



To All Credition Town Councillors

You are hereby summoned to attend a **Oversight Committee meeting**, which will be held on **Tuesday, October 15, 2024, at 19:00, at Old Landscore School Credition, 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, 10 October 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**

### **58 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **59 - 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)

### **60 - Apologies**

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

### **61 - Declarations of Interest and Request for Dispensations**

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

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

### **62 - Climate Emergency**

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

### **63 - 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

### **64 - Chair's and Clerk's Announcements**

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

### **65 - Oversight Committee Minutes**

To approve and sign the minutes of the meeting held on Tuesday 10 September 2024, as a correct record (minutes will be issued with the agenda)

### **66 - Finance**

**66.1 - To receive and approve transactions between 01 September 2024 and 30 September 2024**

**66.2 - To receive and approve the bank reconciliation to 30 September 2024**

**66.3 - To note bank account balances to 30 September 2024**

#### **66.4 - To note year to date report**

#### **67 - MDDC assets and funding**

To receive the report regarding assets and funding and to consider the recommendations therein

#### **68 - Review and Adoption of Policies**

Sexual Harassment Policy

#### **69 - Devon County Council Pension Fund request**

To receive the report by Cllr Backhouse and consider the recommendations therein

#### **70 - Old Landscore School**

To receive an update from the Town Clerk

#### **71 - Website**

To receive the report regarding the website and to consider the recommendations therein

#### **72 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 12 November 2024

#### **73 - 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

#### **74 - Staffing**

Half yearly update on staffing and to agree any further considerations

#### **75 - Council Offices**

To receive the report from the Town Clerk and to consider the recommendations therein

#### **76 - Reports Pack**

#### **Attachments – for internal use only**

[2024-09-10 - Oversight Committee - Minutes.docx](#)

[Transactions 1 Sept - 30 Sept.pdf](#)

[Bank rec as at 30 Sept.pdf](#)

[Bank balances at as 30 Sept.PDF](#)

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

[EMR balances as at 30 Sept.pdf](#)

[Assets MDDC Report.docx](#)

[Sexual Harassment Policy.docx](#)

[Pensions Report.docx](#)

[Website Report.docx](#)



**Minutes of the Oversight Committee of the Democratic Services held on Tuesday,  
September 10, 2024 at 19:00 at Old Landscore School, Greenway, Credition, EX17 3LP**

**Present:** Cllrs S Huxtable, R Backhouse, L Brookes-Hocking, J Cairney, G Cochran,  
G Fawssett and J Harris

**Apologies:** Cllr F Letch

**Minute Taker:** Rachel Avery

## MINUTES

### 41 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 42 PUBLIC QUESTION TIME

There were no members of the public present.

### 43 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr F Letch, due to illness.  
(Proposed by Cllr Huxtable)

### 44 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

There were no declarations of interest.

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

There were no dispensation requests.

### 45 ORDER OF BUSINESS

There were no dispensation requests.

### 46 CHAIR'S AND CLERK'S ANNOUNCEMENTS

It was **noted** that budgeting workshops would be held in November.

### 47 OVERSIGHT COMMITTEE MINUTES

**Decision:** The minutes from the Oversight Committee meeting held on Tuesday, 23 July,  
2024, were approved as a correct record. (Proposed by Cllr Harris)

### 48 FINANCE

#### 48.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JULY 2024 AND 31 AUGUST 2024

**Decision:** The transactions between 01 July 2024 and 31 July 2024 were approved. (Proposed by Cllr Cochran)

#### 48.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 AUGUST 2024

**Decision:** The bank reconciliation to 31 August 2024 was approved. (Proposed by Cllr Cochran)

#### 48.3 TO NOTE BANK ACCOUNT BALANCES TO 31 AUGUST 2024

The bank account balances as of 31 August 2024, were **noted**.

#### 48.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT

The document was **noted**.

#### 49 KINGS PORTRAIT

Consideration was given to whether the town council should apply for the free Kings Portrait, noting that the recent poll had been limited due to only being on Facebook. It was noted that in the future, any public poll should be further reaching.

**Decision:** It was **resolved** to approve the acceptance of the Kings Portrait. (Proposed by Cllr Huxtable, Cllrs Fawssett and Backhouse voted against)

#### 50 COMMUNITY GRANT POLICY 2024/25

The report regarding the allocation of Community Grants was considered.

The following points were made:

- Maintaining a grants budget of 10% of the budget is important
- That organisations could apply for both core funding and grants for one-off projects
- That it may be difficult to decide how much to allocate to small grants
- That requirements must be tightened to ensure transparency and effectiveness of grant funding
- That decisions delegated to the Town Clerk would be fed back to the Grants Sub-Committee, and any applications that are deemed appropriate to take to the sub-committee, will be, in consultation with the Town Clerk and Chair.

**Decision:** It was **resolved** to approve the recommendations contained within the report. (Proposed by Cllr Huxtable)

#### 51 OLD LANDSCORE SCHOOL

It was **noted** that the Town Clerk would be meeting with the architect next week and would provide an update at the next meeting.

