CREDITON
TOWN COUNCIL

Manor Office, 6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

To All Crediton Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, May 12, 2026, at 19:30, at Crediton Library, Belle Parade, Crediton, EX17 2AA.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Thursday, 07 May 2026

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

AGENDA

1 - Election of Chair 2026/27
To seek nominations and elect the Chair for the ensuing year

2 - Election of Deputy Chair 2026/27
To seek nominations and elect the Deputy Chair for the ensuing year

3 - Welcome and Introduction
Opening of meeting by the Chair and member introductions

4 - Public Question Time
To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

5 - Apologies
To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

6 - Declarations of Interest and Request for Dispensations

6.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

6.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

7 - Climate Emergency
To note that decisions will be made with the climate emergency at the forefront of decision and policy making

8 - Order of Business
At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

9 - Chair's and Clerk's Announcements
To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

10 - Finance

10.1 - To receive and approve transactions between 01 April 2026 and 30 April 2026

10.2 - To receive and approve the bank reconciliation to 30 April 2026

10.3 - To note bank account balances to 30 April 2026

10.4 - To note Ear Marked Reserves balances

11 - Audit 2025/26
To review the Internal Audit Report 2025/26

12 - Review and Adoption of Policies
To review and adopt the following policies:
Model Publication Scheme
Scheme of Delegation

13 - Sale of Locomotive Sign
To receive and note the contents of an email requesting to purchase the locomotive sign and agree any further action

14 - Date of next meeting
To note that the date of the next meeting will be **Tuesday 23 June 2026** at **19.30**

15 - Part II
To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

16 - Youth Work Staffing
To receive the confidential report regarding Youth Work Staffing and to consider the recommendations therein

17 - Staff Support
To receive the confidential report regarding staff support and to consider the recommendations therein

18 - Reports Pack

Attachments – for internal use only
Transactions 01 April - 30 April 2026.pdf
Bank rec as at 30 April 2026.pdf
Bank balances as at 30 April 2026.PDF
Y2D budget as at 30 April 2026.pdf
Youth finances as at 30 April 2026.pdf
EMR levels as at 30 April 2026.pdf
2025-26 Crediton Town Council Year End Internal Audit Observations V2.pdf
2025-25 Crediton Town Council Year End Internal Audit Cover Letter.pdf
2025-26 Crediton Town Council Internal Audit - SUMMARY (FULL YEAR).pdf
2025-26 Crediton Town Council Internal Audit - SUMMARY (YEAR END).pdf
2025-26 Crediton Town Council Year End Internal Audit Observations.pdf
Model Publication Scheme.doc
Scheme of Delegation.docx
Crediton Nameplate emails.pdf

Receipts for Month 1 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**112,692.94**					**112,692.94**	
	Banked **01/04/2026**	**275.00**						
#01	Youth Club (YW)	6.00			1240	410	6.00	Subs
#02	Youth Club (YW)	22.00			1240	410	22.00	Subs - Woodlands Trip
#03	Youth Club (YW)	22.00			1240	410	22.00	Subs - Woodlands Trip
#04	CAHMS	225.00		37.50	1290	250	187.50	Manor Office - Licence fee
	Banked **02/04/2026**	**5.00**						
#05	Youth Club (YW)	5.00			1240	410	5.00	Subs
	Banked **07/04/2026**	**15.00**						
#06	Youth Club (YW)	15.00			1240	410	15.00	Subs
	Banked **15/04/2026**	**272,725.00**						
#07	Devon Communities Together	225.00			1260	120	225.00	Emergency planning grant
#08	Mid Devon District Council	272,500.00			1076	100	204,415.26	Precept - 1st installment
					1076	100	15,202.13	EMR increase - Elections
					320		15,202.13	EMR increase - Elections
					6001	100	-15,202.13	EMR increase - Elections
					1076	100	7,774.95	EMR increase - Premises
					328		7,774.95	EMR increase - Premises
					6001	100	-7,774.95	EMR increase - Premises
					1076	100	4,900.00	EMR increase - Localism Proj
					336		4,900.00	EMR increase - Localism Proj
					6001	100	-4,900.00	EMR increase - Localism Proj
					1076	100	1,500.00	EMR increase - Legal/Prof Fees
					337		1,500.00	EMR increase - Legal/Prof Fees
					6001	100	-1,500.00	EMR increase - Legal/Prof Fees
					1076	100	18,907.66	EMR increase - Council B Fund
					338		18,907.66	EMR increase - Council B Fund
					6001	100	-18,907.66	EMR increase - Council B Fund
					1076	100	4,800.00	EMR increase - OLS Project
					344		4,800.00	EMR increase - OLS Project
					6001	100	-4,800.00	EMR increase - OLS Project
					1076	100	5,000.00	EMR increase - St Boniface/DD
					349		5,000.00	EMR increase - St Boniface/DD
					6001	100	-5,000.00	EMR increase - St Boniface/DD
					1076	100	10,000.00	EMR increase - LA Services
					367		10,000.00	EMR increase - LA Services
					6001	100	-10,000.00	EMR increase - LA Services
	Banked **23/04/2026**	**3,547.18**						
#09	HMRC	3,547.18			105		3,547.18	VAT refund - Q4
	Total Receipts for Month	276,567.18	0.00	37.50			276,529.68	
	Cashbook Totals	389,260.12	0.00	37.50			389,222.62	

