



To All Credition Town Councillors

You are hereby summoned to attend an **Oversight Committee** meeting, which will be held on **Tuesday, June 11, 2024, at 19:00, at EX17 3LP.**

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 06 June 2024

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), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

1 - Election of Chair for 2024/25

To seek nominations and elect the Chair for the ensuing year

2 - Election of Deputy Chair for 2024/25

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 30 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 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 14 May 2024, as a correct record (minutes will be issued with the agenda)

11 - Finance

11.1 - To receive and approve transactions between 01 May 2024 and 31 May 2024

11.2 - To receive and approve the bank reconciliation to 31 May 2024

11.3 - To note bank account balances to 31 May 2024

11.4 - To note year to date spend vs budget document

12 - Grants 2024/25

12.1 - To consider a grant application from Bang Bang Boxing

12.2 - To consider a grant application from Rotary Club of Crediton Boniface

13 - Review and Adoption of Policies

Value for Money Statement

Anti-fraud and Corruption Strategy

Bench Seat Policy

14 - Old Landscore School

To receive the concept scheme and to agree next steps

15 - Date of next meeting

To note that the date of the next meeting will be Tuesday 09 July 2024

16 - 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

17 - Crediton Youth Service

To receive, consider and agree any actions from the report regarding Crediton Youth Service

18 - Council Offices

To receive the report and consider the recommendations therein

19 - Reports

Attachments – for office use only

[2024-05-14 - Council Affairs and Finance - Minutes.pdf](#)

[Transactions 01 - 31 May.PDF](#)

[Bank rec as at 31 May 2024.PDF](#)

[Bank account balances as at 31 May 24.PDF](#)

[Year to date budget sheet 2024-25.pdf](#)

[Bang Bang Boxing Club Grant Application redacted.pdf](#)

[Rotary Club Grant Application redacted.pdf](#)

[Value For Money Statement.docx](#)
[Anti-Fraud Corruption Strategy.doc](#)
[Bench Seat Policy.docx](#)
[070_240510_concept scheme.pdf](#)



Minutes of the Council Affairs and Finance Committee held on Tuesday, May 14, 2024 at 19:00 at Old Landscore School, EX17 3LP.

Present: Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Jim Cairney, Guy Cochran, Giles Fawcett, Joyce Harris, Frank Letch

Minute Taker: Rachel Avery, Town Clerk

MINUTES

185 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

186 PUBLIC QUESTION TIME

There were no members of the public present.

187 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllrs Cairney and Harris. (Proposed by Cllr Cochran)

188 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

188.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr F Letch declared a personal interest in the grant request from CISCO. It was clarified that neither the member nor their spouse would receive any of the grant money.

188.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

189 ORDER OF BUSINESS

There were no amendments to the order of business.

190 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

191 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Decision: It was resolved to approve and sign the minutes from the meeting held on 23 January 2024. (Proposed by Cllr Cochran)

192 FINANCE

192.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL 2024 AND 30 APRIL 2024

Decision: It was **resolved** to approve transactions between 01 April 2024 and 30 April. (Proposed by Cllr F Letch)

192.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2024

Decision: It was **resolved** to approve the bank reconciliation to 30 April 2024. (Proposed by Cllr F Letch)

192.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2024

Bank account balances to 30 April 2024 were **noted**.

193 GRANT FUNDING

A grant request from CISCO was considered. The committee reviewed the available budget and confirmed that there was sufficient funding remaining.

Decision: It was **resolved** to award a grant of £432.00. (Proposed by Cllr Backhouse)

194 PARISH CHARTER REVIEW

The committee discussed the contents of the report relating to MDDC's consultation on the Parish Charter and Planning Charter. Members provided additional comments:

- Clarification of how MDDC defines a well organised, proactive, informed and willing local council
- Request to reinvestigate the use of CIL rather than S106 funding for developments
- Requirement to provide mission statements at the beginning of each document
- Development of scheme for consultation on local plans and other supplementary planning documents
- 90% of the planning charter relates to applications, but significant applications have already been through various stages and local councils should be consulted on earlier in that process.

Decision: It was resolved to approve the response, with the additional comments. (Proposed by Cllr Brookes-Hocking)

195 CREDITON YOUTH SERVICE UPDATE

A report regarding the Crediton Youth Service was received. The committee discussed the positive impact of the service on the community and expressed satisfaction with its progress, however a draft 5-year strategic plan has not been forthcoming. It was agreed that the Town Clerk would provide a draft document at the next meeting of this committee.

Task: Next Youth Sub-Committee meeting would be held on Tuesday 09 July 2024 at 18.00 @Town Clerk

196 REVIEW AND ADOPTION OF POLICIES

Accessibility Statement

The following amendments were requested:

- CTC would respond to requests within 10 days
- The provision of braille documents would be investigated.

Decision: It was **resolved** to approve the Accessibility Statement (Proposed by Cllr F Letch)

DBS Handling Policy

Decision: It was **resolved** to approve the DBS Handling Policy. (Proposed by Cllr Cochran)

Protocol for Meeting with Developers

It was request to add 'and Landowners' to the policy title.

Decision: It was **resolved** to approve the Protocol for Meeting with Developers and Landowners. (Proposed by Cllr Brookes-Hocking)

Investment Strategy

Decision: It was **resolved** to approve the Investment Strategy. (Proposed by Cllr Cochran)

Recruitment of Ex-Offenders

Decision: It was **resolved** to approve the Recruitment of Ex-Offenders policy. (Proposed by Cllr Cochran)

Value for Money Statement

This policy would be considered at the next meeting of this committee.

Task: Agenda item for next meeting of committee @Town Clerk

197 PUBLIC QUESTION TIME

It was noted that this item would be considered by Full Council on Tuesday 21 May 2024.

Task: Agenda item for Full Council @Town Clerk

198 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 11 June 2024.

199 PART II

The committee resolved to exclude the public and press from the meeting for the following items, which involved sensitive and confidential information. No further details or discussions were provided.

200 VEXATIOUS COMPLAINTS

The enacted Vexatious Complaint Procedure was reviewed, and further actions were considered, for approval by Full Council.

201 COUNCIL OFFICES

The Town Clerk provided a verbal update.

202 REPORTS PACK

Signed

Dated.....

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		280,908.11					280,908.11	
	Banked 01/05/2024	100.00						
#19	Gluten Free Picnic	100.00			1280	130	100.00	Food Festival - stall fee
	Banked 07/05/2024	3,776.72						
#20	HMRC	3,776.72			105		3,776.72	VAT return (Dec - Feb)
	Banked 09/05/2024	65.00						
#21	Hat-a-cakes	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 13/05/2024	150.00						
#22	Significant Seams	150.00			1280	130	36.00	Room hire - The Hub
					1280	130	60.00	Room hire - The Hub
					1280	130	54.00	Room hire - The Hub
	Banked 13/05/2024	30.00						
#23	Youth Club (YW)	30.00			1240	410	30.00	Membership subs
	Banked 16/05/2024	3.00						
#24	Youth Club (YW)	3.00			1240	410	3.00	Membership subs
	Banked 17/05/2024	140.00						
#25	Cox Butchers	140.00			1280	130	140.00	Food Festival - stall fee
	Banked 20/05/2024	65.00						
#26	Tors Vodka	65.00			1280	130	65.00	Food Festival - stall fee
	Banked 20/05/2024	500.00						
#27	Devon County Council	500.00			1260	120	500.00	Locality grant
					349		500.00	Locality grant
					6001	120	-500.00	Locality grant
	Banked 20/05/2024	1,458.83						
#28	HMRC	1,458.83			105		1,458.83	VAT return (March 2024)
	Banked 21/05/2024	205.00						
#29	Tors Vodka	65.00			1280	130	65.00	Food Festival - stall fee
#30	So Thai	140.00			1280	130	140.00	Food Festival - stall fee
	Banked 23/05/2024	84.00						
#31	Morrisons	84.00		14.00	4160	130	70.00	Mayor Reception - wine refund
	Banked 24/05/2024	108.00						
#32	Devon County Council	108.00			1280	130	108.00	The Hub - room hire
	Banked 29/05/2024	165.00						
#33	Rotary Club	45.00			1280	130	45.00	Boniface Bash - stall fee
					349		45.00	Boniface Bash - stall fee
					6001	130	-45.00	Boniface Bash - stall fee
#34	Baobab Cafe	120.00			1280	130	120.00	Food Festival - stall fee
	Banked 30/05/2024	127.50						
#35	Crediton Parish Church	25.00			1280	130	25.00	Boniface Bash - stall fee

