



Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 2nd July 2013, at 7pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs L Conyngham, Mrs L Brookes-Hocking, Mr M Szabo, Mr P Vincent, Mr W Dixon, Ms G Ford and R Adams
Mrs C Dalley, Town Clerk

In Attendance: 1 member of the Press

18 To Elect a Committee Chairman for financial year 2013-2014

It was **resolved** for Cllr Miss Harris to be Committee Chairman for the financial year 2013-2014 (Proposed by Cllr Dixon seconded by Cllr Letch)

19 To Elect a Committee Vice-Chairman for financial year 2013-2014

It was **resolved** for Cllr Szabo to be Committee Vice-Chairman for the financial year 2013-2014 (Proposed by Cllr Miss Harris, seconded by Cllr Ms Ford)

20 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs N Way and A Wyer. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

21 Declarations of Interest

None declared

22 Public Question Time

There were no questions

23 Order of Business

There were no changes to the order of business.

24 Chairman's and Clerk's Announcements

There were no announcements

Cllr Adams arrived 7.05 pm

25 Finance & General Purposes Committee Minutes – To approve and sign as a correct record the minutes of the Finance and General Purposes Committee Meeting held on 4th June 2013.

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 4th June 2013, as a correct record. (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch)

26 Matters Arising

There were no matters arising.

27 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 One.

b) To consider planning applications.

It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Two.

28 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 5th June 2013 to 2nd July 2013 inclusive.

The Clerk circulated the payment and receipts list and the bank reconciliation. It was **resolved**, with no votes to the contrary, to approve the payments totalling £6,229.25 and receipts totalling £672.59, copies of which are attached to these minutes as Appendix Three. (Proposed by Cllr Letch, seconded by Cllr Szabo)

29 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 Four. (Proposed by Cllr Letch, seconded by Cllr Miss Harris)

30 To resolve to grant the Clerk designated authority to make routine payments during the Council's summer recess.

It was **resolved** to grant the Clerk designated authority to make routine payments during the Council's summer recess. (Proposed by Cllr Letch, seconded by Cllr Mrs Brookes-Hocking)

31 To resolve to grant the Clerk and Chairman joint designated authority, in consultation with Councillors, to respond to planning applications, during the Council's summer recess.

It was **resolved** to grant the Clerk and Chairman joint designated authority, in consultation with Councillors, to respond to planning applications, during the Council's summer recess. (Proposed by Cllr Letch, seconded by Cllr Ms Ford)

32 To receive an update from the Chairman and Clerk on the Council Office Lease and consider the possibility of the Town Council taking over the ownership of the Crediton Office building.

The Chairman, Cllr Letch and the Clerk, Mrs Dalley, provided an update. They had met with two Officers of Mid Devon District Council (MDDC) and negotiated the following:

- a new lease would take effect from 1st April 2013
- rent of £2,000 per annum, paid in advance
- annual service charge of 10% of running costs,
- legal fees paid by both parties
- MDDC would not backdate any charges.

It was **resolved** to accept the terms negotiated by the Clerk and Chairman and proceed with a new 5 year lease. (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Ms Ford)

The ownership and management of the Crediton MDDC building was discussed. The MDDC Officers had indicated a willingness to consider the possible transfer of ownership of the building. It was **resolved** to investigate further the possibility of transferring the ownership of the Crediton MDDC building from Mid Devon District Council ownership to Crediton Town Council ownership. (Proposed by Cllr Dixon, seconded by Cllr Mrs Conyngham)

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33 To discuss the meeting held with Devon County Council Highways Officers on Monday 24th June 2013.

A copy of the meeting notes had been issued with the agenda. The details of the meeting were discussed.

Concern was raised over the lack of detail provided to the Town Council regarding the building of the new link road; it is not clear what is included in the contract and the exact route of the road. It was **resolved** for the Clerk to request precise details regarding the building of the link road. (Proposed by Cllr Miss Harris, seconded by Cllr Dixon)

It was **resolved** to invite Mr Sia Mahmoodshahi, from Devon County Council Traffic and Policy Order Team to a Town Council meeting in order to provide a presentation on Traffic Management Plans, on the proviso that he can provide an example of an actual working Traffic Management Plan. (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch)

It was **resolved** to look into all the issues raised at the Highways Meeting that could be addressed by a Road Traffic Regulation Order. The Clerk is to arrange a meeting with Mr Stephen Tucker, Neighbourhood Highway Officer and compile a list for approval by Council. The list will then be submitted to the Creedy Local Action Group, which comprises all key stakeholders, for its consideration. Following this, the Town Council will submit the full road traffic regulation order request to Devon County Council. (Proposed by Cllr Letch, seconded by Cllr Miss Ford.)

