



Committee Structure Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 17 May 2022

Recommendation

Full Council is recommended to approve the amendment of the Committee Structure, as recommended by the Council Affairs and Finance Committee.

1. Purpose

- 1.1 This report proposes the reduction in number of committees to reduce workload on staff
- 1.2 This report sets out a proposal to amend the Terms of Reference.

2. Background

- 2.1 A committee restructure was undertaken by the Town Clerk in 2020, increasing the number of committees.
- 2.2 The overlap in these committees and work pressure on staff is making the schedule of meetings unworkable.

3. Proposals

3.1 Reduction to four committees

The four committees will be:

- Planning and Town Strategy – meeting monthly
- Council Affairs and Finance – meeting monthly
- Community and Environment – meeting approximated four to six-weekly
- Climate Emergency – meeting six-weekly

3.2 New Structure

The new structure is detailed within the meeting papers, alongside the proposed Terms of Reference.

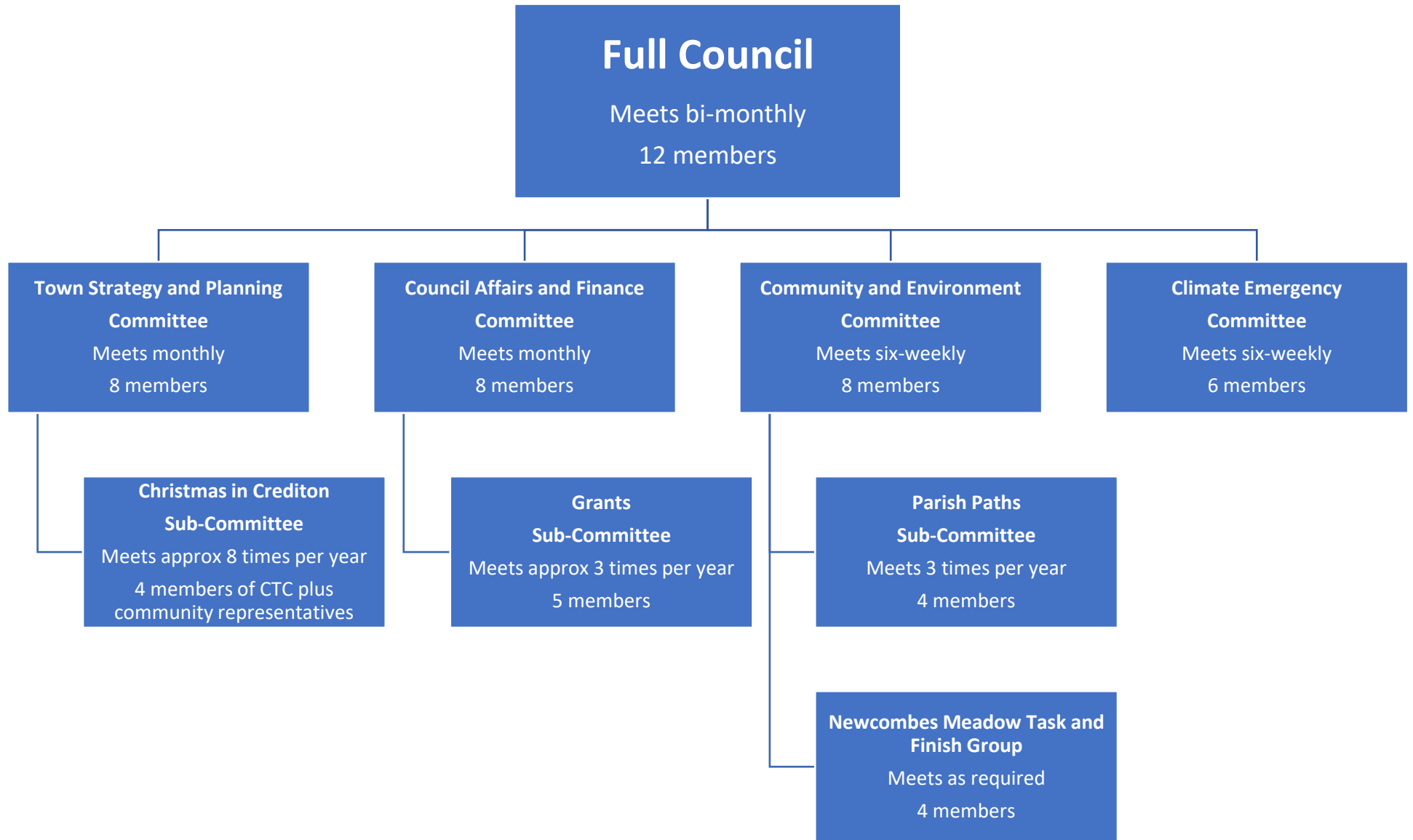
4. Financial Implications

- 4.1 There are no financial implications.

