

DRAFT



Crediton Town Council

Minutes of Crediton Town Council Finance and General Purposes
Committee Meeting held on Tuesday 9th April 2013
at 7pm at the Council Chamber, Market Street, Crediton

Present:	Councillors	Mr F Letch Miss J Harris (Chairman) Mr R Adams Mrs L Conyngham Mr W Dixon Mr M Szabo Mr N Way (part meeting) Mr A Wyer Mr P Vincent Mrs L Brookes-Hocking Mrs G Ford
In Attendance:	Town Clerk MDDC Officers Boniface Allotment Association Public Press	Mrs C Dalley Mr S Newcombe & Mr P Williams 1 Representative 4 1

114 To receive apologies
There were no apologies.

115 Declarations of Interest

Code of Conduct	Councillor Way	As a member of more than one authority, declared that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority
Personal	Cllr Adams	Agenda item 11 (minute number 124) planning application 13/00380/FULL. As an adjacent property owner Cllr Adams left the meeting whilst the application was considered.

Cllr P Vincent joined the meeting.

116 To receive an update from Mr Simon Newcombe, Mid Devon District Councils Waste and Transport Manager and Mr Richard Keith-Hill, Mid-Devon District Council's Pollution Control Officer, on Air Quality Management in Crediton

Mr Newcombe introduced Mr Paul Williams, Head of Environmental Services, who was attending in place of Mr Keith-Hill. Mr Newcombe briefed Councillors on Mid Devon District Council's air quality management in Crediton and circulated a summary of findings for Exeter Road and the High Street covering the past three years, a copy of which is attached as Appendix One. The figures are an annual average of the monthly results of air quality, which have been measured in seven locations. The three complete years of data show readings for nitrogen dioxide which is a key pollutant. Mr Newcombe explained when the data is published, and that it is available on MDDC's website. He added that it was important to note the only definitive official data, is that which has been accepted by government and is published in the

MDDC annual report. The report now being circulated to Councillors is data which has not yet gone into a report but MDDC believe the figures to be accurate. The report shows little/no improvement in Exeter Road and a slight improvement in the High Street, however, the Duke of York pub end of the High Street is still unacceptable, as it is above the Government mean level of 40. It is expected that Exeter Road will be a problem until the Link Road is in place. There has also been a station monitoring particulate levels (PM10's) at Exeter Road, however there has been an unavoidable loss of some of the data due to flooding and power outages. The monitor has now been changed and this has given a stepped change in the results being provided. There was a lengthy discussion as to whether the particulate monitor should now be moved to the High Street, as MDDC Officers felt that collecting the data at Exeter Road was now an academic exercise as they know air quality is bad. Councillors and members of the public made comments and asked questions for clarification. Cllr Miss Harris thanked Mr Newcombe and Mr Williams for attending the meeting.

117 Public Question Time

There were no questions.

118 Order of Business

Cllr Dixon suggested agenda items 20 'To consider an Anti-Fraud and Corruption Strategy prepared by the Clerk', 21 'To consider amendments to the Town Council's Standing Orders' and 22 'To consider amendments to the Town Council's Financial Regulations' should be considered by the Council's Administration & Personnel Committee.

119 Chairman's and Clerk's Announcements

There were no announcements.

120 Finance and General Purposes Committee Minutes – To approve and sign the minutes of the Finance and General Purposes Committee Meeting held on 5th March 2013 as a correct record

Copies had been circulated with the agenda. Cllr Szabo queried minute number 110, as he believed it to be inaccurate. It was **resolved** to approve, and sign, the minutes of the Finance and General Purposes Committee held on 5th March 2013, as a correct record. (Proposed Cllr Letch, seconded by Cllr Mrs Brookes-Hocking).

121 Matters Arising

Minute Number 108 – Cllr Letch asked if a letter had been sent, Cllr Brookes Hocking confirmed it had.

Minute 110 – Cllr Letch requested that thanks be noted to Cllrs Mrs Brookes-Hocking and Mrs Conyngham for hand delivering fliers regarding the Peoples Park planting scheme to residents living opposite the park.

