



**Minutes of the of Credition Town Council Meeting held on
Tuesday, 18th September 2018, at 7.00 pm, in the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch, Miss J Harris, Mrs H Zorlu, Mr M Szabo, Mr J Ross, Ms K Piercy, Mrs A Hughes, Mr A Wyer, Mr R Wright and Mr J Downes

In Attendance: Mrs E Anderson, Assistant Clerk
1 member of the press

1809/076 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Nick Way and Cllr Elizabeth Brookes-Hocking. (Proposed by Cllr Letch)

1809/077 Declarations of Interest

Cllr Letch, Wright & Downes declared that as members of more than one authority, 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.

1809/078 Public Question Time

There were no members of the public present.

1809/079 Order of Business

There were no changes to the order of business

1809/080 Chairman's and Clerk's Announcements

Cllr Letch announced he has attended/will be attending the following:

- 3rd Sept - Talk to Scout Leaders at Boniface Centre
- 5th Sept - Annual Police Awards in Exeter
- 8th Sept - Represented the Town Council at the Arts Centre
- 9th Sept - Mass at Catholic Church followed by procession of the Blessed Sacrament
- 15th Sept - Represented the Town in Avranches and signed the charter to renew the Town's continued interest in twinning with Avranches.
- 18th Sept - Community PDG meeting at Phoenix House. Faye Ashton, Tiverton & District Community Transport Association (TDCTA), provided a presentation at the meeting and during the question session Cllr Letch asked if TDCTA will still have a presence in Credition following the sale of the Council Offices. Faye confirmed the Committee intend to keep an office in Credition. They are currently looking elsewhere as well as considering talking to the new owner to see what deal can be drawn up. Nothing has been agreed or signed at present.
- 27th Sept – Bishop of Credition's Consecration at Southwark Cathedral
- 28th/29th Sept – Cycling event on the Town Square

1809/081 Town Council Minutes – To approve and sign the minutes of the Credition Town Council meeting held on Tuesday, 17th July 2018, as a correct record. Copies had been circulated with the agenda.

It was **resolved** to approve and sign the minutes of the Town Council meeting held on 17th July 2018, as a correct record. (Proposed by Cllr Harris)

1809/082 Matters Arising

None raised.

1809/083 Police Report. A copy of the report had been issued with the agenda. Cllr Letch thought it would be helpful to be able to compare these figures to previous statistics. The Assistant Clerk agreed to provide the monthly figures next to the figures from the previous month, in order that a direct comparison can be made. It was **resolved** to note the Police Report. (Proposed by Cllr Letch)

1809/084 To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:

- **Grants Sub-Committee meeting held on 24th July 2018**

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Grants Sub-Committee held on Tuesday, 24th July 2018. (Proposed by Cllr Harris)

- **Town Strategy Committee meeting held on 4th September 2018**

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Town Strategy Committee held on Tuesday, 4th September 2018. (Proposed by Cllr Harris)

- **Christmas in Crediton Sub-Committee held on 11th September 2018**

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Sub-Committee held on Tuesday, 11th September 2018. (Proposed by Cllr Hughes)

Copies of the minutes had been issued with the agenda or prior to the meeting.

1809/085 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts and bank transfers for the period 18th July 2018 to 18th September 2018 inclusive and to receive the bank reconciliation. The schedule of payments, receipts and bank transfers had been issued prior to the meeting. Cllr Wright queried a few of the payments listed and these points were clarified by the Assistant Clerk. It was **resolved** to approve the payments totalling £57,190.60, receipts totalling £1,128.15, and accept the bank reconciliations, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Letch)

1809/086 To receive a list of outstanding debts owed to Crediton Town Council. The list of outstanding debts had been issued with the agenda. It was **resolved** to note the outstanding debts of £354.22, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Letch)

1809/087 To consider the Council's current unrecoverable debts and agree a course of action. Information relating to this item had been issued with the agenda. It was **resolved** to write off an unrecoverable debt amounting to £4.22. (Proposed by Cllr Harris)

