



**Minutes of the Annual Meeting of Crediton Town Council, held on
Tuesday, 17th May 2016, at 7pm, at the Council Chamber, Market Street, Crediton**

Present: Cllrs Mr F Letch, Miss J Harris, Mr A Wyer, Mrs H Sansom, Mr D Webb, Mr W Dixon, Mr J Downes and Mr N Way (part meeting)

In Attendance: Miss Emma Lucas, Assistant to the Town Clerk & Mayor
Mrs Sandie Blake, Receptionist
1 member of the press

1605/1 To elect the Chairman/Mayor for 2016-2017
It was **resolved** that Cllr Letch be Chairman and Mayor for 2016-2017. (Proposed by Cllr Harris)

1605/2 The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'
The Chairman, Cllr Letch, read and signed the prescribed 'Declaration of Acceptance of Office'.

Cllr Way entered the meeting at 7.03 pm

1605/3 To elect the Deputy-Chairman/Deputy Mayor for 2016-2017
It was **resolved** that Cllr Harris be Deputy-Chairman and Deputy Mayor for 2016-2017. (Proposed by Cllr Letch)

1605/4 To receive and accept apologies
It was **resolved** to receive and accept apologies from Cllrs Miss J Walter, Mr M Szabo, Mrs L Brookes-Hocking and Mrs A Hughes. (Proposed by Cllr Letch)

1605/5 Declarations of Interest
Cllrs Downes, Way and Letch 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.

1605/6 Order of Business
There were no changes to the order of business.

1605/7 Town Council Minutes – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 19th April 2016, 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 19th April 2016, as a correct record. (Proposed by Cllr Harris)

1605/8 Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 19th April 2016, for information only. Cllr Dixon requested for all Committee meeting minutes to outline who chairs the Committee.

Initials.....

1605/9 To receive, and to ratify the decisions therein, the minutes of the

- **Christmas in Crediton Committee meeting held on 15th March 2016**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Committee meeting held on 15th March 2016. (Proposed by Cllr Harris)
- **Grants Committee meeting held on 26th April 2016**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Grants Committee meeting held on 26th April 2016. (Proposed by Cllr Harris)
- **Policy & Forward Planning Committee meeting held on 3rd May 2016**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Policy & Forward Planning Committee held on 3rd May 2016. (Proposed by Cllr Wyer)
- **Crediton Open Space Committee meeting held on 4th May 2016**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Crediton Open Space Committee held on 4th May 2016. (Proposed by Cllr Letch)
- **Christmas in Crediton Committee meeting held on 10th May 2016**
This meeting was cancelled.
- **Property & Allotments Committee meeting held on 10th May 2016**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Property & Allotments Committee meeting held on 10th May 2016. (Proposed by Cllr Harris)

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

1605/10 **To review the Council's delegation arrangements to committees, sub committees and employees.** A copy of the Council's revised Scheme of Delegation had been issued with the agenda. It was **resolved** to adopt the Council's Scheme of Delegation (Proposed by Cllr Letch)

1605/11 **To review the Council's Terms of Reference for committees.** A copy of the Council's revised Terms of Reference had been issued with the agenda.

Cllr Dixon highlighted a crossover between the Administration & Personnel Committee and the Policy & Forward Planning Committee, in relation to policies, and highlighted that the Council needs to be mindful of this crossover.

It was **resolved** to adopt the Council's Terms of Reference for committees. (Proposed by Cllr Letch)

1605/12 **To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee.** It was **resolved** to approve the appointment of the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter as an Emergency Committee of the Council. (Proposed by Cllr Harris)



Initials

1605/13

To receive nominations for the appointment of members to existing committees.

a. Administration & Personnel Committee

It was **resolved** to appoint Cllrs Letch, Harris, Brookes-Hocking, Wyer, Dixon and Hughes to serve on the Administration & Personnel Committee. (Proposed by Cllr Letch)

b. Property & Allotments Committee

It was **resolved** to appoint Cllrs Harris, Webb, Szabo and Wyer to serve on the Property & Allotments Committee. (Proposed by Cllr Letch)

c. Floral Crediton Committee

It was **resolved** to appoint Cllrs Letch, Harris, Szabo and Sansom to serve on the Floral Crediton Committee. (Proposed by Cllr Dixon)

d. Christmas in Crediton Committee

It was **resolved** to appoint Cllrs Letch, Brookes-Hocking, Webb and Wyer to serve on the Christmas in Crediton Committee. (Proposed by Cllr Letch)