122 Allotments [CTC Allotments](#)

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

The Clerk had no issues.

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

The Association had no issues.

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

No matters or issues had been raised by allotment tenants.

d) **Barnfield Hedge planting (*requested by Councillor Szabo*)**

Cllr Szabo had no further comments to make.

123 To discuss Mid Devon District Council's policy on bookings and charges for District Council owned public spaces.

Mid Devon District Council has reviewed its charging policy for the hiring of its venues resulting in charitable organisations being charged to hire Crediton Town Square. Members believe it is important to encourage the use of the Town Square and non-profit making organisations of all

sizes should be able to use it free of charge. It was noted that there was a lack of clarity in the charging structure as there is no charge for parks and open spaces but there is a charge for Crediton Town Square.

It was **resolved** for the Clerk to arrange a meeting with Officers at Mid Devon District Council to discuss the Council's concerns and for a Crediton Town Councillor to be present, if required. (Proposed by Cllr Letch, seconded by Cllr Mrs Conyngham)

124 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 Two.

b) **To consider planning applications**

As an adjacent property owner Cllr Adams declared a personal interest in planning application 13/00380/FULL and left the meeting whilst the application was considered. It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Three.

c) **To consider planning applications and items for determination received for week ending Tuesday 5th April 2013, after the agenda was prepared**

There were no items.

125 To consider the following requests received by Mid Devon District Council's Housing & Property Services Department and make recommendations accordingly:

a) Enquiry from the owner of 39 Barnfield, Crediton, to purchase the land outlined in red on the attached plan to use for parking and access to the house/garden

It was **resolved** to recommend no objections. (Proposed by Cllr Letch, seconded by Cllr Mrs Conyngham)

b) Purchase of land at Southfield Drive, Crediton, outlined in red on the attached plan (this land is currently in the process of being transferred to MDDC) to use the land for garden purposes. Restrictive covenants will be imposed with any sales to prevent use other than domestic garden.

It was **resolved** to recommend no objections. (Proposed by Cllr Letch, seconded by Cllr Conyngham)

126 To consider the Draft Supplementary Planning Document: provision of parking in new development

A copy of the document was issued prior to the meeting. It was **resolved** for the Council to reiterate its previous comments. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

127 Devon County Council Items

Crediton Traffic Regulation Order - To discuss the proposed Traffic Regulation Orders 5262, (waiting restrictions), and 5310, (Belle Parade Cycle Lane).

The Clerk confirmed that an e-mail had been sent to Devon County Council Officers requesting a meeting; as yet she had not received a reply. Cllr Way advised he had spoken to the Devon County Council Officer concerned, and a meeting will be arranged. In the meantime, it was agreed for Councillors to provide the Clerk with their suggested changes.

128 To discuss the People's Park project and agree any further actions required.

Cllr Letch reminded all Councillors of the planting day to be held on Saturday, 13th April 2013.

129 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period 13th March to 9th April 2013 inclusive.

The Clerk circulated the payment and receipt lists. It was **resolved**, with no votes to the contrary, to approve the payments totalling £13,073.08 and receipts totalling £70,101.91 copies of which are attached to these minutes as Appendix Four. (Proposed by Cllr Dixon, seconded by Cllr Letch)

130 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 Five. (Proposed by Cllr Miss Harris, seconded by Cllr Letch) Cllr Letch commended the Clerk on the new budget forms. It was further agreed that the Clerk would issue all financial information by lunchtime on the day before the Finance and General Purposes Committee meeting.