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					349		25.00	Boniface Bash - stall fee
					6001	130	-25.00	Boniface Bash - stall fee
#36	Studio4art	25.00			1280	130	25.00	Boniface Bash - stall fee
					349		25.00	Boniface Bash - stall fee
					6001	130	-25.00	Boniface Bash - stall fee
#37	Little Emlett Orchard	32.50			1280	130	32.50	Food Festival - stall fee
#38	Exmouth Ices	45.00			1280	130	45.00	Boniface Bash - stall fee
					349		45.00	Boniface Bash - stall fee
					6001	130	-45.00	Boniface Bash - stall fee
	Banked 31/05/2024	210.00						
#39	SBC Crafts & Catering	25.00			1280	130	25.00	Boniface Bash - stall fee
					349		25.00	Boniface Bash - stall fee
					6001	130	-25.00	Boniface Bash - stall fee
#40	The Turning Tides Project	45.00			1280	130	45.00	Boniface Bash - stall fee
					349		45.00	Boniface Bash - stall fee
					6001	130	-45.00	Boniface Bash - stall fee
#41	Three Little Pigs	140.00			1280	130	140.00	Food Festival - stall fee
Total Receipts for Month		7,188.05	0.00	14.00			7,174.05	
Cashbook Totals		<u>288,096.16</u>	<u>0.00</u>	<u>14.00</u>			<u>288,082.16</u>	

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2024	Mr C Pugsley	SO #89	833.33			4390	250	833.33	Bungalow rent - May
02/05/2024	EE Ltd	DD #90	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
02/05/2024	Morrisons	CARD #91	21.90			4720	410	21.90	Youth - refreshments
03/05/2024	Tesco	CARD #92	3.00			4720	410	3.00	Youth - supplies
03/05/2024	R Avery	BACS #93	8.50			4130	130	8.50	Expenses
03/05/2024	P F Cusack (Tool Supplies) Ltd	BACS #94	10.44		1.74	4470	300	8.70	Traffic cone sleeves
03/05/2024	Hedgerow Print	BACS #95	32.40		5.40	4120	130	27.00	Food Festival - posters
03/05/2024	Devon County Council	BACS #96	47.90		1.65	4720	410	46.25	Youth - DBS checks IM
03/05/2024	Devon County Council	BACS #97	47.90		1.65	4720	410	46.25	Youth - DBS checks DS
03/05/2024	Hooper Services	BACS #98	366.00		61.00	4250	190	205.00	Peoples Park - grass cutting
						4230	190	100.00	Peoples Park - maintenance
03/05/2024	R J Brooks & Son Ltd	BACS #99	630.00		105.00	4230	210	525.00	Bandstand - slab repairs
03/05/2024	A R Davey Ltd	BACS #100	1,164.00		194.00	4230	230	250.00	Maintenance - J Fleming bench
						4230	280	95.00	Maintenance - Statue lectern
						4260	190	465.00	Maintenance - SMG benches etc.
						4260	190	160.00	Maintenance - SMG noticeboard
03/05/2024	Mid Devon District Council	BACS #101	159.25			4230	350	159.25	OLS - trade waste
07/05/2024	Amazon Business EU S.a.r.l	CARD #102	5.38		0.90	4115	120	4.48	Office supplies
07/05/2024	Amazon	CARD #103	21.94		3.66	4720	410	7.46	Youth - heat resistant gloves
						4520	340	10.82	Various - supplies
07/05/2024	Cloudy IT	DD #104	1,528.80		254.80	4070	120	24.00	IT Support - tablets
						4090	120	1,250.00	Decisions Software
09/05/2024	Morrisons	CARD #105	22.09			4720	410	22.09	Youth - refreshments
10/05/2024	Amazon Business EU S.a.r.l	CARD #106	2.40		0.40	4720	410	2.00	Youth - craft supplies
10/05/2024	Amazon (Service Europe SarL)	CARD #107	19.14		3.19	4120	130	5.49	Boniface Bash - supplies
						349	0	-5.49	Boniface Bash - supplies
						6000	130	5.49	Boniface Bash - supplies
						4115	120	10.46	Events - barrier tape
10/05/2024	HOPE (Findel Education)	CARD #108	158.00		26.33	4720	410	131.67	Youth - transition project
10/05/2024	British Gas	DD #109	24.09		1.15	4290	340	22.94	Electricity - Newcombes toilet
13/05/2024	Amazon Business EU S.a.r.l	CARD #110	6.85		1.14	4120	130	5.71	Boniface Bash - ribbon
						349	0	-5.71	Boniface Bash - ribbon
						6000	130	5.71	Boniface Bash - ribbon
13/05/2024	Amazon Business EU S.a.r.l	CARD #111	8.83		1.47	4120	130	7.36	Boniface Bash - supplies
						349	0	-7.36	Boniface Bash - supplies
						6000	130	7.36	Boniface Bash - supplies
13/05/2024	Amazon (Service Europe SarL)	CARD #112	9.79		1.63	4120	130	8.16	Boniface Bash - supplies
						349	0	-8.16	Boniface Bash - supplies
						6000	130	8.16	Boniface Bash - supplies
13/05/2024	Amazon (Techno Tronics Ltd)	CARD #113	13.10		2.19	4085	120	10.91	Stationery
13/05/2024	British Gas	DD #114	137.48		6.55	4290	250	130.93	Electricity - Bungalow
14/05/2024	Devon County Council	CARD #115	240.00			4120	130	240.00	Food Festival - TTRO

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/05/2024	Nexus Open Systems	DD #116	375.44		62.57	4070	120	312.87	IT Support - April
14/05/2024	Adams	BACS #117	51.92		8.65	4115	120	11.66	Office - supplies
						4730	410	7.16	Various - supplies
						4020	365	24.45	Various - supplies
14/05/2024	Fire Services and Supplies Ltd	BACS #118	276.42		46.07	4410	250	230.35	Extinguishers - Council Office
14/05/2024	Fire Services and Supplies Ltd	BACS #119	385.52		64.25	4230	350	321.27	Extinguishers - OLS
14/05/2024	Mr C Pugsley	BACS #120	1,669.88			4390	250	1,669.88	Insurance - Council Offices
14/05/2024	Zurich	BACS #121	3,937.80			4220	120	3,937.80	Insurance 2024-25
14/05/2024	Morrisons	CARD #122	5.00			4720	410	5.00	Youth - Outdoor Club refresh.
14/05/2024	Morrisons	CARD #123	12.00			4720	410	12.00	Youth - Outdoor Club refresh.
15/05/2024	Octopus Energy	DD #124	16.62		0.79	4290	210	15.83	Electricity - Bandstand
17/05/2024	Morrisons	CARD #125	1.75			4720	410	1.75	Youth - supplies
17/05/2024	ReFurnish	CARD #126	5.00			4720	410	5.00	Youth - supplies
17/05/2024	Morrisons	CARD #127	21.45			4720	410	21.45	Youth - refreshments
17/05/2024	Crown Gas & Power Ltd	DD #128	177.79		8.47	4290	250	169.32	Gas - Bungalow
17/05/2024	Elliott & Hewitt Ltd	BACS #129	696.50			4160	130	696.50	Mayoral Reception - catering
20/05/2024	Amazon Business EU S.a.r.l	CARD #130	6.55		1.09	4120	130	5.46	Boniface Bash - flags
						349	0	-5.46	Boniface Bash - flags
						6000	130	5.46	Boniface Bash - flags
20/05/2024	Amazon (Fruit Salad Retro Ltd)	CARD #131	12.88			4120	130	12.88	Boniface Bash - flags
						349	0	-12.88	Boniface Bash - flags
						6000	130	12.88	Boniface Bash - flags
20/05/2024	Amazon (Warstore)	CARD #132	13.50		2.25	4120	130	11.25	Boniface Bash - bunting
						349	0	-11.25	Boniface Bash - bunting
						6000	130	11.25	Boniface Bash - bunting
20/05/2024	Amazon Business EU S.a.r.l	CARD #133	19.99		3.33	4120	130	16.66	Food Festival - chalk paint
20/05/2024	Morrisons	CARD #134	20.73			4160	130	20.73	Youth - refreshments
20/05/2024	Amazon (VAPEOFYOUTLD)	CARD #135	9.99			4085	120	9.99	Office - stationery
20/05/2024	Amazon (Service Europe SarL)	CARD #136	43.95		7.33	4085	120	3.32	Office - stationery
						4110	120	11.66	Office - reusable signage
						4120	130	12.48	Boniface Bash - bunting & flag
						349	0	-12.48	Boniface Bash - bunting & flag
						6000	130	12.48	Boniface Bash - bunting & flag
						4110	120	9.16	Office - torches
20/05/2024	Morrisons	CARD #137	88.00		14.67	4160	130	73.33	Mayor Reception - wine
20/05/2024	Amazon (VAPEOFYOUTLD)	CARD #135	-9.99			4085	120	-9.99	Office - stationery
20/05/2024	Amazon	CARD #135	39.47		4.91	4085	120	9.99	Supplies - staionery
						4110	120	14.16	Office equipment - megaphone
						4120	130	10.41	Boniface Bash - bunting
						349	0	-10.41	Boniface Bash - bunting
						6000	130	10.41	Boniface Bash - bunting