Continued on Page 16

Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2026	Screwfix	CARD #01	68.32		11.39	4020	365	56.93	Maintenance tools
01/04/2026	Waterhaul	CARD #02	86.40		14.40	4020	365	72.00	Maintenance tools
01/04/2026	Toolstation	CARD #03	346.75		57.79	4020	365	288.96	Maintenance tools
01/04/2026	Source for Business	DD #04	48.06			4235	350	48.06	OLS - water
01/04/2026	[redacted]E Ltd	DD #05	21.60		3.60	4720	410	18.00	Youth mobile phone bill
01/04/2026	[redacted]ee	SO #06	1,408.33			4400	250	1,408.33	Rent - Manor Office
02/04/2026	[redacted] Fry	BACS #07	200.00			4650	390	200.00	CinC - gazebos
02/04/2026	Normanton Screen Printing	BACS #08	318.66		53.11	4450	270	265.55	CCTV signs
07/04/2026	E.ON	DD #09	619.15		29.48	4290	250	589.67	Manor Office - electricity
07/04/2026	Toolstation	REF #03	-19.96		-3.32	4020	365	-16.64	Refund - maintenance tools
09/04/2026	Cloudy IT	DD #10	28.80		4.80	4070	120	24.00	IT support - tablets
10/04/2026	S Huxtable	BACS #11	14.00			4730	410	14.00	Expenses - CUT refreshments
10/04/2026	Libraries Unlimited SW	BACS #12	27.50			4210	130	27.50	Room hire
10/04/2026	Libraries Unlimited SW	BACS #13	41.25			4720	410	41.25	Youth - room hire
10/04/2026	South West in Bloom	BACS #14	75.00			4120	380	75.00	SWIB main competition fee
10/04/2026	Logical Heating Ltd	BACS #15	96.00		16.00	4090	120	80.00	Eve Telephony Licence
10/04/2026	Boniface Centre	BACS #16	120.00			4720	410	120.00	Room hire
10/04/2026	Crediton Arts Centre	BACS #17	168.00			4720	410	168.00	Room hire
10/04/2026	Devon Communities Together	BACS #18	1,080.00		180.00	4120	350	900.00	OLS feasibility review
						344	0	-900.00	OLS feasibility review
						6000	350	900.00	OLS feasibility review
10/04/2026	Phil Jones Associates Ltd	BACS #19	360.00		60.00	4105	120	300.00	Production of Mapping
14/04/2026	Lidl	CARD #20	8.78			4440	250	8.78	Cluster meeting refreshments
14/04/2026	Nexus Open Systems	DD #21	414.90		69.15	4070	120	345.75	IT support
16/04/2026	Great Western Railway	CARD #22	62.90			4720	410	62.90	Youth - train tickets
17/04/2026	EDF Energy	BACS #23	183.51		8.74	4290	250	174.77	Manor Office - electricity
22/04/2026	E.ON Next Ltd	DD #24	50.43		2.40	4290	250	48.03	Manor Office - Electricity
22/04/2026	Wage payments	BACS #25	10,648.04			4000	110	8,063.47	Salaries - April
						4005	110	2,584.57	Salaries - April
22/04/2026	Peninsula Pensions	BACS #26	3,798.96			4040	110	3,022.69	Pensions - April
						4015	110	776.27	Pensions - April
22/04/2026	HMRC	BACS #27	4,268.18			4030	110	3,606.77	NI/PAYE - April
						4010	110	661.41	NI/PAYE - April
23/04/2026	Morrisons	CARD #28	1.80			4720	410	1.80	Youth - refreshments
23/04/2026	Morrisons	CARD #29	8.69			4720	410	8.69	Youth - refreshments
23/04/2026	Valda Energy	CARD #30	212.00			4470	300	212.00	Meter removal fee
23/04/2026	BT	DD #31	98.28		16.38	4075	120	81.90	Broadband charges
23/04/2026	Journey Counselling Service	BACS #32	1,500.00			4750	420	1,500.00	Grant funding 26-27
23/04/2026	Sustainable Crediton	BACS #33	2,915.00			4750	420	2,915.00	Grant funding 26-27
23/04/2026	Crediton Talking Newspaper	BACS #34	350.00			4750	420	350.00	Grant funding 26-27
23/04/2026	St Boniface Concert Society	BACS #35	650.00			4750	420	650.00	Grant funding 26-27
23/04/2026	Crediton Arts Centre	BACS #36	700.00			4750	420	700.00	Grant funding 26-27
23/04/2026	Crediton BSL	BACS #37	700.00			4750	420	700.00	Grant funding 26-27
23/04/2026	Crediton Heart Project	BACS #38	700.00			4750	420	700.00	Grant funding 26-27
23/04/2026	Crediton Netball League	BACS #39	700.00			4750	420	700.00	Grant funding 26-27
23/04/2026	North Creedy Choral Society	BACS #40	700.00			4750	420	700.00	Grant funding 26-27
23/04/2026	Crediton Bowling Club	BACS #41	700.00			4750	420	700.00	Grant funding 26-27

Continued on Page 17

Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/04/2026	Bang Bang Boxing	BACS #42	989.00			4750	420	989.00	Grant funding 26-27
23/04/2026	Crediton Arts Centre	BACS #43	1,000.00			4750	420	1,000.00	Grant funding 26-27
23/04/2026	Crediton Youth Theatre	BACS #44	1,000.00			4750	420	1,000.00	Grant funding 26-27
23/04/2026	Crediton & District Swim Club	BACS #45	1,500.00			4750	420	1,500.00	Grant funding 26-27
23/04/2026	Crediton Area History & Museum	BACS #46	1,500.00			4750	420	1,500.00	Grant funding 26-27
23/04/2026	Crediton Town Band	BACS #47	1,500.00			4750	420	1,500.00	Grant funding 26-27
23/04/2026	CODS	BACS #48	2,000.00			4750	420	2,000.00	Grant funding 26-27
23/04/2026	Crediton Heart Project	BACS #49	2,000.00			4750	420	2,000.00	Grant funding 26-27
23/04/2026	QE School	BACS #50	2,200.00			4750	420	2,200.00	Grant funding 26-27
23/04/2026	Involve	BACS #51	2,550.00			4750	420	2,550.00	Grant funding 26-27
23/04/2026	Crediton Congregational Church	BACS #52	3,000.00			4750	420	3,000.00	Grant funding 26-27
24/04/2026	Tuckers	CARD #53	4.15		0.69	4720	410	3.46	Youth - compost
24/04/2026	Tesco	CARD #54	26.40			4720	410	26.40	Youth - GG refreshments
27/04/2026	Concorde	DD #55	94.28		15.71	4060	120	78.57	Printing charges - Feb
27/04/2026	Valda Energy	DD #56	49.35		2.35	4290	340	8.73	Newcombes toilet - electricity
						4290	350	38.27	OLS - electricity
27/04/2026	Everflow	DD #57	718.27			4235	340	718.27	Newcombes toilet - water
28/04/2026	The Bookery	BACS #58	25.00			4210	130	25.00	Room hire
28/04/2026	R Backhouse	BACS #59	72.44			4730	410	72.44	CUT expenses
28/04/2026	Adams Home Hardware	BACS #60	21.98		3.66	4115	120	12.49	Office supplies
						4020	365	5.83	Maintenance equipment
28/04/2026	[redacted]Crocker	BACS #61	80.00			4520	340	80.00	Newcombes toilet - repair
28/04/2026	[redacted]braries Unlimited SW	BACS #62	111.25			4720	410	111.25	Room hire
28/04/2026	[redacted] Gibson	BACS #63	360.00		60.00	4370	240	300.00	Town Clock - cherry picker
28/04/2026	Bang Bang Boxing	BACS #64	500.00			4720	410	500.00	Youth - boxing intervention
28/04/2026	Taw & Torridge Coaches Ltd	BACS #65	585.00			4720	410	585.00	Youth - Coach for Woodlands
28/04/2026	The Turning Tides Project	BACS #66	1,095.00			4020	365	1,095.00	Town maintenance
28/04/2026	Nexus Open Systems	BACS #67	1,167.00		194.50	4110	120	972.50	Youth laptop
						366	0	-972.50	Youth laptop
						6000	120	972.50	Youth laptop
28/04/2026	Nexus Open Systems	BACS #68	1,167.00		194.50	4110	120	972.50	Laptop replacement
						339	0	-972.50	Laptop replacement
						6000	120	972.50	Laptop replacement
28/04/2026	Tozers LLP	BACS #69	1,285.00			4105	120	1,285.00	Manor Office - SDLT
28/04/2026	River Media Devon Ltd	BACS #70	183.60		30.60	4680	480	153.00	Summer events - advert
29/04/2026	Nexus Open Systems	DD #71	223.39		37.23	4070	120	186.16	IT support
	Total Payments for Month		61,487.44	0.00	1,063.16			60,424.28	
	Balance Carried Fwd		327,772.68						
	Cashbook Totals		389,260.12	0.00	1,063.16			388,196.96	