- 1809/088 Budget Review - To review the budget for the year to date.** The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Letch)
- 1809/089 To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions.** A copy of the report had been issued prior to the meeting. It was **resolved** to note the report with no further actions. (Proposed by Cllr Letch)
- 1809/090 To consider the internal audit interim report from the Council's Internal Auditor, Mr Stuart Pollard of Auditing Solutions, for the financial year 2018-19 and agree any actions.** A copy of the report had been issued prior to the meeting. The Town Clerk and Assistant Clerk were thanked for their hard work. It was **resolved** to note the internal audit interim report from the Council's Internal Auditor, Mr Stuart Pollard of Auditing Solutions, for the financial year 2018-19 with no further actions. (Proposed by Cllr Harris)
- 1809/091 To consider a request from the Environment Committee to allocate £5,000 from the General Fund to an Earmarked Reserve Fund for required tree works following the Council's Quantified Tree Risk Assessment.** It was **resolved** to allocate £5,000 from the General Fund to an Earmarked Reserve Fund for required tree works following the Council's Quantified Tree Risk Assessment. (Proposed by Cllr Harris)
- 1809/092 To appoint members to the following Committees:**
- **Town Strategy**
It was **resolved** to appoint Cllrs Wyer & Ross to the Town Strategy Committee. (Proposed by Cllr Harris)
 - **Environment**
It was **resolved** to appoint Cllrs Wyer & Ross to the Environment Committee. (Proposed by Cllr Harris)
- 1809/093 To appoint members to the Parish Paths Sub-Committee.**
No nominations received.
- 1809/094 To agree for Cllr Downes to be the Town Council's representative on the Crediton Town Team and Town Hub Committee.** It was **resolved** for Cllr Downes to be the Town Council's representative on the Crediton Town Team and Town Hub Committee. (Proposed by Cllr Letch)
- 1809/095 To consider and adopt amendments to the Council's Standing Orders following advice received from the National Association of Local Councils.** An amended copy of the Council's Standing Orders had been issued with the agenda. It was **resolved** to agree and adopt the amendments to the Council's Standing Orders following advice received from the National Association of Local Councils. (Proposed by Cllr Harris)
- 1809/096 To agree and/or amend a new Annual Investment Strategy following the Government publishing a new edition of its statutory guidance on local government investments for accounting periods starting on or after 1st April 2018.** A copy of the new Investment Strategy devised by the Town Clerk had been issued with the agenda.

It was **resolved** to agree the new Annual Investment Strategy following the Government publishing a new edition of its statutory guidance on local government investments for accounting periods starting on or after 1st April 2018. (Proposed by Cllr Harris)

1809/097 To consider the Town Square Premises Licence and whether the Council wishes to appoint a Designated Premises Supervisor (DPS). Further information relating to this item, including financial implications, had been issued with the agenda. The Assistant Clerk advised members that as a DPS has not been assigned to the Town Square premises licence, the Farmer's Market is currently not licenced to sell alcohol. Without an assigned DPS, the Farmer's Market has to apply for a Temporary Event Notice (TEN) for each market at a cost of £21 per time. The Assistant Clerk explained that to be a DPS, you must hold a personal licencing qualification and, despite exploring a variety of avenues, the Town Clerk has not been able to find someone with a personal licence and willing to be assigned as the DPS.

To assign a DPS, the Council will have to follow the process set out below:

- Send individual on a course to gain personal licencing qualification: Example course found costing £156
- Apply for a basic Disclosure & Barring Service (DBS) check: £25
- Apply to MDDC for a Personal Licence: £37
- Apply to MDDC to assign individual as DPS: £23

Cllr Wyer expressed that he would be willing to be appointed as the DPS and go on the necessary courses to do this.

It was **resolved** to arrange for Cllr Wyer to be assigned as the DPS and book him onto the necessary courses. It was further **resolved** to allocate £250 to cover the cost of the process. (Proposed by Cllr Harris) Cllr Letch suggested asking the Farmer's Market for a contribution towards the associated costs of assigning a DPS. Members agreed and thanked Cllr Wyer for volunteering.

1809/098 To consider correspondence received from Mid Devon District Council regarding the request for the installation of a drinking fountain by the play area in Newcombes Meadow and agree a course of action. Further information had been issued with the agenda. Cllr Letch suggested approaching the local schools to see if they would be willing to help fund such a project. It was **resolved** for the Council staff to investigate the costs involved in the installation, maintenance and inspection of a drinking fountain in order that the Council is better informed to decide how to proceed. (Proposed by Cllr Letch)

1809/099 To discuss further negotiations with Mid Devon District Council regarding the Crediton Council Office building and agree any actions required. The Chairman advised members that correspondence had been received from Mid Devon District Council (MDDC), last Thursday, 13th September 2018 requiring the Town Council to give vacant possession of the ground floor offices by 19th September 2018.

Following this, MDDC sent another letter, received by the Town Council on Monday, 17th September 2018 giving the Town Council 2 months' notice to vacate the ground floor offices. Two months' notice is the minimum requirement stated within the new lease extension with MDDC which runs until the end of December 2018.

Cllr Letch explained that the Town Council has already paid a year's rent and service charge for the Council Offices for the period up until 31st March 2019.

Cllr Letch confirmed that Mr Andrew Busby, MDDC, has spoken to Community Transport and Citizens Advice, however nothing has been signed or decided. Cllr Letch was keen to ensure that both organisations are keeping their Crediton staff informed.