#### 52 CREDITON YOUTH SERVICE ACTION PLAN

It was **noted** that the Action Plan is being worked on and will be discussed at the next meeting of the Youth Service Sub-Committee.

**Decision:** It was **resolved** to move the date of the next Youth Service Sub-Committee to Tuesday 15 October 2024.

**53 CCTV**

The report regarding CCTV maintenance was considered.

**Decision:** I was **resolved** to approve the quoted received from Contractor B, Select Electrics, to undertake annual maintenance of CCTV. (Proposed by Cllr Huxtable)

**54 DATE OF NEXT MEETING**

Decision: It was resolved to move the date of the next meeting to Tuesday 15 October 2024. (Proposed by Cllr Huxtable)

**55 PART II**

**Decision:** It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

**56 COUNCIL OFFICES**

A verbal report was provided by the Town Clerk.

**57 REPORTS PACK**

Signed .....

Dated.....

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>180,558.06</b>					<b>180,558.06</b>	
	Banked <b>02/09/2024</b>	<b>50.00</b>						
#119	Hotchkiss Warburton	50.00			1250	390	50.00	Christmas sponsorship
	Banked <b>05/09/2024</b>	<b>10.00</b>						
#120	Youth Club (YW)	10.00			1240	410	10.00	Membership subs
	Banked <b>10/09/2024</b>	<b>10.00</b>						
#121	Youth Club (YW)	10.00			1240	410	10.00	Subs - Project Night
	Banked <b>11/09/2024</b>	<b>18.00</b>						
#122	Youth Club (YW)	18.00			1240	410	18.00	Membership subs
	Banked <b>11/09/2024</b>	<b>20.00</b>						
#123	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
	Banked <b>11/09/2024</b>	<b>50.00</b>						
#124	Nikki Blanchford Hair	50.00			1250	390	50.00	Christmas sponsorship
	Banked <b>12/09/2024</b>	<b>43.00</b>						
#125	Youth Club (YW)	3.00			1240	410	3.00	Membership subs
#126	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
#127	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
	Banked <b>13/09/2024</b>	<b>20.00</b>						
#128	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
	Banked <b>16/09/2024</b>	<b>20.00</b>						
#129	Youth Club (YW)	20.00			1240	410	20.00	Subs - Outdoor Club
	Banked <b>18/09/2024</b>	<b>14.99</b>						
#130	Ebay	14.99			4110	120	14.99	Refund - coffee filter
	Banked <b>23/09/2024</b>	<b>188.00</b>						
#131	Sustainable Crediton	188.00			1280	130	108.00	Room hire - The Hub
					1280	130	80.00	Gazebo hire
	Banked <b>24/09/2024</b>	<b>82.02</b>						
#132	Youth Club (YW)	20.00			1240	410	20.00	Subs - Projects Night
#133	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
#134	Allotment Moffats	42.02			1150	170	38.08	M3 Rent 24/25
					1170	180	3.94	M3 BAA 24/25
	Banked <b>26/09/2024</b>	<b>310.57</b>						
#135	Youth Club (YW)	3.00			1240	410	3.00	Membership subs
#136	Youth Club (YW)	20.00			1240	410	20.00	Membership subs
#137	Allotment Barnfield	116.81			1150	160	19.88	B12C Rent 24/25
					1170	180	2.06	B12C BAA 24/25
					1150	160	29.12	B4 Rent 24/25
					1170	180	3.02	B4 BAA 24/25
					1150	160	56.84	B7A Rent 24/25
					1170	180	5.89	B7A BAA 24/25

## Receipts for Month 6

## 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>
#138	Allotment Exhibition	125.76			1150	150	21.28	E5A Rent 24/25
					1170	180	2.20	E5A BAA 24/25
					1150	150	19.60	E6C Rent 24/25
					1170	180	2.03	E6C BAA 24/25
					1150	150	26.32	E5 Rent 24/25
					1170	180	2.73	E5 BAA 24/25
					1150	150	46.76	E12A Rent 24/25
					1170	180	4.84	E12A BAA 24/25
#139	CISCO	45.00			1280	130	45.00	Room hire - Bungalow
	Banked 27/09/2024	301.86						
#140	Allotment Exhibition	175.22			1150	150	11.48	E19C Rent 24/25
					1170	180	1.19	E19C BAA 24/25
					1150	150	12.04	E14B Rent 24/25
					1170	180	1.25	E14B BAA 24/25
					1150	150	17.64	E29C Rent 24/25
					1170	180	1.83	E29C BAA 24/25
					1150	150	31.92	E7A Rent 24/25
					1170	180	3.31	E7A BAA 24/25
					1150	150	42.56	E6A Rent 24/25
					1170	180	4.41	E6A BAA 24/25
					1150	150	43.12	E3A Rent 24/25
					1170	180	4.47	E3A BAA 24/25
#141	Allotment Barnfield	76.64			1150	160	19.60	B12D Rent 24/25
					1170	180	2.03	B12D BAA 24/25
					1150	160	20.44	B5D Rent 24/25
					1170	180	2.12	B5D BAA 24/25
					1150	160	29.40	B3C Rent 24/25
					1170	180	3.05	B3C BAA 24/25
#142	Adams Home Hardware	50.00			1250	390	50.00	Christmas sponsorship
	Banked 30/09/2024	416.23						
#143	Allotment Barnfield	171.50			1150	160	17.36	B2C Rent 24/25
					1170	180	1.80	B2C BAA 24/24
					1150	160	26.04	B2E Rent 24/25
					1170	180	2.70	B2E BAA 24/25
					1150	160	17.36	B12 Rent 24/25
					1170	180	1.80	B12 BAA 24/25
					1150	160	28.00	B1E Rent 24/25
					1170	180	2.90	B1E BAA 24/25
					1150	160	32.48	B11B Rent 24/25
					1170	180	3.36	B11B BAA 24/25
					1150	160	34.16	B4C Rent 24/25
					1170	180	3.54	B4C BAA 24/25
#144	Allotment Exhibition	244.73			1150	150	14.00	E27A Rent 24/25
					1170	180	1.45	E27A BAA 24/25
					1150	150	16.80	E28B Rent 24/25
					1170	180	1.74	E28B BAA 24/25
					1150	150	17.36	E19A Rent 24/25