Receipts for Month 1 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**699,622.10**					**699,622.10**	
	Banked **02/04/2026**	**2,224.18**						
CCLA #1	CCLA	2,224.18			1090	120	2,224.18	Interest on account
	Total Receipts for Month	2,224.18	0.00	0.00			2,224.18	
	Cashbook Totals	701,846.28	0.00	0.00			701,846.28	

Continued on Page 2

Payments for Month 1 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		701,846.28						
	Cashbook Totals		701,846.28	0.00	0.00			701,846.28	

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Co-Operative 9217

Bank Statement Account Name (s)	Statement Date	Page	Balances
Co-Operative Current 15006951	30/04/2026	352	327,772.68
			327,772.68

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	327,772.68

Unpresented Receipts (Plus)	
	0.00
	0.00
	327,772.68
Balance per Cash Book is :-	**327,772.68**
Difference is :-	**0.00**

R Avery (Clerk/RFO):

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Signatory 1:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 7 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	30/04/2026		701,846.28
			701,846.28

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		701,846.28

Unpresented Receipts (Plus)		
	0.00	
		0.00
		701,846.28
	Balance per Cash Book is :-	**701,846.28**
	Difference is :-	**0.00**

R Avery (Clerk & RFO):

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Signatory 1:

Name ..... Signed ..... Date .....

The co-operative bank

View Mini Statement

Account: 0892996580921700

Balance Details

Available balance:	**£ 302,336.37**	Current balance:	**£ 302,336.37**
Overdraft limit:	**£ 0.00**	Remaining overdraft:	**£ 0.00**
Your balance as of:	**07/05/2026**		

Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
06/05/2026			Standing Order		£ -3,000.00	£ 302,336.37
06/05/2026			Standing Order		£ -3,000.00	£ 305,336.37
06/05/2026			Standing Order		£ -3,000.00	£ 308,336.37
06/05/2026			Standing Order		£ -3,000.00	£ 311,336.37
06/05/2026			Standing Order		£ -3,000.00	£ 314,336.37
06/05/2026			Transfer		£ -3,000.00	£ 317,336.37
06/05/2026			Transfer		£ -3,000.00	£ 320,336.37
06/05/2026			Transfer		£ -3,000.00	£ 323,336.37
05/05/2026			Direct Debit		£ -27.98	£ 326,336.37
01/05/2026			Standing Order		£ -1,408.33	£ 326,364.35
29/04/2026			Direct Debit		£ -223.39	£ 327,772.68
28/04/2026			Standing Order		£ -183.60	£ 327,996.07
28/04/2026			Standing Order		£ -1,285.00	£ 328,179.67
28/04/2026			Standing Order		£ -1,167.00	£ 329,464.67

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Rachel Avery
Manor Office
6 North Street
Credition
EX17 2BR

5 May 2026

Account name: **CREDITON TOWN COUNCIL**
Account number: **PS3078933-001**
Statement period: **31/03/2026 to 30/04/2026**

Account summary

Total valuation as at 30 April 2026	**£701,846.28**
Total valuation as at last statement at 31 March 2026	**£699,622.10**

Holdings as at 30 April 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	701,846.2800	£1.00	£701,846.28

Total value
£701,846.28

Transactions for the period from 31 March 2026 to 30 April 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/04/2026	Income Reinvestment	2,224.1800	£1.0000	£2,224.18

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2026	Co-Operative Current 15006951	327,772.68	
30/04/2026	Nationwide Account 90097276	0.00	
30/04/2026	CCLA	701,846.28	
			1,029,618.96

Receipts not on Bank Statement

		0.00
Closing Balance		**1,029,618.96**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	327,772.68
3	Nationwide Account 7276	0.00
7	CCLA	701,846.28
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**1,029,618.96**

Year To Date Budget 2026-2027

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	EXPENDITURE	%Budget Spent	Remaining	Total Spend
Salaries														**Salaries**			
Salaries, Including NI & Pensions	252,000	18,715												Salaries, Including NI & Pensions	7%	233,285	18,715
Payroll	500													Payroll		500	
Office Administration														**Office Administration**			
Photocopier/Printing	2,500	(48)												Photocopier/Printing	-2%	2,548	(48)
Postage	150													Postage		150	
IT Support	6,500	556												IT Support	9%	5,944	556
Telephone/Broadband	2,500	82												Telephone/Broadband	3%	2,418	82
Audit Fees	2,500													Audit Fees		2,500	
Stationery	250													Stationery		250	
Software	4,000	80												Software	2%	3,920	80
Reference books	200													Reference books		200	
Security Waste Collection	75													Security Waste Collection		75	
Legal/Professional Services	6,500	1,285												Legal/Professional Services*	20%	5,215	1,285
Insurance	6,100													Insurance		6,100	
Office Equipment	2,500													Office Equipment		2,500	
Other	1,000													Other		1,000	
Office Supplies/Consumables	600	12												Office Supplies/Consumables	2%	588	12
	-													Defibrillator Renewal		-	
	-															-	
Council and Councillors														**Council and Councillors**			
Councillor/Clerk Expenses	800													Councillor/Clerk Expenses		800	
Councillor e-mail addresses	750													Councillor e-mail addresses		750	
Advertising	600													Advertising		600	
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440													Councillor Allowances		1,440	
Annual Town Meeting	400													Annual Town Meeting		400	
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200													Hospitality		200	
Remembrance Day	2,500													Remembrance Day		2,500	
Website	1,800	275												Website	15%	1,525	275
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500													Subscriptions		2,500	
Staff/Councillor Training	4,000													Staff/Councillor Training		4,000	
Honorarium	400													Honorarium		400	
Parking Permit	600													Parking Permit		600	
Public Consultations	1,000													Public Consultations		1,000	
Meeting Room Charges	1,000	53												Meeting Room Charges	5%	947	53
Civic Functions	7,500													Civic Functions		7,500	
Allotments														**Allotments**			
Exhibition Road general/scheduled maintenance	1,250													Exhibition Road general/scheduled maintenance		1,250	
Exhibition Road water/water maintenance and repairs	1,000													Exhibition Road water/water maintenance and repairs		1,000	
Barnfield general/scheduled maintenance	1,000													Barnfield general/scheduled maintenance		1,000	
Barnfield water/water maintenance and repairs	750													Barnfield water/water maintenance and repairs		750	