Cllr Way left the meeting

131 To consider the Internal Audit Report and agree any further actions

A copy of the report was issued prior to the meeting. It was **resolved** to note the contents of the report and for the Clerk to investigate the cost of purchasing LCRS software. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

132 To review the following Risk Assessments:

- a) Assets
- b) Finance
- c) Employer Liability
- d) Legal Liability
- e) Liability
- f) Councillors propriety
- g) Office Work

Copies of all risk assessments were issued with the agenda. It was **resolved** to adopt the risk assessments. (Proposed by Cllr Letch, seconded by Cllr Conyngham)

133 To consider an Anti-Fraud and Corruption Strategy prepared by the Clerk.

A copy of the Strategy was issued with the agenda. It was **resolved** for this item to be considered by the Council's Administration and Personnel Committee at its next meeting. (Proposed by Cllr Dixon, seconded by Cllr Miss Harris)

134 To consider amendments to the Town Council's Standing Orders

An amendment report together with a draft copy of the amended Standing Orders, prepared by the Clerk, was issued with the agenda. It was **resolved** for this item to be considered by the Council's Administration and Personnel Committee at its next meeting. (Proposed by Cllr Dixon, seconded by Cllr Miss Harris)

135 To consider amendments to the Town Council's Financial Regulations

An amendment report together with a draft copy of the amended Financial Regulations, prepared by the Clerk, was issued with the agenda. It was **resolved** for this item to be considered by the Council's Administration and Personnel Committee at its next meeting. (Proposed by Cllr Dixon, seconded by Cllr Miss Harris)

136 To consider a new Investment Strategy prepared by the Clerk

A copy of the Strategy was issued with the agenda. It was **resolved** to adopt the Investment Strategy. (Proposed by Cllr Letch, seconded by Cllr Dixon)

137 To consider granting the Town Clerk permission to view the Council's Lloyds TSB Bank accounts on line

It was **resolved** to grant the Town Clerk permission to view the Council's Lloyds TSB Bank accounts on line. (Proposed by Cllr Letch, seconded by Cllr Adams)

138 To receive a report from Councillor Mrs Brookes-Hocking on Part 1 of the 'Rising to the Challenge' Councillor training course.

Cllr Mrs Brookes-Hocking advised Councillors that she had circulated information by e-mail and requested all Councillors take the opportunity to read through it. It was **resolved** that Cllr Brookes-Hocking would report back at the beginning of the next Finance and General Purposes Meeting on Parts 1 & 2 of the course. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Miss Harris)

139 To consider a report from Cllr Mrs Brookes-Hocking regarding Crediton Christmas Lights 2013 and agree any further actions required.

Cllr Mrs Brookes-Hocking's report had previously been circulated to Members. It was **resolved** for the Council to set up a Working Group to investigate Crediton Christmas Lights 2013, with Cllr Brookes-Hocking and the Clerk being members of the Group. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Letch)

140 To discuss the Public Sector Show being held on Tuesday, 30th April 2013, at the Business Design Centre, London

It was **resolved** to note the show. (Proposed by Cllr Letch, seconded by Cllr Harris)

141 Correspondence received and items of information

Correspondence

1. Mrs J Morris – Letter: Invoice and Good wishes letter, end of contract of employment.
2. Western Power Distribution - Invitation: Stakeholder Workshop, (Exeter event 24 April 2013).
3. Lloyds TSB – Letter: Business update for Small & Medium Enterprise Businesses.
4. MDDC – Public Notice: Devon County Council Elections, (*Poster on notice-board*).
5. Commissioner's Office – Notification: Change of Registration Details, (*C Dalley added as Town Clerk*).
6. Cllr Mrs L Conyngham – e-mail: Update on All Access Path to Shobrooke.
7. MDDC – e-mail: Explanation of errors in Council Tax Bills, Town & Parish Council precepts.
8. Willand Parish Council – Letter: Concerns with MDDC's Planning process operations and conduct
9. Phillips Print & Stationery – Notification: Closure of the shop and transfer of data to Hedgerow Print.
10. Sir Neil Butterfield – Letter: To the Mayor, Action for Market Towns initiative.
11. Wayne Reed, Crediton Scouts - Request to recreate a typical Scout Camp in the park, including camp fire
12. Rosemary Stephenson, Crediton Arts Centre – Asking if Cllrs would like an update on how plans for the Festival are progressing
13. Peter Brewer, Crediton Twinning Association – Invite Council team to take part in Annual Boule Tournament on Saturday, 8th June 2013, at 2.00 pm

