



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, January 14, 2025, at 19:00**, at **The Bungalow, 8 North Street, Credition, EX17 2BT**.

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, 09 January 2025**

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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**

### **150 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **151 - 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)

### **152 - Apologies**

To receive, note, and where requested approve, Town Councillor apologies (apologies should be made to the Town Clerk)

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

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

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

### **154 - Climate Emergency**

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

### **155 - 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

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

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

### **157 - Oversight Committee Minutes**

To approve and sign the minutes of the meeting held on 10 December 2024 and 17 December 2024, as a correct record (minutes will be issued with the agenda)

### **158 - Finance**

**158.1 - To receive and approve transactions between 01 December 2024 and 31 December 2024**

**158.2 - To receive and approve the bank reconciliation to 31 December 2024**

**158.3 - To note bank account balances to 31 December 2024**

**158.4 - To note year to date report**

**159 - Budget 2025/26**

To review the initial draft budget, for approval in January

**160 - Devon County Council Pension Fund**

To receive a verbal report regarding the Devon County Council Pension Fund (Cllr Backhouse)

**161 - Christmas in Crediton review**

**161.1 - To receive the Christmas in Crediton 2024 report and consider and approve any recommendations therein**

**161.2 - To receive the Christmas in Crediton Late Night Shopping report and consider and approve any recommendations therein**

**162 - High Street Brackets**

To receive the report regarding High Street Brackets and to consider any recommendations therein

**163 - Member Introductions**

To receive the report regarding Member Introductions and to consider and agree actions therein

**164 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 11 February 2025

**165 - 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

**166 - Council Offices**

To receive the document and agree any amendments

**167 - Reports Pack**

**Attachments – for internal use only**

[2024-12-10 - Oversight Committee - Minutes.pdf](#)

[2024-12-17 - Oversight - Minutes.pdf](#)

[Transactions 1 Dec - 31 Dec.pdf](#)

[Bank Rec as at 31 Dec.pdf](#)

[Bank balances as at 31 Dec.PDF](#)

[Year to date budget 24-25.pdf](#)

[EMR levels as at 31 Dec.pdf](#)

[Proposals 2025.26.xlsx](#)  
[Christmas in Crediton Report.docx](#)  
[Late Night Shopping Report.docx](#)  
[Bracket Report.docx](#)  
[Member Introductions Report.docx](#)



**Minutes of the Oversight Committee held on Tuesday, December 10, 2024 at 19:00 - 20:00 in  
The Bungalow, 8 North Street, EX17 2BT.**

**Present:** Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Rachel Backhouse, Joyce Harris and Natalia Letch

**Apologies:** Cllrs Jim Cairney and Liz Brookes-Hocking

**Minute Taker:** Rachel Avery, Town Clerk

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## MINUTES

### 115 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.04 and noted that there were no new attendees, so member introductions were skipped.

### 116 PUBLIC QUESTION TIME

Cllr Huxtable reported that he had received questions from a member of the public via email, advising that responses would be provided in writing and posted on the website for public viewing.

### 117 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr Cairney (work commitments) and Cllr Brookes-Hocking (attending a meeting on behalf of CTC) (Proposed by Cllr Cochran)

### 118 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 118.1 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.

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

There were no dispensation requests.

### 119 CLIMATE EMERGENCY

It was **noted** that decisions will be made with the climate emergency at the forefront of decision and policy making.

**120 ORDER OF BUSINESS**

There were no changes to the order of business.

**121 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

The Town Clerk advised that only two responses had been received regarding the government's remote attendance of meetings, which was supposed to be discussed in this meeting. The Town Clerk suggested arranging a further Oversight meeting before Christmas, due to the lack of responses.

**122 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES**

The Chair noted that the minutes mentioned 'Council Affairs and Finance' instead of 'Oversight'. It was **agreed** to defer the approval of the minutes to the next meeting.

**123 FINANCE****123.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 NOVEMBER 2024 AND 30 NOVEMBER 2024**

**Decision:** The transactions between 01 November 2024 and 30 November 2024 were approved. (Proposed by Cllr Cochran)

**123.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 NOVEMBER 2024**

**Decision:** The bank reconciliation to 30 November 2024 was approved. (Proposed by Cllr Cochran)

**123.3 TO NOTE BANK ACCOUNT BALANCES TO 30 NOVEMBER 2024**

The bank account balances as of 30 November 2024, were noted.