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/05/2024	Spar	CARD #138	4.58			4440	250	4.58	Meeting refreshments
21/05/2024	Amazon (Seasonal Superstore)	CARD #139	29.98			4120	130	29.98	Boniface Bash - bunting
						349	0	-29.98	Boniface Bash - bunting
						6000	130	29.98	Boniface Bash - bunting
22/05/2024	Crediton Card Centre	CARD #140	1.25			4085	120	1.25	Office - stationery
22/05/2024	Tesco	CARD #141	9.93			4720	410	9.93	Youth - refreshments
22/05/2024	Crediton Cobbler	CARD #142	28.00			4115	120	28.00	Key cutting - alley door
22/05/2024	Crediton Town Councillors	BACS #143	576.00			4150	130	576.00	Councillor allowance
22/05/2024	Wage payments	BACS #144	10,566.69			4000	110	7,506.11	Salaries - May
						4005	110	3,060.58	Salaries - May
22/05/2024	HMRC	BACS #145	2,650.77			4030	110	2,262.89	NI/PAYE - May
						4010	110	243.88	NI/PAYE - May
						4150	130	144.00	NI/PAYE - May
22/05/2024	Peninsula Pensions	BACS #146	3,360.21			4040	110	2,596.06	Pensions - May
						4015	110	764.15	Pensions - May
22/05/2024	DTR Garden Services	BACS #147	450.00			4250	410	450.00	Dan Richards
23/05/2024	Hedgerow Print	BACS #148	32.40		5.40	4120	130	27.00	Boniface Bash - posters
						349	0	-27.00	Boniface Bash - posters
						6000	130	27.00	Boniface Bash - posters
23/05/2024	E Armitage	BACS #149	41.40			4110	120	41.40	Office equipment
23/05/2024	R Avery	BACS #150	80.00			4130	130	80.00	Travel expenses
23/05/2024	Boniface Centre	BACS #151	87.50			4160	130	87.50	Mayor Reception - room hire
23/05/2024	Ideal Fire Protection	BACS #152	100.00			4110	120	100.00	Office equipment
23/05/2024	Adams Athletic FC	BACS #153	220.00			4750	420	220.00	Grant funding 24/25
23/05/2024	Touchwood Signs	BACS #154	378.00		63.00	4120	130	315.00	Boniface Bash - banners
						349	0	-315.00	Boniface Bash - banners
						6000	130	315.00	Boniface Bash - banners
23/05/2024	Rialtas	BACS #155	1,023.60		170.60	4080	120	853.00	Year end closedown 23/24
23/05/2024	Western Event Hire	BACS #156	1,329.74		221.62	4120	130	1,108.12	Food Festival - Marquees & Bar
23/05/2024	Western Event Hire	BACS #157	1,781.70		296.95	4120	130	1,484.75	Boniface Bash - Marquees & Bar
						349	0	-1,484.75	Boniface Bash - Marquees & Bar
						6000	130	1,484.75	Boniface Bash - Marquees & Bar
24/05/2024	Canva	CARD #158	99.99		16.66	4090	120	83.33	Canva Pro - Subscription
24/05/2024	Concorde	DD #159	56.71		9.45	4060	120	47.26	Printing charges - March
24/05/2024	Everflow	DD #160	41.70			4235	250	14.85	Water - Council Offices
						4235	340	26.85	Water - Newcombes toilet
24/05/2024	Aaron Crocker	BACS #161	150.00			4235	340	150.00	Newcombes toilet repair
24/05/2024	Rialtas	BACS #162	428.40		71.40	4185	130	357.00	Omega subscription
28/05/2024	British Gas	DD #163	8.92		0.42	4290	250	8.50	Standing charge - front office
28/05/2024	Valda Energy	DD #164	133.74		6.36	4290	340	8.68	Electricity - Newcombes toilet
						4290	250	44.62	Electricity - Bungalow
						4290	350	74.08	Electricity - OLS

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/05/2024	Nexus Open Systems	DD #165	208.66		34.78	4070	120	173.88	IT support - April
30/05/2024	RBLI	CARD #166	23.98		4.00	4170	130	19.98	D-Day 80 Flag
31/05/2024	Octopus Energy	DD #167	4.36		0.21	4290	340	4.15	Electricity - Newcombes toilet
31/05/2024	Concorde	DD #168	178.37		29.73	4075	120	148.64	Telephone charges
Total Payments for Month			37,507.96	0.00	1,832.26			35,675.70	
Balance Carried Fwd			250,588.20						
Cashbook Totals			288,096.16	0.00	1,832.26			286,263.90	

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/05/2024	254	250,588.20
			<u>250,588.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,588.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,588.20
		Balance per Cash Book is :-	250,588.20
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - Cambridge & Counties 6951**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge & Counties 15006951	31/05/2024	7	93,726.10
			<u>93,726.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93,726.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			93,726.10
		Balance per Cash Book is :-	93,726.10
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/05/2024	19	87,127.56
			<u>87,127.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 01/05/2024
for Cashbook 5 - United Trust Bank 6692**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
United Trust Bank	31/05/2024	6	88,010.76
			<u>88,010.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,010.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,010.76
		Balance per Cash Book is :-	88,010.76
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 31 May 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2024	Co-Operative Current 15006951	250,588.20
31/05/2024	Cambridge & Counties 15006951	93,726.10
31/05/2024	Nationwide Account 90097276	87,127.56
31/05/2024	United Trust Bank	88,010.76
30/04/2024	CCLA	262,295.07

781,747.69

Receipts not on Bank Statement

0.00

Closing Balance

781,747.69

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	250,588.20
2	Cambridge & Counties 6951	93,726.10
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	88,010.76
7	CCLA	262,295.07