e. Crediton Open Space Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Hughes, Letch and Walters to serve on the Crediton Open Space Committee. (Proposed by Cllr Harris)

f. Policy & Forward Planning Committee

It was **resolved** to appoint Cllrs Letch, Brookes-Hocking, Webb, Wyer, Dixon and Sansom to serve on the Policy & Forward Planning Committee. (Proposed by Cllr Harris)

g. Grants Committee

It was **resolved** to appoint Cllrs Letch, Harris, Hughes, Brookes-Hocking and Walters to serve on the Grants Committee. (Proposed by Cllr Harris)

h. Parish Paths Partnership Committee

It was **resolved** to appoint Cllrs Letch, Szabo, Sansom and Webb to serve on the Parish Paths Partnership Committee. (Proposed by Cllr Letch)

1605/14

To appoint four Councillors to be the Town Council's audit checkers for 2016-2017.

It was **resolved** for Cllrs Letch, Harris, Webb & Dixon to be the Town Council's audit checkers for 2016-2017. (Proposed by Cllr Harris)

1605/15

To review the Council's Standing Orders. A copy of the Council's Standing Orders had been issued with the agenda. It was **resolved** to make the following amendments:

- Page 4, Part b - remove 'and seconded' so the point reads: A motion (including an amendment) shall not be progressed unless it has been moved.
- Page 4, Part d - remove any reference to a seconder, so the point reads: A motion (including an amendment) may be withdrawn by the proposer only.
- Page 4, Part o – omit points i, ii & iii so the point reads: Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:



Initials.....

- i. to give a personal explanation; or
 - ii. in exercise of a right of reply.
- Page 6, Part i – delete any reference to a person standing, so the point reads: A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).

It was further **resolved** to adopt the Council's Standing Orders following the above amendments being made. (Proposed by Cllr Harris)

1605/16 To review the Council's Financial Regulations. A copy of the Council's Financial Regulations had been issued with the agenda. It was **resolved** to adopt the Council's Financial Regulations. (Proposed by Cllr Harris)

1605/17 To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.

It was **resolved** to make the following appointments, with written reports being submitted to Council, by the representatives, as and when deemed necessary.

a. Crediton United Charities	Cllr Harris & Wyer
b. Hayward's Educational Foundation	Cllr Wyer
c. Devon Association of Parish Councils (& Larger Councils Sub Committee)	Cllr Brookes-Hocking
d. Devon Towns Forum	Cllr Brookes-Hocking
e. Crediton Twinning Association	Cllr Letch
f. Boniface Link Association	Cllr Harris
g. Mid Devon Community Safety Partnership	Cllr Hughes
h. Friends of Crediton Station	Cllr Szabo & Webb
i. Crediton Transport Action Group	
Cllr Way advised members that this group was no longer active.	
j. Sustainable Crediton	Cllr Hughes & Downes
k. Mid Devon Transport Forum	Cllr Letch
l. AQMA Steering Group	Cllr Dixon
m. Crediton Children's Centre Management Committee	Cllr Hughes
n. Newcombes Meadow Community Group	Cllr Wyer
o. Newton St Cyres Cycle/Pathway Group	Cllr Downes
p. High Street Traders Group/Chamber of Commerce	Cllr Webb
q. Town Team	Cllr Hughes
r. Okehampton Rail Forum	Cllr Way

(Proposed by Cllr Harris)

1605/18 To review the Council's Assets and Lease Arrangements. A copy of the Council's Asset Register and Lease Arrangements had been circulated with the agenda. Cllr Webb declared an interest as a licensee named on the lease arrangements. It was **resolved** to accept the Council's Assets and Lease Arrangements. (Proposed by Cllr Letch)

1605/19 To review the Council's insurance requirements. Copies of the long term agreement with Zurich, had been issued prior to the meeting. It was **resolved** to accept the Council's insurance requirements. (Proposed by Cllr Harris)



Initials:

1605/20 To review the Council and its employees memberships of other bodies

- a. Devon Association of Local Councils
- b. National Association of Local Councils
- c. Society of Local Council Clerks
- d. Devon Communities Together
- e. Devon Playing Fields Association

It was **resolved** to continue with membership of the Devon Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Devon Communities Together, Devon Playing Fields Association. (Proposed by Cllr Harris)

1605/21 To review the Council's Complaints Procedure. A copy of the Council's Complaints Procedure had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Complaints Procedure. (Proposed by Cllr Harris) Cllr Dixon abstained.