34 To discuss the proposed extension to the footpath at Newcombes Meadow, following further information received from Mid Devon District Council (MDDC).

The information received from MDDC had been issued with the agenda. It was noted that the quotes received did not appear to follow an exact specification and therefore, made it difficult to assess. It was **resolved** for the Clerk to request from MDDC a copy of all the paperwork being provided to Contractors, as well as the scale plans for the path. (Proposed by Cllr Letch, seconded by Cllr Mrs Brookes Hocking)

It was further **resolved** that the extension of the footpath at Newcombes Meadow would be an asset to users of the park and the Clerk was given instructions to pursue the footpath enhancement in Newcombes Meadow. (Proposed by Cllr Mrs Brookes-Hocking, seconded Cllr Adams)

35 Business brought forward

Cllr Dixon requested:

- an update on the South West Water works in Market Street, this was provided by Cllr Letch

Cllr Brookes-Hocking reported:

- she had spoken to the MDDC Planning Officer regarding planning application numbered 13/00755/ARM Approval of Reserved Matters, registered 07/06/2013, which had been deferred by the Town Council at its previous meeting. Cllr Mrs Brookes-Hocking requested it be included in the next Town Council meeting.
- concern regarding how the Planning Inspectorate based outside of the County can overturn local decision making and ignore the Local Plan.
- she would like Mr Mel Stride MP to be invited to attend a Town Council meeting to discuss local issues and asked for this to be an agenda item for the July Council meeting.

Cllr Letch reported:

- he and the Clerk had attended a meeting with Church Housing Action Trust (CHAT) on Wednesday 26th June 2013, where they were given a tour of the building and an insight into the varied work and support CHAT provides. Cllr Letch has asked CHAT to supply the Council with figures for how many people in Crediton CHAT had helped, as this was an organisation the Town Council provided a grant to.
- on the evening of Friday 28th June 2013, he had visited those people taking part in the CHAT sleep out at Crediton Congregational Hall.
- he had attended Okehampton Town Council's Civic Service and Parade on Sunday 30th June 2013. There were four Mayors in attendance, two of which had Clerks on long term sick leave, allegedly due to work related stress. Cllr Letch believes this is an issue that should be taken further and requested that it be an agenda item for the July Town Council meeting.
- He is not able to attend the Mayor's Surgery between 10 am and 10.30 am on Saturday as he will be opening the new dog grooming shop. Cllr Letch requested for another Councillor to cover this period on his behalf.
- Both he and the Clerk are unable to attend the Creedy Local Action Group meeting on Tuesday, 9th July 2013, and asked if another Councillor could attend on their behalf. Councillor Mrs Brookes-Hocking volunteered.

Town Clerk reported:

- the summer newsletter was with the printers and would be available for distribution after Friday 5th July 2013.

Cllr Miss Harris reported:

- the line markings in Church Street have not been re-instated this is causing problems for the undertakers. The Clerk confirmed she would investigate further.
- The Buddleia in the wall under the alms houses is causing problems again and requires removal. The Clerk confirmed she would investigate further.