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances **781,747.69**

Year to date

Budget 2024/25 - Crediton Town Council

	Draft Budget	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)	Budget remaining (%)
Salaries															
Salaries, Including NI & Pensions	£ 220,000.00	16,345.00	16434											£ 187,221.00	85.1
Payroll	£ 250.00	0	0											£ 250.00	100.0
Office Administration															
Photocopier/Printing	£ 1,000.00	0	0											£ 1,000.00	100.0
Postage	£ 350.00	112	0											£ 238.00	68.0
IT Support	£ 6,000.00	198	511											£ 5,291.00	88.2
Telephone/Broadband	£ 1,800.00	192	148											£ 1,460.00	81.1
Audit Fees	£ 2,500.00	0	853											£ 1,647.00	65.9
Stationery	£ 700.00	24	26											£ 650.00	92.9
Software	£ 4,500.00	0	1333											£ 3,167.00	70.4
Reference books	£ 150.00	0	0											£ 150.00	100.0
Security Waste Collection	£ 50.00	0	0											£ 50.00	100.0
Legal/Professional Services	£ 5,000.00	0	0											£ 5,000.00	100.0
Insurance	£ 6,000.00	0	3938											£ 2,062.00	34.4
Office Equipment	£ 2,200.00	0	176											£ 2,024.00	92.0
Other	£ 700.00	0	0											£ 700.00	100.0
Office Supplies/Consumables	£ 500.00	33	55											£ 412.00	82.4
Council and Councillors															
Councillor/Clerk Expenses	£ 1,500.00	0	89											£ 1,411.00	94.1
Councillor e-mail addresses	£ 770.00	0	0											£ 770.00	100.0
Advertising	£ 1,000.00	0	0											£ 1,000.00	100.0
Mayor's Allowance	£ 600.00	0	0											£ 600.00	100.0
Councillor Allowances	£ 1,600.00	0	720											£ 880.00	55.0
Annual Town Meeting	£ 200.00	0	0											£ 200.00	100.0
Mayor's Reception	£ 2,308.00	0	808											£ 1,500.00	65.0
Hospitality	£ 300.00	0	0											£ 300.00	100.0
Remembrance Day	£ 1,200.00	0	20											£ 1,180.00	98.3
Website	£ 2,000.00	275	0											£ 1,725.00	86.3
Website Accessibility Work	£ -														
Subscriptions	£ 2,000.00	0	357											£ 1,643.00	82.2
Staff/Councillor Training	£ 7,000.00	0	0											£ 7,000.00	100.0
Honorarium	£ 400.00	0	0											£ 400.00	100.0
Parking Permit	£ 600.00	0	0											£ 600.00	100.0
Public Consultations	£ 500.00	0	0											£ 500.00	100.0
Meeting Room Charges	£ 500.00	0	0											£ 500.00	100.0
Allotments															
Exhibition Road general/scheduled maintenance	£ 950.00	0	0											£ 950.00	100.0
Exhibition Road water/water maintenance and repairs	£ 850.00	0	0											£ 850.00	100.0
Barnfield general/scheduled maintenance	£ 900.00	0	0											£ 900.00	100.0
Barnfield water/water maintenance and repairs	£ 775.00	0	0											£ 775.00	100.0
Moffats general/scheduled maintenance	£ 200.00	0	0											£ 200.00	100.0
Moffats water/water maintenance and repairs	£ 500.00	0	0											£ 500.00	100.0
Boniface Allotments Association fees	£ 300.00	41	0											£ 259.00	86.3
Property and Assets															
Peoples Park maintenance	£ 3,600.00	0	0											£ 3,600.00	100.0

Year to date

	Draft Budget	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)	Budget remaining (%)
Peoples Park grass cutting	£ 5,000.00	0	0											£ 5,000.00	100.0
Peoples Park Memorial Garden	£ 1,500.00	0	0											£ 1,500.00	100.0
Peoples Park Wildlife Area	£ 250.00	0	0											£ 250.00	100.0
Upper Deck general maintenance and cleaning	£ 600.00	0	0											£ 600.00	100.0
Bandstand electricity	£ 440.00	0	16											£ 424.00	96.4
Bandstand cleaning and general maintenance	£ 800.00	0	0											£ 800.00	100.0
War Memorial netting	£ -														
War Memorial cleaning and general maintenance	£ 300.00	0	0											£ 300.00	100.0
Street Furniture general maintenance	£ 1,500.00	0	0											£ 1,500.00	100.0
Street Furniture bus shelter maintenance	£ -														
Town Clock	£ 1,000.00	0	0											£ 1,000.00	100.0
Stoney Park maintenance	£ 450.00	0												£ 450.00	100.0
Boniface Statue maintenance and cleaning	£ 350.00	0												£ 350.00	100.0
Millenium Cross maintenance and cleaning	£ 150.00	0												£ 150.00	100.0
Garage rental	£ 1,820.00	0												£ 1,820.00	100.0
Public open spaces including Spinningpath Gardens and Fulda Crescent	£ 2,500.00	44	0											£ 2,456.00	98.2
Newcombes Meadow toilets water	£ 2,400.00	0	0											£ 2,400.00	100.0
Newcombes Meadow toilets electricity	£ 1,320.00	8	36											£ 1,276.00	96.7
Newcombes Meadow toilets supplies	£ 400.00	1	11											£ 388.00	97.0
Newcombes Meadow toilets door locking	£ 150.00	0	0											£ 150.00	100.0
Old Landscore School electricity	£ 4,400.00	18	74											£ 4,308.00	97.9
Old Landscore School equipment	£ 500.00	0	0											£ 500.00	100.0
Old Landscore School water charges	£ 600.00	0	0											£ 600.00	100.0
Old Landscore School telephone/broadband	£ -														
Old Landscore School maintenance	£ 2,000.00	0	481											£ 1,519.00	76.0
Old Landscore School business rates	£ 4,500.00	0	3942											£ 558.00	12.4
Old Landscore School insurance	£ -														
Annual QTRA	£ 2,000.00	0	0											£ 2,000.00	100.0
Additional tree works	£ 3,000.00	0	0											£ 3,000.00	100.0
Town maintenance contract	£ 13,000.00	32	25											£ 12,943.00	99.6
General Small works	£ 3,000.00	0												£ 3,000.00	100.0
CCTV	£ 10,000.00	0												£ 10,000.00	100.0
Council Offices															
Bungalow rent	£ 15,000.00	938	2503											£ 11,559.00	77.1
Main office rent	£ 8,500.00	0	0											£ 8,500.00	100.0
Electricity	£ 2,750.00	201	354											£ 2,195.00	79.8
Water	£ 1,000.00	51	15											£ 934.00	93.4
Fire Extinguishers	£ 300.00	0	230											£ 70.00	23.3
General Premises Maintenance	£ 500.00	0	0											£ 500.00	100.0
Business rates	£ 4,000.00	3194	0											£ 806.00	20.2
Refreshments	£ 120.00	0	5											£ 115.00	95.8
Floral Crediton															
Plants/Flowers	£ 2,500.00	0	0											£ 2,500.00	100.0
Awards Evening	£ 100.00	0	0											£ 100.00	100.0
Hanging baskets/troughs & watering	£ 7,000.00	0	0											£ 7,000.00	100.0
Other Floral costs	£ 500.00	25	0											£ 475.00	95.0
New planters (replacements)	£ 1,000.00	0	0											£ 1,000.00	100.0
Christmas in Crediton															
Repeat Costs	£ 13,200.00	0	0											£ 13,200.00	100.0
Community Participation	£ 7,000.00	0	0											£ 7,000.00	100.0

Year to date

	Draft Budget	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)	Budget remaining (%)
New Infrastructure	£ 4,000.00	0	0											£ 4,000.00	100.0
Miscellaneous	£ 750.00	0	0											£ 750.00	100.0
Additional Services															
DCC grass cutting	£ 8,000.00	0	450											£ 7,550.00	94.4
Youth Work	£ 5,000.00	203	353											£ 4,444.00	88.9
Annual grants to community groups	£ 42,000.00	38505	220											£ 3,275.00	7.8
Crediton Urban Taskforce	£ 1,500.00	166	7											£ 1,327.00	88.5
Total Expenditure	£ 470,903.00	60,606.00	34,190.00											£ 376,107.00	



Grant Application Form 2024-25

The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By completing this form, you will be providing the Council with your consent to this use.	
►Name of Organisation:	
Bang Bang Boxing Club	
►Contact Details:	
Title (Mr/Mrs/Miss/Ms/Other) Mr	
First Names Jamie	
Last Name Parker	
Position in Organisation Chair, Head coach	
Address Bang Bang Boxing Gym, Mill Street, Credition, Devon,	
Postcode EX17 1EY	
Telephone Number [REDACTED]	
Email Address [REDACTED]	
Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details. no	
►Purpose/Aims of Organisation:	
<ul style="list-style-type: none">• To offer coaching and competitive opportunities in boxing.• To promote the club within the local community and boxing.• To manage the Bang Bang Boxing Gym.• To ensure a duty of care to all members of the club.• To provide all its services in a way that is fair to everyone.• To ensure that all present and future members receive fair and equal treatment.	
►Size of Organisation/Number of Members:	
We currently have 29 active members and had over 150 customers within our first 3 weeks of opening. Our amateur classes have an average of 12-15 participants per class already and continue to grow week in week out	



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

►Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding.