1605/22 To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act. A copy of the Publication Scheme together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act. (Proposed by Cllr Letch)

1605/23 To review and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act. A copy of the Policy together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act. (Proposed by Cllr Harris)

1605/24 To review the Council's Communications and Media Policy. A copy of the Council's Communications and Media Policy had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Communications and Media Policy. (Proposed by Cllr Webb)

1605/25 Chairman's Annual Report 2015-2016 - To receive the Chairman's Annual Report 2015-2016 and approve for publication. Cllr Letch read the Chairman's Annual Report 2015-2016 at the meeting. It was **resolved** to approve the Chairman's Annual Report 2015-2016 for publication. (Proposed by Cllr Webb)

1605/26 Public Question Time
There were no questions.

1605/27 Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.

Cllr Letch advised members that he had been attending meetings recently centred around the new Devon Care in the Community. Himself, along with Richard Ward, practice manager at Chiddenbrooke, and a working committee of around five members, will be getting together to make a log of all of the agencies in Crediton that have an input into care in the community. Cllr Letch welcomed any suggestions.

1605/28

Mid Devon District Council – Planning Applications

Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 16/00574/CAT
 Proposal: Notification of intention to carry out works to 1 Willow, 1 Norway Maple and 1 Common Ash tree within a conservation area
 Location: Jockey Cottages, Jockey Hill, Crediton, EX17 1DR
 Applicant: Mr Chris Ladd, 2 Jockey Cottages, Jockey Hill, Crediton, EX17 1DR

It was **resolved** to recommend NO OBJECTION application as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Harris)

Reference: 16/00365/HOUSE
 Proposal: Erection of a raised timber deck with timber railings
 Location: Bramblings, Searle Street, Crediton, EX17 2DB
 Applicant: Mrs W Grinney, Bramblings, Searle Street, Crediton, EX17 2DB

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Wyer)

Reference: 16/00624/HOUSE
 Proposal: Erection of extension
 Location: 12 Creedy Road, Crediton, EX17 1EW
 Applicant: Mr & Mrs A Palmer, 27 Alexandra Way, Crediton, EX17 2EA

It was **resolved** to recommend NO OBJECTION. (Proposed by Harris)

Reference: 16/00628/HOUSE
 Proposal: Erection of extension and alterations to dwelling to improve accessibility
 Location: 14 Creedy Road, Crediton, EX17 1EW
 Applicant: Ms R Daniells, 14 Creedy Road, Crediton, EX17 1EW

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Reference: 16/00637/HOUSE
 Proposal: Erection of a 2 storey extension following demolition of existing conservatory
 Location: 15 Walnut Drive, Crediton, EX17 1JB
 Applicant: Mr Andrew Warren, 1 Walnut Drive, Crediton, EX17 1JB

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Reference: 16/00547/FULL
 Proposal: Erection of 3 dwellings
 Location: Okefield House, Deep Lane, Crediton, EX17 2BY
 Applicant: Mr M Peters, R & M Peters Ltd, Hawkins Way, Crediton, EX17 1HZ

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Initials:

1605/29

Mid Devon District Council – Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed (Proposed by Letch):

Reference: 16/00300/HOUSE
 Proposal: Erection of two-storey extension and balcony (Revised scheme)
 Location: Arlington House, Ash Court, Crediton, EX17 2JZ
 Applicant: Mr & Mrs P Morgan, Arlington House, Ash Court, Crediton, EX17 2JZ

Reference: 16/00240/FULL
 Proposal: Replacement of 5 existing first floor windows with UPVC double glazed units
 Location: Mid-Devon Fulfilling Lives, 2 Bank Place Chambers, Market Street, Crediton, EX17 2AJ
 Applicant: Mr E Rodd, Rodd Bros (A & E Rodd), The Old Mill, Upton Hellions, Crediton, EX17 4AE

Reference: 16/00248/FULL
 Proposal: Change of Use from industrial unit (Class B8) to Assembly and Leisure (Class D2), additional car parking, alterations to north elevation
 Location: The Trustees of M A P Pension Fund, C R Ferris, 2 Westward Business Centre, Mill Street, Crediton, EX17 1HB
 Applicant: Mr Christopher Ferris, The Trustees of M A P Pension Fund C R Ferris. Ladyroyd, 12 Busker Lane, Scissett, Huddersfield, West Yorkshire, HD8 9JU

Reference: 16/00307/HOUSE
 Proposal: Erection of replacement conservatory
 Location: 14 Creedy Road, Crediton, EX17 1EW
 Applicant: Miss J Daniells, 14 Creedy Road, EX17 1EW