The Assistant Clerk advised that the notice served by MDDC needed to be signed and returned and Cllr Letch agreed to do this on behalf of the Town Council. Members agreed that the public needed to be made aware of the situation and agreed for the Council staff to erect notices outside the Council Building and on the Council's website to inform residents that 2 months' notice has been served to the Town Council.

The Assistant Clerk confirmed that the lease for the proposed new premises was still being pursued and no further update was available at this time.

Cllr Letch confirmed that nothing has been signed yet in relation to the sale of the building and requested for designated authority to be granted for him and the Town Clerk to negotiate further with MDDC officers.

It was **resolved** for Cllr Letch and the Town Clerk to be granted designated authority to negotiate further with MDDC officers, however these negotiations would be discussed further in Part Two. (Proposed by Cllr Harris)

1809/100

Councillor Reports - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.

Cllr Piercy:

- Held the Mayor's Surgery on Saturday and found it very enjoyable. There was a good community spirit and the comments on the newsletter were very positive. One exception was a passer-by who described the newsletter as 'pretentious', but Cllr Piercy was unable to get any further feedback from this individual.

Cllr Ross provided a report which is attached to the minutes as Appendix Four.

Cllr Hughes:

- Attended a meeting with Victoria Booty, from the Councillor Advocate Scheme. Cllr Hughes will be joining in November and will report back following that meeting.
- Attended the start of the new Thrive course at the Children's Centre which focuses on child development.

1809/101

Correspondence and Matters to Note - To receive Council correspondence and matters to note as detailed below. A list of the correspondence and matters to note had been issued with the agenda. It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch)

PART TWO

1809/102 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 Letch)

1809/103 **To discuss further negotiations with Mid Devon District Council regarding the Crediton Council Office building and agree any actions required.** Due to the confidential nature of this item, no further information can be disclosed at this time.

1809/104 **Close**
The meeting closed at 7.54 pm.

Signed
Chairman

Dated.....

DRAFT

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
174	20/07/2018		Co-operative curre	BACS	Salaries - July	Mrs C Dalley	E	1,969.31	0.00	1,969.31
175	20/07/2018		Co-operative curre	BACS	Salaries - July	Mrs Emma Anderson	E	1,366.55	0.00	1,366.55
176	20/07/2018		Co-operative curre	BACS	Salaries - July	Mrs Emily Armitage	E	793.37	0.00	793.37
177	20/07/2018		Co-operative curre	BACS	PAYE/National Insurance	HMRC	E	1,294.79	0.00	1,294.79
178	20/07/2018		Co-operative curre	BACS	Pension Contributions	Peninsula Pensions	E	1,368.88	0.00	1,368.88
179	23/07/2018		Co-operative curre	card	Office 365 renewal	Microsoft	S	338.40	67.68	406.08
180	30/07/2018		Co-operative curre	400523	Tree Risk Assessment	A M Lane Ltd	S	780.00	156.00	936.00
181	30/07/2018		Co-operative curre	400524	Installation of P3 noticebo	R J Brooks & Son Ltd	S	55.00	11.00	66.00
182	30/07/2018		Co-operative curre	400525	Peoples Park - Grass Cutt	Hooper Services	S	190.00	38.00	228.00
183	30/07/2018		Co-operative curre	400525	Peoples Park - Step clear	Hooper Services	S	15.00	3.00	18.00
184	30/07/2018		Co-operative curre	400525	Barnfield - grass cutting	Hooper Services	S	84.00	16.80	100.80
185	30/07/2018		Co-operative curre	400525	Spinning Path Play Area -	Hooper Services	S	50.00	10.00	60.00
186	30/07/2018		Co-operative curre	400526	South West in Bloom - Pr	South West in Bloom	E	54.00	0.00	54.00
187	30/07/2018		Co-operative curre	400527	Stationery	Devon Commercial Stati	S	17.22	3.44	20.66
188	30/07/2018		Co-operative curre	400528	Bus Shelter Cleaning	Complete Cleaning Serv	S	215.00	43.00	258.00
189	02/08/2018		Co-operative curre	card	Land Registry Fees	HM Land Registry	E	6.00	0.00	6.00
190	06/08/2018		Co-operative curre	400529	Public Conveniences Cont	Mid Devon District Coun	S	6,400.00	1,280.00	7,680.00
191	06/08/2018		Co-operative curre	400530	St Boniface Oak Pedestal	D.A.B. Graphics Ltd	S	554.00	110.80	664.80
192	06/08/2018		Co-operative curre	400531	Grass Verge Cutting	Glendale	S	675.00	135.00	810.00
193	06/08/2018		Co-operative curre	400532	Upper Deck - grass cuttin	Hooper Services	S	20.00	4.00	24.00
194	06/08/2018		Co-operative curre	400532	Exhibition Road - grass cu	Hooper Services	S	64.50	12.90	77.40
195	06/08/2018		Co-operative curre	400533	Travel Expenses - SW Inc	Kendra Ezekiel	E	62.60	0.00	62.60
196	06/08/2018		Co-operative curre	400534	IT Support	Project Cosmic	S	345.00	69.00	414.00
197	15/08/2018		Co-operative curre	cardpayment	P3 Noticeboard	Furniture@Work	S	-183.35	-36.67	-220.02
198	15/08/2018		Co-operative curre	400535	P3 Noticeboard	Furniture@Work	S	183.35	36.67	220.02
199	09/08/2018		Co-operative curre	card	Councillor Training	Devon Communities Toç	S	45.41	9.08	54.49
200	20/08/2018		Co-operative curre	400536	Traffic & Urban Realm St	Phil Jones Associates Ltr	S	5,819.00	1,163.80	6,982.80
201	20/08/2018		Co-operative curre	400537	Stationery	Printed Paper Products I	S	61.30	12.26	73.56
202	20/08/2018		Co-operative curre	400538	Printing Charges	Concorde	S	71.88	14.38	86.26
203	20/08/2018		Co-operative curre	400539	Peoples Park - Grass Cutt	Hooper Services	S	190.00	38.00	228.00
204	20/08/2018		Co-operative curre	400539	Peoples Park - Step clear	Hooper Services	S	15.00	3.00	18.00
205	20/08/2018		Co-operative curre	400540	Floral Crediton - Watering	S A J Window Cleaners I	S	1,333.00	266.60	1,599.60
206	22/08/2018		Co-operative curre	BACS	Salaries - August	Mrs C Dalley	E	1,969.51	0.00	1,969.51
207	22/08/2018		Co-operative curre	BACS	Salaries - August	Mrs Emma Anderson	E	1,366.35	0.00	1,366.35
208	22/08/2018		Co-operative curre	BACS	Salaries - August	Mrs Emily Armitage	E	793.37	0.00	793.37
209	22/08/2018		Co-operative curre	BACS	PAYE/National Insurance	HMRC	E	1,294.79	0.00	1,294.79