Summer camp:

We would like to run a free summer camp for 8-16 year olds during the summer holidays from 29th July to 30th of August inclusive. sessions would run from 10:30am- 3:00pm Monday to Friday during this time.

Given the current financial situation/cost of living crisis among the community, we would like to offer this as a free camp. 8-16 year olds would highly benefit from the physical, mental and discipline aspects boxing brings and this free camp would provide these individuals focus as well as keep them off the streets, potentially preventing them committing anti-social behavior like many in this age bracket regularly do, due to lack of activities to partake in.

►Total cost of the project or scheme requiring funding:

£1250

►Amount of Grant applied for:

£1250

►Annual Budget: Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.

We here at Bang Bang Boxing are a new organisation with big plans

We are looking at gaining several grants over the coming months for various projects including transforming our garden into a useable area containing a cub hut, BBQ area and outdoor exercise equipment. This will be funded by National Lottery, Sports England and various Local Grants. We also require specific equipment for competitions as well as a minibus going forward.

So at present, its difficult to give exact figures but hope to raise in the region of £50,000 over the next 12 months in grants alone

►Account of Activities over the Previous Year:

N/A

►Account of Plans for Forthcoming Year:



As Above

► **Previous Applications:** Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

N/A

► **Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?**

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No

► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

The cost of the boot camp to us is approx £50 per child. we will limit the camp to 25 places which totals £1250 of which were applying for

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed

[Redacted Signature]

Date 27/05/2024

* Due to the Town Council declaring a climate emergency in 2019, we will no longer be making payments by cheque. Therefore, please could you provide your details below.

Account name	Account number	Sort code
Bang Bang Boxing Club	[Redacted]	[Redacted]

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2023.

Your application must be accompanied by a copy of your most recent published financial accounts.

Grant Aid applications for the financial year 2024/25 will be payable in April/May 2024.



Grant Application Form 2024-25

URGENT REQUEST.

The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By completing this form, you will be providing the Council with your consent to this use.	
►Name of Organisation:	
ROTARY CLUB OF CREDITON BONIFACE	
►Contact Details:	
Title (Mr/Mrs/Miss/MS/Other)	
First Names	SARY
Last Name	ADAMS
Position in Organisation	PRESIDENT 2023/24 & HON. TREASURER
Address	[REDACTED]
Postcode	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details. <i>NO.</i>	
►Purpose/Aims of Organisation:	
ROTARY CLUB. AFFILIATED TO ROTARY GB & I AND ROTARY INTERNATIONAL. A SERVICE CLUB OF VOLUNTEERS COMMITTED TO :- COMMUNITY SERVICE CHARITABLE FUND RAISING & GIVING YOUTH PROJECTS INT. HUMANITARIAN AID SUPPORTING LOCAL CHARITIES FELLOWSHIP	
►Size of Organisation/Number of Members:	
CURRENT 28.	



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

►Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding.

REPLACEMENT DEFIBRILLATOR (FOR HIGH ST. CREDITON).
AT THE END OF APRIL THE DEFIB. WE PURCHASED & FITTED TO
COX'S BUTCHERS PREMISES ON THE HIGH ST. WAS STOLEN.
ITS 'CARRY-BAG' WAS THROWN DOWN IN A SHOP DOORWAY.
IT IS REGISTERED WITH THE AMBULANCE SERVICE; CHECKED
WEEKLY AND HAS NOT BEEN REPORTED AS USED.
THIS DEFIB. HAS BEEN USED 3 TIMES IN PAST 4 YRS AND
ON 2 OCCASIONS IT WAS LIFE SAVING. WE MAINTAIN IT
FROM OUR OWN FUNDS.

►Total cost of the project or scheme requiring funding:

REPLACEMENT COST £1032.

►Amount of Grant applied for:

£250.

►Annual Budget: Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.

FOR THIS ITEM WE HAVE £500 IN OUR DEFIB.
RESERVE — £30 DONATION REC'D — £250 PROMISED
FROM D.C.C. LOCALITY FUNDS (FRANK LETCH).

NOTE —
WE LOOK AFTER 2 DEFIBS IN CREDITON AND ONE
AT NEW BUILDINGS.

►Account of Activities over the Previous Year:

CHARITABLE ACTIVITIES THIS FINANCIAL YEAR
HAVE RAISED £17,000 AND WE HAVE DONATED £16,340
SO FAR,
OUR YEAR RUNS FROM 1st JULY — 30th JUNE EACH YEAR.

►Account of Plans for Forthcoming Year:





CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

PLANS :- 9th JUNE 2024. ST. BENIFACE / SAXON DAY AT NEWCOMBES MEADOW RUNNING FOOD STALL.

6th JULY 2024 PROMS IN THE PARK AT DOWNERS HOUSE WITH TOWN BAND. ALL PROCEEDS FOR HOSPISCARE.

► **Previous Applications:** Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

NONE RECENTLY.

► **Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?** REPLACEMENT DEFIBRILLATOR.

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation’s work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No

► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.

WE NEED TO MAKE THIS PURCHASE ASAP.
COPY OF PRO-FORMA INVOICE ATTACHED.



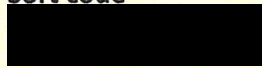




CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717
Email: reception@credition.gov.uk

►Declaration:		
<p>I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.</p> <p>I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.</p>		
Signe		Date 20/05/2024.
<p>* Due to the Town Council declaring a climate emergency in 2019, we will no longer be making payments by cheque. Therefore, please could you provide your details below.</p>		
Account name	Account number	Sort code
ROTARY CLUB OF CREDITON BONIFACE CLUB.		

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2024.

Your application must be accompanied by a copy of your most recent published financial accounts.

Grant Aid applications for the financial year 2024/25 will be payable in April/May 2024.





Statement on Value for Money

Crediton Town Council (CTC) is mindful of its responsibilities and duties to the community. This includes ensuring that best value for money is always obtained with income, including taxpayer's precept contributions, being spent to best advantage for the town and its residents.

In setting its annual budget, CTC considers the cost of ongoing projects and services, as well as the costs involved in maintaining the assets of the town, such as (but not limited to) parks, open spaces and public conveniences.

Provision is also made in the budget for new projects or objectives as identified following consultation with residents or to meet the clear needs of the community.

Budget proposals are reviewed each year by standing Committees, prior to ratification by Council each January. Several policies and procedures exist to ensure best value, most notably in the Council's Financial Regulations.

Any requests for approval of expenditure must include evidence of having sought best value, usually by sourcing at least three quotations for goods and services. In instances of significant expenditure, a formal tender process will be followed.

Expenditure must be authorised by the Town Clerk, the Town Clerk and the Chair, or by Committee, depending on the level of funds involved in each case. Any significant expenditure and all tenders sought will be brought to the relevant Committee for review and authorisation to proceed. The Committee will need to be satisfied that the recommended provider meets a number of criteria, including value for money.

In addition to the ongoing monitoring of budgets by officers, each standing Committee receives a budget monitoring report on a quarterly basis. This enables the Committee to review and monitor expenditure compared to budget throughout the year and provides an opportunity for questions to be raised. The Council's Responsible Finance Officer will maintain an overarching responsibility for ensuring income and expenditure are clearly and correctly reported to Council.

One of the Council's most significant costs is that of staffing. Officer salaries are based on national scales across the sector and all job descriptions are evaluated regularly by the Council Affairs Committee. This ensures that salaries are fair and in line with national standards within the sector.