Information

1. MDDC – Summons & Agenda: Extraordinary Meeting of MDD Council, 3 April 2013. Information
2. Dept. of Communities & Local Government – Guidance: Openness & Transparency on Personnel Interests for councillors.
3. South West in Bloom – Newsletter: Spring 2013.
4. Devon Senior Voice – Everyone's Tomorrow Newsletter April 2013
5. RHS - Grass Roots Spring 2013 Newsletter
6. DALC April 2013 Newsletter

It was **resolved** as follows:

- for a letter of thanks to be sent to Mrs Morris for all her assistance whilst working for the Council.
 - to consider the letter from Willand Parish Council at the next Council meeting.
 - For the Clerk to recommend that the Scout Camp is held at Newcombes Meadow
 - Request a written update from Crediton Arts Centre on the festival arrangements
 - To enter a team consisting of Cllrs Mrs Brookes-Hocking, Miss Harris, Szabo, Letch and Ms Ford as reserve, in the Twinning Association's Boules Tournament.
 - to note the correspondence and information
- (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

142 Business brought forward

Cllr Szabo reported as follows:

- funding had been refused for the all-weather sports pitch
- the railings around the toilets by the war memorial are being painted.

Cllr Vincent requested two future agenda items which are:

- How to improve the acoustics at the Town Hall
- To consider if anything can be done about the potential number of empty shops

Cllr Mrs Brookes-Hocking provided a report as follows:

- At the farmers market surgery. A lady had thanked the Council for looking into the bus shelter outside Lloyds TSB and requested the Council consider the lack of pavement at the top of Jockey Hill.
- traffic management and the Council's communication policy need to be considered in the future.
- Mid Devon Council's planning documents can be commented on during the year in relation to empty shops and the vulnerability of the high street.
- It may be worthwhile displaying the past, present and future of Peoples Park at the Annual Town Meeting. Councillors felt this would be a good idea.

Cllr Letch reported as follows:

- The netting at the War Memorial is ripped.
- Children are playing ball, skateboarding and cycling in St Saviours Way car park. He suggested contacting Mid Devon District Council to see if they could erect signs clearly stating no ball games, skating or cycling in the car park. The Clerk confirmed she would investigate and also speak to the local PCSO.
- He wished to present a bunch of flowers to a resident who has been extremely helpful within the community who is currently unwell at the Mayor's Reception. Councillors felt this would be a good idea.

The Clerk advised

- She had arranged for a Contact Us Form to be added to the Council's website.
- The Annual town Meeting may be an ideal time to gain residents views on the high street and gather suggestions on what can be done about the potential number of empty shops.

PART TWO ITEMS

There were no items for Part Two

143 Close

The meeting closed at 9.14 pm

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

Summary Of Diffusion Tube Results for Crediton 2010 – 2012.

Location	<u>2010</u>	<u>2011</u>	<u>2012</u>
Bottom Exeter Road	43.24	44.32	40.5
Middle Exeter Road	39.34	37.43	37.82
Top Exeter Road	45.7	43.01	43.72
HSBC, High Street	40.81	40.77	37.58
Middle High Street	35.65	35.1	32.07
Duke of York, High St	37.99	41.95	41.15

Appendix 2

Crediton Town Council

PLANNING DECISIONS AND COMMENTS ON NEW APPLICATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 9 APRIL 2013

Planning Decisions – as notified by the Planning Authority:

DECISION	Type – Decision
	Reference: 09/01681/MFUL/NMAA Non-Material Amendments
	Address: Land at Grid Reference 284308 99430 (Land To South of Exeter Road) Station Approach Crediton Devon
	Description: Erection of 22 dwellings with associated parking
	Decision: Grant permission
Web link: 09/01681/MFUL/NMAA	
CTC Comments: NO OBJECTIONS provided the Planning Officers are happy that there is no flood risk to the properties	

DECISION	Type – Decision
	Reference: 13/00157/FULL Full planning application, registered 30/01/2013
	Address: 11 Prince of Wales Road Crediton Devon EX17 2AG
	Description: Installation of clear glazed window in side elevation
	Decision: Grant permission
Web link: 13/00157/FULL	
CTC COMMENTS: No Objection	

DECISION

Type – Decision

Reference: **13/00082/ADVERT** Consent to Display an Advertisement, registered 30/01/2013
Address: Lloyds TSB Bank Plc 30 High Street Crediton Devon EX17 3AH
Description: Advertisement Consent to display 2 internally illuminated fascia signs, 2 internally illuminated hanging signs, 4 other internally illuminated signs, and 1 non-illuminated sign
Decision: **Withdrawn**
Web link: [13/00082/ADVERT](#)

CTC COMMENTS: Objection the on grounds of excessive advertising and internally illuminated signs on the High Street.