PART TWO ITEMS

- 36** It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)
- 37** **To receive any reports on staffing matters and agree any further action required.**
Due to the confidential nature of this item, no further information can be disclosed.
- 38** **Close**
The meeting closed at 8.10 pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 2 JULY 2013

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 12/00981/FULL Full planning application, registered 05/07/2012 Address: Tesco Joseph Locke Way Crediton Devon EX17 3FD Description: Removal of condition (32) of planning permission 09/00244/MOUT (prohibiting service deliveries between the hours of 11.00pm and 6.00am Monday to Saturday and 11.00pm Saturday to 9.00am Monday) Decision: Grant permission</p> <p>Web link: 12/00981/FULL</p> <p>CTC Previous Comments: Object – The Council strongly objects on original grounds of prohibition, namely the noise and disturbance to local residents. Please note the new 22 unit residential development authorised at the western end of this site.</p>
DECISION	<p>Type – Decision</p> <p>Reference: 13/00419/LBC Listed Building Consent, registered 11/04/2013 Address: Lloyds TSB Bank Plc 30 High Street Crediton Devon EX17 3AH Description: Listed Building Consent for the installation of new signage (Revised Scheme) Decision: Grant permission</p> <p>Web link: 13/00419/LBC</p> <p>CTC Previous Comments: NO OBJECTION</p>

DECISION

Type – Decision

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 on-illuminated external signs
Decision: **Grant permission**
Web link: [13/00426/ADVERT](#)

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

DECISION

Type – Decision

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)
Decision: **Grant permission**
Web link: [13/00345/FULL](#)

CTC Previous Comments: **NO OBJECTION**

DECISION

Type – Decision

Reference: **12/00624/MOU T** Outline Planning Permission
Address: Trenavin George Hill Crediton Devon EX17 2DS
Description: Outline for the development of site to include the retention of Trenavin, erection of 23 new dwellings including 6 affordable units (Revised Scheme)
Decision: **Grant permission**
Web link: [12/00624/MOUT](#)

CTC Previous Comments: **No Objection -** However members again noted the lack of road infrastructure development in Crediton to support yet another multiple residence site.

DECISION

Type – Decision

Reference: **13/00041/OUT** Outline Application, registered 08/01/2013
Address: Reservoir at NGR 282480 100906 George Hill Crediton Devon
Description: Outline for the erection of 3 dwelling following demolition of reservoir and existing building
Decision: **Application Withdrawn**

Web link: 13/00041/OUT

CTC Previous Comments: **NO OBJECTIONS** Provided that footpaths are constructed around the properties and that the footpath areas around Upper Deck are tarmacked and completed.

DECISION

Type – Decision

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)
Decision: **Grant permission**

Web link: 13/00345/FULL

CTC Previous Comments: **NO OBJECTIONS**

DECISION

Type – Decision

Reference: **13/00553/FULL** Full planning application, registered 01/05/2013
Address: 38 Okefield Road Crediton Devon EX17 2DL
Description: Erection of an extension and internal alterations to provide additional living accommodation
Decision: **Application Withdrawn**

Web link: 13/00553/FULL

CTC Previous Comments: **NO OBJECTIONS**

Appendix 2 Crediton Town Council

PLANNING COMMENTS ON NEW APPLICATIONS FOR THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 2 JULY 2013

Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 13/00809/FULL Full planning application, registered 13/06/2013 Address: 13 Queen Elizabeth Drive Crediton Devon EX17 2EH Description: Erection of extension</p> <p>Web link: 13/00809/FULL</p> <p>CTC COMMENTS:NO OBJECTION (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch)</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 13/00810/LBC Listed Building Consent, registered 10/06/2013 Address: Congregational Church High Street Crediton Devon Description: Listed Building Consent for improvements to entrance steps and doors, internal screen and lobby</p> <p>Web link: 13/00810/LBC</p> <p>CTC COMMENTS: NO OBJECTION (Proposed by Cllr Mrs Conyngham, seconded by Cllr Mrs Brookes-Hocking)</p>

Type – Application

Reference: **13/00832/CAT** LConservation Area Consent, registered 18/06/2013
 Address: Glebe House Church Street Crediton
 Description: Notification of intention to carry out works to various trees within a Conservation Area

Web link: 13/00832/CAT

CTC COMMENTS: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

Type – Application

Reference: **13/00861/FULL** Full planning application, registered 24/06/2013
 Address: Glenthorne Searle Street Crediton Devon EX17 2DB
 Description: Construction of new pitched roof to garage to replace existing flat roof

Web link: 13/00861/FULL

CTC COMMENTS: APPROVE (Proposed by Cllr Adams, seconded by Cllr Mrs Brookes-Hocking)