**124 BUDGET 2025/26**

A discussion regarding the initial draft budget for 2025/26 took place. The Town Clerk explained various budget positions, including the reasons for certain figures being in credit or showing negative values due to accruals and previous credits. The discussion covered several budget lines, including salaries, training, civic functions, CCTV, planters, and Christmas expenses. Members also discussed the earmarked reserves and the rationale behind budget increases. A proposed 5% increase in the precept was considered to accommodate future projects and maintain financial prudence. The committee agreed to revisit the budget in the next committee meeting for further review.

**125 REVIEW AND ADOPTION OF POLICIES**

**Decision:** It was **resolved** to adopt the Model Publication Scheme. (Proposed by Cllr Harris)

**126 COUNCILLOR INTRODUCTIONS**

**Decision:** The report regarding councillor introductions was not included in the meeting papers and it was resolved to move the item to the next meeting. (Proposed by Cllr Huxtable)

**127 MEMBER PARTICIPATION**

Cllr Backhouse expressed a desire to understand the motivations of councillors who are not actively participating in council activities. She questioned why individuals would go through the trouble of getting elected if they do not engage in council duties or contribute to community events. She highlighted the struggle of the Youth Service Sub-Committee to achieve a quorum for meetings due to a lack of active members. She emphasized the need for councillors to share the workload and participate actively. Cllr Fawssett supported concerns.

It was acknowledged that whilst councillors cannot be forced to engage, the issue needs to be addressed. There was a suggestion to speak directly to the non-participating councillors to understand their reasons and encourage more involvement. The debate also touched on the political affiliations of some councillors and the support they might need from their parties to become more active.

**Decision:** This item would be added to the January Full Council agenda. (Proposed by Cllr Huxtable)

**128 DEVON COUNTY COUNCIL PENSION FUND**

The Town Clerk reported that a letter was sent to Devon County, incorporating some of County Councillor Jackie Hodgson's proposals, which aimed to divest from investments linked to countries accused of war crimes.

Cllr Backhouse had attended a meeting at Devon County where the proposal was discussed but ultimately watered down. The revised proposal focused on engaging with Brunel Pension Partnership, the company managing the pensions, to promote positive human rights outcomes and exclude investments in companies manufacturing controversial weapons. She expressed frustration with the complexity of divesting and the resistance from some councillors who argued that the majority of pension holders were not protesting. She highlighted that even a significant decrease in the £84 million investment would have a minimal impact on individual pensions. She committed to continuing her efforts to obtain clear information from Brunel and to push for more ethical investment practices.

**Decision:** It was agreed to keep the Devon County Council Pension Fund as a standing agenda item to receive ongoing updates from Cllr Backhouse.

**129 YOUTH ACTION PLAN**

The Youth Action Plan for 2024/25 was discussed, noting that the plan had been previously reviewed and typographical changes requested had been made.

It was acknowledged that the plan is a living document that will continue to evolve and be reviewed regularly.

**Decision:** It was **resolved** to approve the Youth Action Plan for 2024/25.

**130 DATE OF NEXT MEETING**

**Decision:** It was noted that the date of the next meeting would be Tuesday 14 January 2025. Additionally, a meeting would take place on Tuesday 17 December 2024.

**131 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)

**132 YOUTH TEAM STAFFING**

**Decision:** It was **resolved** to note the contents of the report. (Proposed by Cllr Cochran)

**133 YOUTH TEAM STAFFING**

**Decision:** It was **resolved** to approve the recommendation in the report. (Proposed by Cllr Harris).

**134 REPORTS PACK**

Signed .....

Dated.....





**Minutes of the Oversight Committee meeting held on Tuesday, December 17, 2024 at 13:00  
at The Bungalow, 8A North Street, Credition, EX17 2BT**

**Present:** Cllrs Steve Huxtable, Liz Brookes-Hocking, Guy Cochran, Giles Fawssett and Joyce Harris

**Absent:** Cllrs Rachel Backhouse, Jim Cairney and Natalia Letch

**Minute Taker:** Rachel Avery, Town Clerk

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## MINUTES

### 135 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 13.00 and noted that there were no new attendees, so member introductions were skipped.

### 136 PUBLIC QUESTION TIME

There were no members of the public in attendance.

### 137 APOLOGIES

There were no apologies.

### 138 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 138.1 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.

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

There were no dispensation requests.

### 139 CLIMATE EMERGENCY

It was **noted** that decisions will be made with the climate emergency at the forefront of decision and policy making.

### 140 ORDER OF BUSINESS

There were no changes to the order of business.