Moffats general/scheduled maintenance	350														Moffats general/scheduled maintenance		**350**	
Moffats water/water maintenance and repairs	500														Moffats water/water maintenance and repairs		**500**	
Boniface Allotments Assocation fees	300														Boniface Allotments Assocation fees		**300**	
Property and Assets															**Property and Assets**			
Peoples Park maintenance	3,500														Peoples Park maintenance		**3,500**	
Peoples Park grass cutting	3,300														Peoples Park grass cutting		**3,300**	
Peoples Park Memorial Garden	1,500														Peoples Park Memorial Garden		**1,500**	
Peoples Park Wildlife Area	250														Peoples Park Wildlife Area		**250**	
Upper Deck general maintenance and cleaning	500														Upper Deck general maintenance and cleaning		**500**	
Bandstand electricity	250														Bandstand electricity		**250**	
Bandstand cleaning and general maintenance	750														Bandstand cleaning and general maintenance		**750**	
War Memorial netting	-														War Memorial netting		**-**	
War Memorial cleaning and general maintenance	600														War Memorial cleaning and general maintenance		**600**	
Street Furniture general maintenance	1,500														Street Furniture general maintenance		**1,500**	
Street Furniture bus shelter maintenance	-														Street Furniture bus shelter maintenance		**-**	
Town Clock	1,000														Town Clock		**1,000**	
Stoney Park maintenance	500														Stoney Park maintenance		**500**	
Boniface Statue maintenance and cleaning	350														Boniface Statue maintenance and cleaning		**350**	
Millenium Cross maintenance and cleaning	150														Millenium Cross maintenance and cleaning		**150**	
Garage rental	2,000														Garage rental		**2,000**	
Public open spaces (SPG & Fulda Crescent)	1,200														Public open spaces (SPG & Fulda Crescent)		**1,200**	
Newcombes Meadow toilets water	650	718													Newcombes Meadow toilets water	**110%**	**-** **68**	**718**
Newcombes Meadow toilets electricity	500	9													Newcombes Meadow toilets electricity	**2%**	**491**	**9**
Newcombes Meadow toilets supplies & repairs	300	(100)													Newcombes Meadow toilets supplies & repairs	**-33%**	**400**	**(100)**
Newcombes Meadow toilets door locking	300														Newcombes Meadow toilets door locking		**300**	
Old Landscore School electricity	200	38													Old Landscore School electricity	**19%**	**162**	**38**
Old Landscore School equipment	200														Old Landscore School equipment		**200**	
Old Landscore School water charges	200														Old Landscore School water charges		**200**	
Old Landscore School telephone/broadband	-														Old Landscore School telephone/broadband		**-**	
Old Landscore School maintenance	2,500														Old Landscore School maintenance		**2,500**	
Old Landscore School business rates	3,750														Old Landscore School business rates		**3,750**	
Old Landscore School insurance	1,250														Old Landscore School insurance		**1,250**	
Annual QTRA	2,000														Annual QTRA		**2,000**	
Additional tree works	3,000														Additional tree works		**3,000**	
Town maintenance contract	13,650	1,101													Town maintenance contract	**8%**	**12,549**	**1,101**
General Small works	5,000	212													General Small works	**4%**	**4,788**	**212**
CCTV	9,000														CCTV		**9,000**	
Council Offices															**Council Offices**			
Bungalow rent & costs															Bungalow rent & costs		**-**	
Main office rent	18,000	1,408													Main office rent	**8%**	**16,592**	**1,408**
Electricity	2,500	48													Electricity	**2%**	**2,452.00**	**48**
Water	1,000														Water		**1,000**	
Fire Extinguishers	1,200														Fire Extinguishers		**1,200**	
General Premises Maintenance	1,000														General Premises Maintenance		**1,000**	
Business rates	4,000														Business rates		**4,000**	
Refreshments	180	9													Refreshments	**5%**	**171**	**9**
Floral Crediton															**Floral Crediton**			

Plants/Flowers	3,000													Plants/Flowers		3,000	
Awards Evening	150													Awards Evening		150	
Hanging baskets/troughs & watering	7,000													Hanging baskets/troughs & watering		7,000	
Other Floral costs	500													Other Floral costs		500	
New planters (replacements)	1,000													New planters (replacements)		1,000	
Christmas in Crediton														**Christmas in Crediton**			
Repeat Costs	14,000													Repeat Costs		14,000	
Community Participation	7,500													Community Participation		7,500	
New Infrastructure	4,000													New Infrastructure		4,000	
Miscellaneous	1,000													Miscellaneous		1,000	
Collated Summer Programme														**Collated Summer Programme**			
General expenditure	12,000	153												General expenditure	1%	11,847	153
Additional Services														**Additional Services**			
DCC grass cutting	5,000													DCC grass cutting		5,000	
Youth Work	6,000	748												Youth Work*	12%	5,252	748
Annual grants to community groups	54,500	28,854												Annual grants to community groups	53%	25,646	28,854
Crediton Urban Taskforce	500													Crediton Urban Taskforce		500	
Budget Spend	**524,995**	**54,208**												**Budget Spend**	**10%**	**470,787**	**54,208**

EXPENDITURE: Ear Marked Reserves*	**Budget**													**EXPENDITURE: Ear Marked Reserves****			
EMR 344: OLS project		900												EMR 344: OLS project			
EMR 339: IT equipment/support		973												EMR 339: IT equipment/support			
EMR 366: Youth Subs		973												EMR 366: Youth Subs			
Sub Total		2,845												**Sub Total**			
Total Spend inc reserves	**524,995**	**57,053**												**Total Spend inc reserves**	**11%**	**-**	**57,053**

INCOME	**Budget**													**INCOME**	**%Budget**	**Balance**	**Total Income**
Precept	545,000	272,500												Precept	50%	272,500	272,500
Interest received	18,000	2,224												Interest received	12%	15,776	2,224
Youth grants received	10,000													Youth grants received		10,000	
Youth donations received		334												Youth donations received			
Allotment rent & BAA membership	4,500	(21)												Allotment rent & BAA membership	0%	4,521	(21)
Other income: wayleave	19													Other income: wayleave		19	
Grants received: Emergency Plan		225												Grants received: Emergency Plan			225
Other income: Room hire fees receieved		188												Other income: Room hire fees receieved			188
Sub Total	**577,519**	**275,450**												**Sub Total**		**305,040**	**275,450**
INCOME: Ear Marked Reserves	**Budget**													**INCOME: Ear Marked Reserves**			
	-													370: VE Day			
Sub Total														**Sub Total**			
Total Income inc reserves	**577,519**	**275,450**												**Total Income inc reserves**			**275,450**