Anti-Fraud and Corruption Strategy

POLICY STATEMENT

1. Introduction

- 1.1 Good Corporate Governance requires that Crediton Town Council (CTC) demonstrates clearly that it is firmly committed to dealing with fraud and corruption and will deal equally with perpetrators from inside (members and officers) and outside CTC. In addition, there will be no distinction made in investigation and action between cases that generate financial benefits and those that do not. This policy statement, however, will not compromise CTC's commitment to Equal Opportunities or the requirements of the Human Rights Act 1998 and other relevant statutory provision.
- 1.2 This policy statement embodies a series of measures designed to frustrate any attempted fraudulent or corrupt act and the steps to be taken if such action occurs. For ease of understanding it is separated into five areas as below:-
- Section 2 - Culture
 - Section 3 - Prevention
 - Section 4 - Deterrence
 - Section 5 - Detection and Investigation
 - Section 6 - Training
- 1.3 CTC is also aware of the high degree of external scrutiny of its affairs by a variety of bodies such as the Information Commissioner's Office and HMRC. These bodies are important in highlighting any areas where improvements can be made.
- 1.4 Fraud and corruption are defined as:-
Fraud – "the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain". In addition, fraud can also be defined as "the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to mislead or misrepresent".
Corruption – "the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person".
In addition, this policy statement also covers "the failure to disclose an interest in order to gain financial or other pecuniary benefit".

2. Culture

- 2.1 The culture of CTC has always been one of openness and the core values of Value, Fairness and Trust support this. The culture therefore supports the opposition to fraud and corruption.



- 2.2 The prevention/detection of fraud/corruption and the protection of the public purse are responsibilities of everyone, both internal and external to the organisation.
- 2.3 CTC's elected members and officers play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud and corruption, immaterial of seniority, rank or status, in the knowledge that such concerns will, wherever possible, be treated in confidence. The public also has a role to play in this process and should inform CTC if they feel that fraud/corruption may have occurred.
- 2.4 Concerns must be raised when members, officers or the public reasonably believe that one or more of the following has occurred, is in the process of occurring, or is likely to occur:
 - A criminal offence
 - A failure to comply with a statutory or legal obligation
 - Improper or unauthorised use of public or other official funds
 - A miscarriage of justice
 - Maladministration, misconduct or malpractice
 - Endangering an individual's health and/or safety
 - Damage to the environment
 - Deliberate concealment of any of the above.
- 2.5 CTC will ensure that any allegations received in any way, including by anonymous letters or telephone calls, will be taken seriously and investigated in an appropriate manner.
- 2.6 CTC will deal firmly with those who defraud the council or who are corrupt, or where there has been financial malpractice. There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as members/officers raising malicious allegations) may be dealt with as a disciplinary matter (officers) or through Standing Order procedures (members).
- 2.7 When fraud and corruption has occurred due to a breakdown in systems or procedures, CTC will ensure that appropriate improvements in systems of control are implemented in order to prevent a reoccurrence.

3. Prevention

3.1 Role of Elected Members

- 3.1.1 As elected representatives, all members have a duty to the residents of Credition Town to protect the council as a corporate body and public money from any acts of fraud and corruption.
- 3.1.2 This is done through existing practice, compliance with the Code of Conduct, Standing Orders, Financial Regulations and relevant legislation.
- 3.1.3 Elected Members sign to the effect that they have read and understood the Code of Conduct for Members when they take office. Conduct and ethical matters are specifically brought to the



attention of members during induction and include the declaration and registration of interests. Officers advise members of new legislative or procedural requirements.

3.2 Role of the Town Clerk & Responsible Financial Officer

3.2.1 The Town Clerk & Responsible Financial Officer has been designated the statutory responsibilities as defined by s151 of the Local Government Act 1972. These responsibilities outline that every local authority in England & Wales should:

“make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has the responsibility or the administration of those affairs”.

3.2.2 Their responsibility to undertake proper administration encompasses all aspects of local authority financial management including:

- Compliance with the statutory requirements for accounting and internal audit
- Ensuring CTC’s responsibility for ensuring proper administration of it’s financial affairs
- The proper exercise of a wide range of delegated powers both formal and informal
- The responsibility for managing the financial affairs of the local authority in all it’s dealings
- The recognition of the fiduciary responsibility owed to local tax payers.

3.2.3 Under these statutory responsibilities the Town Clerk & Responsible Financial Officer contributes to the anti-fraud and corruption framework.

3.2.4 The Town Clerk & Responsible Financial Officer is responsible for the communication and implementation of this strategy. They are also responsible for ensuring that officers are aware of personnel policies and procedures, Financial Regulations and Standing Orders and that the requirements of each are being met in their everyday business activities.

3.2.5 The Town Clerk & Responsible Financial Officer is expected to create an environment in which officers feel able to approach them with any concerns they may have about suspected irregularities.

3.2.6 Special arrangements may be applied from time to time, for example where officers are responsible for cash handling or are in charge of financial systems and systems that generate payments. These procedures will be supported by relevant training.

3.2.7 CTC recognises that a key preventative measure in dealing with fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential officers, whether for permanent, temporary or casual posts and agency staff. CTC’s recruitment procedure contains appropriate safeguards in the form of written references, the verification of qualifications held and employment history. As in other public bodies, a Disclosure and Barring Service (DBS) check will be undertaken for officers working with or who may have contact with children or vulnerable adults.



3.3 Responsibilities of Officers

3.3.1 Each officer is governed in their work by the Standing Orders and Financial Regulations, and other policies on conduct and on IT usage. Included in the policies are guidelines on Gifts and Hospitality, and codes of conduct associated with professional and personal conduct and conflict of interest. These are issued to all officers when they commence employment.

3.3.2 In addition to paragraph 3.3.1, officers are responsible for ensuring that they follow the instructions given to them by management, particularly in relation to the safekeeping of the assets of the Council.

3.3.3 Officers are expected always to be aware of the possibility that fraud, corruption and theft may exist in the workplace and be able to share their concerns with management.

3.4 Conflicts of Interest

3.4.1 Both elected members and officers must ensure that they avoid situations where there is a potential for a conflict of interest. Such situations can arise with externalisation of services, internal tendering, planning and land issues etc. Effective role separation will ensure decisions made are seen to be based upon impartial advice and avoid questions about improper disclosure of confidential information.

3.5 Official Guidance

3.5.1 In addition to Financial Regulations and Standing Orders, due regard will be had to external and inspectorate recommendations.

3.6 Role of Internal Audit

3.6.1 Internal Audit plays a vital preventative role in trying to ensure that systems and procedures are in place to prevent and deter fraud and corruption.

3.7 Role of the External Auditor

3.7.1 Independent external audit is an essential safeguard of the stewardship of public money. This is currently carried out by PKF Littlejohn LLP through specific reviews that are designed to test (amongst other things) the adequacy of financial systems and arrangements for preventing and detecting fraud and corruption. It is not the external auditors' function to prevent fraud and irregularities, but the integrity of public funds is at all times a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice. The external auditor has a responsibility to review arrangements for preventing and detecting fraud and irregularities, and arrangements designed to limit the opportunity for corrupt practices.



3.7.2 Where External Audit is required to undertake an investigation they will operate within legislation and their codes of conduct.

3.8 Role of the Public

3.8.1 This policy, although primarily aimed at those within or associated with CTC, enables concerns raised by the public to be investigated, as appropriate, by the relevant person in a proper manner.

4. **Deterrence**

4.1 Prosecution

4.1.1 In terms of proceedings, CTC will ensure consistency in its actions to specific cases and to deter others from committing offences against it.

4.2 Disciplinary Action

4.2.1 Theft, fraud and corruption are serious offences which may constitute gross misconduct against the council as a corporate body, and officers will face disciplinary action if there is evidence that they have been involved in these activities. Disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case but in a consistent manner.

4.2.2 Members will face appropriate action under this policy if they are found to have been involved in theft, fraud and corruption against CTC. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case but in a consistent manner. If the matter is a breach of the Code of Conduct, this will be dealt with by the Mid Devon District Council Monitoring Officer.

4.4 Publicity

4.4.1 CTC will optimise the publicity opportunities associated with anti-fraud and corruption activity.

4.4.2 In all cases (both Members and officers) where CTC has suffered a financial loss, the recovery of the loss will be considered.

4.4.3 All anti-fraud and corruption activities, including the update of this policy, will be publicised.

5. **Detection and Investigation**

5.1 In addition to Internal Audit, there are numerous systems and management controls in place to deter fraud and corruption but it is often the vigilance of officers and members of the public that aids detection.