**Receipts for Month 6**

**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>
					1170	180	1.80	E19A BAA 24/25
					1150	150	20.16	E19D Rent 24/25
					1170	180	2.09	E19D BAA 24/25
					1150	150	24.64	E18B Rent 24/25
					1170	180	2.55	E18B BAA 24/25
					1150	150	35.00	E5B Rent 24/25
					1170	180	3.63	E5B BAA 24/25
					1150	150	46.76	E4A Rent 24/25
					1170	180	4.84	E4A BAA 24/25
					1150	150	47.04	E30 Rent 24/25
					1170	180	4.87	E30 BAA 24/25
	Banked 30/09/2024	62.73						
#145	Allotment Exhibition	62.73			1150	150	32.20	E17A Rent 24/25
					1170	180	3.34	E17A BAA 24/25
					1150	150	24.64	E27 Rent 24/25
					1170	180	2.55	E27 BAA 24/25
<b>Total Receipts for Month</b>		1,617.40	0.00	0.00			1,617.40	
<b>Cashbook Totals</b>		<u>182,175.46</u>	<u>0.00</u>	<u>0.00</u>			<u>182,175.46</u>	

## Payments for Month 6

## 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>
02/09/2024	Argos	CARD #360	21.95			4520	340	21.95	Newcombes toilet- sensor light
02/09/2024	EE Ltd	DD #361	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
02/09/2024	Mr C Pugsley	SO #362	833.33			4390	250	833.33	Bungalow rent - September
05/09/2024	Cloudy IT	DD #363	28.80		4.80	4070	120	24.00	IT support - tablets
06/09/2024	Adams	BACS #364	33.95		5.66	4020	365	28.29	Town maintenance - supplies
06/09/2024	VOYC Devon	BACS #365	80.00			4190	130	80.00	Safeguarding training
06/09/2024	Time Assured Ltd	BACS #366	288.00		48.00	4230	240	240.00	Town Clock - annual service
06/09/2024	Crediton & District Netball	BACS #367	300.00			4750	420	300.00	Grant funding 24/25
06/09/2024	Lamps and Tubes Illuminations	BACS #368	1,432.80		238.80	4650	390	1,194.00	Cross street displays
06/09/2024	Allied Surveyors & Valuers Ltd	BACS #369	2,100.00		350.00	4230	250	1,750.00	██████████ survey
						338	0	-1,750.00	██████████ survey
						6000	250	1,750.00	██████████ survey
06/09/2024	Exe Valley Maintenance Service	BACS #370	6,238.80		1,039.80	4620	380	5,199.00	Watering of floral displays
09/09/2024	Ebay	CARD #371	14.99			4110	120	14.99	Office equipment
09/09/2024	British Gas	DD #372	23.74		1.13	4290	340	22.61	Electricity Newcombes toilet
10/09/2024	Octopus Energy	DD #373	17.18		0.82	4290	210	16.36	Electricity - Bandstand
11/09/2024	Nexus Open Systems	DD #374	375.44		62.57	4070	120	312.87	IT support - August
12/09/2024	Design Print Banner Ltd	CARD #375	14.58		1.60	4140	130	12.98	Orderly stickers
13/09/2024	Morrisons	CARD #376	27.60			4720	410	27.60	Youth - girls group supplies
13/09/2024	E Anderson	BACS #377	7.20			4130	130	7.20	Expenses
13/09/2024	Guardian Security	BACS #378	180.00		30.00	4470	300	150.00	Call out fee
13/09/2024	M J Turnbull	BACS #379	700.00			4260	190	700.00	SMG maintenance
13/09/2024	SLCC	BACS #380	718.00		78.00	4190	130	640.00	National Conference 2024
13/09/2024	SLCC	BACS #381	3,250.00			4190	130	3,250.00	RA Level 6 payment
16/09/2024	Etsy	CARD #382	14.44			4470	300	14.44	Replacement tree plaque
18/09/2024	British Gas	DD #383	50.41		2.40	4290	250	48.01	Electricity - Bungalow
20/09/2024	Tesco	CARD #384	5.33			4720	410	5.33	Youth - refreshments
20/09/2024	Wage payments	BACS #385	10,273.95			4000	110	7,506.11	Salaries - Sept
						4005	110	2,767.84	Salaries - Sept
20/09/2024	HMRC	BACS #386	2,506.97			4030	110	2,262.89	NI/PAYE - September
						4010	110	244.08	NI/PAYE - September
23/09/2024	British Gas	DD #387	7.35		0.35	4290	250	7.00	Standing charge - front office
23/09/2024	Peninsula Pensions	BACS #388	3,365.93			4040	110	3,365.93	Pensions - Sept
24/09/2024	Everflow	DD #389	39.73			4235	250	19.21	Water - Bungalow
						4235	350	20.52	Water - OLS
25/09/2024	Trainline	CARD #390	104.79			4130	130	104.79	Train tickets - SWIB awards
26/09/2024	Concorde	DD #391	64.55		10.76	4060	120	53.79	Printing charges - July
26/09/2024	██████████	BACS #392	910.00			4480	320	910.00	Garage rent - payment 1
27/09/2024	Adams	CARD #393	3.78		0.63	4720	410	3.15	Youth - Green Fair supplies
27/09/2024	Spar	CARD #394	4.53			4720	410	4.53	Youth - ParkFun refreshments
27/09/2024	Valda Energy	DD #395	377.31		17.97	4290	340	8.40	Electricity - Newcombes toilet
						4290	250	50.70	Gas - Bunaglow
						4290	250	39.69	Electricity - Bungalow