**141 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements

**142 OVERSIGHT COMMITTEE MINUTES**

**Decision:** The minutes from the Oversight Committee meeting held on Tuesday, 12 November 2024, were approved as a correct record. (Proposed by Cllr Harris)

**143 INTERNAL AUDIT REPORT**

The internal audit report was presented and reviewed. Members discussed the comments made by the new auditor, noting that while there were many, most were minor and easily addressed. The discussion highlighted the need to amend certain processes, including:

- certification of accounts for payment by the Town Clerk
- the handling of cash, particularly in relation to the youth club and allotments. On this matter, there was a consensus on the need to explore the acquisition of a card machine to reduce cash handling.

**Decision:** The internal audit report was accepted, and the recommendations were noted for implementation. (Proposed by Cllr Huxtable)

**Task:** Amend processes for the certification of accounts for payment by the Town Clerk and handling of cash, particularly in relation to the youth club and allotments.

**Task:** Explore the acquisition of a card machine to reduce cash handling.

**144 ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS**

The Town Clerk summarised the responses received from individual members regarding the consultation. Out of eight responses, the majority supported the idea of granting local authorities the power to enable remote attendance without limitations. The responses indicated strong support for modernising measures, with most members agreeing that it would increase participation and willingness to stand for election. There was some division on the issue of proxy voting, with responses split between support and opposition.

**Decision:** It was **resolved** to submit a response to the HM Government consultation, reflecting the majority views and noting the divided opinion on proxy voting. (Proposed by Cllr Huxtable)

**145 BUDGET 2025/26**

The initial draft budget for 2025/26 was reviewed. Discussions focused on the proposed precept increase, which was calculated to be just under 5%. Members debated the allocation of funds, particularly for project initiation, economic development, and local authority services. There was a consensus on the need to justify any increases and ensure that the budget remained balanced and measured. The possibility of reallocating

funds from general reserves was also discussed. It was agreed that the budget presented was fair and provided sufficient cushions for unforeseen circumstances.

**Decision:** The draft budget for 2025/26 was accepted for further review and final approval in January.

**146 DATE OF NEXT MEETING**

**Decision:** It was **noted** that the next meeting will take place on Tuesday, 14 January 2025.

**147 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)

**148 COUNCIL OFFICES**

The Town Clerk provided an update on the council offices.

**148.1 TO RECEIVE AND NOTE DOCUMENTATION**

The documentation was received and noted.

**148.2 TO RECEIVE A VERBAL UPDATE**

The Town Clerk provided a verbal update.

**149 REPORTS PACK**

Signed .....

Dated.....

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>326,609.32</b>					<b>326,609.32</b>	
	Banked <b>02/12/2024</b>	<b>100.00</b>						
#225	The Garden Box	100.00			1250	390	100.00	CinC - pitch fee
	Banked <b>03/12/2024</b>	<b>115.00</b>						
#226	Spoon Rings	25.00			1250	390	25.00	CinC - pitch fee
#227	Brittledown Designs	45.00			1250	390	45.00	CinC - pitch fee
#228	Cottage Beer Project	45.00			1250	390	45.00	CinC - Pitch fee
	Banked <b>04/12/2024</b>	<b>153.20</b>						
#229	Member of public	5.00			1240	410	5.00	Donation - office chairs
#230	Youth Club (YW)	83.20			1240	410	19.50	Big green fair donations
					1240	410	10.70	Membership subs
					1240	410	22.00	Subs - Outdoor Club
					1240	410	2.00	Subs - D&D
					1240	410	29.00	Subs - Quiet Club
#231	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
#232	Hat-a-cakes	25.00			1250	390	25.00	CinC - Pitch fee
#233	Edward's Fudge	25.00			1250	390	25.00	CinC - pitch fee
	Banked <b>05/12/2024</b>	<b>100.00</b>						
#234	Thunderflower Gin	100.00			1250	390	100.00	CinC - pitch fee
	Banked <b>06/12/2024</b>	<b>61.33</b>						
#235	Allotment Exhibition	11.33			1150	150	10.27	E26B Rent 24/25
					1170	180	1.06	E26B BAA 24/25
#236	Three Little Pigs	50.00			1250	390	50.00	CinC - pitch fee
	Banked <b>09/12/2024</b>	<b>350.00</b>						
#237	Gotland Gin	100.00			1250	390	100.00	CinC - pitch fee
#238	The Turning Tides Project	190.00			1250	390	100.00	CinC - pitch fee
					1250	390	90.00	LN shopping - pitch fee
#239	Crediton Congregational Church	60.00			1280	130	60.00	Gazebo hire
	Banked <b>11/12/2024</b>	<b>357.14</b>						
#240	Allotment Exhibition	32.14			1150	150	29.12	E10A Rent 24/25
					1170	180	3.02	E10A BAA 24/25
#241	Sally Mareike Ceramics	45.00			1250	390	45.00	CinC - pitch fee
#242	Justine's Kitchen	100.00			1250	390	100.00	CinC - pitch fee
#243	Justine's Kitchen	180.00			1250	390	180.00	LN shopping - pitch fee
	Banked <b>16/12/2024</b>	<b>12.88</b>						
#244	Allotment Exhibition	12.88			1150	150	11.67	E10B Rent 24/25
					1170	180	1.21	E10B BAA 24/25
	Banked <b>19/12/2024</b>	<b>15.00</b>						
#245	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
	Banked <b>20/12/2024</b>	<b>198.37</b>						
#246	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
#247	Allotment Exhibition	26.27			1150	150	23.80	E27B Rent 24/25
					1170	180	2.47	E27B BAA 24/25