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
210	22/08/2018		Co-operative curre	BACS	Pension Contributions	HMRC	E	1,368.88	0.00	1,368.88
211	22/08/2018		Co-operative curre	card	Floral Crediton Trophy	Trophy Store	S	9.15	1.83	10.98
212	24/07/2018		Petty Cash	pettycash	Office Supplies - Cleaning	Co-operative Group Limi	E	1.25	0.00	1.25
213	09/08/2018		Petty Cash	pettycash	Office Consumables/Tea,	Co-operative Group Limi	E	0.94	0.00	0.94
214	24/08/2018		Petty Cash	pettycash	Office Supplies - leaving c	Crediton Card Centre	E	3.15	0.00	3.15
215	23/08/2018		Co-operative curre	card	Leaflet Stands	Amazon (EPOSGEAR)	S	14.07	2.82	16.89
216	28/08/2018		Co-operative curre	card	NALC Conference - Accon	Double Tree by Hilton	X	161.10	0.00	161.10
217	10/09/2018		Co-operative curre	400541	Dynamic Links Rental - M	Dynamic Links Ltd	S	118.28	23.67	141.95
218	10/09/2018		Co-operative curre	400542	Grant Funding	North Dartmoor Search	E	300.00	0.00	300.00
219	10/09/2018		Co-operative curre	400543	Grant Funding	The Common Players	E	500.00	0.00	500.00
220	10/09/2018		Co-operative curre	card	Office Supplies - flag eye	Evans Newsagents	S	4.87	0.98	5.85
221	18/09/2018		Co-operative curre	400544	Premises Licence - Town	Mid Devon District Coun	E	70.00	0.00	70.00
222	18/09/2018		Co-operative curre	400545	External Audit Fees	PKF Littlejohn LLP	S	600.00	120.00	720.00
223	18/09/2018		Co-operative curre	400546	Office Supplies - litter ba	Adams Home Hardware	S	19.98	4.00	23.98
224	18/09/2018		Co-operative curre	400547	Traffic & Urban Realm St	Phil Jones Associates Lt	S	6,450.50	1,290.10	7,740.60
225	18/09/2018		Co-operative curre	400548	Locality Membership	Locality	S	208.33	41.67	250.00
226	18/09/2018		Co-operative curre	400549	Grass Verge Cutting	Glendale	S	675.00	135.00	810.00
227	18/09/2018		Co-operative curre	400550	P3 - wooden hand rail re	Urban and Rural Tree Sr	S	50.00	10.00	60.00
228	18/09/2018		Co-operative curre	400551	Floral Crediton - Waterin	S A J Window Cleaners I	S	1,467.00	293.40	1,760.40
229	18/09/2018		Co-operative curre	400552	Dynamic Links Rental - O	Dynamic Links Ltd	S	39.43	7.89	47.32
230	18/09/2018		Co-operative curre	400553	Staff expenses - laundry	Mrs Emma Anderson	E	14.00	0.00	14.00
231	18/09/2018		Co-operative curre	400554	Remembrance Flags - 10i	Lamps & Tubes Illumina	S	24.50	4.90	29.40
232	18/09/2018		Co-operative curre	400555	Bandstand maintenance	R J Brooks & Son Ltd	S	38.00	7.60	45.60
233	18/09/2018		Co-operative curre	400556	Floral Crediton photograp	Crediton Country Courie	S	112.50	22.50	135.00
234	18/09/2018		Co-operative curre	400557	Printing Charges	Concorde	S	44.58	8.92	53.50
235	18/09/2018		Co-operative curre	400558	Public Conveniences Cont	Mid Devon District Coun	S	6,948.52	1,389.70	8,338.22
236	18/09/2018		Co-operative curre	400559	Bench repairs - Peoples P	A R Davey Ltd	S	105.00	21.00	126.00
237	18/09/2018		Co-operative curre	400560	Councillor Expenses	Mr Frank Letch	E	198.10	0.00	198.10
238	18/09/2018		Co-operative curre	400561	Solicitors Fees - Stonypar	Wellers Law Group	S	250.00	50.00	300.00
239	18/09/2018		Co-operative curre	400562	Internal Audit Fees	Auditing Solutions Ltd	S	320.00	64.00	384.00
240	05/09/2018		Petty Cash	pettycash	Office Consumables/Tea,	Co-operative Group Limi	E	0.94	0.00	0.94
241	13/09/2018		Petty Cash	pettycash	Declaration Fee - Lease E	Hotchkiss Warburton So	E	5.00	0.00	5.00
242	18/09/2018		Co-operative curre	400563	Travel Expenses - Avranc	Mr Frank Letch	E	196.20	0.00	196.20
243	18/09/2018		Co-operative curre	400564	Stationery	Devon Commercial Stati	S	21.15	4.23	25.38
244	18/09/2018		Co-operative curre	400565	Christmas in Crediton - R	Devon County Council	E	200.00	0.00	200.00
Total								50,218.65	6,971.95	57,190.60