## Payments for Month 6

## 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>
						4290	350	260.55	Electricity - OLS
30/09/2024	Concorde	DD #396	178.51		29.75	4075	120	148.76	Telephone charges
30/09/2024	Nexus Open Systems	DD #397	215.86		35.98	4070	120	179.88	IT support - August
30/09/2024	South West in Bloom	BACS #398	60.00			4610	380	60.00	Tickets - SWIB Awards
30/09/2024	Crediton Auto Services	BACS #399	80.61			4235	170	80.61	Water - Moffats Land
30/09/2024	The Turning Tides Project	BACS #400	1,152.00			4020	365	1,152.00	Town maintenance - August
30/09/2024	The Turning Tides Project	BACS #401	1,464.00			4020	365	1,464.00	Town maintenance - July
<b>Total Payments for Month</b>			37,587.12	0.00	1,962.47			35,624.65	
<b>Balance Carried Fwd</b>			144,588.34						
<b>Cashbook Totals</b>			<u>182,175.46</u>	0.00	<u>1,962.47</u>			<u>180,212.99</u>	

## Receipts for Month 6

## 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>
<b>Balance Brought Fwd :</b>		<b>452,453.93</b>					<b>452,453.93</b>	
	Banked <b>03/09/2024</b>	<b>1,935.49</b>						
CCLA #6	CCLA	1,935.49			1090	120	1,935.49	Interest on account
<b>Total Receipts for Month</b>		1,935.49	0.00	0.00			1,935.49	
<b>Cashbook Totals</b>		<u>454,389.42</u>	<u>0.00</u>	<u>0.00</u>			<u>454,389.42</u>	

## Payments for Month 6

## 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>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		454,389.42						
	<b>Cashbook Totals</b>		454,389.42	0.00	0.00			454,389.42	

**Bank Reconciliation Statement as at 30/09/2024  
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	30/09/2024	272	144,588.34
			<u>144,588.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			144,588.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			144,588.34
		<b>Balance per Cash Book is :-</b>	<b>144,588.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	30/09/2024		454,389.42
			<u>454,389.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			454,389.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			454,389.42
		<b>Balance per Cash Book is :-</b>	<b>454,389.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

---

**Crediton Town Council**

**Bank - Cash and Investment Reconciliation as at 30 September 2024**

---

**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/09/2024	Co-Operative Current 15006951	144,588.34	
30/09/2024	Cambridge & Counties 15006951	0.00	
30/09/2024	Nationwide Account 90097276	87,127.56	
30/09/2024	United Trust Bank	0.00	
30/09/2024	CCLA	454,389.42	
			<b>686,105.32</b>

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**686,105.32**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	144,588.34
2	Cambridge & Counties 6951	0.00
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	0.00
7	CCLA	454,389.42
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>686,105.32</b>