5. Conclusion

- 5.1 By decreasing the number of committees, staff time can be used more productively.
- 5.2 The new structure maintains transparency when dealing with council finances.

Rachel Avery – Town Clerk and RFO





Credition Town Council – Terms of Reference

Full Council

- Full Council will comprise all 12 members
- The quorum of the committee shall be 4 members
- Full Council will undertake the following role and functions:
 - To receive Declarations of Acceptance of Office
 - To manage casual vacancies
 - To approve committee appointments
 - To consider relevant committee recommendations
 - Raise loans as required
 - To manage the purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures
 - Purchase, dispose or sell land
 - Have overall management of leasing, licensing and letting of land and buildings in the council's ownership and obtaining planning permission where necessary
 - Have overall management of partnership working arrangements
 - To approve Standing Orders, Financial Regulations and associated policies
 - To set the precept and approve budgets
 - To approve Corporate Plans and other similar documents
 - To approve capital expenditure not specifically included in the council's approved estimates
 - To approve the start of legal action
 - To consider any matter normally dealt with by a committee, but where prompt action is required
 - To oversee risk assessment and management.

Planning and Town Strategy Committee

- The committee will comprise 8 members
- The committee will comprise 2 substitute members
- The quorum of the committee shall be 3 members
- The committee will undertake the following role and functions:
 - To meet monthly
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credition
 - To facilitate greater member focus on town policy development to positively shape the future of Credition
 - Preparation of the Credition Neighbourhood Plan
 - To comment on planning applications referred to the council for comment on behalf of the council
 - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting and public transport



- To manage general matters affecting the towns heritage, historic environment and art related activities
- To actively promote the town
- To consider the recommendations of sub-committees or working groups under the control of the Planning & Town Strategy Committee
- Authorisation of committee related expenditure within the budget if payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by full council only.

Council Affairs & Finance Committee

- The Committee will comprise 8 members
- The Committee will comprise 2 substitute members
- The quorum of the Committee shall be 3 members
- The Committee will undertake the following role and functions:
 - To meet monthly
 - To consider the Responsible Finance Officer's (RFO) report on annual estimates of income & expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years and to make recommendations to full council on the budget and precept in time for the full council meeting to be held in December each year
 - To consider forward planning and provide recommendations to full council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future to lessen the precept burden in any one year
 - To ensure the council holds adequate general reserves, in line with best practice, to secure future budgets
 - To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and duty
 - To undertake an annual risk assessment regarding accounting procedure
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
 - To handle recruitment matters
 - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
 - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time
 - To undertake the line management responsibility of the Clerk as the most senior officer of the council and to carry out the Clerk's appraisal
 - To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
 - To oversee the training requirements of staff and councillors
 - Make recommendations to full council on new areas of policy and procedures



- To manage, review and amend as necessary the council's policies, procedures and protocols
- Recommending changes to Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- Oversee insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing publicity and public relations
- Managing risk management practices and procedures
- Oversee Civic events such as Remembrance Parade, Beacon Lighting etc
- Overseeing involvement in any Twinning arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working groups under the control of the Council Affairs & Finance Committee
- Authorisation of committee related expenditure within the budget if payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by full council only.

Community and Environment Committee

- The Committee will comprise 8 members
- The Committee will comprise 2 substitute members
- The quorum of the Committee shall be 3 members
- The Committee will undertake the following role and functions:
 - To meet every six weeks
 - To make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function
 - To make recommendations to the council on the resources necessary to discharge the open space and allotment functions
 - To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council
 - To co-ordinate the provision of floral displays within the town
 - To co-ordinate the Floral Credton Competition on an annual basis and consider new ways of promoting Floral Credton and encouraging the whole community to participate
 - To actively seek out sponsorship and funding for Floral Credton
 - To identify opportunities to promote public open spaces within the town and encourage people to visit Credton
 - To encourage recreational, social and educational activities at public open spaces within the town
 - To encourage the community to become involved in the planting and maintenance of public open spaces within the town and in particular the Peoples Park wildlife area
 - To actively seek out sponsorship and funding to enable projects to progress