Reference: 16/00432/CAT
 Proposal: Notification of intention to fell 1 Magnolia tree within the Conservation Area
 Location: 2 North View, Union Road, Crediton, EX17 3AL
 Applicant: Mrs G Hills, 2 North View, Union Road, Crediton, EX17 3AL

It was **resolved** to note that Mid Devon District Council, the determining Authority, has REFUSED the following applications with conditions as filed (Proposed by Cllr Letch):

Reference: 16/00289/FULL
 Proposal: Erection of 2 semi-detached dwellings
 Location: Parliament House, Parliament Street, Crediton, EX17 2EY
 Applicant: Mr C Reed, Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

Reference: 16/00380/HOUSE
 Proposal: Formation of parking bay following demolition of wall and outbuildings
 Location: Lamorna, Peoples Park Road, Crediton, EX17 2DA
 Applicant: Mr K O'Connell, Lamorna, Peoples Park Road, Crediton, EX17 2DA



Initials

- 1605/30 **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 20th April 2016 to 17th May 2016 inclusive and to receive the bank reconciliation.** The schedules of payments and receipts were issued prior to the meeting. It was **resolved** to approve the payments totaling £15,067.85, receipts totaling £6,384.62, transfers of £50,070.27 and accept the bank reconciliation, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Harris)
- 1605/31 **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 outstanding debts of £0, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Letch)
- 1605/32 **Budget Review – To review the budget for the year to date.** A copy of the budget sheet which had been circulated prior to the meeting is attached as Appendix Three. It was **resolved** to note the budget sheet and the information contained therein. (Proposed by Cllr Harris)
- 1605/33 **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 with the agenda. It was **resolved** to note the report with no further actions. (Proposed by Cllr Harris)
- 1605/34 **To consider the internal audit report from the Council’s Internal Auditor, Mr Ken Abraham, for the financial year 2015-2016 and agree any action.** A copy of the report had been issued with the agenda. It was **resolved** to note the internal audit report with no further actions required. (Proposed by Cllr Harris)
- 1605/35 **To receive and agree the internal audited accounts for the financial year 2015-2016.** A copy of the documentation will be issued with the agenda. It was **resolved**, to agree and approve the internal audited accounts for the financial year 2015-2016. (Proposed by Cllr Harris)
- 1605/36 **To discuss and agree the Annual Governance Statement 2015/16 detailed in the external audit annual return.** A copy of the annual return had been issued with the agenda. It was **resolved** to agree the Annual Governance Statement for the year ended 31st March 2016. (Proposed by Cllr Harris)
- 1605/37 **To discuss and agree the Annual Accounting Statements 2015/16 detailed in the external audit annual return.** A copy of the annual return had been issued with the agenda. It was **resolved** to agree the Annual Accounting Statements for the year ended 31st March 2016. (Proposed by Cllr Harris)
- 1605/38 **To resolve to make the following Members’ allowances for the financial year 2016-2017**
- Mayor’s Allowance £600
 - Elected Members allowance £80



Initials.....

It was **resolved** to pay the Members allowances detailed above for the financial year 2016-17. (Proposed by Cllr Harris)

- 1605/39 Councillor Reports - To receive the following reports, and 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 Wyer:

- Mid Devon District Council should be building the new climbing frame and slide at Newcombes Meadow Play Area within the next couple of weeks.

Cllr Webb:

- The post box located outside of the Post Office building will be coming back.

- 1605/40 Correspondence and Matters To Note - To receive Council correspondence and matters to note.** Copies of the correspondence and matters to note had been issued with the agenda.

Correspondence:

1. Eden Westwood - Update
2. SWW - Road Closure application for 25th July 2016
3. DCT - Bat Event Sat 23rd April 2016
4. L Conyngham - Crediton's edge of town leat, ponds and green space
5. DCC - Devon's Libraries
6. DCT - Training Courses
7. Devon CCG - Crediton Steering Group 20th April 2016
8. A Degan - RD&E invitation to Crediton Steering Group
9. Devon CCG - Stakeholder Workshop 17th May
10. J Clifford, MDDC - Public consultation legal requirements
11. Cllr Hughes - Wellparks Development
12. S Trafford, MDDC - Presentation by Devonshire Homes
13. M Bailey, Involve - Mayor's Reception Feedback
14. MDDC - Armed Forces Day 20 June 2016
15. Devon Badger Group – Invitation
16. Crediton Congregational Church - Thank you letter re grant
17. Turning Tides - Update & Training
18. Journey Counselling Service - Thank you email re grant
19. MDDC - Planning Committee Agenda
20. Mid Devon Gazette - Pride of Mid Devon Awards 2016
21. Devon CCG - Engagement Event
22. Mr & Mrs Tucker - Planning objection
23. Colebrooke Parish Council - Parish Plan
24. DCC - Road Closure, Market Street

