



Credition Town Council



Minutes of Credition Town Council's Finance and General Purposes
Committee Meeting, held on Tuesday, 7th May 2013,
at 7pm, at the Council Chamber, Market Street, Credition

Present:	Councillors	Miss J Harris (Chairman) Mr F Letch Mr R Adams (Part Meeting) Mrs L Conyngham Mr W Dixon Mr M Szabo Mr A Wyer Mrs L Brookes-Hocking Mrs G Ford (Part Meeting)
In Attendance:	Assistant Town Clerk	Mr M Ashley
	Boniface Allotment Association	1 Representative
	Public	None
	Press	1

144 To receive apologies

Apologies were received and accepted from Councillor N Way for personal reasons. It was **resolved** to accept the apologies of Councillor Way (Councillor Letch proposed, Councillor Mrs Conyngham seconded).

145 Declarations of Interest

Disclosable Pecuniary Interest	Cllr Adams	Agenda item 21; Minute 164: Local Trader
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146 To Receive a Presentation/Report from Councillor Mrs Brookes-Hocking on Parts 1 & 2 of the 'Rising to the Challenge' Councillor Training Course.

Councillor Mrs Brookes-Hocking gave a briefing of the "Rising to the Challenge" training undertaken with the Devon Association of Local Councils, including the salient points of the Central Government's intentions for localism legislation, neighbourhood planning, new community rights and the process for creating and adopting a neighbourhood plan.

Councillors Ms Ford and Adams entered the meeting.

Councillor Dixon proposed a vote of thanks for Councillor Brookes-Hocking's efforts on this issue. The proposal was seconded by Councillor Adams and agreed unopposed.

147 Public Question Time

There were no questions.

148 Order of Business

There were no changes to the order of business.

149 Chairman's and Clerk's Announcements

The Assistant Clerk reported the absence of Councillor Way for the rest of week and also reported that the District Council had waived all hiring charges for the Town Square for the Festival 2013 events.

150 Finance and General Purposes Committee Minutes – To approve and sign the minutes of the Finance and General Purposes Committee Meeting held on 9th April 2013 as a correct record

Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Finance and General Purposes Committee Meeting held on 9th April 2013, as a correct record. (Proposed Councillor Letch, seconded by Councillor Mrs Conyngham).

151 Matters Arising

Minute Number 116 – Councillor Dixon reminded Members that the District Council's Officer, Mr S Newcombe, had indicated that MDDC were not responsible for taking action, merely the monitoring of air quality issues. Nobody seemed to be actually taking responsibility. It was also noted that the European Union is suing Central Government over the lack of progress on air quality issues.

152 Allotments

a) To receive an update from the Clerk on current issues.

The Assistant Clerk highlighted the letters sent by the Boniface Allotments Association with regard to untended plots, (plots B7B, B8, B9B & B11), and also reported on the County Council's provisional drainage scheme to alleviate flooding both on Exhibition Road and at the south west side of the allotment.

b) To consider matters raised by the Boniface Allotments Association.

The Boniface Allotment Association Representative added that Association Members are prepared to undertake the excavations required by the County Council for the drainage improvements suggested to minimise disruption to allotment tenants. It was also reported that Association Members had been invited to visit Knight's Hayes Court gardens on Tuesday, 22nd May 2013, and that the National Trust Gardener, Lucy Haliday, will again be judging the allotment competition.

c) To consider matters and issues raised by allotment tenants.

A request for a polytunnel, exceeding the structure size permitted in the tenancy agreement, (paragraph 5j) on plot E13A was received and considered. The Allotment Association Representative stated that the Association Officers did not object, and indeed, felt the time had come to allow this. There were however, concerns expressed over the demand that would be needed for watering, the impact on neighbouring plots and the possibility of impingement of boundary footpaths. It was **resolved** to exceptionally approve the request for a polytunnel on plot E13A, with the following conditions:

- an appropriate water collection and, or water storage system is set up
- adjoining paths are not encroached upon
- neighbouring plots are undisturbed and unaffected.
- situation to be reviewed after 12 months

(Proposed Councillor Mrs Brookes-Hocking, seconded by Councillor Mrs Conyngham).

The Boniface Allotment Association Representative left the meeting.