Crediton Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
38	23/07/2018		Co-operative curre	cash	Dog poo bags - collection	General Public	E	6.40	0.00	6.40
39	20/08/2018		Co-operative curre	BACS	Telephone recharge - ala	Mid Devon District Coun	S	35.63	7.13	42.76
40	21/08/2018		Co-operative curre	BACS	Christmas lights donation	Olivers (Crediton) Ltd	E	100.00	0.00	100.00
41	22/08/2018		Co-operative curre	cheque	Exhibition Road - Allotme	Mr K Baker	E	2.45	0.00	2.45
42	22/08/2018		Co-operative curre	cheque	Boniface Allot Ass - Meml	Mr K Baker	E	0.34	0.00	0.34
43	31/08/2018		Co-operative curre	BACS	Christmas lights donation	Stewart Price Opticians	E	50.00	0.00	50.00
44	04/09/2018		Co-operative curre	BACS	Service Charge - July 18	Mid Devon District Coun	E	107.00	0.00	107.00
45	05/09/2018		Co-operative curre	BACS	Christmas lights donation	Pinkies	E	50.00	0.00	50.00
46	06/09/2018		Co-operative curre	BACS	Christmas lights donation	Bradleys	E	50.00	0.00	50.00
47	31/08/2018		Co-operative curre	Cheque	Christmas lights donation	Grape & Grain Wine Mei	E	50.00	0.00	50.00
48	04/09/2018		Co-operative curre	Cheque	Christmas lights donation	Cairney's Bistro	E	50.00	0.00	50.00
49	05/09/2018		Co-operative curre	cash	Meeting Refreshments	Crediton Town Team	E	6.00	0.00	6.00
50	06/09/2018		Co-operative curre	cheque	Christmas lights donation	Lloyds Bank	E	50.00	0.00	50.00
51	10/09/2018		Co-operative curre	BACS	Christmas Stall fee	Mrs Marion Pyne	E	50.00	0.00	50.00
52	11/09/2018		Co-operative curre	BACS	Christmas lights donation	Crediton Care Services	E	50.00	0.00	50.00
53	11/09/2018		Co-operative curre	BACS	Christmas lights donation	Charlesworth Nicholl & C	E	100.00	0.00	100.00
54	11/09/2018		Co-operative curre	BACS	Christmas lights donation	The Bike Shed	E	150.00	0.00	150.00
55	12/09/2018		Co-operative curre	cheque	Christmas lights donation	Snob	E	100.00	0.00	100.00
56	14/09/2018		Co-operative curre	BACS	Christmas lights donation	Helmores	E	100.00	0.00	100.00
57	17/09/2018		Co-operative curre	BACS	Meeting Refreshments	Devon in Sight	E	13.20	0.00	13.20
Total								1,121.02	7.13	1,128.15