DECISION

Type – Decision

Reference: **13/00080/LBC** Listed Building Consent, registered 04/03/2013
Address: Lloyds TSB Bank Plc 30 High Street Crediton Devon EX17 3AH
Description: Listed Building Consent for the installation of new signage
Decision: **Withdrawn**
Web link: [13/00080/LBC](#)

CTC COMMENTS: The Council re-iterated its objection to the original application, 13/00082/ADVERT on grounds of excessive advertising and internally illuminated signs on the High Street, as per 13/00082/ADVERT, last month.

DECISION

Type – Decision

Reference: **13/00043/LBC** Listed Building Consent, registered 17/01/2013
Address: 25 High Street Crediton Devon EX17 3AH
Description: Listed Building Consent for the conversion of existing storage buildings to form 2 dwellings (Revised Scheme)
Decision: **Grant permission**
Web link: [13/00043/LBC](#)

CTC COMMENTS: RECOMMEND APPROVAL

Type – Decision

Reference: **12/01592/FULL** Full planning application, registered 19/12/2012
Address: Glendower Court Station Approach Crediton Devon
Description: Erection of 3 flats following demolition of two existing garages
Decision: **Grant permission**

Web link: [12/01592/FULL](#)

CTC Comments: RECOMMEND REFUSAL FOR THE FOLLOWING REASONS:

- **OVERDEVELOPMENT OF SITE WHICH IS A PUBLIC SAFETY ISSUE**
- **LACK OF PARKING IN AN ALREADY DENSELY POPULATED AREA. THIS PROPOSAL TAKES AWAY EXISTING PARKING AND THERE IS NO PARKING PROVISION FOR THE PROPOSED DWELLINGS**

Type – Decision

Reference: **13/00133/FULL** Full planning application, registered 25/01/2013
Address: Lords Meadow Leisure Centre Commercial Road Lords Meadow Industrial Estate Crediton Devon EX17 1ER
Description: Installation of a biomass boiler to include the erection of a plant room, flue and wood chip store
Decision: **Grant permission**

Web link: [13/00133/FULL](#)

CTC COMMENTS: RECOMMEND APPROVAL

DECISION

Type – Decision

Reference: **13/00158/CLP** Certificate of Lawful Use for a Proposed Development, registered 01/02/2013
Address: 9 Barn Park Crediton Devon EX17 3JD
Description: Certificate of lawfulness for the proposed creation of a hard standing/parking area in accordance with submitted plans/drawings
Decision: **Grant permission**
Web link: [13/00158/CLP](#)

CTC Comments: N/A

DECISION

Type – Decision

Reference: **12/01668/FULL** Full planning application, registered 24/12/2012
Address: 122 - 123 High Street Crediton Devon EX17 3LQ
Description: Change of use of ground floor shop from A1 retail to A2 financial and professional services
Decision: **Grant permission**
Web link: [12/01668/FULL](#)

CTC Comments: RECOMMEND REFUSAL AS THE PROPERTY IS WITHIN THE CREDITON PRIMARY SHOPPING FRONTAGE AREA AS IDENTIFIED IN LOCAL PLAN PART 3 (SEE PROPOSALS MAP) AND THE COUNCIL CONSIDERS THAT SHOP UNITS IN THIS AREA SHOULD REMAIN IN RETAIL USE

DECISION

Type – Decision

Reference: **13/00079/FULL** Full planning application, registered 15/01/2013
Address: 5A Okefield Road Crediton Devon EX17 2DN
Description: Raising roof height of bungalow and garage to form first floor accommodation (Revised Scheme)
Decision: **Grant permission**
Web link: [13/00079/FULL](#)