153 Planning

a) To receive notification of decisions made by the Planning Authority

It was **resolved** to note the decisions of Mid Devon District Council, the determining Authority, with conditions as filed, which are attached as Appendix A.

b) To consider planning applications

There were no planning applications to consider.

154 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period 10th April to 7th May 2013 inclusive.

The Assistant Clerk circulated the payment and receipt lists. It was **resolved**, with no votes to the contrary, to approve the payments totalling £26,057.55, copies of which are attached to these minutes as Appendix One. (Proposed by Councillor Letch, seconded by Councillor Adams).

- 155 Budget Review – To review the budget for the year to date**
The Clerk circulated the budget sheet. It was **resolved** to note the budget sheet and the information contained therein, a copy of which is attached as Appendix Two.
- 156 To Receive and Agree the Internal Audited Accounts for the Financial Year 2012-2013 together with the Parish Council’s Internal Auditors Report**
A copy of the documentation was issued prior to the meeting. The Assistant Clerk provided information on an apparent difference in the year end statements, as requested by Councillor Adams. Councillor Adams requested that it be recorded in the minutes that the Assistant Clerk gave a full explanation of the situation. It was **resolved** unopposed, (proposed by Councillor Dixon, seconded by Councillor Ms Ford), to agree and recommend to Council the Internal Audited Accounts.
- 157 To Discuss and Agree the Audit Commission’s Annual Return for the Year Ended 31st March, 2013**
It was **resolved**, (proposed by Councillor Letch, seconded by Councillor Ms Ford), to agree and recommend to Council the Audit Commission’s Annual Return for the financial year ended 31st March 2013.
- 158 To Review and Approve the Council’s Statement of Internal Control for the Financial Year 2012-2013.**
It was **resolved**, (proposed by Councillor Letch, seconded by Councillor Ms Ford), to agree and recommend to Council the Statement of Internal Control for the financial year ended 31st March 2013.
- 159 To Discuss and Agree the Annual Governance Statement Detailed in the Audit Commission’s Annual Return**
It was **resolved**, (proposed by Councillor Letch, seconded by Councillor Mrs Brookes-Hocking), to agree and recommend to Council the Annual Governance Statement detailed in the Audit Commission’s Annual Return for the financial year ended 31st March 2013.
- 160 To Review the Town Council’s Insurance Policy Prior to its Renewal on 1st June 2013.**
It was **resolved**, (proposed by Councillor Ms Ford, seconded by Councillor Dixon), to agree and recommend to Council the renewal of the Council’s current insurance policy when it falls due on 1st June 2013.
- 161 Local Council Risk System - To consider the Local Council Risk System and whether it would be worthwhile the Council purchasing a copy.**
A report and examples of the Local Council Risk System were received and considered. It was **resolved**, (proposed by Councillor Brookes-Hocking, seconded by Councillor Adams), to accept the recommendation of the Town Clerk and purchase the Local Council Risk System at a cost of approximately £108.41.
- 162 Old Town Hall Notice Board - To consider quotations received for the supply and installation of a notice board for the Old Town Hall.**
Four quotations for the provision of a notice board to be installed on the outside of the Old Town Hall were received and considered. It was **resolved**, (proposed by Councillor Mrs Conyngham, seconded by Councillor Adams), to accept the quotation of S.P. Rowe for the supply and fitting of the board.
- 163 Area Transport and Traffic Management Plan - To consider an Area Transport and Traffic Management Plan for Crediton Town and agree how to progress the matter further.**
It was agreed to defer this item to the next Town Council meeting as members felt more information was required.
- 164 Keep Trade Local Campaign - To consider the ‘Keep Trade Local’ campaign, which the Federation of Small Businesses would like to run in Crediton Town on the morning of Friday, 7th June 2013, with the Town Council’s support.**

Councillor Adams declared a disclosable pecuniary interest as a High Street Trader and left the meeting.

It was noted that the use of the PIANO premises would be for storage and that the event itself will be along the High Street. It was **resolved**, (proposed by Councillor Dixon, seconded by Councillor Letch), to support the "Keep Trade Local" event. The Assistant Clerk was asked to find out if any practical help would be needed and also ask after the longer term intentions of the campaign.

