consideration should be given to increased distribution and, potentially, household delivery for, at least, the Annual Report.

**Recommend no change in allocation at £1,000.**

### *Website*

Contract with website company continuing to be valuable and cost effective. Hosting successfully moved with increased and more flexible support. MDDC will remain host for domain name and email system. Consideration should be given to increasing use of website for community engagement – will require additional modules - at cost.

**Recommend no change in allocation at £700.**

## **3. Donations**

See attached Summary. The newly instigated Grants Sub-Committee appears to have worked well in both increasing community awareness of funds available as well as ensuring fair and even distribution. In line with Council's previously stated desire, it is recommended that this allocation is increased. There is also the issue of the Old Town Hall's future and the outstanding request of the Crediton Area Development Trust to be taken into account, (see "Reserves and Banking).

**Recommend increase in allocation as detailed in Summary of Accounts and in anticipation of increased demand for support - £11,500.**

## **4. Property**

Need for full property inspection and risk assessment at least on an annual basis.

### *Peoples Park*

Again, recommend that a thorough review of outstanding works and future improvements is carried out by the Council or the Peoples Park & Scout Memorial Gardens Working Group. Need to ensure sufficient allocation to see through all works recommended by WG and the Council's clear policy on the completion of the restoration project and provision of "easy access".

#### *Trees*

All priority 1, 2 and 3 works have been completed. Need for Council to consider implementation of Priority 4 works (immature trees).

Continuing requirement for regular inspection – yearly to 3 yearly.

#### *Grounds Maintenance*

See attached quotation.

Need for regular and more realistic allocation for top path.

**Recommend decreasing allocation to £5,000.**

### *Scout Memorial Gardens*

See recommendation under Peoples Park heading above.

Phase 3 is nearing completion. Completion of Phases 4 will be dependent on either the Council allocating sufficient to cover the full costs or of gaining external grants (S106, Lottery

etc). Obtaining sufficient external funding is not crucial to the completion of the project, but would be very desirable.

**Recommend decreasing allocation to £5,000.**

#### *Upper Deck*

See attached schedule of works and estimate.

Current annual allocation set to make provision for dealing with issues highlighted in the property inspection requiring attention. Important to keep property well maintained and in good condition to avoid long term costs, future large scale improvement programmes and to honour HLF agreement.

**Recommend no change in allocation at £1,300.**

#### *War Memorial*

Repairs completed. Lantern tower will require attention within two/three years. Consideration should be given to lighting scheme for area. Pigeon deterrents installed and effective and remain largely unvandalised.

Regular cleaning of surrounding area required.

**Recommend no change in allocation at £750.**

#### *Boniface Statue*

Repairs and cleaning completed. Regular cleaning of steps required to reduce slip hazard in wet weather. Regular removal of graffiti. Minor repair needed to Portland stone slabs.

**Recommend no change in allocation at £500.**

#### *Bandstand*

Repairs completed.

Requirement to carry out electrical safety checks on equipment. There is also a need to make continuing small contributions to longer term maintenance to try avoid meeting repair bills from one year's precept only.

**Recommend no change in allocation at £250.**

#### *Allotments*

TC allocation to allotments should remain within prescribed limits based on old values but essentially restrict Council to an allocation of £500-£600 the remainder must be made up from rents or grants. Allotments Association working well but will need continued support.

**Recommend no change in at £150, continue with current policy to increase rents at 1p per sq m. However, indications that rents are now approaching a maximum value need to be taken into account.**

#### *Stoney Park*

Property registration has now been completed, consideration now needs to be given to a review of the lease and the future of the field, (please see allocation under "Land Registration/Valuation).

**Recommend no allocation.**

#### *Street Furniture*

A regular allocation should be made for the maintenance of existing seats and installation of bins (including salt/grit bins).

#### *Bus Shelters*

4 shelters. Require cleaning (every other month).

Need to repaint (masonry) War Memorial bus shelter on regular basis. Cleaning of immediate area around Old Town Hall and Lloyds Bank shelters. Additional cleaning twice yearly interior and exterior surfaces, refuse bin and railings.

**Recommend no change in allocation at £1,300.**

#### *Millennium Cross*

Contingency for cleaning/maintenance - reserves?