Matters To Note:

1. MDDC - Summon & Agenda 27 April 2016 (held in office)
2. MDDC - Minutes of Scrutiny Committee 18 April 2016 (held in office)
3. Crediton Community Bookshop - Newsletter
4. MDDC - Press Release, Tiverton Jobcentre to relocate to Council Offices
5. Citizens Advice - Crediton Statistics 201516
6. Crediton Courier - Press Release, Tesco Bags for Help grants available
7. R Nicholls - Update on Activity
8. Devon & Somerset County Council - Broadband Voucher Scheme
9. Citizens Advice - April Newsletter
10. MDDC – Summons & Agenda Annual Meeting 10th May 2016 (held in office)



Initials.....

- 11. NHS - Blood donation sessions
- 12. MDDC - Press release, Love Your Local Market
- 13. Sustainable Crediton - Evening talk on honey bees
- 14. S Densham - Newcombes Meadow Play Area Update
- 15. R Nicholls - Crediton Community Woodlands
- 16. MDDC - Mid Devon Talk
- 17. Sustainable Crediton - Newsletter Issue 70
- 18. DCC - Devon Local Flood Risk Management Update April 2016
- 19. CTC - Notes from Feasibility Study Meeting
- 20. Devon CCG - Crediton Steering Group minutes
- 21. Devon CCG - Working Group
- 22. DCC Parish Paths - Spring Newsletter 2016
- 23. MDDC - Press Release, State of the District Debate
- 24. Healthy People - April 2016
- 25. DALC - Stakeholder briefing
- 26. Citizens Advice - May Newsletter
- 27. HealthWatch Devon - Monthly newsletter
- 28. MDDC - Press release, MDDC wins Gold Award
- 29. MDDC - Press release, Tiverton community clean-up day

It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch)

1605/41 Business brought forward

Cllr Sansom

- A member of the public had raised concerns regarding the cars parked on the bend of Alexandra Road and Peoples Park Road causing poor visibility for drivers. In addition, it was suggested that the sign from St Martins Lane to Kiddicott should actually be a stop sign.
- Cllr Sansom found Nitrous Oxide cannisters in Newcombes Park. This has been reported to the local child protection officer and the police are also aware.
- Mrs Davies is keen to help with the dog fouling issue.

Cllr Downes

- You can now get 4G in Crediton which will help in alleviating some of the town's broadband issues.

1605/42 Close

The meeting closed at 7.52 pm

Signed.....



Date:.....

