



Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 7th January 2014, at 7pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs L Brookes-Hocking, Mr M Szabo Mr W Dixon, and A Wyer
Mrs C Dalley, Town Clerk

In Attendance: 1 member of the Press

Absent: Cllr R Adams

104 To receive and accept apologies

Apologies were received and accepted from Cllrs G Ford and P Vincent. (Proposed by Cllr Brookes-Hocking and seconded by Cllr Wyer)

105 Declarations of Interest

There were no declarations of interest.

106 Public Question Time

There were no questions.

107 Order of Business

There were no changes to the order of business.

108 Chairman's and Clerk's Announcements

Cllr Letch reminded members of the Devon County Council Social Care Accommodation event being held on 31st January 2014, at St James, Exeter. He confirmed he would be attending and asked if another Councillor would like to accompany him. The Clerk confirmed she would remind all Town Councillors of the event.

109 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 3rd December 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 3rd December 2013, as a correct record. (Proposed by Cllr Letch, seconded by Cllr Brookes-Hocking)

110 Finance Committee Minutes – To approve and sign as a correct record the minutes of the Finance Committee Meeting held on 17th December 2013. Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Finance Committee Meeting held on 17th December 2013, as a correct record. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Letch)

111 Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Finance & General Purposes Committee Meeting held on 3rd December 2013 and the Finance Committee Meeting held on 17th December 2013, for information only.
There were no matters arising.

112 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.

There were no applications for consideration.

113 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 4th December 2013 to 7th January 2014 inclusive and to receive the bank reconciliation.

The Clerk circulated the payments and receipts list and the bank reconciliation. It was **resolved**, with no votes to the contrary, to approve the payments totalling £16,381.79 and receipts totalling £607.23 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix Two. (Proposed by Cllr Letch and seconded by Cllr Szabo)

114 To receive a list of outstanding debts owed to Crediton Town Council.

The documentation relating to this item had been issued prior to the meeting.

It was **resolved** to note the list of outstanding debts owed to Crediton Town Council totalling £51.94, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Harris, seconded by Cllr Letch)

115 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 Szabo, seconded by Cllr Letch)

116 To consider the anomaly which exists in the name plates/naming of Newcombes/Clifford Gardens, Crediton and make a recommendation to Mid Devon District Council on a preferred course of action in order to correct the situation.

Correspondence from Mr Steve Densham, Property Services Manager, Mid Devon District Council, outlining the issue had been issued with the agenda. It was noted that the official street gazetteer has the road named as Clifford Gardens at the lower end changing to Newcombes towards the top. The street nameplate has the road named as Newcombes from the bottom leading to Clifford Gardens/Lennard Road. Clifford Gardens being the homes on the right side cul-de-sac. It was **resolved** to recommend to Mid Devon District Council that the Gazetteer is changed to reflect what exists on the ground (Newcombes as the spine road with side roads). (Proposed by Cllr Letch, seconded by Cllr Wyer)

117 To consider a request from Sustainable Crediton to have a link on the Crediton Town Council website to the Boniface Trail Group leaflet.

A copy of the request had been issued with the agenda.

It was noted that it would be useful for the Council's website to list useful links to third party organisations and groups. The Clerk advised this was easy to do, however, the Council should ensure that an appropriate disclaimer is included on the page advising anyone using the links that they are being re-directed to third party websites.

It was **resolved** to approve the request subject to the Clerk ensuring an appropriate disclaimer is included on the Council's website regarding third party websites. (Proposed by Cllr Dixon, seconded by Cllr Letch). It was noted that any further requests from other organisation/groups to have a link on the Crediton Town Council website would be considered by the Finance & General Purposes Committee.

118 Business brought forward

Cllr Brookes-Hocking:

- reported on the Road Safety Training she had attended in December 2013.

Cllr Letch:

- reported that he had attended a musical concert, comprising a range of local youth aged approximately 8-17 years old, at the Congregational Church on 1st January 2014, organised by Mr Paul Vincent and Mr Tim Matthews. The event was extremely well attended and had been exhilarating.