165 Business brought forward

Councillor Szabo reported:

- Residents living near to the play area not far from Barnfield Close, adjacent to footpath 12, had been asking after the possibility of installing a slide in the playground. The Assistant Clerk was asked to investigate the matter with the District Council.
- Silbury Place has weeds growing up out of the wall. An allotment tenant has offered to investigate and possibly take action. Councillor Szabo was asked to liaise with the District Council on the issue.

Councillor Letch reported:

- A resident had requested a dog waste bin to be installed near the path between Spruce Park & the Lower School, not far from the above mentioned play area. The Assistant Clerk was requested to enquire as to the suitability of the location and the associated costs with the District Council.

Councillor Miss Harris reported:

- The shop premises that used to be occupied by the branch of Costcutter, was in a dreadful state. The Assistant Clerk was requested to enquire as to the appropriate agent, or person, to contact to try and have the premises tidied up. Councillor Mrs Brookes-Hocking would provide details of a contact she had, who had been dealing with the issue previously.

Councillor Mrs Conyngham asked:

- Would it be possible to have the new planting at Peoples Park watered by the same agency that does the Town Square planters and hanging baskets? The Clerk was asked to investigate.

PART TWO ITEMS

There were no items for Part Two

166 Close

The meeting closed at 9.14 pm

Signed:..... **Date:**.....
(Chairman)

Appendix A

Crediton Town Council

PLANNING DECISIONS AND COMMENTS ON NEW APPLICATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 7 MAY 2013

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 13/00368/TPO Works to Tree, registered 12/03/2013 Address: Holy Cross Church East Street Crediton Devon EX17 2AH Description: Application to carry out works to 2 lime trees protected by Tree Preservation Order 06/00005/TPO Decision: Grant permission</p> <p>Web link: 13/00368/TPO</p> <p>CTC COMMENTS: NO OBJECTION - providing the MDDC's Arboricultural Officer is happy with the proposed works (Proposed by Cllr Mrs Brookes-Hocking, seconded by Letch and agreed)</p>
DECISION	<p>Type – Decision</p> <p>Reference: 13/00275/LBC Listed Building Consent, registered 21/02/2013 Address: 143 High Street Crediton Devon EX17 3DX Description: Listed Building Consent to reposition staircase, internal and external alterations Decision: Grant permission</p> <p>Web link: 13/00275/LBC</p> <p>CTC COMMENTS: NO OBJECTIONS</p>

Type – Decision

Reference: **13/00139/FULL** Full Application, registered 23/01/2013
Address: 41 High Street, Crediton, EX17 3JP
Description: Change of use from A1 to A5 to enable sale of takeaway food
Decision: **Grant permission**
Web link: [13/00139/FULL](#)

CTC COMMENTS: No Objection, (proposed Councillor Wyer, seconded Councillor Szabo and approved. Councillor Dixon requested his vote against be recorded).