22/6/15

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
35 Mayor's Reception	20/04/2016		Petty Cash	pettycash	Mayor's Reception Expen	Crediton Town Council	E	30.00	0.00	30.00
36 Bandstand Electricity	28/04/2016		Lloyds TSB curren	DD	Bandstand Electricity	EDF Energy	L	23.81	1.19	25.00
37 Exhibition Road - Water	03/05/2016		Lloyds TSB curren	DD	Exhibition Road - Water	South West Water	E	48.15	0.00	48.15
38 Website	17/05/2016		Lloyds TSB curren	004396	Website support	Pure Systems	S	240.00	48.00	288.00
39 Mayor's Reception	17/05/2016		Lloyds TSB curren	004397	Mayors reception _ Hall	Boniface Centre	E	80.00	0.00	80.00
40 Christmas Lights	17/05/2016		Lloyds TSB curren	004398	Christmas in Crediton - E	J D Ward (Electrical Ser	S	1,103.00	220.60	1,323.60
41 Office Service Charge	17/05/2016		Lloyds TSB curren	004399	Office Service Charge	Mid Devon District Coun	E	2,911.54	0.00	2,911.54
42 Peoples Park Wildlife Ga	17/05/2016		Lloyds TSB curren	004400	Wildlife Area - Plants	Kendra Ezekiel	E	30.58	0.00	30.58
43 Town Council Insurance	17/05/2016		Lloyds TSB curren	004401	Insurance	Zurich Municipal	E	1,792.67	0.00	1,792.67
44 Councillor/Clerk Expens	17/05/2016		Lloyds TSB curren	004402	Travel Expenses	Clare Dalley	E	48.37	0.00	48.37
45 General Fund	17/05/2016		Lloyds TSB curren	004402	Gas bottle - Beacon Cere	Clare Dalley (Eakers)	S	7.88	1.58	9.46
46 Postage	17/05/2016		Lloyds TSB curren	004402	Postage - Special Deliver	Clare Dalley (The Post C	S	5.37	1.08	6.45
47 Mayor's Reception	17/05/2016		Lloyds TSB curren	004403	Mayor's Reception - Cate	Olivers (Crediton) Ltd	E	500.00	0.00	500.00
48 Peoples Park Wildlife Ga	17/05/2016		Lloyds TSB curren	004404	Wildlife Area - Bird Seed	Mole Avon Trading Ltd	E	24.45	0.00	24.45
49 Staff Salaries	17/05/2016		Lloyds TSB curren	004405	Salaries - April	Mid Devon District Coun	E	3,593.50	0.00	3,593.50
50 Pension Contributions	17/05/2016		Lloyds TSB curren	004405	Pension Contributions	Mid Devon District Coun	E	747.45	0.00	747.45
51 PAYE/National Insuranc	17/05/2016		Lloyds TSB curren	004405	PAYE/National Insurance	Mid Devon District Coun	E	309.32	0.00	309.32
52 Payroll Administration	17/05/2016		Lloyds TSB curren	004405	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
53 Photocopier/Printing Ch	17/05/2016		Lloyds TSB curren	004406	Photocopier Charges	Mid Devon District Coun	S	51.76	10.35	62.11
54 Staff/Councillor Training	17/05/2016		Lloyds TSB curren	004407	Procurement Training (C	Cornwall Association of	S	65.00	13.00	78.00
55 Audit Fees	17/05/2016		Lloyds TSB curren	004408	Internal Audit Fees	South and West Interna	E	375.00	0.00	375.00
56 IT Support	17/05/2016		Lloyds TSB curren	004409	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
57 Christmas Lights - Rene	17/05/2016		Lloyds TSB curren	004410	Christmas in Crediton - Li	Blachere Illumination	S	91.50	18.30	109.80
58 General Fund	17/05/2016		Lloyds TSB curren	004411	First Aid & Medical Cover	St John Ambulance	S	40.00	8.00	48.00
59 General Fund	17/05/2016		Lloyds TSB curren	004412	Asbestos Removal	Sheild Environmental Se	S	753.00	150.60	903.60
60 Band Stand	17/05/2016		Lloyds TSB curren	004413	Bandstand - Electricity Bc	John Hill Electrical Servi	S	327.41	65.48	392.89
61 Photocopier/Printing Ch	17/05/2016		Lloyds TSB curren	004414	Printing Charges	Concorde	S	100.38	20.08	120.46
62 People's Park - Grass Ct	17/05/2016		Lloyds TSB curren	004415	Peoples Park - Grass Cutt	Hooper Services	S	190.00	38.00	228.00
63 People's Park - Grass Ct	17/05/2016		Lloyds TSB curren	004416	Peoples Park - Grass Cutt	Hooper Services	S	190.00	38.00	228.00
64 Christmas Lights - Rene	17/05/2016		Lloyds TSB curren	004417	Installation of Christmas	M.Townsend	E	150.00	0.00	150.00
65 Floral Crediton Plants	17/05/2016		Lloyds TSB curren	004418	Redvers House flower be	Mr A E Jewell (St Bridge	S	120.00	24.00	144.00
66 Floral Crediton Flower C	17/05/2016		Lloyds TSB curren	004418	Redvers House flower be	Mr A E Jewell (Edwin Tl	S	8.71	1.74	10.45
67 Floral Crediton Flower C	17/05/2016		Lloyds TSB curren	004418	Redvers House flower be	Mr A E Jewell (Eakers)	S	13.32	2.66	15.98
68 Floral Crediton Flower C	17/05/2016		Lloyds TSB curren	004418	Redvers House flower be	Mr A E Jewell (Mole Avc	S	16.67	3.33	20.00
69 Barnfield - central path	17/05/2016		Lloyds TSB curren	004419	Barnfield - central pathw:	Hooper Services	S	38.00	7.60	45.60
70 Barnfield - waste groun	17/05/2016		Lloyds TSB curren	004419	Barnfield - waste ground	Hooper Services	S	46.00	9.20	55.20