Year To Date Budget 2024-2025

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget Spent	Remaining	Total Spend
<b>Salaries</b>																
Salaries, Including NI & Pensions	£ 220,000.00	16345	16434	16332	16301	16527	16147							45%	121,914	98,086
Payroll	£ 250.00	0	0	0	0	0								0%	250	-
<b>Office Administration</b>																
Photocopier/Printing	£ 1,000.00	-47	47	21	53	24	54							15%	848	152
Postage	£ 350.00	112	0	3	6	0	0							35%	229	121
IT Support	£ 6,000.00	198	511	337	517	691	517							46%	3,229	2,771
Telephone/Broadband	£ 1,800.00	192	149	149	149	149	149							52%	863	937
Audit Fees	£ 2,500.00	0	853	500	0	0	0							54%	1,147	1,353
Stationery	£ 700.00	24	25	60	0	2								16%	589	111
Software	£ 4,500.00	0	1333	0	0	0	0							30%	3,167	1,333
Reference books	£ 150.00	0	0	0	0	0	0							0%	150	-
Security Waste Collection	£ 50.00	0	0	0	0	12								24%	38	12
Legal/Professional Services	£ 5,000.00	0	0	0	0	0	0							0%	5,000	-
Insurance	£ 6,000.00	0	3938	0	105	300								72%	1,657	4,343
Office Equipment	£ 2,200.00	0	176	27	0	100								14%	1,897	303
Other	£ 700.00	0	0	76	18	4								14%	602	98
Office Supplies/Consumables	£ 500.00	33	55	45	20	65								44%	282	218
<b>Council and Councillors</b>																
Councillor/Clerk Expenses	£ 1,500.00	0	89	71	54	15	112							23%	1,159	341
Councillor e-mail addresses	£ 770.00	0	0	0	0	0								0%	770	-
Advertising	£ 1,000.00	0	0	0	0	450	13							46%	537	463
Mayor's Allowance	£ 600.00	0	0	0	0	0	0							0%	600	-
Councillor Allowances	£ 1,600.00	0	720	0	0	0	0							45%	880	720
Annual Town Meeting	£ 200.00	0	0	0	90	0								45%	110	90
Mayor's Reception	£ 2,308.00	0	808	0	0	0	0							35%	1,500	808
Hospitality	£ 300.00	0	0	0	0	0	0							0%	300	-
Remembrance Day	£ 1,200.00	0	20	248	0	28								25%	904	296
Website	£ 2,000.00	275	0	0	0	0	0							14%	1,725	275
Website Accessibility Work	£ -	0	0	0	0	0	0							0%	-	-
Subscriptions	£ 2,000.00	0	357	1415	0	0								89%	228	1,772
Staff/Councillor Training	£ 7,000.00	0	0	0	0	0	3970							57%	3,030	3,970
Honorarium	£ 400.00	0	0	0	0	0	0							0%	400	-
Parking Permit	£ 600.00	0	0	0	0	0	0							0%	600	-
Public Consultations	£ 500.00	0	0	0	0	0	0							0%	500	-
Meeting Room Charges	£ 500.00	0	0	0	0	0	0							0%	500	-
Other expenditure: Food Festival*	£ -	0	1392	2901	165	625								0%	5,083	5,083
Civic Functions	£ 5,000.00	0	0	0	833	165								20%	4,002	998
<b>Allotments</b>																
Exhibition Road general/scheduled maintenance	£ 950.00	0	0	0	130	65								21%	755	195
Exhibition Road water/water maintenance and repairs	£ 850.00	0	0	0	0	0								0%	850	-
Barnfield general/scheduled maintenance	£ 900.00	0	0	0	170	0								19%	730	170
Barnfield water/water maintenance and repairs	£ 775.00	0	0	0	30	0								4%	745	30
Moffats general/scheduled maintenance	£ 200.00	0	0	0	0	0								0%	200	-
Moffats water/water maintenance and repairs	£ 500.00	0	0	0	0	0	81							16%	419	81
Boniface Allotments Association fees	£ 300.00	41	0	0	0	0								14%	259	41
<b>Property and Assets</b>																
Peoples Park maintenance	£ 3,600.00	-100	100	0	120	0								3%	3,480	120
Peoples Park grass cutting	£ 5,000.00	-205	205	0	1025	510								31%	3,465	1,535
Peoples Park Memorial Garden	£ 1,500.00	-625	625	0	0	0	700							47%	800	700
Peoples Park Wildlife Area	£ 250.00	0	0	0	0	0								0%	250	-
Upper Deck general maintenance and cleaning	£ 600.00	0	0	0	40	75								19%	485	115
Bandstand electricity	£ 440.00	0	16	16	17	19	16							19%	356	84
Bandstand cleaning and general maintenance	£ 800.00	-525	525	0	0	0								0%	800	-
War Memorial netting	£ -	0	0	0	0	0								0%	-	-
War Memorial cleaning and general maintenance	£ 300.00	0	0	0	220	0								73%	80	220
Street Furniture general maintenance	£ 1,500.00	-250	250	0	0	0								0%	1,500	-
Street Furniture bus shelter maintenance	£ -	0	0	0	0	0								0%	-	-
Town Clock	£ 1,000.00	0	0	0	0	0	240							24%	760	240
Stoney Park maintenance	£ 450.00	-400	0	0	0	0								-89%	850	-400
Boniface Statue maintenance and cleaning	£ 350.00	-95	95	0	0	0								0%	350	-
Millenium Cross maintenance and cleaning	£ 150.00	0	0	0	0	0								0%	150	-
Garage rental	£ 1,820.00	0	0	0	0	0	910							50%	910	910
Public open spaces including Spinningpath Gardens and Fulda Crescent	£ 2,500.00	44	0	0	120	300								19%	2,036	464
Newcombes Meadow toilets water	£ 2,400.00	-1087	177	28	28	27								-34%	3,227	-827
Newcombes Meadow toilets electricity	£ 1,320.00	8	36	30	31	30	31							13%	1,154	166
Newcombes Meadow toilets supplies	£ 400.00	1	11	0	0	0	22							9%	366	34
Newcombes Meadow toilets door locking	£ 150.00	0	0	0	0	0								0%	150	-
Old Landscore School electricity	£ 4,400.00	18	74	128	21	52	261							13%	3,846	554