## Receipts for Month 9

## 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>
#248	S Huxtable	76.10			4130	130	76.10	Refund - train ticket
#249	CISCO	36.00			1280	130	36.00	Room hire - Bungalow
#250	CISCO	45.00			1280	130	45.00	Room hire - Bungalow
	Banked 30/12/2024	15.00						
#252	Youth Club (YW)	15.00			1240	410	15.00	Subs - Youth Cafe
	Banked 31/12/2024	15.00						
#251	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
<b>Total Receipts for Month</b>		1,492.92	0.00	0.00			1,492.92	
<b>Cashbook Totals</b>		<u>328,102.24</u>	<u>0.00</u>	<u>0.00</u>			<u>328,102.24</u>	

## Payments for Month 9

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	Home Bargains	CARD #515	11.87		1.98	4660	390	9.89	Grotto presents
02/12/2024	Hobbycraft	CARD #516	63.90		10.65	4660	390	53.25	Grotto presents
02/12/2024	EE Ltd	DD #517	19.20		3.20	4720	410	16.00	Youth - mobile phone bill
02/12/2024	█ Pugsley	SO #518	833.33			4390	250	833.33	Bungalow rent - Dec
02/12/2024	█ Fletcher	SO #519	910.00			4480	320	910.00	Garage rent - payment 2
03/12/2024	Spar	CARD #520	1.65			4440	250	1.65	Meeting refreshments
03/12/2024	Libraries Unlimited SW	BACS #521	9.80			4610	380	9.80	Room hire - IYN awards
03/12/2024	Viking	BACS #522	71.90		11.98	4115	120	59.92	Office supplies
03/12/2024	Viking	BACS #523	140.40		23.40	4110	120	117.00	Office equipment
03/12/2024	█ Gibson	BACS #524	432.00		72.00	4650	390	360.00	Cherrypicker - xmas lights
03/12/2024	PKF Littlejohn LLP	BACS #525	1,260.00		210.00	4080	120	1,050.00	AGAR 2023-24
03/12/2024	PPL PRS	BACS #526	1,643.45		273.91	4650	390	559.93	Christmas - PRS Licence
						4120	130	559.93	Boniface Bash - PRS Licence
						4120	130	64.56	VE Day - PRS Licence
						4120	130	185.12	Food Festival - PRS Licence
04/12/2024	Spar	CARD #527	2.58			4720	410	2.58	Youth refreshments
04/12/2024	Tesco	CARD #528	4.30			4720	410	4.30	Youth refreshments
05/12/2024	Spar	CARD #529	1.69			4720	410	1.69	Youth refreshments
05/12/2024	Cloudy IT	DD #530	28.80		4.80	4070	120	24.00	IT support - tablets
09/12/2024	Hedgerow Print	BACS #531	31.20		5.20	4060	120	26.00	Christmas cards
09/12/2024	SLCC	BACS #532	95.00			4190	130	95.00	September Study - RA Level 6
09/12/2024	█ Morgan	BACS #533	240.00			4660	390	240.00	Xmas - face painting
09/12/2024	Medicare Southwest	BACS #534	250.00			4650	390	250.00	First aid - switch on
09/12/2024	Touchwood Signs	BACS #535	342.00		57.00	4670	390	285.00	New banners
09/12/2024	█ Ward	BACS #536	614.04		102.04	4650	390	512.00	Electric - late night shopping
09/12/2024	█ Ward	BACS #537	1,187.33		197.89	4650	390	989.44	Electric - switch on event
09/12/2024	The Turning Tides Project	BACS #538	1,188.00			4020	365	1,188.00	Town maintenance - Oct
09/12/2024	█ Ward	BACS #539	1,895.88		315.98	4650	390	1,579.90	Electric - putting up lights
09/12/2024	Mid Devon District Council	BACS #540	88.61		14.77	4650	390	73.84	Xmas - extra toilet clean
09/12/2024	Mid Devon District Council	BACS #541	470.00			4650	390	470.00	Xmas - waste service
10/12/2024	British Gas	DD #542	25.24		1.20	4290	340	24.04	Electricity - Newcombes toilet
10/12/2024	Promenade Promotions	BACS #543	600.00			4660	390	600.00	LN shopping - entertainment
10/12/2024	Nuts And Volts	BACS #544	325.00			4660	390	325.00	Grotto & Elves
11/12/2024	ASDA	CARD #545	79.48			4720	410	79.48	Youth - groceries
11/12/2024	Roots Plants Ltd	CARD #546	149.00		24.83	4560	360	124.17	Trees for Peoples Park
12/12/2024	Morrisons	CARD #547	6.77			4720	410	6.77	Youth refreshments
12/12/2024	Nexus Open Systems	DD #548	375.44		62.57	4070	120	312.87	IT Support - November
13/12/2024	Morrisons	CARD #549	14.40			4720	410	14.40	Youth - xmas party
16/12/2024	British Gas	DD #550	91.32		4.35	4290	250	86.97	Electricity - Bungalow
17/12/2024	E Armitage	BACS #551	8.40			4065	120	8.40	Expenses - postage
17/12/2024	R Avery	BACS #552	11.90			4130	130	11.90	Expenses
17/12/2024	Adams	BACS #553	49.86		8.31	4115	120	25.34	Various supplies
						4720	410	5.65	Youth supplies
						4020	365	10.56	Town maintenance supplies