Crediton Town Council

Bank Reconciliation at 18/09/2018		
	Cash in Hand 01/04/2018	275,241.36
	ADD	
	Receipts 01/04/2018 - 18/09/2018	150,145.53
	SUBTRACT	
	Payments 01/04/2018 - 18/09/2018	130,458.01
A	Cash in Hand 18/09/2018 (per Cash Book)	294,928.88
Cash in hand per Bank Statements		
	Cash 11/05/2018	0.00
	Petty Cash 14/09/2018	90.91
	Cambridge & Counties 15/06/2018	84,212.58
	Co-operative current a/c 65809: 17/09/2018	17,674.64
	Nationwide a/c 90097276 31/03/2018	85,401.36
	Hampshire Trust Bank a/c 1025 11/05/2018	47,000.00
	United Trust Bank a/c 1002669: 15/05/2018	84,000.00
		318,379.49
	Less unrepresented cheques As attached	23,550.61
		294,828.88
	Plus unrepresented receipts As attached	100.00
B	Adjusted Bank Balance	294,928.88
A = B Checks out OK		

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Balance Summary

[Balance Information](#)

Account Number	Account Name	As of date	Cleared Balance(GBP)	Uncleared Balance(GBP)
0892996580921700	CREDITON TOWN COUNCIL	17/09/2018 12:00:00	17,674.64	17,674.64
Total			17,674.64	17,674.64

[If you hold a savings account, the interest rates can be found here](#)

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Our Ref: 15006951\X200\PROC
 Date: 31st May 2018
 DDI: 0344 225 3939
 Fax: 0116 254 4637
 Email: savings@ccbanc.co.uk

Strictly Private & Confidential
 Crediton Town Council
 Mr F W Letch
 Council Offices,
 Market Street
 Crediton
 Devon
 EX17 2BN

Statement of Account

Account name: Crediton Town Council
Account number: 15006951
Sort code: 60-95-86
Notice description: 120 Day Notice Business Savings Account Issue 1 Monthly 1.79%
FSCS Eligibility: Eligible
Sheet Number: 2

Date	Description	Debits £	Credits £	Balance £
01/06/2017	Brought forward			74,943.70 Cr
30/06/2017	Interest credited gross 15006951		94.86	75,038.56 Cr
31/07/2017	Interest credited gross 15006951		98.15	75,136.71 Cr
31/08/2017	Interest credited gross 15006951		98.27	75,234.98 Cr
30/09/2017	Interest credited gross 15006951		95.23	75,330.21 Cr
31/10/2017	Interest credited gross 15006951		98.53	75,428.74 Cr
30/11/2017	Interest credited gross 15006951		95.47	75,524.21 Cr
31/12/2017	Interest credited gross 15006951		114.82	75,639.03 Cr
31/01/2018	Interest credited gross 15006951		114.99	75,754.02 Cr
28/02/2018	Interest credited gross 15006951		104.02	75,858.04 Cr
31/03/2018	Interest credited gross 15006951		115.33	75,973.37 Cr
30/04/2018	Interest credited gross 15006951		111.77	76,085.14 Cr
02/05/2018	Electronic Transfer C Dalley-Transfer		8,000.00	84,085.14 Cr
31/05/2018	Interest credited gross 15006951		127.44	84,212.58 Cr

Handwritten signature and date: 17/9/18

Nationwide Building Society



Private & Confidential
 Attn of Clare Louise Dalley
 Crediton Town Council
 Council Offices
 Market Street
 Crediton
 United Kingdom
 EX17 2BN

Summary for 05 Feb 2018 - 31 Mar 2018

Start Balance	85,033.04
Total In	368.32
Total Out	0.00
End Balance	85,401.36

Client Name Crediton Town Council
Account Type Business Instant Saver Issue 5 - Annual

Account Number 90097276
Statement Number 7
Currency Sterling
Interest Rate as at 31 Mar 2018 0.50%

	Description	Details	Payments	Receipts	Balance
05 Feb 2018	Start Balance				85,033.04
31 Mar 2018	Interest Credited	For the period 01 Apr 2017 to 31 Mar 2018		368.32	85,401.36
31 Mar 2018	End Balance				85,401.36

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Crediton Town Council

Interest paid during the period 1 April 2017 to 31 March 2018

Account Number 90097276
 £ 368.32

If you have a 95 Day Saver or Instant Saver account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type.