- To be responsible for the maintenance (internal and external) and to oversee all assets and property (Council owned and leased)
- To make recommendations to the Council on the formulation of any policy or strategy in relation to Council owned or leased open spaces
- To develop and maintain a rolling five year planned maintenance programme for all property and assets
- To manage projects funded by Earmarked Reserves as approved by full council
- To determine strategy for income producing council assets
- To oversee relevant contracts
- To consider the recommendations of sub-committees or working groups under the control of the Community and Environment Committee
- Authorisation of committee related expenditure within the budget if payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by full council only.

Climate Change & Sustainability Committee

- The committee will comprise 6 members
- The quorum of the Committee shall be 3 members
- The Committee will report directly to full council and will undertake the following role and functions:
 - To meet ever six weeks
 - To review policies for achieving low carbon/carbon neutral operations and sustainability
 - To look at the Town Council's own practices in relation to Climate Change
 - To investigate how to favour sustainable contractors as part of a phased process
 - To work with partners, community groups and organisations to support them in improving their own carbon credentials
 - To provide outreach and facilitation services to support the community in reducing its carbon footprint
 - To provide further information through the Town Council's website and newsletters.

Christmas in Credition Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the Sub-Committee shall be 3 members of the committee.
- The Sub-Committee will report directly to the Town Strategy Committee.
- The Sub-Committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and or project.
- All members of the Committee may vote, including non-Council members.
- The Committee will undertake the following role and functions:



- To co-ordinate and facilitate a Christmas Parade and Christmas Light Switch-on Event on an annual basis
- To co-ordinate and facilitate Christmas illuminations in Credition Town
- To actively seek out sponsorship and funding for the events
- To identify opportunities to promote the Christmas events and encourage people to visit Credition
- To enable the provision of entertainment in the Town Square on an annual basis in order to bring the whole community together
- The Committee will meet approximately 8 times per year.

Grants Sub- Committee

- The Sub-Committee will comprise 5 Members.
- The quorum of the Sub-Committee shall be 3 Members.
- The Sub-Committee will report directly to the Council Affairs & Finance Committee and will undertake the following role and functions:
 - To review the Council's Grant's Policy and make recommendations for any amendments to the Council Affairs and Finance Committee
 - To consider Grant applications and make recommendations to the Council Affairs & Finance Committee, in accordance with the Council's Grants Policy
 - The Committee will meet 3-4 times per year.

Parish Paths Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the Committee shall be 3 members of the committee.
- The Sub-Committee will report directly to the Community and Environment Committee.
- The Sub-Committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and/or project.
- All members of the Sub-Committee may vote, including non-Council members.
- The Sub-Committee will undertake the following role and functions:
 - To arrange works when necessary to maintain Credition's footpaths
 - To co-ordinate regular surveys of the footpaths within Credition
 - To identify opportunities to promote Credition's footpaths and encourage people to visit Credition
 - The Committee will meet 3 times per year.

Emergency Committee

- The Committee will comprise 4 Members.
- The quorum of the Committee shall be 2 Members.
- The Committee shall undertake the following roles and functions:
 - This Committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the Council.



Newcombes Meadow Toilets Task and Finish Group

- The Task and Finish Group will comprise of 4 members of Credition Town Council
- The quorum of the Task and Finish Group shall be 3 Members.
- The Task and Finish Group will be time limited and will be disbanded when full plans are considered and approved by Full Council.
- The Task and Finish will report directly to the Community and Environment Committee and will undertake the following role and functions:
 - To meet at least monthly
 - To investigate the viability of different ideas relating to the renovation of Newcombes Meadow Toilets
 - To obtain quotes and other relevant information in order for the Community and Environment Committee to make informed recommendations to Full Council
 - To co-ordinate a questionnaire for the public and specific community groups/users.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY



Crediton Town Council

2022/23 Calendar of Meetings

DATE	COMMITTEE		TIME		VENUE
May					
03	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
10	Council Affairs & Finance		19.00		OLS
12	Climate Emergency (Thursday)		19.00		OLS
17	Annual Meeting of the Town Council		19.00		OLS
24	Amenities & The Built Environment		19.00		OLS
June					
07	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
09	Climate Emergency (Thursday)		19.00		OLS
14	Council Affairs & Finance		19.00		OLS
21	Property & Assets		19.00		OLS
July					
05	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
12	Council Affairs & Finance		19.00		OLS
14	Climate Emergency (Thursday)		19.00		OLS
19	Full Council		19.00		OLS
26	Grants	Amenities & The Built Environment	13.00	19.00	OLS
August Recess					
September					
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
08	Climate Emergency (Thursday)		19.00		OLS
13	Council Affairs & Finance	Full Council	18.00	19.00	OLS
20	Property & Assets		19.00		OLS
27	Amenities & The Built Environment		19.00		OLS
October					
04	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
11	Council Affairs & Finance		19.00		OLS
13	Climate Emergency (Thursday)		19.00		OLS
18	P3 Parish Paths		14.00		OLS
November					
01	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
08	Council Affairs & Finance		19.00		OLS
10	Climate Emergency (Thursday)		19.00		OLS
15	Christmas in Crediton	Amenities & The Built Environment	10.30	19.00	OLS
22	Full Council		19.00		OLS
29	Grants	Property & Assets	13.00	19.00	OLS
December					
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
08	Climate Emergency (Thursday)		19.00		OLS
13	Council Affairs & Finance		19.00		OLS



Credition Town Council

January					
03	Planning & Town Strategy		19.00		OLS
10	Council Affairs & Finance		19.00		OLS
12	Climate Emergency (Thursday)		19.00		OLS
17	Amenities & The Built Environment		19.00		OLS
24	Full Council		19.00		OLS
31	Property & Assets		19.00		OLS
February					
07	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
09	Climate Emergency (Thursday)		19.00		OLS
14	Council Affairs & Finance		19.00		OLS
March					
07	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
09	Climate Emergency (Thursday)		19.00		OLS
14	Council Affairs & Finance	Full Council	18.00	19.00	OLS
21	P3 Parish Paths	Amenities & The Built Environment	14.00	19.00	OLS
28	Property & Assets		19.00		OLS
April					
04	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
11	Council Affairs & Finance		19.00		OLS
13	Climate Emergency (Thursday)		19.00		OLS
18	Grants		13.00		OLS



Crediton Town Council

2022/23 Calendar of Meetings

DATE	COMMITTEE		TIME		VENUE
May					
03	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
10	Council Affairs & Finance		19.00		OLS
12	Climate Emergency (Thursday)		19.00		OLS
17	Annual Meeting of the Town Council		19.00		OLS
June					
07	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
09	Climate Emergency (Thursday)		19.00		OLS
14	Council Affairs & Finance		19.00		OLS
21	Community & Environment		19.00		OLS
July					
05	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
12	Council Affairs & Finance		19.00		OLS
19	Full Council		19.00		OLS
21	Climate Emergency (Thursday)		19.00		OLS
26	Grants	Community & Environment	13.00	19.00	OLS
August Recess					
September					
01	Climate Emergency (Thursday)		19.00		OLS
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
13	Council Affairs & Finance	Full Council	18.00	19.00	OLS
20	Community & Environment		19.00		OLS
October					
04	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
11	Council Affairs & Finance		19.00		OLS
13	Climate Emergency (Thursday)		19.00		OLS
18	P3 Parish Paths		14.00		OLS
25	Community & Environment		19.00		OLS
November					
01	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
08	Council Affairs & Finance		19.00		OLS
15	Christmas in Crediton		10.30		OLS
22	Full Council		19.00		OLS
24	Climate Emergency (Thursday)		19.00		OLS
29	Grants	Community & Environment	13.00	19.00	OLS
December					
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	OLS
08	Climate Emergency (Thursday)		19.00		OLS
13	Council Affairs & Finance		19.00		OLS
January					



Credition Town Council

03	Planning & Town Strategy		19.00		OLS
05	Climate Emergency (Thursday)		19.00		OLS
10	Council Affairs & Finance		19.00		OLS
17	Community & Environment		19.00		OLS
24	Full Council		19.00		OLS
February					
07	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
14	Council Affairs & Finance		19.00		OLS
16	Climate Emergency (Thursday)		19.00		OLS
28	Community & Environment		19.00		OLS
March					
07	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
14	Council Affairs & Finance	Full Council	18.00	19.00	OLS
21	P3 Parish Paths		14.00		OLS
30	Climate Emergency (Thursday)		19.00		OLS
April					
04	Christmas in Credition	Planning & Town Strategy	10.30	19.00	OLS
11	Council Affairs & Finance		19.00		OLS
13	Climate Emergency (Thursday)		19.00		OLS
18	Grants	Community & Environment	13.00	19.00	OLS



Platinum Jubilee Celebrations

Report by: Town Clerk
To: Full Council
Date: 17 May 2022

1. Purpose

To note the programme of events, to consider financial support to the event and to agree staff time off arrangements.