- reminded members of the meeting arranged with Mel Stride MP on 7th March 2014. He asked members to think about what issues they wished to discuss, as it was imperative that our local MP has ample time to gain an understanding of the issues Crediton faces and to investigate them prior to the meeting.

119 Close

The meeting closed at 7.37pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE PERIOD TO 7th JANUARY 2014

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 13/01361/FULL & 13/01362/LBC Full planning application, registered 25/10/2013 Applicant: Mr R & Mrs L Brookes-Hocking Address: Oliver House, 7 North Street, Crediton, Devon, EX17 2BT Description: Erection of greenhouse, covered walkway, boundary wall, post and wire fencing; rebuilding of upper section of conservatory; alterations to shed roof and installation of solar panels; installation of secondary glazing and replacement of 2 windows Decision: Grant permission Web link: 13/01361/FULL & 13/01362/LBC CTC Previous Comments: Cllr Brookes-Hocking declared a disclosable pecuniary interest and left the room. APPROVED</p>
DECISION	<p>Type – Decision</p> <p>Reference: 13/01370/FULL Full planning application, registered 03/10/2013 Address: West Hill Western Road Crediton Devon EX17 3NF Description: Erection of a dwelling (Revised scheme) Decision: Grant permission Web link: 13/01370/FULL CTC Previous Comments : NO OBJECTIONS</p>

DECISION

Type – Decision

Reference: **13/01410/FULL** Full planning application, registered 17/10/2013
Address: Sports Field at NGR 284557 101047 (Credon Rugby Football Club) Credon Devon
Description: Installation of six 13m high floodlights
Decision: **Grant permission**

Web link: [13/01410/FULL](#)

CTC Previous Comments : NO OBJECTIONS

DECISION

Type – Decision

Reference: **13/01494/FULL** Full planning application, registered 28/10/2013
Address: 2 Golden Joy Credon Devon EX17 1EA
Description: Erection of a dwelling
Decision: **Withdrawn**

Web link: [13/01494/FULL](#)

CTC Previous Comments : NO OBJECTION

DECISION

Type – Decision

Reference: **13/01422/LBC** Listed Building Consent, registered 29/10/2013
Address: 79 High Street Credon Devon EX17 3LA
Description: Listed Building Consent for conversion of ground floor shop to flat
Decision: **Grant permission**

Web link: [13/01422/LBC](#)

CTC Previous Comments : NO OBJECTION

Appendix 2
Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 7th JANUARY 2014