# CREDITON TOWN COUNCIL

## MDDC Assets Transfer/Finance Sharing Report

**Report by:** Town Clerk  
**To:** Oversight Committee  
**Date:** For consideration on 15 October 2024

### **Recommendation**

To consider the report and agree any further actions, for consideration in November by the Oversight Committee and Full Council.

#### **1. Purpose**

1.1 This report provides an overview of the ongoing dialogue between officers at MDDC and CTC

#### **2. Background**

2.1 Following the letter received from MDDC in November 2022, the Town Clerk has remained committed to an open dialogue with them regarding future services for Credition.

2.2 A list of assets and responsibilities were requested, and a copy of the document has been provided separately to members. The document highlights service areas and assets held by MDDC, but does not necessarily show an accurate cost.

2.3 MDDC are projecting a £661,000 shortfall in funding for the financial year 2025/26.

#### **3. Proposals**

3.1 To review the document, noting areas that require further discussion.

3.2 A further request for financial assistance relating to the paddling pool has been made. Major investment is required and an urgent response is required as to whether CTC can provide funding circa £20,000.00.

3.3 The Town Clerk suggests consideration of the following:

- Town Square (not on asset list sent in July) – That CTC receives the asset as a transfer and maintains it fully (CTC already undertake all bookings, except for the Farmers Market). There has been discussion previously about taking on the Market Street toilets alongside, but CTC would not necessarily be able to do this straight away (and it is worth noting that investment is required in them), but that a discussion is maintained about a future transfer of them which is not chained to the asset transfer of the Town Square

- Open spaces – That CTC considers the transfer of all parks in Credition, including Newcombes Meadow and the infrastructure in it. CTC should consider a joined-up consultation on the future and possible consolidation of play areas, to eventually remove play equipment from the smaller parks to create amenity space and to ensure their maintenance, but to invest in the larger parks and to create a Play Strategy for the town.

- Cemetery – That CTC consider a transfer of this asset, taking on full maintenance and responsibility for interments.

- Storage at Union Road – It is understood that there is an MDDC-owned storage room in this location, which was used by what was once the 'parish sweeper'. CTC would welcome any type of storage in Credition and would appreciate a discussion on its use and whether it can be used and maintained by CTC.

#### **4. Financial Implications**

4.1 There will be financial implications in taking on either assets or providing a financial contribution to MDDC. The Town Clerk has started to undertake costing exercises, but it has been difficult to do so without the relevant information. Should CTC wish to fully investigate service areas, costings will be

**5. Climate Implications**

5.1 There are no specific climate implications arising from this report, but further investigation will be undertaken.

**6. Conclusion**

6.1 Should CTC not wish to take on any assets or provide financial assistance, it may be that some services are cut or delivered less frequently.

6.2 Detailed consideration of financial requirements will be required to ensure that the delivery of any future service, whether delivered by MDDC or CTC, are value for money and sustainable.



## SEXUAL HARRASSMENT POLICY

### SCOPE

Credition Town Council (CTC) deplores all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for us. This includes employees, workers, agency workers, volunteers and contractors in all areas of CTC.

### INTRODUCTION

- 1) All members of staff are entitled to be treated with dignity and respect in their place of work. This means freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour does arise.
- 2) Sexual harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 as amended.
- 3) The law requires employers to take reasonable steps to prevent sexual harassment of their workers. CTC will take action to prevent sexual harassment from occurring and have clear reporting procedures for staff to make a complaint about sexual harassment. If you have been sexually harassed, or you have witnessed sexual harassment, you are encouraged to tell us so that we can deal with the matter swiftly.
- 4) CTC has overall responsibility for the operation of this policy but may delegate elements of implementation or decision making to the Town Clerk. The Town Clerk will maintain an open-door policy. All members of staff have a responsibility to behave in line with the requirements of this policy.
- 5) Instances of sexual harassment or victimisation may lead to disciplinary action including termination of employment.
- 6) This policy is reviewed regularly to ensure it remains up to date and to monitor its effectiveness. Any changes required will be implemented and communicated to staff and councillors.