Please see EMR tab for net movement of EMRs

YOUTH FINANCES 26-27

			CTC budget	Subs	Grant	EMR 366:	EMR 373:
					DCC Places To Go Grant (Jan 2026)	Underspend 2024-25	Youth subs
			£6,000.00	£334.00	£1,000.00	£1,609.15	£2,752.56
Date	**Description**	**Supplier**					
01/04/2026	Mobile phone bill	EE Ltd	18				
10/04/2026	Room hire	Libraries Unlimited	£41.25				
16/04/2026	Train tickets	Great Western Rail	£62.90				
23/04/2026	Refreshments	Morrisons		£1.80			
23/04/2026	Refreshments	Morrisons		£8.69			
24/04/2026	Compost	Tuckers	£3.46				
24/04/2026	GG refreshments	Tesco	£26.40				
28/04/2026	Woodlands coach	Taw & Torridge Coaches	£585.00				
28/04/2026	Youth laptop replacement	Nexus Open Systems				£972.50	
		Total spent:	**£737.01**	**£10.49**	**£0.00**	**£972.50**	**£0.00**
	Salaries						
		Remaining:	**£5,262.99**	**£323.51**	**£1,000.00**	**£636.65**	**£2,752.56**

	Earmarked Reserves	Balance as 1 April 2026	April income*	April Expenditure	May Expenditure	June Expenditure	July Expenditure	Aug Expenditure	Sept Expenditure	Oct Expenditure	Nov Expenditure	Jan Expenditure	Feb Expenditure	Mar Expenditure	Current balance
320	EMR - Elections	797.87	15,202.13												16,000.00
321	EMR - Citizen Badges	500.00													500.00
322	EMR - St.Furniture/Small Work	3,900.00													3,900.00
323	EMR - Economic Development	10,000.00													10,000.00
324	EMR - P3 Parish Paths	2,190.00													2,190.00
325	EMR - Floral Crediton	2,510.00													2,510.00
326	EMR - Town Clock	1,000.00													1,000.00
327	EMR - Upper Deck	650.00													650.00
328	EMR - Premises	6,830.63	7,774.95												14,605.58
329	EMR - CCTV	25,000.00													25,000.00
330	EMR - Boniface Statue	10,000.00													10,000.00
331	EMR - War Memorial	10,000.00													10,000.00
332	EMR - Band Stand	10,600.00													10,600.00
333	EMR - Mayors Chain	1,000.00													1,000.00
334	EMR - Allotments	9,600.00													9,600.00
335	EMR - Neighbourhood Planning	3,800.00													3,800.00
336	EMR - Localism Projects	30,002.50	4,900.00												34,902.50
337	EMR - General Legal/Prof Fees	5,500.00	1,500.00												7,000.00
338	EMR - Council Building Fund	197,642.34	18,907.66												216,550.00
339	EMR - IT Equipment/Support	4,685.86		972.50											3,713.36
340	EMR - Staffing Costs	15,000.00													15,000.00
341	EMR - Newcombes Meadow Money	6,750.00													6,750.00
342	EMR - Tree Works	3,000.00													3,000.00
343	EMR - FP19 - Repairs	0.00													0.00
344	EMR - OLS Project	24,300.00	4,800.00	900.00											28,200.00
345	EMR - Christmas in Crediton	10,000.00													10,000.00
346	EMR - Grants	5,843.30													5,843.30
347	EMR - Civilian Flag Bearer	400.00													400.00
348	EMR - Salt Spreader	175.00													175.00
349	EMR - St Boniface/Devon Day	0.00	5,000.00												5,000.00
351	EMR - DCC Feasibility study	190.00													190.00
352	EMR - PP Wildlife Area	130.00													130.00
353	EMR - Defibrillator Project	0.00													0.00
354	EMR - Xmas Lights Ren/Repairs	1,000.00													1,000.00
356	EMR - Incredible Edibles TS	0.00													0.00
357	EMR - Allotment Access Project	880.00													880.00
358	EMR - Traffic & Urban Realm FS	0.00													0.00
359	EMR - Diversity Festival	750.00													750.00
360	EMR - P3 Tinpot Handrail	0.00													0.00
361	EMR - Tinpot Lane	0.00													0.00
362	EMR - Benches	4,750.00													4,750.00
363	EMR - Fingerpost	150.00													150.00
364	EMR - Project Initiation Fund	9,000.00													9,000.00

365	EMR - Youth PCC Grant	0.00													0.00
366	EMR - Youth underspend 24/25	1,609.15		972.50											636.65
367	EMR - LA Services	57,000.00	10,000.00												67,000.00
368	EMR - Telephone box	2,500.00													2,500.00
369	EMR - Food Festival	0.00													0.00
370	EMR - VE Day	0.00													0.00
371	EMR - VJ Day	0.00													0.00
372	EMR - Love Your Town Centre	582.00													582.00
373	EMR - Youth subs	2,752.56													2,752.56
374	EMR - Youth Places To Go Grant	1,000.00		1,000.00											0.00
375	EMR - Cluster Grant	211.23													211.23
		484,182.44	**68,084.74**												**548,422.18**

*EMRs increased as approved in 26/27 budget

Crediton Town Council
Financial Year 2025-26

Year End Internal Audit Observations

Date considered by Council _____

Minute Reference _____

IAC Audit and Consultancy Ltd

Audit date: 23 April 2026

B ***This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have tenders been obtained as set out in Financial Regulations?	Yes	*It was noted that the Council had awarded contracts through a tender process. Minutes of meetings record the award of the tender but not the name of the successful bidder.*	Where Council awards a contract under a tender process the name of the successful bidder should be formally recorded in Council Minutes.	Medium	

C ***This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	*The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015. It is also a requirement of Assertion 2 of the Annual Governance Statement for the Council to confirm whether they have done this.*	On an annual basis the Council should formally review the effectiveness of the Internal Control system. It may be appropriate for this to be carried out when the Council considers the Annual Internal Audit Report.	High	

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.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	No	*The month of December was selected as a sample. It was not possible to agree the monthly salaries paid to Youth Workers. On review it appears that the amount paid was calculated using a weekly pay calculation that was then averaged over a number of months (the Youth Workers are employed on a fixed term basis). This arrangement is not consistent with the 'Green Book' form of contract in use for Youth Workers.* *It was noted that the practice at the Council is for the amount to be paid to be computed by the Town Clerk and advised to the payroll provider, this means that there is no independent review of the calculation. It was also noted that the Council is using a 52 week year for calculating pro rata pay rather than the new contractual basis of 52.14 weeks (365/7).*	The Council to review the contract under which Youth Workers are employed and whether it is appropriate to use the same form of contract used for permanent monthly paid staff. The Council may wish to take specialist advice on the form of contract to be used. The Council to consider amending how rates of pay are calculated,. It may be appropriate for this to be done by the payroll provider then subject to check and verification by the Town Clerk. The Council should ensure that the new 52.14 week year is used when calculating pro rata salary.	High	
2	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	No	*From a review of records it was not possible to verify that the Council, or appropriate committee, has formally approved changes to staff terms and conditions.*	The Council to ensure that on an annual basis, the Council, or nominated Committee, formally reviews and approves staff rates and hours of pay. It may be appropriated for this to be done prior to the preparation of the budget for the next financial year.	High	