CTC COMMENTS: NO OBJECTIONS

Appendix 3

Crediton Town Council Planning Application Rec

ommendations

APPLICATION	<p>Type – Application</p> <p>Reference: 13/00345/FULL Full planning application, registered 13/03/2013 Address: Land and Buildings at NGR 283081 100371 (Adjacent To 12 Searle Street) Crediton Devon Description: Erection of 2 houses and 1 flat (Revised scheme)</p> <p>Web link: 13/00345/FULL</p> <p>CTC COMMENTS: NO OBJECTION (Proposed by Cllr Mrs Conyngham, seconded by Cllr Letch and agreed, with 1 against which was Cllr Dixon)</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 13/00368/TPO Works to TPO Trees, 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</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>

APPLICATION

Type – Application

Reference: **13/00375/FULL** Full planning application, registered 14/03/2013

Address: 55 - 56 High Street Crediton Devon EX17 3JX

Description: Change of Use from office (B1) to shop (A1)

Web link: [13/00375/FULL](#)

CTC COMMENTS: Recommend APPROVAL

(Proposed by Cllr Letch, seconded by Cllr Szabo and agreed)

APPLICATION

Type – Application

Reference: **13/00380/FULL** Full planning application, registered 20/03/2013

Address: 122 - 123 High Street Crediton Devon EX17 3LQ

Description: Conversion of maisonette into two maisonettes to include external alterations and provision of external staircase with canopy over

Web link: [13/00380/FULL](#)

As an adjacent property owner Cllr Adams declared a personal interest in planning application 13/00380/FULL and left the meeting whilst the application was considered.

CTC COMMENTS: NO OBJECTION – However the external staircase may be inappropriate to the location.

(Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch and agreed)

APPLICATION

Type – Application

Reference: **13/00406/FULL** Full planning application, registered 21/03/2013

Address: Fix Auto Mid Devon 33 Marsh Road Lords Meadow Industrial Estate Crediton Devon EX17 1EU

Description: Erection of extensions and alterations to existing industrial unit (Revised scheme)

Web link: [13/00406/FULL](#)

CTC COMMENTS: NO OBJECTION

(Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Mrs Conyngham and agreed)

Type – Application

Reference: **13/00412/FULL** Full planning application, registered 25/03/2013
Address: 7 Murley Close Crediton Devon EX17 2DU
Description: Installation of dormer window

Web link: [13/00412/FULL](#)

CTC COMMENTS: NO OBJECTION

(Proposed by Cllr Mrs Conyngham, seconded by Cllr Mrs Brookes- Hocking and agreed)

Type – Application

Reference: **13/00426/ADVERT** Consent to Display an Advertisement, registered 25/03/2013
Address: Lloyds TSB Bank Plc, 30 High Street, Crediton, EX17 3AH
Description: Advertisement Consent to display 2 non-illuminated fascia signs, 1 non-illuminated projecting sign and 5 other non-illuminated external signs

Web link: [13/00426/ADVERT](#)

CTC COMMENTS: NO OBJECTION – Providing MDDC’s Advertising Officer is happy with the proposals

(Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Wyer and agreed)

Appendix 4 Crediton Town Council

SCHEDULE OF ACCOUNTS SUBMITTED TO A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