### DEFINITIONS

- 1) Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex.
- 2) Sexual harassment may be committed by a fellow worker, an agent of an organisation, or a third party. It does not need to occur in person. It can occur via digital means including social media sites or channels e.g. Whats App. Someone may be sexually harassed even if they were not the target of the behaviour. Examples of sexual harassment include, but are not limited to:
  - a) sexual comments or jokes, which may be referred to as 'banter'
  - b) displaying sexually graphic pictures, posters or photos

- c) suggestive looks, staring or leering
  - d) propositions and sexual advances
  - e) making promises in return for sexual favours
  - f) sexual gestures
  - g) intrusive questions about a person's private or sex life or a person discussing their own sex life
  - h) sexual posts or contact in online communications including on social media
  - i) spreading sexual rumours about a person
  - j) sending sexually explicit emails, text messages or messages via other social media
  - k) unwelcome touching, hugging, massaging or kissing.
- 3) Victimization is subjecting someone to detriment because they have done, are suspected of doing, or intend to do an act which is protected under discrimination and harassment laws. It is not necessary for the person to have done the protected act in order for detrimental treatment to be considered as victimization.
- 4) The protected acts are:
- a) making a claim or complaint under the Equality Act 2010 (for example, for discrimination or harassment)
  - b) helping someone else to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010
  - c) making an allegation that someone has breached the Equality Act 2010
  - d) doing anything else in connection with the Equality Act 2010.
- 5) Examples of victimization may include:
- a) Failing to consider someone for promotion because they have previously made a sexual harassment complaint
  - b) Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint
  - c) Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment.

## **CIRCUMSTANCES WHICH ARE COVERED**

This policy covers behaviour which occurs in the following situations:

- a) a work situation
- b) a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch, a business trip or social functions
- c) outside of a work situation but involving a colleague or other person connected to CTC, including on social media
- d) against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role.

## **A) WHAT TO DO IF YOU ARE SUBJECT TO SEXUAL HARASSMENT OR VICTIMISATION**

- 1) We are committed to ensuring that there is no sexual harassment or victimization in our workplace. Allegations of sexual harassment and victimization will be treated as a disciplinary

matter, although every situation will be considered on an individual basis and in accordance with the principles of our disciplinary procedures, a copy of which is available from the Town Clerk.

**2) Informal complaint**

We recognise that complaints of sexual harassment or victimisation can be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice or a councillor, (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.

- 3) If you experience sexual harassment and you feel comfortable to do so, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.
- 4) In addition, you may also choose to raise concerns during your regular communication with the Town Clerk. They will listen to you and take your concerns seriously if you do this but may encourage you to follow the reporting procedures set out below.

**5) Formal complaint**

Where the informal approach fails or you do not wish to use the informal procedure, you should bring the matter to the attention of the Town Clerk as a formal written complaint and again your confidential helper can assist you in this.

If possible, you should keep notes of what happened so that the written complaint can include:

- a) the name of the alleged harasser
  - b) the nature of the alleged harassment
  - c) the dates and times when the alleged harassment occurred
  - d) the names of any witnesses
  - e) any action already taken by you to stop the alleged harassment.
- 6) On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area, a change of working times, or suspension with contractual pay until the matter has been resolved.
- 7) The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. The meeting will normally be held within five working days of receipt of your complaint. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence may be dealt with under the disciplinary procedure.
- 8) On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.
- 9) You have the right to appeal against the findings of the investigator. If you wish to appeal you must inform the Town Clerk within five working days. You will then be invited to a further meeting.



- 10) Following the appeal meeting, you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.
- 11) Regardless of the outcome of the procedure, we are committed to providing the support you may need. This may involve mediation between you and the other party or some other measure to manage the ongoing working relationship.
- 12) You will not be victimised for having brought a complaint.

#### **B) WHAT TO DO IF YOU WITNESS SEXUAL HARASSMENT OR VICTIMISATION**

- 1) If you witness sexual harassment or victimisation, you are encouraged to take action appropriate action to address it. You should not take any action that may put you at risk of sexual harassment or other harm. If you feel able, you should intervene to prevent the matter continuing. If you are not able to do this, your action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.
- 2) If reporting the incident, you should bring the matter to the attention of the Town Clerk in writing.
- 3) Your concerns will be handled by the Town Clerk who will sensitively talk to the person subject to sexual harassment to determine how they want the matter to be handled.

#### **C) THIRD-PARTY SEXUAL HARASSMENT**

- 1) Third-party sexual harassment occurs when one of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers, suppliers, members of the public, friends and family of colleagues, delegates at a conference, audiences, self-employed contractors etc).
- 2) Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties.
- 3) The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claim.
- 4) In order to prevent third-party sexual harassment from occurring, we will:
  - a) attach signage to the walls of the areas within the workplace where customers are present to warn that sexual harassment of our staff is not acceptable
  - b) inform third-parties i.e. suppliers of our zero-tolerance sexual harassment policy within our supplier documentation.
- 5) If you have been subjected to third-party sexual harassment, you are encouraged to report this as soon as possible to the Town Clerk.
- 6) Should a visitor sexually harass a member of our workforce, we will warn the individual about their behaviour and possibly ban them from visiting. Any criminal acts will be reported to the police.