Type – Application

Reference: **13/00870/CAT** Works to Trees in a Conservation Area, registered 24/06/2013
 Address: Glenthorne Searle Street Crediton Devon EX17 2DB
 Description: Notification of intention to fell 1 silver birch in a Conservation Area

Web link: 13/00870/CAT

CTC COMMENTS: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

Type – Application

Reference: **13/00876/TPO** Works to TPO Trees, registered 19/06/2013

Address: 3 Walker Court Old Tiverton Road Crediton Devon EX17 1EE

Description: Application to carry out works to 1 no. Copper Beech tree protected by Tree Preservation Order 89/00012/TPO

Web link: 13/00876/TPO

CTC COMMENTS: NO OBJECTION (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

APPENDIX 3

1 July 2013 (2013-2014)

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	06/06/2013		Petty Cash	petty cash	Postage - Recorded Deliv	Royal Mail	Z	2.00	0.00	2.00
76	02/07/2013		Lloyds TSB curren	003726	Signs for Flower towers	Touchwood Signs Ltd	S	56.00	11.20	67.20
77	02/07/2013		Lloyds TSB curren	003727	Peoples Park - Grass Cutt	Ken Hooper	E	130.00	0.00	130.00
78	02/07/2013		Lloyds TSB curren	003727	Exhibition Road - Drainag	Ken Hooper	E	50.00	0.00	50.00
79	02/07/2013		Lloyds TSB curren	003728	LCR Subscription	NALC	E	16.00	0.00	16.00
80	02/07/2013		Lloyds TSB curren	003729	Town Clock - Servicing	Smith of Derby Ltd	S	25.00	5.00	30.00
81	02/07/2013		Lloyds TSB curren	003730	Printing Charges	Concorde	S	141.00	28.20	169.20
82	02/07/2013		Lloyds TSB curren	003731	Bandstand Cleaning	John Gillard Cleaning Se	E	150.00	0.00	150.00
83	02/07/2013		Lloyds TSB curren	003732	Printing Charges	Concorde	S	42.08	8.42	50.50
84	02/07/2013		Lloyds TSB curren	003734	Plants for Floral Crediton	Crediton Garden Centre	S	89.29	17.86	107.15
85	02/07/2013		Lloyds TSB curren	003735	Woodchip - Upper Deck	Hooper Services	S	50.00	10.00	60.00
86	02/07/2013		Lloyds TSB curren	003736	Printing Charges	Concorde	S	86.00	17.20	103.20
87	02/07/2013		Lloyds TSB curren	003737	Flower Towers	Plantscape	S	660.00	132.00	792.00
88	02/07/2013		Lloyds TSB curren	003738	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
89	02/07/2013		Lloyds TSB curren	003739	Mayor's Twinning Receipt	Crediton Area Developrr	E	30.00	0.00	30.00
90	02/07/2013		Lloyds TSB curren	003740	Mayor's Twinning Receipt	Triple C Cafe	E	210.00	0.00	210.00
91	02/07/2013		Lloyds TSB curren	003741	Councillor Expenses	Mr Frank Letch	E	62.90	0.00	62.90
92	01/07/2013		Lloyds TSB curren	direct debit	Exhibition Road - Water	South West Water	E	9.51	0.00	9.51
93	02/07/2013		Lloyds TSB curren	003742	Salaries - June	Mid Devon District Coun	E	3,442.52	0.00	3,442.52
94	02/07/2013		Lloyds TSB curren	003742	Pension Contributions	Mid Devon District Coun	E	229.80	0.00	229.80
95	02/07/2013		Lloyds TSB curren	003742	PAYE/National Insurance	Mid Devon District Coun	E	276.67	0.00	276.67
96	02/07/2013		Lloyds TSB curren	003742	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
97	02/07/2013		Lloyds TSB curren	003743	Security Waste Collection	JB Confidential	S	10.50	2.10	12.60
Total								5,959.27	269.98	6,229.25