3	The Council has in a place a process for the review and approval of overtime or Time In Lieu.	No	*The Council does not have in a place a process for the review and approval of overtime or Time In Lieu.*	The Council to put in place a process for the formal review and approval of overtime. This should include a specific arrangement to confirm, in writing, whether overtime is to be paid or taken as time in lieu.	Medium	

H ***Asset and investments registers were complete and accurate and properly maintained.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	Yes	*It was noted that there are a number of items on the asset register which are of low value*	The Council to consider establishing a minimum value above which items should be included in the asset register.	Medium	
2	Movement on asset register agrees to additions to disposals made in the year	No	*The Change in value of the asset register did not agree to additions to disposals made in the year. Subsequent to the audit visit this was reviewed by the Deputy Clerk and the asset register amended.*	The Council to note that it was necessary to update the asset register as a result of audit review. The Council should formally review the updated asset register and approve any additions and disposals made during the year prior to the approval of the 2025-26 Accounting Statements.	High	

O ***The authority complied with laws, regulations & proper practices relating to digital and data compliance.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	Yes	*This is in process at date of year end audit.*	The Council to ensure that a formal GDPR data audit is completed as soon as possible.	Medium	

Rachel Avery
Town Clerk
Crediton Town Council
Council Offices
8 North Street
Crediton
Devon
EX17 2BT

25th April 2026

Year End Internal Audit Report

An audit was carried out by Kevin Rose on Thursday 23 April 2026. This was the Year End audit following on from the interim audit carried out on 30 October 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 115 items were tested during this audit in addition to the 95 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

-Petty cash (Box F)
-Exemption from External Audit (Box K)
-Trust Funds (Box P)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

-the Payment system (Box B)
-Risk and insurance (Box C)
-Income billing, collection and VAT (Box E)
-Payroll(Box G)
-Assets and investments (Box H)
-Bank reconciliations (Box I)
-Accounting Statements (Box J)
-the Transparency Code (for Smaller Authorities) (Box L)
-compliance with digital and data legislation (Box O)

Summary of tests undertaken during this audit

Positive response	62
Negative response	5
Not Applicable to your Council	48
Total tests carried out	**115**

Of the 91 applicable items tested a Positive response was obtained in respect of 62 tests. There were 5 Negative responses identified and 8 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	139
Negative response	15
Not Applicable to your Council	56
Total tests carried out	**210**
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on my Internal Audit testing I am satisfied that the Council's Internal Controls were effective for the 2025/26 financial year.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
P: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

Crediton Town Council

Audit 1 Date: 30/10/2025
Audit 2 Date:
Year End Audit Date 23/04/2026

Internal Audit Summary for the year 2025-26

(shaded Internal Control Objectives are not applicable to your Council)

	Internal Control Objective	Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A	*Appropriate accounting records have been properly kept throughout the financial year.*	0	0	0	0	0	0	6	0	0	0
B	*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*	6	0	3	3	0	0	33	4	4	0
C	*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*	2	0	1	0	1	0	9	2	3	0
D	*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*	4	0	1	3	0	0	13	3	2	0
E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*	3	0	1	2	0	0	13	1	8	0
F	*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
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.*	4	0	2	2	0	0	22	4	0	0
H	*Asset and investments registers were complete and accurate and properly maintained.*	2	0	1	1	0	0	7	1	4	0
I	*Periodic bank account reconciliations were properly carried out during the year.*	0	0	0	0	0	0	12	0	4	0
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.*	0	0	0	0	0	0	7	0	4	0
K	*If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered"*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L	*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*	0	0	0	0	0	0	1	0	7	0

	Internal Control Objective	Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
M	*The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	0	0	0	0	0	0	5	0	0	0
N	*The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).*	0	0	0	0	0	0	7	0	1	0
O	*The authority complied with laws, regulations & proper practices relating to digital and data compliance.*	1	0	0	1	0	0	4	0	0	0
P	*(For local councils only)* *Trust funds (including charitable) – The council met its responsibilities as a trustee*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A
	Total	**22**	**0**	**9**	**12**	**1**	**0**	**139**	**15**	**56**	**0**

Year End audit summary Crediton Town Council

(shaded Internal Control Objectives are not applicable to your Council)

Year End Audit Date **23 April 2026**

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	*Appropriate accounting records have been properly kept throughout the financial year.*		0	0	0	0	
Box B	*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*	1	5	5	0	1	
Box C	*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*	1	6	5	1	1	
Box D	*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*		0	0	0	0	
Box E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*	7	2	2	0	0	
Box F	*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*	9	N/A	N/A	N/A	N/A	
Box 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.*		25	22	3	3	
Box H	*Asset and investments registers were complete and accurate and properly maintained.*	4	8	7	1	2	
Box I	*Periodic bank account reconciliations were properly carried out during the year.*	4	12	12	0	0	
Box 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.*	4	5	5	0	0	
Box K	*If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered"*	3	N/A	N/A	N/A	N/A	
Box L	*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*	7	0	0	0	0	
Box M	*The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*		0	0	0	0	
Box N	*The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).*	1	0	0	0	0	
Box O	*The authority complied with laws, regulations & proper practices relating to digital and data compliance.*		0	0	0	0	
	Totals	**41**	**63**	**58**	**5**	**7**	**0**

Crediton Town Council
Financial Year 2025-26

Year End Internal Audit Observations

Date considered by Council _____

Minute Reference _____

IAC Audit and Consultancy Ltd

Audit date: 23 April 2026

B ***This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have tenders been obtained as set out in Financial Regulations?	Yes	*It was noted that the Council had awarded contracts through a tender process. Minutes of meetings record the award of the tender but not the name of the successful bidder.*	Where Council awards a contract under a tender process the name of the successful bidder should be formally recorded in Council Minutes.	Medium	

C ***This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	*The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015. It is also a requirement of Assertion 2 of the Annual Governance Statement for the Council to confirm whether they have done this.*	On an annual basis the Council should formally review the effectiveness of the Internal Control system. It may be appropriate for this to be carried out when the Council considers the Annual Internal Audit Report.	High	

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.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	No	*The month of December was selected as a sample. It was not possible to agree the monthly salaries paid to Youth Workers. On review it appears that the amount paid was not correct and that there has been an overpayment over a period of months. It was also noted that pro rata pay of salaried staff has been computed using a 52 week year rather than the contractual 52.14 weeks (365 days/7).* *It was noted that the practice at the Council is for the amount to be paid to be computed by the Town Clerk and advised to the payroll provider, this means that there is no independent review of the calculation.*	The Council to review the salary paid to the Youth Workers and compute the value of any overpayment. The Council should consider what action it should take in respect of these overpayments. The Council should ensure that the new 52.14 week year is used when calculating pro rata salary. The Council to consider amending how rates of pay are calculated,. It may be appropriate for this to be done by the payroll provider then subject to check and verification by the Town Clerk.	High	
2	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	No	*From a review of records it was not possible to verify that the Council, or appropriate committee, has formally approved changes to staff terms and conditions.*	The Council to ensure that on an annual basis, the Council, or nominated Committee, formally reviews and approves staff rates and hours of pay. It may be appropriated for this to be done prior to the preparation of the budget for the next financial year.	High	
3	The Council has in a place a process for the review and approval of overtime or Time In Lieu.	No	*The Council does not have in a place a process for the review and approval of overtime or Time In Lieu.*	The Council to put in place a process for the formal review and approval of overtime. This should include a specific arrangement to confirm, in writing, whether overtime is to be paid or taken as time in lieu.	Medium	