You can find out how to make a payment on the back of this statement.

Our Ref: 10254426\X201\MSHO
 Date: 2nd May 2018

Crediton Town Council
 Council Offices
 Market Street
 Crediton
 Devon
 EX17 2BN

Statement of Account

Account name: Crediton Town Council
Account number: 10254426
Sort code: 23-62-47
Product: 90 Day Business Notice Account Issue 3 (0.90%)
FSCS Eligibility: Eligible
Sheet Number: T 1

Date	Description	Paid out £	Paid in £	Balance £
20/04/2018	Brought forward			0.00
	Cheque		27,000.00	27,000.00 Cr
02/05/2018	Electronic Payment		20,000.00	47,000.00 Cr

Handwritten signature and date: 2/5/18 AS

Interest rate summary during statement period

From	To	Interest Rate
20th April 2018	23rd April 2018	0.00 %
24th April 2018	1st May 2018	0.90 %

Message Board

Following the announcement by the Bank of England on 2 November 2017 to increase the Bank Base Rate by 0.25% to 0.50%, Hampshire Trust Bank will be increasing the interest rates on its variable rate personal and business savings accounts for existing customers by 0.25%, with effect from 1 December 2017.

Telephone +44 (0)20 7190 5555
 Email info@utbank.co.uk
 Website www.utbank.co.uk

United Trust Bank Limited
 One Ropemaker Street
 London EC2Y 9AW

Ms C Dalley
 Crediton Town Council
 Council Offices
 Market Street
 Crediton
 Devon
 EX17 2BN

RECEIVED

14 MAY 2018

Date : 8th May 2018
 Account No : 10026692
 Currency : GBP
 Account Type : Business 100d - Notice Account

Dear Ms Dalley

We have today completed the following transaction(s) on your account

DETAILS	DATE	AMOUNT
Bacs Lodgement 9217	8th May 2018	7,000.00 CREDIT

C *to 27/5/18*
ASZ

Y. Dalley@
12/5/18 £8,000

In the event of any errors or omissions please contact your account manager,
 otherwise call 020 7190 5599 for deposits or 020 7190 5579 for loans.

Outstanding Debts as at 17th September 2018

Invoice Date	Invoice Number	Amount
Jan-18		
Exhibition		£4.22
Aug-18		
Stonypark Rent		£350.00
TOTAL AMOUNT OUTSTANDING		£354.22

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Year To Date Budget 2018-2019

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	10,717	253.60	419.11	569.34	1,435.55	594.80	1,218.65							41.9	6,225.95	4,491.05
Council & Councillors	9,460	1,193.66	1,266.09	1,195.00	34.25	215.59	673.70							48.4	4,881.71	4,578.29
Property & Parks	74,583	127.61	6,429.44	876.00	2,821.19	1,012.20	374.87							15.6	62,941.69	11,641.31
Insurance	2,000		1,795.88											89.8	204.12	1,795.88
Parish Paths (P3)	0													-	0.00	-
Grants	25,000	22,580.00	500.00	500.00			800.00							97.5	620.00	24,380.00
Amenities	23,050		128.20	2712.00	1,621.37	1,610.58	2,165.40							35.7	14,812.45	8,237.55
Localism Projects	23,440		810.00	810.00	810.00	8,490.00	9,148.22							85.6	3,371.78	20,068.22
Sub Total	168,250	24,155	11,349	6,662	6,722	11,923	14,381	0	0	0	0	0	0	44.7	93,057.70	75,192.30

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries		4,075.01	4,183.66	4,129.03	4,129.23	4,129.23									-20,646.16	20,646.16
PAYE/NI		1,255.12	1,334.25	1,294.99	1,294.79	1,294.79									-6,473.94	6,473.94
Pension Payments		1,346.29	1,391.46	1,368.88	1,368.88	1,368.88									-6,844.39	6,844.39
Sub Total	93,873	6,676.42	6,909.37	6,792.90	6,792.90	6,792.90	-	-	-	-	-	-	-	36.2	59,908.51	33,964.49