- 7) We will not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action including termination of employment

#### **D) DISCIPLINARY ACTION**

- 1) If the decision is that the allegation of sexual harassment or victimisation is well founded, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including summary dismissal. An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by using our disciplinary appeal procedure.
- 2) When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.
- 3) If, due to the investigation, it is concluded that your complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

#### **E) TRAINING**

- 1) We provide training to all our staff on sexual harassment to ensure there is a clear understanding of, amongst other things, what sexual harassment is and how it may occur, that it will not be tolerated, expected levels of behaviour, how they can report any incidents of having been sexually harassed or having witnessed it and that acts of harassment will be dealt with under the disciplinary procedure potentially resulting in dismissal.
- 2) We ensure that all managing staff and councillors are trained on implementing this policy including preventing and managing sexual harassment in the workplace, and the procedure to follow if an allegation is reported.
- 3) We will regularly review the effectiveness of our training.
- 4) We provide refresher training as appropriate.



## Pensions Report

**Report by:** Cllr Backhouse  
**To:** Oversight Committee  
**Date:** For consideration on 15 October 2024

### **Recommendation**

The Oversight Committee is recommended to consider writing to Devon County Council (DCC), urging them to divest from unethical investments.

#### **1. Purpose**

To request that DCC cut connections with unethical investments and adopt a policy of investing in ethical companies only and to speak up about war crimes.

#### **2. Background**

The most recent conflict between Israel and Palestine began almost exactly 1 year ago. DCC's pension funds include several companies which provide Israel with arms, some of which will almost certainly have killed some of the 20,000 children who have tragically lost their lives in Gaza over the last year. County Councillor Jacqui Hodgson has asked DCC to commit to investigating the withdrawal of funds of £84 million from companies involved with providing weapons to Israel. These include Rolls Royce (£1,951,241), Barclays Bank (£12,889,533), BAE Systems (£4,969,449), and Babcock (£360,850).

This process is not straightforward, but other councils have begun to set a precedent. Waltham Forest Council approved a series of amendments to its 'ethical investment policy' at a special pensions meeting on 22 July 2024. Whilst this will be a time consuming process, it follows the council's decision to divest from fossil fuel companies. A Freedom of Information request (FOI), showed that Waltham Forest money had been invested in companies linked to the production of Israeli fighter jets, bulldozers, and white phosphorus, which can burn through bone and is heavily regulated. Councils in Slough, East Sussex and the Lothian pension fund are also taking the first steps to divest.

#### **3. Proposals**

Following DCC's deferral of consideration of divesting in companies that campaigners say are "contributing" to the war between Israel and Hamas, a request is made by Crediton Town Council (CTC) that it writes in support of County Councillor Jacqui Hodgson's motion at DCC's Council meeting on 05 September 2024, stating that:

- Further to withdrawing over £2 million in investments from companies selling arms to Israel, CTC seeks confirmation that Devon County Council commits to investigating withdrawing the £84 million that remains invested through its investments and pension funds in such companies, including Rolls Royce (£1,951,241), Barclays Bank (£12,889,533), BAE Systems (£4,969,449), and Babcock (£360,850)
- CTC requests that DCC seeks immediate withdrawal of these investments, particularly in light of the tragic loss of over 20,000 children in Gaza
- CTC asks that DCC's pension fund does not support activities contributing to such atrocities and that DCC will seek to fully divest from these companies and to uphold values of peace, justice, and ethical responsibility.

**4. Financial Implications**

It is impossible to predict what the financial implications would be, should DCC make this decision. They would be making the decision on the belief that not contributing towards atrocities is of greater importance. It is a possibility that companies not linked with war could be found which provide equal or even better returns for pension holders.

**5. Climate Implications**

DCC should seek to divest from companies linked with providing weapons, some of which contribute massively to climate change. It should instead seek to invest in carbon neutral companies for example those involved with renewable energy.

**6. Member comments**

This report has been written by Cllr Backhouse, with the proposal to write to DCC in relation to item 3 of this report.

**7. Conclusion**

CTC employs staff who have pensions with DCC, and has a responsibility to ensure these have an ethical basis. It also has a responsibility to raise awareness about this issue among its residents, many of whom also work for and have pensions via DCC.



# CREDITON TOWN COUNCIL

---

## Website Report

**Report by:** Town Clerk  
**To:** Oversight Committee  
**Date:** For consideration on 15 October 2024

### **Recommendation**

To consider the renewal of the Credition Town Council (CTC) website.

#### **1. Purpose**

1.1 This report provides an overview of the requirements of a website and proposals to ensure that the website is fit for purpose.

#### **2. Background**

2.1 CTC's website has been developed over the previous decade.

2.2 The website is not fully compliant with new WCAG requirements (WCAG 2.1 AA).

2.3 The website is not easy to use, with much information difficult to find.

2.4 The Communications Strategy highlighted areas of improvement regarding the website.

#### **3. Proposals**

3.1 To obtain three quotes for the redesign and implementation of a new website. One quote has been received.

#### **4. Financial Implications**

4.1 There will be a cost to the creation of a new website. A budget of £1,750.00 is available, with £275.00 committed in this financial year.

#### **5. Climate Implications**

5.1 There are no specific climate implications arising from this report.

#### **6. Conclusion**

6.1 The website is an important communication tool, and should represent a professional, transparent interface for CTC.