- 5.2 In some cases frauds are discovered by chance or “tip-off” and CTC will ensure that such information is properly dealt with within its whistle blowing policies.
- 5.3 CTC’s Disciplinary Procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by officers. The processes as outlined in paragraph 4.2.2 will cover Members.

6. Awareness and Training

- 6.1 CTC recognises that the continuing success of this strategy and its general credibility will depend in part on the effectiveness of training and awareness for members and officers and accordingly will take appropriate action.

7. Conclusion

- 7.1 CTC has always prided itself on setting and maintaining high standards and a culture of openness, with core values of Value, Fairness and Trust. This strategy fully supports CTC’s desire to maintain an honest authority, free from fraud and corruption.
- 7.2 CTC has in place a network of systems and procedures to assist it in dealing with fraud and corruption when it occurs. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent or corrupt activity that may affect its operation.
- 7.3 CTC will maintain a continuous review of all these systems and procedures through Internal Audit, within Resources.
- 7.4 This policy statement will be reviewed on a regular basis, with a maximum of two years between each review.



Bench Seat Policy

From time to time members of the public will ask Credition Town Council (CTC) to allow them to place a seat on council-owned land, usually in memory of a loved one.

There are quite a few seats already installed in various places, and this policy has been developed to ensure that all seating placed on council-owned land conforms to a reasonable standard, and that there is not an excessive number.

1. All applications must be in writing to the Town Clerk. Where possible details of the seat should be submitted with the application, including its proposed location.
2. All applications will be considered for approval by the Community and Environment Committee.
3. CTC have selected a number of suppliers, as given on the attached sheet, and would encourage donors to choose from this list.
4. All seats must be suitably robust and of a good quality and standard and must be installed by a CTC approved contractor at the donor's expense.
5. Land for the siting of seats is limited and CTC reserves the right to refuse a request, where the decision is final.
6. The donor is welcome to attach a small plaque to the seat. The size must not exceed 6 inches x 4 inches (15cm x 10cm). The words on the plaque must be agreed with CTC prior to the plaque being installed.
7. Nothing other than agreed plaques should be placed on seats at any time.
8. All seats placed on council-owned land becomes property of CTC and it is the responsibility of CTC to insure the seat.
9. CTC reserves the right to relocate seats if necessary and will make every effort to notify the donor prior to such relocation. It is the responsibility of the donor to keep CTC informed of their current address.
10. CTC reserves the right to remove any seat which reaches a state beyond economic repair. every attempt will be made to contact the owner prior to removal.
11. Memorial plaques wherever possible will be returned to the donor if/when the seat is no longer fit for purpose.



Supplier List

Broxap Ltd

Telephone: 01782 564411

Email: sales@broxap.com

Web: www.broxap.com

Corido

Telephone: 020 8655 6242

Email: info@corido.co.uk

Web: www.corido.co.uk

David Ogilvie Engineering Ltd

Telephone: 01563 570061

Email: david@davidogilvie.com

Web: www.davidogilvie.com

Glasdon UK Ltd

Telephone: 01253 600415

Email: wa@glasdon-uk.co.uk

Web: www.glasdon.com

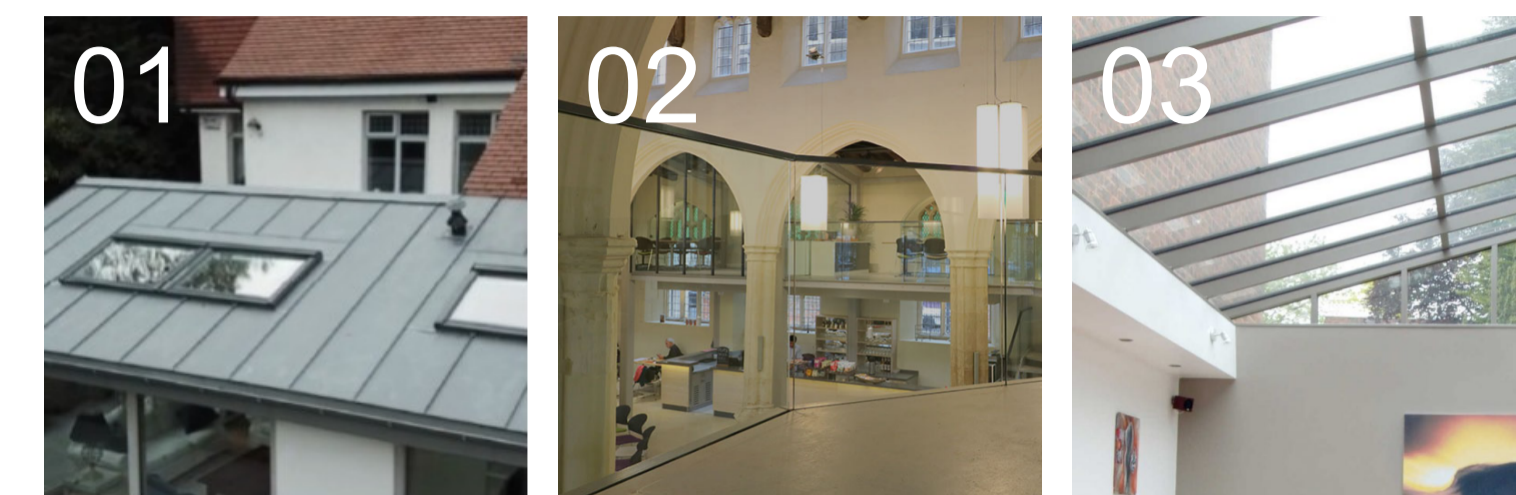
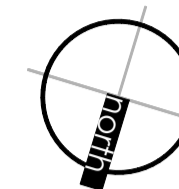
Greenbarnes Ltd

Telephone: 01280 701093

Email: sales@greenbarnes.co.uk

Web: www.greenbarnes.co.uk

10 metres



The building's current northeast-facing principal entrance will be retained and complemented by a new vehicular entrance off Greenaway Road. A previously lackluster flat roof porch extension will give way to modern glazed sliding doors, leading visitors into a striking double-height, vaulted ceiling internal entrance lobby.

Inside, a comprehensive renovation will optimise functionality and accessibility. The layout will be reconfigured to include three separate unisex WCs, strategically grouped for access, privacy, and plumbing efficiency, with one fully compliant with wheelchair accessibility standards. The former flat roof toilet extension will be converted into a versatile office space, offering a quiet area for visitor 'hot desking' or permanent admin staff as needed. The external walls of this space will be lined for improved thermal performance, while a crisp white render coat will rejuvenate the tired brick exterior, complementing the surrounding palette. The dilapidated flat roof will be replaced with a modern zinc standing seam [01] alternative which will match the main extension and create a cohesive aesthetic.

The building's main open-plan function area will be transformed by removing the existing suspended ceiling to reveal the double-height vaulted ceiling, which will be thermally lined for comfort. A mezzanine gallery floor [02] will be added to provide a viewing gallery or secondary activity space. Additionally, a new extension will augment this area, adding approximately 38 square meters of floor space. It will house a well facilitated kitchen complete with a roller shutter servery along with convenient external access for service delivery. An ample equipment store for function chairs, meeting tables, etc. will further enhance the space's flexibility. A glazed link will connect the new extension to the existing structure, providing access to outdoor play and picnic spaces in the front, and a rear courtyard "breakout space" featuring a basketball hoop.