Crediton Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71 Mayor's Reception	17/05/2016		Lloyds TSB curren	004420	Mayor's Reception - Drink	Mr F Letch	E	37.70	0.00	37.70
72 Stationery	17/05/2016		Lloyds TSB curren	004421	Stationery	Devon Commercial Stati	S	38.77	7.75	46.52
Total								14,339.31	728.54	15,067.85

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
13 Exhibition Rd - Allotmer	03/05/2016		Lloyds TSB curren	cash	Exhibition Road - Allotme	Mr W Crean	E	4.28	0.00	4.28
14 Boniface Allot Ass. Mem	03/05/2016		Lloyds TSB curren	cash	Boniface Allot Ass - Meml	Mr W Crean	E	0.65	0.00	0.65
15 VAT Repayment	03/05/2016		Lloyds TSB curren	bacs	VAT Repayment	HMRC	R	0.00	4,037.32	4,037.32
16 Christmas Lights	06/05/2016		Lloyds TSB curren	bacs	Christmas lights donation	Reed Construction & De	E	50.00	0.00	50.00
17 VAT Repayment	11/05/2016		Lloyds TSB curren	bacs	VAT Repayment	HMRC	R	0.00	1,883.36	1,883.36
18 Interest on bank accour	09/05/2016		Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	7.09	0.00	7.09
19 Interest on bank accour	09/05/2016		Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.92	0.00	1.92
20 Tesco Community Fund	12/05/2016		Lloyds TSB curren	cash	Tesco Community Fund	Tescos	E	150.00	0.00	150.00
21 Christmas Lights	13/05/2016		Lloyds TSB curren	cheque	Christmas lights donation	Three Little Pigs	E	200.00	0.00	200.00
22 Christmas Lights	13/05/2016		Lloyds TSB curren	bacs	Christmas lights donation	Wortham Jacques	E	50.00	0.00	50.00
Total								463.94	5,920.68	6,384.62

**Crediton Town Council
TRANSFERS**

Date	Desc	From	T	Amount
19/04/20	Bank to Bank Transfer	Lloyds TSB precept a/c 03452509	Lloyds TSB current a/c 03452274	50,000.00
17/05/20	Bank to Bank Transfer	Lloyds TSB reserve a/c 06783514	Lloyds TSB current a/c 03452274	50,000.00
17/05/20	Bank to Bank Transfer	Lloyds TSB current a/c 03452274	Cambridge & Counties	50,000.00
17/05/20	Bank to Bank Transfer	Lloyds TSB current a/c 03452274	Petty Cash	70.27
			Total.....	150,070.27

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Crediton Town Council

Bank Reconciliation at 17/05/2016			
	Cash in Hand 01/04/2016		160,713.95
	ADD		
	Receipts 01/04/2016 - 17/05/2016		113,502.15
	SUBTRACT		
	Payments 01/04/2016 - 17/05/2016		34,302.35
A	Cash in Hand 17/05/2016 (per Cash Book)		239,913.75
	Cash in hand per Bank Statements		
	Cash 16/05/2016	0.00	
	Lloyds TSB current a/c 034522' 16/05/2016	38,900.08	
	Lloyds TSB precept a/c 034525 16/05/2016	170,493.93	
	Lloyds TSB reserve a/c 067835 16/05/2016	50,049.79	
	Petty Cash 16/05/2016	29.73	
	Cambridge & Counties 16/05/2016	0.00	
			259,473.53
	Less unpresented cheques As attached		119,830.05
	Plus unpresented receipts As attached		139,643.48
			100,270.27
B	Adjusted Bank Balance		239,913.75
A = B Checks out OK			



Mrs C. Dalley

Last logged on 13 May 16 at 11:03 AM

Settings Log off

BUSINESS ACCOUNT 30-93-14 03452274
CREDITON TOWN COUNCIL

£ 38,900.08 Current balance

£38,900.08 Available funds

BUS BANK INSTANT 30-93-14 06783514
CREDITON TOWN COUNCIL

£ 50,049.79 Balance

BUS BANK INSTANT 30-93-14 03452509
CREDITON TOWN COUNCIL

£ 170,493.93 Balance

Business ToolBox



Tools to help you start up, manage and grow your business

Outstanding Debts as at 16th May 2016

Invoice Date	Invoice Number	Amount	In relation to
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<u>TOTAL AMOUNT OUTSTANDING</u>		<u>£0.00</u>	
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Year To Date Budget 2016-2017