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
16 Exhibition Rd - Allotmer	06/06/2013		Lloyds TSB curren	cash	Exhibition Road - Allotme	Mrs Lesley Smith	E	0.03	0.00	0.03
17 Litter Bins	06/06/2013		Lloyds TSB curren	cheque	Sponsorship - Litter Bins	Le-Roy	E	517.50	0.00	517.50
18 Interest on bank accour	10/06/2013		Lloyds TSB reserv	bacs	Bank Interest	Lloyds TSB	E	1.87	0.00	1.87
19 Interest on bank accour	10/06/2013		Lloyds TSB precep	bacs	Bank Interest	Lloyds TSB	E	3.19	0.00	3.19
20 Floral Crediton Flower T	01/07/2013		Lloyds TSB curren	cheque	Flower Tower Sponsorshi	Crediton Coffee Compar	E	50.00	0.00	50.00
Total								572.59	0.00	572.59

Crediton Town Council

Bank Reconciliation at 02/07/2013		
Cash in Hand 01/04/2013		79,912.20
ADD		
Receipts 01/04/2013 - 02/07/2013		77,547.61
		157,459.81
SUBTRACT		
Payments 01/04/2013 - 02/07/2013		39,717.71
A Cash in Hand 02/07/2013 (per Cash Book)		117,742.10
Cash in hand per Bank Statements		
Cash 01/07/2013	0.00	
Lloyds TSB current a/c 034522 01/07/2013	16,588.86	
Lloyds TSB precept a/c 034525 01/07/2013	64,651.51	
Lloyds TSB reserve a/c 067835 01/07/2013	42,581.58	
Petty Cash 01/07/2013	87.89	
		123,909.84
Less unrepresented cheques As attached		6,217.74
		117,692.10
Plus unrepresented receipts As attached		50.00
B Adjusted Bank Balance		117,742.10
A = B Checks out OK		

**Mrs C. Dalley**

Your accounts

Last login: 24 June 13 (09:10 AM)

Crediton Town Co..**Business Account****£16,588.86**

30-93-14, 03452274

Bus Instant Access**£42,581.58**

30-93-14, 06783514

Bus Instant Access**£64,651.51**

30-93-14, 03452509

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	6,750	430.35	1,090.91	243.30	579.50									34.7	4,405.94	2,344.06
Council & Councillors	8,630		317.58	1,307.90	302.90									22.3	6,701.62	1,928.38
Property & Parks	22,250	24.74	2,940.00	578.50	369.51									17.6	18,337.25	3,912.75
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				966.35									10.0	8,703.65	966.35
Honorarium	110			55.00										50.0	55.00	55.00
Sub Total	68,860	455	17,730	2,185	2,218	0	0	0	0	0	0	0	0	32.8	46,271.83	22,588.17

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries			3,397.77	3,397.77	3,442.52											10,238.06
PAYE/NI			270.49	270.49	276.67											817.65
Pension Payments			229.80	229.80	229.80											689.40
Sub Total	63,000	-	3,898.06	3,898.06	3,948.99	-	-	-	-	-	-	-	-	18.6	51,254.89	11,745.11

Total Spend	131,860.00	455.09	21,628.18	6,082.76	6,167.25	-	-	-	-	-	-	-	-	26.0	97,526.72	34,333.28
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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	5.11	5.06										#DIV/0!	-13.36	13.36
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	0	18.40	105.20	517.53										#DIV/0!	-641.13	641.13
Insurance	0													#DIV/0!		
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0													#DIV/0!	0.00	-
VAT Repayment	0		8,443.12											#DIV/0!	-8,443.12	8,443.12
Sponsorship					50.00											
Precept	136,860	68,400.00												50.0	68,460.00	68,400.00
Sub Total	136,860	68,421.59	8,553.43	522.59	50.00	-	-	-	-	-	-	-	-	56.7	59,312.39	77,547.61

Total Income	£136,860	£68,421.59	£8,553.43	£523	£50	£0	£0	£0	£0	£0	£0	£0	£0	56.7	£59,312.39	£77,547.61
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Ear Marked Reserves/Project Funds																
Peoples Park Project		641.10	2,438.61	244.72										#DIV/0!	-3,324.43	3,324.43
Economic Development			2,000.00													2,000.00
Upper Deck Refurbishment					60.00											60.00
																-
																-
		641.10	4,438.61	244.72	60.00											5,384.43

Total Spend inc reserv	#REF!	1,096.19	26,066.79	6,327.48	6,227.25	-	-	-	-	-	-	-	-	#REF!		39,717.71
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