Budget Spend	262,123.00	30,831.29	18,258.09	13,455.24	13,515.26	18,716.07	14,380.84	-	-	-	-	-	-	41.6	152,966.21	109,156.79
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Ear Marked Reserves/Project Funds																
Wildlife Garden	130													-	130.00	-
Neighbourhood Plan	4,650													-	4,650.00	-
Allotments	1,387													-	1,387.00	-
Street Furniture & Small Works	2,000													-	2,000.00	-
Upper Deck	960													-	960.00	-
General Fund	62,633				936.00									1.5	61,697.14	936.00
Election Expenses	4,851													-	4,851.00	-
Economic Development	8,210													-	8,210.00	-
Christmas Lights Repair/Renewal	5,031													-	5,031.00	-
Localism Projects	25,000													-	25,000.00	-
Feasibility Study	190													-	190.00	-
Band Stand	173													-	173.00	-
Defibrillator Project	545													-	545.00	-
P3 Parish paths	1,288				286.02	6.00	60.00							27.8	915.98	352.02
Floral Crediton	2,344													-	2,344.00	-
Town Clock	500													-	500.00	-
Premises	2,200													-	2,200.00	-
CCTV	2,000													-	2,000.00	-
Boniface Statue	280													-	280.00	-
War Memorial (General)	2,894													-	2,894.00	-
Mayors Chain	1,000													-	1,000.00	-
Incredible Edible - Town Square garden	72					62.60								86.9	9.40	62.60
General Legal/Professional Fees	7,780						300.00							3.9	7,480.00	300.00
Crediton Town Plates	343													-	343.00	-
Council Office Building	40,000													-	40,000.00	-
IT Equipment/Support	2,000													-	2,000.00	-
Allotment Access Path Project	878													-	878.00	-
Air Ambulance Lighting Column	1,000													-	1,000.00	-
Staffing	15,000													-	15,000.00	-
Newcombes Meadow Com Group Money	6,732													-	6,732.00	-
Christmas in Cred 2017/18 carried forward	4,687	90.00			90.00									-	4,507.00	180.00
2017-2018 Committed projects not yet started	1,004	324.00												-	680.00	324.00
Feasibility Study (S106)	18,430				4,423.20	6,982.80	7,740.60							103.9	-716.60	19,146.60
Diversity Festival	500													-	500.00	-
P3 Parish paths (Tinpot handrail)	6,000													-	6,000.00	-
														#DIV/0!	0.00	-
Sub Total	232,672	414.00	-	-	5,735.22	7,051.40	8,100.60	-	-	-	-	-	-	9.2	211,370.92	21,301.22

Total Spend inc reserves	494,795.14	31,245.29	18,258.09	13,455.24	19,250.48	25,767.47	22,481.44	-	-	-	-	-	-		364,337.13	130,458.01
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INCOME	Budget														%Budget	Balance	Total Income
Administration	1,200	128.27	127.44	151.56		42.76	19.20								39.1	730.77	469.23
Council & Councillors	0														#DIV/0!	0.00	-
Property & Parks	9,003	52.69	323.07	129.56	107.00	2.79	107.00								8.0	8,280.89	722.11
Insurance	0														#DIV/0!	0.00	-
Parish Paths (P3)	0	6,000.00													#DIV/0!	-6,000.00	6,000.00
Grants	0														#DIV/0!	0.00	-
Amenities	3,000	209.44	100.00		6.40	200.00	750.00								42.2	1,734.16	1,265.84
VAT Repayment	15,000		2,182.85												14.6	12,817.15	2,182.85
Sponsorship	0														#DIV/0!	0.00	-
Precept	239,465	119,732.50													50.0	119,732.50	119,732.50
Council Tax Support Grant	1,965	978.00													49.8	987.00	978.00
Earmarked Reserves	0	18,430.00													#DIV/0!	-18,430.00	18,430.00
Localism Projects				365.00													
Sub Total	269,633	145,530.90	2,733.36	646.12	113.40	245.55	876.20	-	-	-	-	-	-	-	55.7	119,487.47	150,145.53
Total Income	£269,633	£145,530.90	£2,733.36	£646.12	£113.40	£245.55	£876.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	55.7	£119,487.47	£150,145.53

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Councillor Report 18th September 2018

1. **Sustainable Crediton** have been busy organising forthcoming Clothes Swap and Seed Share events and a series of Social events and are working with DCC on other future events.

2. **The League of Friends of Crediton Hospital and its Community Patients** were able to award donations to both Age Concern and the Community Transport. The donation to Community Transport is to be negotiated to allow a reduced transport rate for Age Concern and also in addition to a separate donation to Age Concern.

The Community bookshop will also benefit from a donation to assist with a series of events in connection with their proposed "Big Read" events which are intended to lead up to and culminate during the "Cred Fest".

The League of Friends are particularly pleased to be able to contribute towards the health and wellbeing of the Town via local Community groups on this occasion.

3. I have not been approached by the **Chamber of Commerce** so am unable to report.

John Ross

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