09 April 2013

Cheque Number	Ref.	Comment	Sub-Total	Total
Expenditure				
3652	Mrs J Morris	4642 Payroll Mar. 2013	LGA'72 S111	380.00
3653	Scribe 2000 Ltd	4643 Finance IT Application	LGA'72 S111	294.00
3654	V.E.Barker Jewellers	4644 Mayor's Chain Repairs	LGA'72 S111	30.00
3655	DALC	4645 Annual DALC & NALC Subscription	LGA'72 S142	855.88
3656	MDDC	4646 Payroll Feb. 2013	LGA'72 S111	1,397.17
		4670 Payroll Mar. 2013	LGA'72 S111	8,060.73
				9,457.90
3657	Sheila Dearing Design	4647 Peoples Park Planting Project Plans	OSA 1906 S10	194.00
3658	Hoopers Services	4648 Peoples Park Planting Path Chippings Spreading	OSA 1906 S10	78.00
3659	John Gillard Cleaning	4649 Bus Shelter Cleaning	LGMPA 1953 S4	47.00
3660	The Governors of Crediton Church	N/A St Lawrence Chapel TAP Fund Grant	LGA'72 S111	659.00
3661	Phillips Ltd	4650 Stationery		7.85
				12,003.63
Total	Expenditure			12,003.63
Income				
Cash	Mrs R.Freeman	Allotment E19 Rental		21.35
BACS	MDDC	TAP Fund Grant (Town Council)	1,000.00	
		TAP Fund Grant (St Lawrence Chapel)	659.00	1,659.00
BACS	Lloyds TSB	Total Interest Income Mar. 2013		3.16
Total	Income			1,683.51

Crediton Town Council

BANK BALANCES SUBMITTED TO A MEETING OF THE TOWN COUNCIL

TOWN COUNCIL
09 April 2013
(As @ 3 Apr. 2013)

Lloyds Current	12,712.23
Precept Reserve	36,243.46
Reserves	42,576.27
Petty Cash	27.87
Income Petty Cash	0.00
Total	91,559.83

Crediton Town Council

Crediton Town Council

ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE

TOWN COUNCIL
09 April 2013
(As @ 3 Apr. 2013)

Bank & Cash Holdings	91,559.83
VAT	8,456.73
Creditors (Suppliers & Liabilities)	-12,003.63
Debtors (Customers)	1,514.43
Total	89,527.36

Appendix 4

9 April 2013 (2013-2014)

**My Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Franking Machine Charge	09/04/2013		Lloyds TSB current	003662	Franking Machine Charge	Mid Devon District Council	Z	129.02	0.00	129.02
2 Photocopier Charges	09/04/2013		Lloyds TSB current	003662	Photocopier Charges	Mid Devon District Council	S	69.44	13.89	83.33
3 IT Support	09/04/2013		Lloyds TSB current	003663	IT Support	Mid Devon District Council	S	180.00	36.00	216.00
4 Peoples Park Project	09/04/2013		Lloyds TSB current	003664	Peoples Park Project - Bo	EverEdge	S	534.25	106.85	641.10
Total								912.71	156.74	1,069.45

9 April 2013 (2013-2014)

**My Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Precept	08/04/2013		Lloyds TSB precep	bacs	Precept	Mid Devon District Council	X	68,400.00	0.00	68,400.00
2 Wayleave Payments	09/04/2013		Lloyds TSB current	cheque (628224)	Wayleave Payments	Western Power Distribut	E	12.02	0.00	12.02
3 Wayleave Payments	09/04/2013		Lloyds TSB current	cheque (628541)	Wayleave Payments	Western Power Distribut	E	6.38	0.00	6.38
Total								68,418.40	0.00	68,418.40