H ***Asset and investments registers were complete and accurate and properly maintained.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	Yes	*It was noted that there are a number of items on the asset register which are of low value*	The Council to consider establishing a minimum value above which items should be included in the asset register.	Medium	
2	Movement on asset register agrees to additions to disposals made in the year	No	*The Change in value of the asset register did not agree to additions to disposals made in the year. Subsequent to the audit visit this was reviewed by the Deputy Clerk and the asset register amended.*	The Council to note that it was necessary to update the asset register as a result of audit review. The Council should formally review the updated asset register and approve any additions and disposals made during the year prior to the approval of the 2025-26 Accounting Statements.	High	

O ***The authority complied with laws, regulations & proper practices relating to digital and data compliance.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	Yes	*This is in process at date of year end audit.*	The Council to ensure that a formal GDPR data audit is completed as soon as possible.	Medium	

Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: Using the definition documents.

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

Reviewed by Crediton Town Council at its meeting held on XXX Ref no: XXX
Next review date: May 2027

- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), Transparency Code for Smaller Authorities. The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The 2018 section 45 Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on Datasets (section 11, 19 & 45). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about charging for information in a publication scheme.

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the Open Government Licence.

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the model publication scheme.

CREDITON TOWN COUNCIL

Information available from (*insert name of Parish or Community Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Website	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Website – Town Clerk Website - Councillors	
Location of main Council office and accessibility details	Website	

Reviewed by Crediton Town Council at its meeting held on XXX Ref no: XXX
Next review date: May 2027

Staffing structure	Website	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website) Website Website	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website – Grants awarded Website – Grants received	
List of current contracts awarded and value of contract	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Website	

Reviewed by Crediton Town Council at its meeting held on XXX Ref no: XXX
Next review date: May 2027

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Website(Crediton Neighbourhood Plan)	
Annual Report to Parish or Community Meeting	Website	
Quality status	Website (See header – Local Council Award Scheme Quality Gold)	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Website Hard copy also available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Responses to planning applications	Website	
Bye-laws	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct	 Website Website Website Website	

• Policy statements		
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Where not listed, a hard copy is available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Where not listed, a hard copy is available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Assets register, including details of	Website	

public land and building assets		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Register of members' interests	Website	
Register of gifts and hospitality	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy available on request to: Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Bus shelters	Hard copy available on request to:	

	Rachel Avery FSLCC (Town Clerk) Email: r.avery@crediton.gov.uk Tel: 01363 773717	
Markets	N/A	
Public conveniences	Website	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet (black & white)	Actual cost 1p*
	Photocopying @ 4p per sheet (colour)	Actual cost 4p*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	
Other		

* the actual cost incurred

Reviewed by Crediton Town Council at its meeting held on XXX Ref no: XXX
Next review date: May 2027

CREDITON
TOWN COUNCIL

Manor Office
6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

Scheme of Delegation

1. Principles of Delegation

1.1 Section 101 of the Local Government Act 1972 provides:

- that a council may delegate its powers (except those incapable of delegation) to a committee or an officer
- a committee may delegate its powers to an officer
- the delegating body may exercise Powers that have been delegated.

1.2 Any delegation to a Committee or the Proper Officer[1] shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

1.3 The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

1.4 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

2. Council Functions

2.1 The matters listed below are the responsibility of Full Council:

a) Adopting and changing the council's Standing Orders, Financial Regulations and Powers and Duties of Committees
(b) Approving, adopting, or making material changes to the council's policy framework
(c) Approving the council's budget and the level of its precept levied on Mid Devon District Council
(d) Authorising borrowings
(e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the council's Financial Regulations
(f) Appointing council representatives to outside bodies
(g) Confirming the appointment of the Town Clerk
(h) Making, amending, revoking, re-enacting, or adopting byelaws and promoting or opposing the making of local legislation
(i) All other matters which must, by law, be reserved to the full council.

[1] Wherever the Proper Officer (the clerk) is referred to in this document it shall be understood that the DeputyClerk can deputise for the Clerk both in the absence of the Proper Officer (the Town Clerk) and to enable the efficient and effective running of the council.

Audit	Responsibility for maintaining a continuous internal audit system	Full Council
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Full Council
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council
Byelaws and local legislation	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implementation	Full Council
Car Parking	Commenting on all matters relating to the management of public car parks in the town	Full Council
Cemeteries	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
Legal Proceedings	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
Street Naming	To name new streets	Full Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

3. Delegation to Committees

3.1 The matters listed below are the responsibility of Full Council, or otherwise delegated to the council's committees, sub-committees, or working groups. They must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and approved policy framework.

3.2 Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by Full Council. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the council.

Service Area	Function	Committee
Agency Agreements	Recommending agency agreements and joint working practices	Full Council
Allotments	See Land Management	
Arts	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Community Committee
Budgetary Control	Managing budgetary control matters within the approved budget of a committee (see para 2.1)	Oversight Committee
Civic Events	Organising Civic Events	Oversight Committee
Committee and Member Support	Recommending the annual calendar of meetings	Oversight Committee
	Managing all committee and member functions	Full Council
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Community Committee
Complaints	Monitoring the complaints procedure	Oversight Committee
Constitution	See Committee and Member Support	
Conservation	Commenting on proposals for the creation or modification of conservation areas	Community Committee
Culture	See Arts	
Development Control	Commenting on planning applications referred to the Council for comment	Community Committee

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Electoral Matters	Initiating requests for boundary reviews and commenting during such reviews	Full Council Oversight Committee
Entertainments	See Arts	
Environment	See Heritage	
Events	Community events coordination and facilitation	Community Committee
External Consultation and Representation	Commenting on consultation documents from other bodies	Full Council Community Committee Oversight Committee
Financial Matters	Managing the Council's financial affairs	Oversight Committee
Grants	Award of general revenue grants to local organisations and groups	Oversight Committee Grants Sub-Committee
	Award of cultural activities grants	Oversight Committee Grants Sub-Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Crediton Town	Community Committee
Highways	Commenting on proposals for highways maintenance and repairs and associated matters	Community Committee
	Commenting on highway policies	Community Committee
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Full Council Oversight Committee
Land Management	Managing and maintaining Council's Buildings	Community Committee
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Community Committee
Planning Policy	Commenting on proposed revisions of the Mid Devon District Local Plan and other service-specific long-term planning documents	Community Committee
Play Areas	See Land Management	
Policy Issues	Reviewing and approving Town Council policies	Oversight Committee