**Recommend no allocation.**

*Town Clock*

Cost of annual servicing increased. Additional repairs carried out this year using previous underspend/reserves. Additional quotation received with minimal cost saving. Recommend no change to contract.

**Recommend no change in allocation at £350.**

*Flagpole*

**Recommend no allocation.**

*Mayor's Chain/Board/Notice Board*

Minor repairs required were carried out this year met by release of reserves. The earmarked reserve remains healthy, however as repairs can be very expensive, there is a continuing need to contribute to this. There is also the proposal for a Mayor' Consort/Vice-Chairman's badge or jewel.

**Recommend no change in allocation at £100 for repairs.**

*Small Works Budget*

As in previous years - majority of works can be carried out under particular budgets but some flexibility would be advantageous.

**Recommend no change in allocation at £250.**

*Office Rent*

Rent currently set at £2600. Review outstanding. Need to include legal fees.

**Recommend no change in current allocation at £3,500**

*Land Registry/Valuation - Registration of Property*

Registration of all property completed. There is a continuing need to address the Stoney Park lease issue, (see Stoney Park, above).

**Recommend increase in allocation to £800 to complete.**

*CCTV*

MDDC now managing system at cost to TC of £2500 per year. Modifications have been carried out. Review due to be carried out during January/February.

**Recommend no change in allocation of £3,000 to provide contingency for repair.**

**5. Amenities**

*Town Centre Economic Development*

Earmarked reserves remain healthy but need to be added to, to provide the Council with resources to meet its aspirations.

**Recommend no change in current allocation at £1000.**

*Crediton in Bloom (Floral Crediton)*

See attached summaries (*previously circulated*).

Increased displays and additional costs associated with SW in Bloom will require additional funding. Consideration should be given to covering most of these costs through sponsorship or fundraising.

No allocation for entry into SW in Bloom in 2013 have been made. There are aspirations to continue with another entry in the future and make further improvements which the Council needs to consider supporting. Additional planting or flowertowers will only happen if sponsorship is made available.

**Recommend small decrease in allocation to £5,400.**

*Town Flag & Banners*

Need to consider replacing existing town flags.

**Recommend no change in current allocation at £70.**

*P3 Scheme*

Council need to continue making an allocation to this budget to secure DCC grant support. Little progress has been made in 2012, primarily due to staff shortages.

**Recommend no change in current allocation at £250.**

*Town Square*

Only TC responsibilities – memorial seat and pillars.

**Recommend no allocation.**

*St Boniface Trademark*

Renewal of registration completed.

**Recommend no allocation.**

*Jubilee 2012 and Events WG*

Recently set up Events Working Group will require support. There are no Council organised events planned and the Twinning Association's twentieth anniversary is covered by "Hospitality"

**Recommend no allocation.**

*Christmas Tree & Lights*

Recommend provision of support to Chamber of Commerce to organise/manage on production of accounts. Provision of funding for St Lawrence Green, withheld for 2011, released for Christmas 2012.

**Recommend small increase in allocation to £1,200.**

*Honorarium Sundries*

**Recommend small increase in allocation to £110.**

*Reserves/Banking*

The Financial Risk Assessment carried out by Internal Auditor again indicated low risk. Earmarked funding set aside for projects (mostly property) is being spent. Most of the remaining and previously allocated monies will be spent if the recommendations to carry out works in this report are supported.

The audit process has continually, (at least over the last five years), highlighted that the Council's Strategic Operating Reserves are set too low. In the past this has not been too much of an issue as there have been large earmarked and surplus reserves upon which to draw. However, these have both been greatly reduced by the draw-down of reserves to complete major projects over the last two years. It is strongly recommended that the Strategic Operating Reserve be increased by between £5,000 and £10,000.

**Recommend increase in allocation up to £10,000.**

*Precept*

See attached Summary, precept calculations and options.

The Localising of Council Tax Benefit Support has had a major impact on the precept the Council can set. In order to maintain the current precept the Council Tax for the average band D property will rise by £1.07 to £51.46, approx. 2%. Whilst there is no cap on Town and Parish Council's precept for 2013-2014, it is anticipated that this cap will be introduced thereafter.

If the Council wishes to raise the total precept by 1% the effect would be to raise the Band equivalent Council Tax to £52.02, a rise of £1.63, or approx. 3.2%. This would provide a precept of £135,800.

**Recommend no change in Precept Request of £134,450.**