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	11,108	337.98	838.54											10.6	9,931.48	1,176.52
Council & Councillors	9,260	1,043.72	1,032.07											22.4	7,184.21	2,075.79
Property & Parks	24,390	2,385.00	3,516.49											24.2	18,488.51	5,901.49
Insurance	2,500		1,792.67											71.7	707.33	1,792.67
Parish Paths (P3)	0													-	0.00	-
Grants	20,000	15,060.00												75.3	4,940.00	15,060.00
Amenities	23,100		190.43											0.8	22,909.57	190.43
Localism Projects	27,824													-	27,824.00	-
Sub Total	118,182	18,827	7,370	0	0	0	0	0	0	0	0	0	0	22.2	91,985.10	26,196.90

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries	52,321		3,593.50													3,593.50
PAYE/NI	7,221		309.32													309.32
Pension Payments	10,987		747.45													747.45
Sub Total	70,529	-	4,650.27	-	-	-	-	-	-	-	-	-	-	6.6	65,878.73	4,650.27

Budget Spend	188,711.00	18,826.70	12,020.47	-	-	-	-	-	-	-	-	-	-	16.3	157,863.83	30,847.17
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Ear Marked Reserves/Project Funds																
TAP Fund Grants	0														0.00	-
Wildlife Garden	289	104.00	55.03											55.0	129.97	159.03
Neighbourhood Plan	4,650													-	4,650.00	-
Allotments	1,747													-	1,747.00	-
Street Furniture & Small Works	691													-	691.00	-
Upper Deck	1,740													-	1,740.00	-
General Fund	47,117	358.80	961.06											2.8	45,796.77	1,319.86
War Memorial - Pointing	394													-	394.00	-
Election Expenses	6,497													-	6,497.00	-
Economic Development	7,710													-	7,710.00	-
Christmas Lights Repair/Renewal	4,562		259.80											5.7	4,302.20	259.80
Christmas in Crediton (donations)	519													-		-
Localism Projects	20,000													-	20,000.00	-
Feasibility Study	2,445													-	2,445.00	-
Band Stand	500		392.89											78.6	107.11	392.89
Tesco Community Fund	895													-	895.00	-
P3 Parish paths	1,212													-	1,212.00	-
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	1,500													-	1,500.00	-
War Memorial (General)	2,500													-	2,500.00	-
Mayors Chain	1,000													-	1,000.00	-
Repair of Brick planters	1,500													-	1,500.00	-
P3 Grant - Bridge project	3,000													-	3,000.00	-
Incredible Edible - Town Square d	100													-	100.00	-
General Legal/Professional Fees	2,500													-	2,500.00	-
Stonypark Legal/Professional Fee	5,000													-	5,000.00	-
Crediton Town Plates	343													-	343.00	-
Tree Works	6													-	6.00	-
MDDC Building	15,000													-	15,000.00	-
Sub Total	140,461	462.80	1,668.78	-	-	-	-	-	-	-	-	-	-	-	2,131.58	

Creditors from 2015-2016 now paid																
CinC - Town Square electrics	1,324		1,323.60													1,323.60
CinC - Waste Services	70															-
Sub Total	1,394	-	1,323.60	-	-	-	-	-	-	-	-	-	-	-	1,323.60	

Total Spend inc reserves	330,565.71	19,289.50	15,012.85	-	-	-	-	-	-	-	-	-	-	-	296,263.36	34,302.35
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Handwritten mark

INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	60	8.27	9.01											28.8	42.72	17.28
Council & Councillors	0		-											#DIV/0!	0.00	-
Property & Parks	4,481	24.26	4.93											0.7	4,451.81	29.19
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0	250.00												#DIV/0!	-250.00	250.00
Grants	0													#DIV/0!	0.00	-
Amenities	3,200	100.00	300.00											12.5	2,800.00	400.00
VAT Repayment	6,500		5,920.68											91.1	579.32	5,920.68
Sponsorship	0													#DIV/0!	0.00	-
Precept	193,234	96,616.93												50.0	96,616.93	96,616.93
Council Tax Support Grant	6,236	3,118.07												50.0	3,118.07	3,118.07
Salaries (Transitional Grant)	0	7,000.00												#DIV/0!	-7,000.00	7,000.00
TAP Fund Grants	0													#DIV/0!	0.00	-
Neighbourhood Plan	0													#DIV/0!	0.00	-
Peoples Park Wildlife Garden	0															
Earmarked Reserve (Tesco Fund)	0		150.00													
Sub Total	213,711	107,117.53	6,384.62	-	-	-	-	-	-	-	-	-	-	53.1	100,208.85	113,502.15
Total Income	£213,711	£107,117.53	£6,384.62	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100,208.85	£113,502.15