Planning Applications**Nil**

Appendix B

2 May 2013 (2013-2014)

Credton Town Council PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
5	Councillor Expenses	07/05/2013	003666	Councillor Travel Expenses - Cllr Letch	Credton Town Council	E	10.98	0.00	10.98
6	Peoples Park Maintenance	07/05/2013	003667	Peoples Park - Grass Cutting	Hooper Services	E	130.00	0.00	130.00
7	Upper Deck Maintenance	07/05/2013	003667	Upper Deck - Cleaning Tarmac	Hooper Services	E	35.00	0.00	35.00
8	Stationery	07/05/2013	003668	Stationery	Viking	S	94.57	18.91	113.48
9	Audit Fees	07/05/2013	003669	Internal Audit Fees	Ken Abraham	E	425.00	0.00	425.00
10	Peoples Park Project - Scout Memorial Garden	07/05/2013	003670	Peoples Park Project - plants	Plants Direct (South West Ltd.)	S	248.35	49.67	298.02
11	Advertising	07/05/2013	003671	Town Meeting - Advert	Credton Country Courier Ltd	S	168.00	33.60	201.60
12	Photocopier Charges	07/05/2013	003672	Photocopy Charges	Concorde	S	86.00	17.20	103.20
13	Peoples Park Maintenance	07/05/2013	003673	Peoples Park - Grass Cutting	Hooper Services	E	125.00	0.00	125.00
14	Upper Deck Maintenance	07/05/2013	003673	Upper Deck - Cleaning Tarmac	Hooper Services	E	50.00	0.00	50.00
15	Peoples Park Project - Scout Memorial Garden	07/05/2013	003674	Peoples Park Project - compost	Glendale	S	145.00	29.00	174.00
16	Peoples Park Project - Scout Memorial Garden	07/05/2013	003675	Peoples Park Project - professional fees (design)	Sheila Dearing	E	162.00	0.00	162.00
17	Peoples Park Project - Scout Memorial Garden	07/05/2013	003676	Peoples Park Project - plants	Cottage Gardens	S	352.20	70.44	422.64
18	Office Rent	07/05/2013	003677	Office Rent	Mid Devon District Council	Z	1,600.00	0.00	1,600.00
19	Office Service Charge	07/05/2013	003677	Office Service Charge	Mid Devon District Council	Z	1,000.00	0.00	1,000.00
20	Telephone Charges	04/05/2013	direct debit	Telephone Charges	BT	S	143.74	28.75	172.49
21	Bandstand Electricity	29/04/2013	direct debit	Bandstand Electricity	EDF Energy	L	23.56	1.18	24.74
22	Town Council Insurance	07/05/2013	003678	Insurance	Zurich Municipal	E	3,821.63	0.00	3,821.63
23	Grants to other Groups/Organisations	07/05/2013	003679	Grant Funding	Tarka Rail Association	E	50.00	0.00	50.00
24	Grants to other Groups/Organisations	07/05/2013	003680	Grant Funding	Friends of Credton Station	E	300.00	0.00	300.00
25	Grants to other Groups/Organisations	07/05/2013	003681	Grant Funding	Credton Church Campaign	E	80.00	0.00	80.00
26	Grants to other Groups/Organisations	07/05/2013	003682	Grant Funding	The League of Friends of Credton Hospital	E	100.00	0.00	100.00
27	Grants to other Groups/Organisations	07/05/2013	003692	Grant Funding	Torrige, North Devon, & Mid Devon	E	1,800.00	0.00	1,800.00
28	Grants to other Groups/Organisations	07/05/2013	003684	Grant Funding	Credton Arts Centre & Musum Society	E	1,000.00	0.00	1,000.00
29	Grants to other Groups/Organisations	07/05/2013	003685	Grant Funding	Credton Town Band	E	500.00	0.00	500.00
30	Grants to other Groups/Organisations	07/05/2013	003693	Grant Funding	Credton Twinning Association	E	100.00	0.00	100.00
31	Grants to other Groups/Organisations	07/05/2013	003687	Grant Funding	Credton & District Community Transport	E	1,000.00	0.00	1,000.00
32	Grants to other Groups/Organisations	07/05/2013	003688	Grant Funding	Credton Arts Centre	E	1,000.00	0.00	1,000.00
33	Grants to other Groups/Organisations	07/05/2013	003694	Grant Funding	Churches Housing Action Team	E	300.00	0.00	300.00
34	Grants to other Groups/Organisations	07/05/2013	003690	Grant Funding	St Boniface Concert Society	E	300.00	0.00	300.00
35	Grants to other Groups/Organisations	07/05/2013	003691	Grant Funding	Age Concern	E	1,000.00	0.00	1,000.00
36	Peoples Park Project - Scout Memorial Garden	07/05/2013	003695	Peoples Park Project - professional fees project	Jonathan Smye	E	911.85	0.00	911.85
38	Staff Salaries	07/05/2013	003697	Salaries - April	Mid Devon District Council	E	3,397.77	0.00	3,397.77
39	PAYE/National Insurance	07/05/2013	003697	PAYE/National Insurance	Mid Devon District Council	E	270.49	0.00	270.49
40	Pension Contributions	07/05/2013	003697	Pension Contributions	Mid Devon District Council	E	229.80	0.00	229.80
41	Payroll Administration	07/05/2013	003697	Payroll Administration	Mid Devon District Council	S	10.00	2.00	12.00
42	Economic Development Fund	07/05/2013	003698	Grant Funding - Flags Project	Credton Arts Centre	E	2,000.00	0.00	2,000.00
43	Grants to other Groups/Organisations	07/05/2013	003699	Grant Funding	Credton Arts Centre	E	1,280.00	0.00	1,280.00
44	Grants to other Groups/Organisations	07/05/2013	003700	Grant Funding	Credton Youth Theatre	E	500.00	0.00	500.00
45	Grants to other Groups/Organisations	07/05/2013	003701	Grant Funding	Devon Senior Voice	E	250.00	0.00	250.00
46	Office Supplies	24/04/2013	petty cash	Disposable Cups	Credton TC petty cash	X	2.00	0.00	2.00
Total							25,002.94	250.75	25,253.69