Planning Applications

Nil

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
234	09/12/2013		Lloyds TSB curren	003832	Grant Funding	Crediton Area Developr	E	2,000.00	0.00	2,000.00
235	17/12/2013		Lloyds TSB curren	003833	TAP Funding - Pippins Pri	Pippins Pre-school & Nu	E	1,000.00	0.00	1,000.00
236	17/12/2013		Lloyds TSB curren	003834	TAP Funding - CISCO	C.I.S.C.O.	E	500.00	0.00	500.00
237	17/12/2013		Lloyds TSB curren	003835	TAP Funding - Crediton C	Crediton Community Bo	E	2,000.00	0.00	2,000.00
238	17/12/2013		Lloyds TSB curren	003836	Christmas Lights - Plugs &	Adams Home Hardware	S	53.54	10.71	64.25
239	17/12/2013		Lloyds TSB curren	003836	Christmas Lights - extern	Adams Home Hardware	S	16.80	3.36	20.16
240	17/12/2013		Lloyds TSB curren	003836	Bus Shelter - Paint & Equ	Adams Home Hardware	S	40.20	8.03	48.23
241	17/12/2013		Lloyds TSB curren	003837	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
242	17/12/2013		Lloyds TSB curren	003838	CiLCA Training Course	DALC	S	120.00	24.00	144.00
243	17/12/2013		Lloyds TSB curren	003839	Bandstand maintenance	N S Burd Ltd	S	244.00	48.80	292.80
244	17/12/2013		Lloyds TSB curren	003839	Relay Slabs	N S Burd Ltd	S	140.00	28.00	168.00
245	17/12/2013		Lloyds TSB curren	003840	Boniface Allot Ass - Meml	Boniface Allotment Asso	E	340.00	0.00	340.00
246	12/12/2013		Petty Cash	petty cash	Postage - Recorded Deliv	Royal Mail	Z	3.40	0.00	3.40
247	12/12/2013		Petty Cash	petty cash	Laminating	Warwick Photography	E	6.40	0.00	6.40
248	02/01/2014		Lloyds TSB curren	direct debit	Exhibition Road - Water	South West Water	E	48.84	0.00	48.84
249	02/01/2014		Lloyds TSB curren	direct debit	Barnfield Allotment Water	South West Water	E	86.16	0.00	86.16
250	03/01/2014		Lloyds TSB curren	direct debit	Telephone Charges	BT	S	83.35	16.67	100.02
251	23/12/2013		Lloyds TSB curren	003841	Grant Funding	Crediton Area Developr	E	2,000.00	0.00	2,000.00
252	23/12/2013		Lloyds TSB curren	003842	Grant Funding	Crediton Operatic & Dra	E	250.00	0.00	250.00
253	23/12/2013		Lloyds TSB curren	003843	Grant Funding	Sustainable Crediton	E	200.00	0.00	200.00
254	07/01/2014		Lloyds TSB curren	003844	Data Protection Registrat	Information Commissior	Z	35.00	0.00	35.00
255	07/01/2014		Lloyds TSB curren	003845	Printing Charges	Concorde	S	313.00	62.60	375.60
256	07/01/2014		Lloyds TSB curren	003846	Printing Charges	Concorde	S	45.94	9.19	55.13
257	07/01/2014		Lloyds TSB curren	003847	Newsletter Printing	Hedgerow Printing Ltd	E	98.00	0.00	98.00
258	07/01/2014		Lloyds TSB curren	003848	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
259	07/01/2014		Lloyds TSB curren	003849	Training Course - P Vince	DALC	S	25.00	5.00	30.00
260	07/01/2014		Lloyds TSB curren	003850	Stationery	Printed Paper Products I	S	50.75	10.15	60.90
261	07/01/2014		Lloyds TSB curren	003851	Deputy Mayor/Cornsort B	Vaughtons	S	947.73	189.55	1,137.28
262	07/01/2014		Lloyds TSB curren	003852	Christmas Trees and Ligh	Lamps & Tubes Illumina	S	300.00	60.00	360.00
263	06/01/2014		Petty Cash	petty cash	Key cutting - Town Hall n	Adams Home Hardware	S	7.50	1.50	9.00
264	07/01/2014		Lloyds TSB curren	003853	Printing Charges	Concorde	S	48.30	9.66	57.96

Crediton Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
265 Staff Salaries	07/01/2014		Lloyds TSB curren	003854	Salaries - December	Mid Devon District Coun	E	3,499.55	0.00	3,499.55
266 PAYE/National Insuranc	07/01/2014		Lloyds TSB curren	003854	PAYE/National Insurance	Mid Devon District Coun	E	219.20	0.00	219.20
267 Pension Contributions	07/01/2014		Lloyds TSB curren	003854	Pension Contributions	Mid Devon District Coun	E	727.91	0.00	727.91
268 Payroll Administration	07/01/2014		Lloyds TSB curren	003854	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
Total								15,820.57	561.22	16,381.79