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

	Development of new policies or changes in policy	Oversight Committee
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Full Council Community Committee Oversight Committee
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town	Community Committee
Public Toilets	Commenting on matters affecting public toilet provision in the town	Community Committee
Public Transport	Making observations on matters affecting public transport in and around the town	Community Committee
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Community Committee
Rights of Way	See Public Footpaths	
Risk Management	Managing the Council's risk management practices and procedures	Oversight Committee
Sports Grounds	See Land Management	
Staffing	Recommending changes to the Council's approved staffing establishment	HR Committee
	Reviewing and monitoring the Council's employment arrangements	HR Committee
Standing Orders	See Committee and Member Support	
Street Lighting	See Public Lighting	
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	HR Committee
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Community Committee
Trees	Managing tree planting schemes	Community Committee
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Community Committee

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Twinning	Making arrangements for twinning visits and activities including liaison with twinning societies	Oversight Committee

Any new delegated authority to officers will be added to section 4

4. Scheme of Delegation to Officers

4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:

- made under a 'specific express authorisation'
- made under a general authorisation where the effect of the decision is to; i) grant a permission or licence, ii) affect the rights of an individual
- award a contract or incur expenditure which, in either case, significantly affects the financial position of the Town Council.

4.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Town Clerk
Communications	To deal with all press and public relations on behalf of the Council	Town Clerk
Documents	To sign documents on behalf of the Council	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Mid Devon District Council	Town Clerk
Events	Co-ordinating and facilitating Christmas in Crediton Events	Town Clerk

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Finance	To administer the Council's bank balances	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property	Town Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write-off outstanding debts in accordance with Financial Regulations	Town Clerk
	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget	Town Clerk
Floral Displays	To co-ordinate the provision of floral displays within Crediton	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
Land and Property	To purchase necessary goods and Supplies	Town Clerk
	To maintain the Council's offices and Property Managing, maintaining, and monitoring demand and availability of allotment gardens	Town Clerk Town Clerk
	To deal with day to day matters in relation to the allotments functions, including the implementation of allotment terms, conditions and rules, allocation of allotment tenancies, issuing of non-cultivation notices and notices to quit.	Town Clerk
	To adjust grass cutting frequencies in	Town Clerk

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

	relation to the maintenance of the various open areas for which the Council is responsible	
	To devise planting schemes for the various open areas for which the Council is responsible	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
Meetings	Arrange and call meetings of the Council, its Committees and Sub-Committees	Town Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Town Clerk
Members Support	To deal with requests from Members	Town Clerk
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Town Clerk
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Town Clerk
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Town Clerk
Staffing	Management of all employees, including the authority to take disciplinary action, excluding termination of employment under agreed procedures	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and	Town Clerk

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

	conditions of service	
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk

5. Urgent Matters

5.1 Matters of urgency, as determined by the Proper Officer (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate committee subject to a report being made to the next meeting of the appropriate committee.

5.2 Subject to urgent items, the following matters shall be referred to the relevant committee or council, where appropriate.

Any matter which:

(a) requires a new policy; or

(b) requires an alteration to an existing policy (other than a minor amendment); or

(c) would be contrary to the policy framework; or

(d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;

(e) is an issue of principle as determined by the council; or

(f) in the opinion of the Proper Officer, cannot in law or in accordance with the standing orders be decided by an Officer; or

(g) upon which a committee has requested a report; or

(h) a member has requested an item to be put on an agenda under Standing Orders; or

(i) in the opinion of the officer concerned, should be determined by a committee.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Dear Rachel,
Many thanks for your prompt reply, much appreciated.
I fully understand the position regarding its connection to Crediton.
If, however, the Council wish to raise funds from it to promote other activities in the town etc I would be prepared to pay in the order of £9,000 for the set but if the Council wished to retain the shield I'd be prepared to pay circa £7,000 for the namelplate and small scroll. I trust this gives some clarification to the obvious financial aspect of a possible purchase.
I intend to call in at the museum in a few weeks when it reopens to see the plate.
Again, many thanks for your help in this matter and I look forward to hearing from you of any future developments. Fingers crossed.
I stress once again this is strictly for our own interest and will be kept private within our family if I am fortunate to have the opportunity to give it a good home.
Kind Regards

Dear Mr

Thank you for your email.

The nameplate is of such importance to Crediton and its history and heritage. I will put your request to members of the council in May and come back to you following their decision.

Kind regards

Rachel Avery FSLCC
Town Clerk

Telephone: 01363 773717

Website: www.crediton.gov.uk

Address: Manor Office, 6 North Street, Crediton, EX17 2BT

To keep up to date on the Council's activities follow us on Facebook

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

A Civility & Respect Pledge Council

CONFIDENTIALITY

This email and any files transmitted with it are intended solely for the person to whom it is addressed. It may be confidential and also legally privileged. If you are not the intended recipient, please notify the sender and delete the message from your system immediately. Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any E-mail sent to or from this address may be accessed by someone other than the recipient for system management and security purposes. Senders and recipients should be aware that emails and their contents may have to be disclosed in response to a request made under UK Data Protection and Freedom of Information legislation. Crediton Town Council complies with the General Data Protection Regulation. Copies of the Council's Data Protection Privacy Policy and Notices can be found at www.crediton.gov.uk. This email message has been scanned for the presence of computer viruses. However, Crediton Town Council does not accept any liability in respect of damage caused by any virus that is not detected.

From:
Sent: 31 March 2026 10:58
To: Rachel Avery <r.avery@crediton.gov.uk>
[redacted]

[redacted]

Town Clerk, Crediton Town Council.

Dear Rachel, .
I have recently been in contact with the Crediton Museum who advised me to contact Crediton Town Council directly. I sent an email to a general email address but have now found your contact details so thought it best to email you directly.

I apologise to trouble you with this matter but thought you may me able to help.
For 60 years now an old loco nameplate, 'CREDITON', the town shield and a small scroll have been on display in the museum, and/or Council offices. .
I understand the 3 items actually belong to the Council.
My wife and I have strong family links with Crediton and Copplestone. [redacted]
Is there any possibility the display would be available to purchase?

If not the 3 pieces, we are particularly keen on just the nameplate and scroll if the Town wished to retain the shield. The shield would then still retain the direct history link to the loco.

I fully appreciate it has a value in the £k's and am fully prepared to make a generous offer if the items were to become available. I thought maybe any funds could be directed at a specific Council project, or indeed museum costs etc?

The set has now been on display for 60 years and during that time the connection between the loco and the Town has probably become more distant.
I must stress this is strictly for our own personal ownership and the items would be passed down to other family members from Crediton in the future, we are both in our mid 70's.
I would be grateful to give my request your consideration and I look forward to hearing from you in due course.

Kind Regards