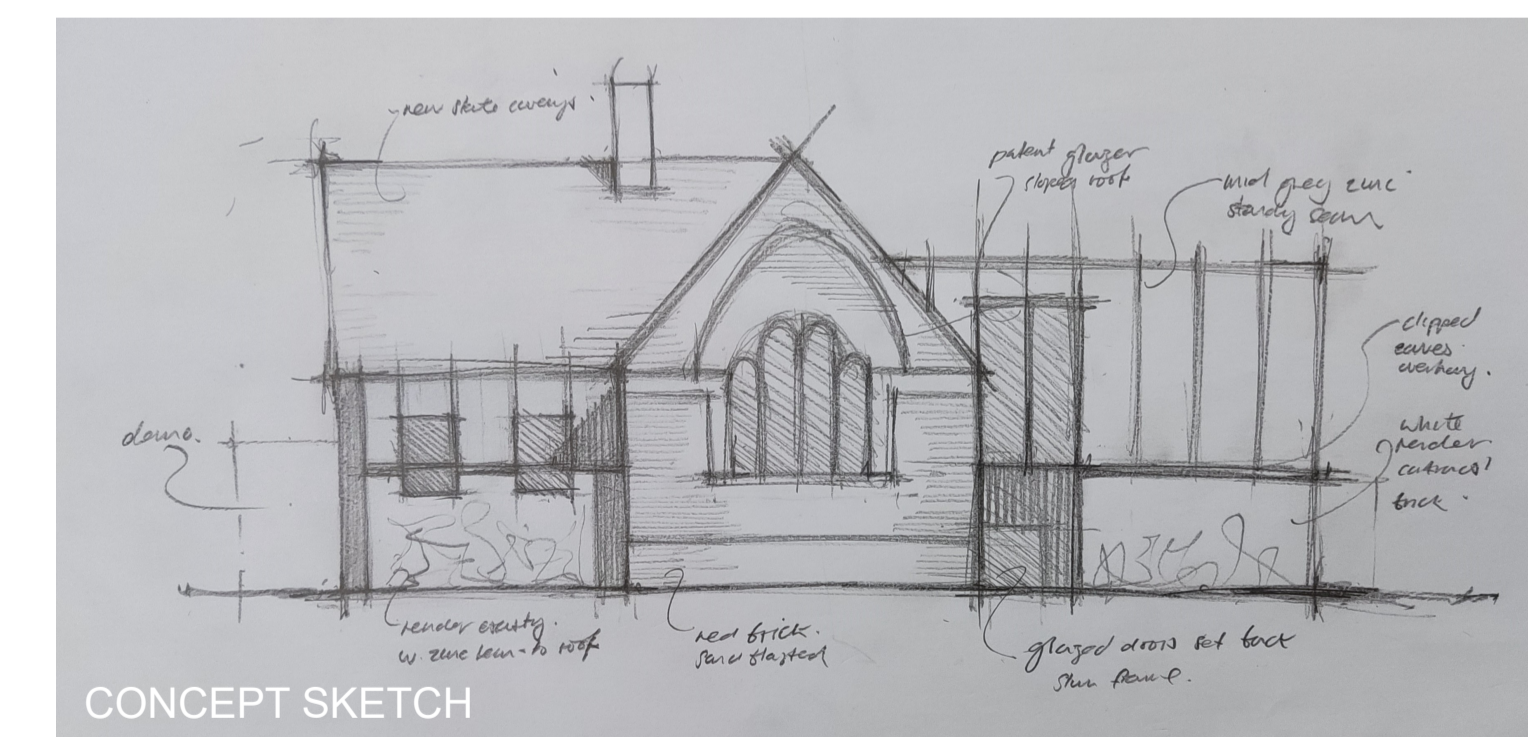
The single-story addition will feature a sloped pitched roof with 'patent glazed' [03] roof lighting opportunities, allowing natural light to flow into the extended main function area. The roof pitch will provide a complementary contrast to the original building's steep, heavy masonry ecclesiastical gables and a reference to the neighboring housing development's form along Lansdown Road.

The proposed development promises to be a transformative addition to the town, offering a striking architectural landmark and a much-needed community hub. By rejuvenating the worn-out site, the project will replace a patchwork of outdated, low-quality extensions and outbuildings with a cohesive structure that not only enhances the area's aesthetic appeal but also prioritizes functionality and sustainability.

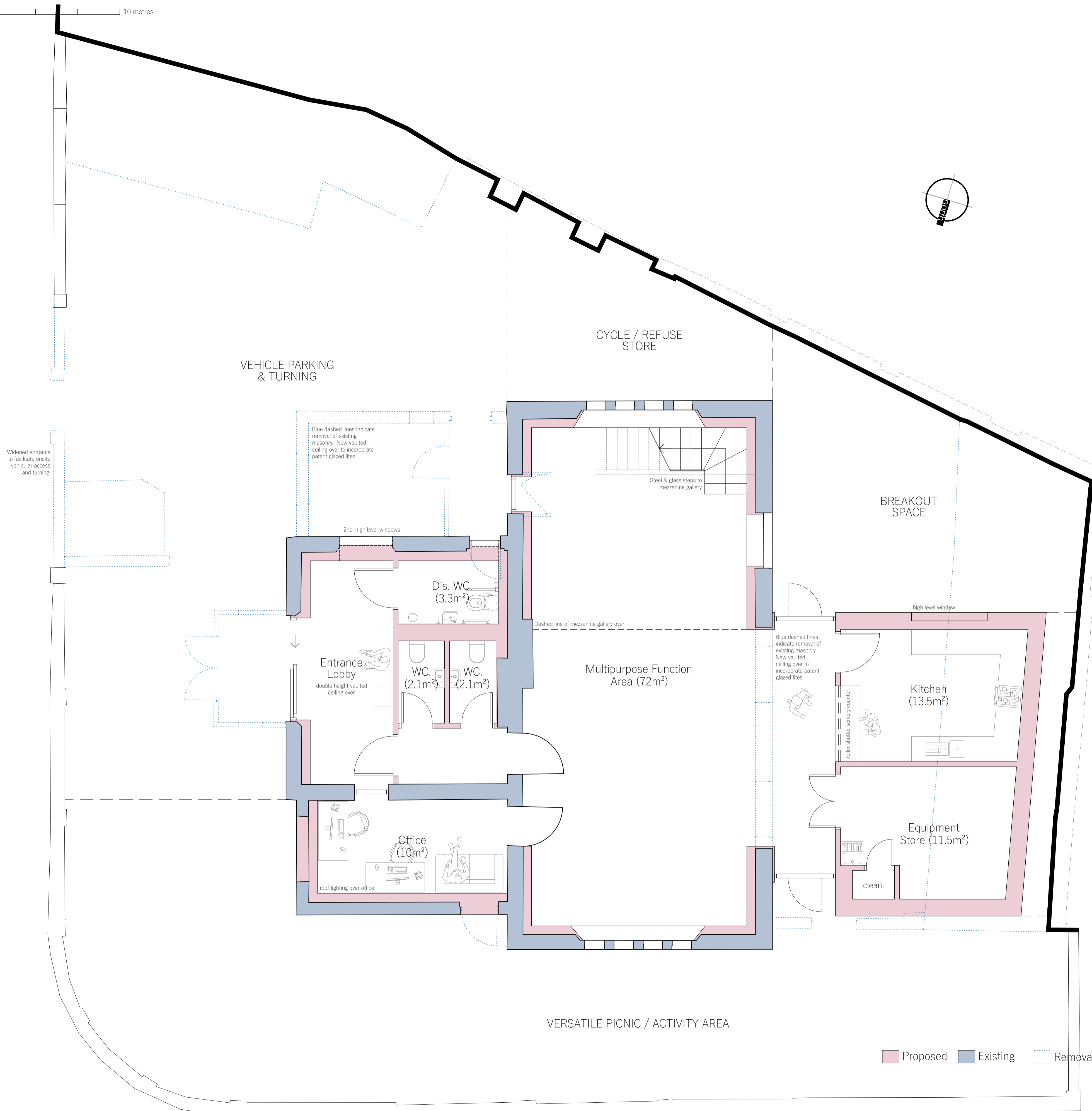
In addition to its architectural significance, the retained structures will feature significant thermal performance enhancements, ensuring energy efficiency and reducing environmental impact. Moreover, inclusivity will be a core focus, with enhanced accessibility features integrated seamlessly into the original structure. This will include mobility thresholds, automatic entrance doors, widened doorways, enlarged sanitary accommodation and wheel chair accessible switches and counters to ensure that the facility is welcoming and accessible to all members of the community.

Importantly, this new architecture will harmonise with rather than overshadow the elegant Gothic-inspired grandeur of the original Victorian edifice. The envisioned design prioritizes a refined and uncluttered aesthetic, with a simple palette drawn from the locality, ensuring that the streetscape is elevated with a modern yet respectful touch.

Overall, the development aims to breathe new life into the area, seamlessly blending historical charm with contemporary functionality and sustainability for the benefit of the entire community.



CONCEPT SKETCH



Proposed Existing Removals