Crediton Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
318	09/12/2013		Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	2.91	0.00	2.91
319	09/12/2013		Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.63	0.00	1.63
320	10/12/2013		Lloyds TSB curren	cash	Exhibition Road - Allotme	Mr David Morey	E	21.76	0.00	21.76
321	10/12/2013		Lloyds TSB curren	cash	Boniface Allot Ass - Meml	Mr David Morey	E	3.71	0.00	3.71
322	10/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	Grape & Grain Wine Me	E	50.00	0.00	50.00
323	16/12/2013		Lloyds TSB curren	cheque	Exhibition Road - Allotme	Mr A Gratton	E	23.80	0.00	23.80
324	16/12/2013		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr A Gratton	E	4.06	0.00	4.06
325	18/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	Helmores	E	50.00	0.00	50.00
326	17/12/2013		Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mr Timothy Stone	E	21.25	0.00	21.25
327	17/12/2013		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr Timothy Stone	E	3.63	0.00	3.63
328	17/12/2013		Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mr Timothy Stone	E	36.72	0.00	36.72
329	17/12/2013		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr Timothy Stone	E	6.26	0.00	6.26
330	17/12/2013		Lloyds TSB curren	cash	Barnfield Allotment Rent	Ms L Martin	E	17.68	0.00	17.68
331	17/12/2013		Lloyds TSB curren	cash	Boniface Allot Ass - Meml	Ms L Martin	E	3.02	0.00	3.02
332	23/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	HSBC bank	E	50.00	0.00	50.00
333	23/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	Once Read	E	50.00	0.00	50.00
334	23/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	Susan's	E	50.00	0.00	50.00
335	23/12/2013		Lloyds TSB curren	cash	Christmas lights donation	The Ivory Secret	E	50.00	0.00	50.00
336	23/12/2013		Lloyds TSB curren	cash	Christmas lights donation	Crediton Dental Care	E	50.00	0.00	50.00
337	23/12/2013		Lloyds TSB curren	cheque	Christmas lights donation	Wortham Jacques	E	50.00	0.00	50.00
338	18/12/2013		Lloyds TSB precep	bacs	Refreshments - Town Te	Mid Devon District Coun	E	10.80	0.00	10.80
339	07/01/2014		Lloyds TSB curren	cheque	Christmas lights donation	Deep End Pools	E	50.00	0.00	50.00
Total								607.23	0.00	607.23

Crediton Town Council

	Bank Reconciliation at 07/01/2014		
	Cash in Hand 01/04/2013		79,912.20
	ADD		
	Receipts 01/04/2013 - 07/01/2014		166,141.57
	SUBTRACT		
	Payments 01/04/2013 - 07/01/2014		124,751.15
A	Cash in Hand 07/01/2014 (per Cash Book)		121,302.62
	Cash in hand per Bank Statements		
	Cash 07/01/2014	0.00	
	Lloyds TSB current a/c 034522 07/01/2014	19,041.85	
	Lloyds TSB precept a/c 034525 07/01/2014	68,579.67	
	Lloyds TSB reserve a/c 067835 07/01/2014	42,592.20	
	Petty Cash 07/01/2014	43.04	
			130,256.76
	Less unrepresented cheques As attached		9,004.14
			121,252.62
	Plus unrepresented receipts As attached		50.00
B	Adjusted Bank Balance		121,302.62
	A = B Checks out OK		



Mrs C. Dalley

Your accounts

Last login: 06 January 14 (11:12 AM)

Crediton Town Co..

Business Account £19,041.85

30-93-14, 03452274

Bus Instant Access £42,592.20

30-93-14, 06783514

Bus Instant Access £68,579.67

30-93-14, 03452509

Outstanding Debts as at 7th January 2014

Invoice Date	Invoice Number	Amount	In relation to
Sep-13			
25/09/2013	42	£9.95	B8c
Oct-13			
16/10/2013	134	£15.32	E18a
Nov-13			
26/11/2013	138	£26.67	E7