Appendix 5

Summary of Accounts 1 April 2012 - 31 March 2013- Finance Committee Recommendation							Suggested	Recommended	Approved
Budget	Allocation 2012-2013	Spent * 2012-2013	Projected Spend	Income & Reserves	Surplus Deficit	Notes	Allocation 2013-2014	Allocation 2013-2014	Allocation 2013-2014
Administration									
Staff - Salaries - NI - Pensions	62,000	58,641	0	0	3,359		63,000	63,000	63,000
Imprest	50	0	0	0	50		50	50	50
Telephone & Internet	550	634	0	0	-84		700	700	700
Postage	200	212	0	0	-12		250	250	250
Office Supplies	1,500	1,245	0	0	255		1,750	1,750	1,750
Office Equipment	2,000	2,405	0	0	-405		2,050	2,050	2,050
Training	1,000	205	0	0	795		1,000	1,000	1,000
Audit	900	925	0	0	-25		950	950	950
Insurance	4,000	3,756	0	0	244		4,000	4,000	4,000
Newsletters/Annual Report	0	0	0	0	0		0	0	0
Website	0	0	0	0	0		0	0	0
Administration Sub Total	72,200	68,023	0	0	4,177		73,750	73,750	73,750
Democracy, Council & Councillors									
Hospitality	1,400	890	0	0	510		2,000	2,000	2,000
Councillor Basic Allowances/Mayor's Expenses	1,380	500	0	0	880		1,460	1,460	1,460
Council Expenses/Councillors Expenses	1,200	750	0	0	450		1,250	1,250	1,250
Elections	500	0	0	0	500		200	200	200
Advertising	500	1,026	0	0	-526		650	650	650
Subscriptions	1,500	1,067	0	0	433		1,570	1,570	1,570
Newsletters/Annual Report	1,000	724	0	0	276		1,000	1,000	1,000
Website	700	500	0	0	200		700	700	700
Democracy, Council & Councillors Sub Total	8,180	5,457	0	0	2,723		8,830	8,830	8,830
Donations									
	9,500	10,730	0	1,230	0		11,500	17,000	17,000
Property									
Peoples Park	8,000	3,527	0	0	4,473		5,000	5,000	5,000
Scout Memorial Gardens	15,500	32,109	0	16,609	0		5,000	5,000	5,000
Upper Deck	1,300	285	0	0	1,015		1,300	1,300	1,300
War Memorial	750	388	0	0	362		750	750	750
Boniface Statue	500	25	0	0	475		500	500	500
Bandstand	250	215	0	0	35		250	250	250
Allotments	150	1,635	0	2,447	962		150	150	150
Stoney Park	0	0	0	200	200		0	0	0
Street Furniture (incl. seats and bus shelters)	1,300	818	0	0	482		1,300	1,300	1,300
Millennium Cross	0	0	0	0	0		0	0	0
Town Clock	350	629	0	43	-236		350	350	350
Flagpole/Maypole	0	0	0	0	0		0	0	0
Mayor's Chain/Board/Notice Board	100	394	0	294	0		100	100	100
Small Works Budget	250	0	0	0	250		250	250	250
Office Rent	3,500	2,600	0	0	900		3,500	3,500	3,500
Land Registration/Valuation	600	720	0	114	-6		800	800	800
CCTV	3,000	2,500	0	0	500		3,000	3,000	3,000
Property Sub Total	35,550	45,845	0	19,707	9,412		22,250	22,250	22,250
Amenities									
Town Centre Economic Development	1,000	500	0	0	500		1,000	1,000	1,000
Floral Crediton	5,500	5,030	0	300	770		5,400	5,400	5,400
Town Flag & Banners	70	0	0	0	70		70	70	70
P3 Scheme	250	0	0	0	250		250	250	250
Town Square	0	0	0	0	0		0	0	0
Boniface Trademark	0	0	0	0	0		0	0	0
Jubilee 2012	1,000	2,121	0	1,121	0		0	0	0
Christmas Lights Future Provision	0	0	0	0	0		0	2,000	2,000
Christmas Tree & Lights	1,100	1,350	0	250	0		1,200	1,200	1,200
Amenities Sub Total	8,920	9,001	0	1,671	1,590		7,920	9,920	9,920
Top Up Strategic Operating Reserves									
	0	0	0	0	0		10,090	5,000	5,000
Honarium/Sundries	100	100	0	0	0		110	110	110
Other Income - Bank Interest/Investments/Way Leave Receipts	0	0	0	101	101		0	0	0
VAT Refund 2011-12 (£)	0	0	12,878	0	12,878		0	0	0
BAA Membership Fee (Held on Behalf of BAA)	0	445	0	445	0		0	0	0
Totals (ex VAT)	134,450	139,156	0	22,709	17,902		134,450	136,860	136,860

Bank Balances at 31 March 2013

Current Account					1,065
Precept Account (Instant Access)					36,243
Reserves Account (30 Day)					42,576
Petty Cash					28
Income Cash Account					0
VAT recoverable					8,443
Accounts Receivable (Unpaid Invoices)					1,514
Accounts Payable; (Unpaid Bills)					0
Expenditure to Year End					0
Total					89,869