2. Background

A full programme of events has been arranged between Crediton Town Council, the Town Team and Crediton Arts Centre.

3. Programme

On the 4 Saturdays leading up to the Jubilee Weekend (14 May, 21 May, 28 May and 4 June) there will be historical tours with a twist (an acted version with performers Brown Paper Bag) around the 8 stained glass windows throughout the town depicting the story of St Boniface who is now the patron Saint of Devon. This culminates in a final celebration and some new traditions on Sunday 5 June, which is also Devon Day.

The Jubilee celebrations will cover a variety of both national events and additional local events following the schedule below-

Thursday 2 June 2022

13.00 Town Crier Proclamation (Town Square)

13.00 Artist Led Flag making workshop, Youth Team crafting and Turning Tides Crafting (I'm not sure on the exact finish time for this I would say around 15.00 maybe 16.00) (Town Square)

21.15 Lighting of the Beacon (Beacon Park)

Friday 3 June 2022

14.00- 15.30 Singing in the Square, Crediton Town Band playing patriotic classic tunes, and some sing a long songs (there will be song books available) - Residents of local Care Homes have been invited along with carers/family to enjoy a cream tea provided by Turning Tides and reserved seating. The event will be open to everyone and there will be tea and coffee available to purchase. (Town Square)

Saturday 4 June 2022

11.00 – 15.00 Family Fun Day at Newcombes Park- free face painting, bouncy castles, circus skills workshops and lawn games. There will also be a BBQ and drinks stall (charges apply)

21.30 – finish Open air film in Newcombes Park- Mama Mia – Here We Go Again (the sequel to Mama Mia) the film will start approximately 9-9.15pm as soon as it is dark enough! Bring your chairs, blankets, food and drink and enjoy a movie in the great outdoors.

Sunday 5 June 2022

Noon- Town Crier announces St Boniface Day, Devon Day and Royal Platinum Jubilee Celebrations and programme for the day. (Town Square)

12.05 Boniface Story performed by Brown Paper Bag, appearance of Fir tree and birth of the Christmas Tree

12.20 Decoration and transformation of the fir tree to Christmas tree- tables with paints and decorations for pinecones will be available.

12.25 The Boniface Ballad and other folk songs by Jim Causley

13:00 Town Crier proclaims the start of the Big Sunday Lunch for the Queens Platinum Jubilee Celebrations (street food traders will be in Market Street – Market Street and Parliament Street will be closed tables and chairs will be out in the Town Square, people welcome to bring their own food or purchase) Optional royal fancy dress.

13.10 The Decibelles Choir

13.35 Crediton Youth Orchestra

14.05 Sandford Sings Choir

14.45 Crediton Youth Orchestra

15.15 Royal Costume (Fancy Dress) Procession

15.45 Town Crier proclaims Christmas tree complete
Giving of commemorative Royal Jubilee gifts by the Mayor and the Cocos Special Boniface Buns

16.00 The Beatnxs Tribute Band

4. Financial Implications

A funding bid to Arts Council England was submitted, with £5000.00 being awarded. To enable all events to take place, Full Council are requested to consider the following recommendations made by the Council Affairs Committee:

- That a further grant of £3000.00 be made from General Reserves
- That the Town Clerk, Projects Officer and Youth Worker receive part payment and part time of in lieu for attending and running events: one member of office staff manage one day each on the Thursday and Friday (designated bank holidays and claim paid time), that two members of staff attend the beacon lighting on Thursday evening (designated bank holiday and claim paid time), that two members of staff attend the Saturday and Sundays and accrue time off in lieu at a rate of time and a half for weekend work.

5. Conclusion

The planned schedule provides a host of activities, suitable for all sectors of the Crediton community and will be managed safely.