TOTAL AMOUNT OUTSTANDING	£51.94
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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	1,090.91	243.30	588.31	3,907.52	228.00	- 1,839.38	235.37	1,139.48	912.61			102.8	-186.47	6,936.47
Council & Councillors	8,630		317.58	1,307.90	302.90	165.15	530.80	128.49	132.00	576.00	128.00			41.6	5,041.18	3,588.82
Property & Parks	22,250	24.74	2,940.00	578.50	394.51	2,948.68	540.00	1,772.00	2,913.12	1,933.63	144.00			63.8	8,060.82	14,189.18
Insurance	4,000		3,821.63							53.00				96.9	125.37	3,874.63
Election Costs	200													-	200.00	-
Parish Paths (P3)	250													-	250.00	-
Grants	17,000		9,560.00						17.00	5,153.00				86.6	2,270.00	14,730.00
Parish Enhancements	0													-	0.00	-
Amenities	9,670				966.35	120.00		92.12	4,384.39	47.81				58.0	4,059.33	5,610.67
Honorarium	110			55.00						55.00				100.0	0.00	110.00
Sub Total	68,860	455	17,730	2,185	2,252	7,141	1,299	153	7,682	8,958	1,185	0	0	71.2	19,820.23	49,039.77

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries			3,397.77	3,397.77	3,442.52	3,464.89	3,464.89	3,671.14	3,499.55	3,499.55	3,499.55					31,337.63
PAYE/NI			270.49	270.49	276.67	215.60	215.60	237.05	219.20	219.20	219.20					2,143.50
Pension Payments			229.80	229.80	229.80	229.80	720.70	720.70	763.60	727.91	727.91					5,078.13
Sub Total	63,000	-	3,898.06	3,898.06	3,948.99	4,401.19	4,401.19	4,671.79	4,446.66	4,446.66	4,446.66	-	-	61.2	24,440.74	38,559.26

Total Spend	131,860.00	455.09	21,628.18	6,082.76	6,201.06	11,542.54	5,699.99	4,825.02	12,128.54	13,404.58	5,631.27	-	-	66.4	44,260.97	87,599.03
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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	4.26	4.45	3.71	4.30	6.72	15.34				#DIV/0!	-52.14	52.14
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	0	18.40	105.20	517.53	15.27	10.50	552.59	1,988.67	530.49	173.19				#DIV/0!	-3,911.84	3,911.84
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0					6,000.00	2,000.00							#DIV/0!	-8,000.00	8,000.00
Amenities (sponsorship)					440.00	50.00	100.00							#DIV/0!	-590.00	590.00
VAT Repayment	0		8,443.12			626.19			968.28					#DIV/0!	-10,037.59	10,037.59
Sponsorship														#DIV/0!	0.00	-
Xmas Lights							550.00	1,150.00	600.00	900.00	50.00			#DIV/0!	-3,250.00	3,250.00
Precept	136,860	68,400.00						68,400.00						100.0	60.00	136,800.00
TAP Fund Grants										3,500.00				#DIV/0!	-3,500.00	3,500.00
Sub Total	136,860	68,421.59	8,553.43	522.59	459.53	6,691.14	3,206.30	71,542.97	2,105.49	4,588.53	50.00	-	-	121.4	-29,281.57	166,141.57

Total Income	£136,860	£68,421.59	£8,553.43	£523	£460	£6,691	£3,206	£71,543	£2,105	£4,589	£50	£0	£0	121.4	-£29,281.57	£166,141.57
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Ear Marked Reserves/Project Funds																
Peoples Park Project		641.10	2,438.61	244.72		295.80								#DIV/0!	-3,620.23	3,620.23
Economic Development			2,000.00													2,000.00
Upper Deck Refurbishment					60.00											60.00
Payroll Costs								12,640.00	1,560.00							14,200.00
Christmas Lights									9,184.80	3,089.81	360.00					12,634.61
TAP Fund Grants										3,500.00						3,500.00
Deputy Mayor/Consort Badge											1,137.28					1,137.28
		641.10	4,438.61	244.72	60.00	295.80	-	12,640.00	10,744.80	6,589.81	1,497.28					37,152.12

Total Spend inc reserv	#REF!	1,096.19	26,066.79	6,327.48	6,261.06	11,838.34	5,699.99	17,465.02	22,873.34	19,994.39	7,128.55	-	-	#REF!	#REF!	124,751.15
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