Appendix B

7 May 2013 (2013-2014)

Crediton Town Council
SUPPLEMENTARY PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
47 Photocopier Charges	07/05/2013		Lloyds TSB current	003702	Photocopier Charges	Concorde	S	35.63	7.13	42.76
48 Council Expenses	07/05/2013		Lloyds TSB current	003703	Annual Town Meeting	Boniface Centre	E	75.00	0.00	75.00
49 IT Support	07/05/2013		Lloyds TSB current	003704	IT Support May 2013	Mid Devon District	S	180.00	36.00	216.00
50 Peoples Park	07/05/2013		Lloyds TSB current	003705	Peoples Park Project	Rainbow Plants	S	391.75	78.35	470.10
Total								682.38	121.48	803.86
Brght. Fwd.								25,002.94	250.75	25,253.69
Combined Total								25,685.32	372.23	26,057.55

Appendix C

Year To Date Budget 2013-2014

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	6,750	430.35	826.17											18.6	5,493.48	1,256.52
Council & Councillors	8,630		212.58											2.5	8,417.42	212.58
Property & Parks	22,250	24.74	2,940.00											13.3	19,285.26	2,964.74
Insurance	4,000		3,821.63											95.5	178.37	3,821.63
Election Costs	200													-	200.00	-
Parish Paths (P3)	250													-	250.00	-
Grants	17,000		9,560.00											56.2	7,440.00	9,560.00
Parish Enhancements	0													-	0.00	-
Amenities	9,670													-	9,670.00	-
Honorary	110													-	110.00	-
Sub Total	68,860	455	17,360	0	0	0	0	0	0	0	0	0	0	25.9	51,044.53	17,815.47

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries			3,397.77													3,397.77
PAYE/NI			270.49													270.49
Pension Payments			229.80													229.80
Sub Total	63,000	-	3,898.06	-	-	-	-	-	-	-	-	-	-	6.2	59,101.94	3,898.06

Total Spend	131,860.00	455.09	21,258.44	-	-	-	-	-	-	-	-	-	-	16.5	110,146.47	21,713.53
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INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	0	3.19												#DIV/0!	-3.19	3.19
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	0	18.40												#DIV/0!	-18.40	18.40
Insurance	0															
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0													#DIV/0!	0.00	-
VAT Repayment	0													#DIV/0!	0.00	-
Precept	136,860	68,400.00												50.0	68,460.00	68,400.00
Sub Total	136,860	68,421.59	-	-	-	-	-	-	-	-	-	-	-	50.0	68,438.41	68,421.59

Total Income	£136,860	£68,421.59	£0.00	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	50.0	£68,438.41	£68,421.59
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Ear Marked Reserves/Project Funds																
Peoples Park Project		641.10	1,968.51											#DIV/0!	-2,609.61	2,609.61
Economic Development			2,000.00													2,000.00
																-
																-
																-
Sub Total	0	641	3,969	0	0	0	0	0	0	0	0	0	0			4,609.61

Total Spend inc reserv	-	1,096.19	25,226.95	-	-	-	-	-	-	-	-	-	-		-26,323.14	26,323.14
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Bank Reconciliation at 07/05/2013

Cash in Hand 01/04/2013		79,912.20
ADD		
Receipts 01/04/2013 - 07/05/2013		68,421.59
		148,333.79
SUBTRACT		
Payments 01/04/2013 - 07/05/2013		26,323.14
A	Cash in Hand 07/05/2013	122,010.65
	(per Cash Book)	
Cash in hand per Bank Statements		
	Cash	0.00
	Lloyds TSB current a/c	29,988.81
	Lloyds TSB precept a/c	74,644.96
	Lloyds TSB reserve a/c	42,577.96
	Petty Cash	25.87
		147,237.60
	Less unrepresented cheques	
	As attached	25,226.95
		122,010.65
	Plus unrepresented receipts	
	As attached	0.00
B	Adjusted Bank Balance	122,010.65

A = B Checks out OK