## Payments for Month 9

## 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>
17/12/2024	█ Hampson	BACS #554	70.00			4660	390	70.00	LN shopping - busking
17/12/2024	█ Underwood	BACS #555	80.00			4660	390	80.00	LN shopping - busking
17/12/2024	█ Edgar	BACS #556	120.00			4660	390	120.00	LN shopping - busking
17/12/2024	SecureForce UK Ltd	BACS #557	144.00		24.00	4650	390	120.00	Xmas - event security
17/12/2024	█ O'Rourke	BACS #558	225.00			4660	390	225.00	Xmas - balloon modelling
17/12/2024	DTR Garden Services	BACS #559	385.00			4390	250	385.00	Garden clearance
17/12/2024	Furniture@Work Ltd	BACS #560	428.40		71.40	4720	410	357.00	Youth - folding tables
17/12/2024	The Turning Tides Project	BACS #561	1,263.00			4020	365	1,263.00	Town maintenance - Nov
17/12/2024	Tindle Newspapers	BACS #562	48.77		8.13	4140	130	40.64	CC 50th Anniversary - message
18/12/2024	Morrisons	CARD #563	3.74			4720	410	3.74	Youth - refreshments
18/12/2024	ReFurnish	CARD #564	80.00			4720	410	80.00	Youth - sofa
18/12/2024	Devon County Council	BACS #565	3,549.60			4040	110	2,679.86	Pensions - Dec
						4015	110	869.74	Pensions - Dec
20/12/2024	Everflow	DD #566	45.15			4235	250	19.21	Water - Bungalow
						4235	340	25.94	Water - Newcombes toilet
20/12/2024	Wage payments	BACS #567	10,809.16			4000	110	7,710.34	Salaries - Dec
						4005	110	3,098.82	Salaries - Dec
20/12/2024	R Avery	BACS #568	14.50			4130	130	14.50	Expenses
20/12/2024	Boniface Allotment Association	BACS #569	47.00			4125	180	47.00	RHS membership fee
20/12/2024	Devon Communities Together	BACS #570	50.00			4185	130	50.00	Annual membership
20/12/2024	DTR Garden Services	BACS #571	450.00			4250	410	450.00	Grass verge cutting
20/12/2024	Hooper Services	BACS #572	1,128.00		188.00	4230	330	60.00	Grass cutting - SPG play area
						4250	190	205.00	Grass cutting - Peoples Park
						4230	190	35.00	Tree stakes - Peoples Park
						4230	200	25.00	Grass cutting - Upper Deck
						4230	200	50.00	Shrub pruning - Upper Deck
						4230	150	65.00	Grass cutting - Exhib Road
						4230	330	60.00	Grass cutting - SPG play area
						4230	160	125.00	Grass cutting - Barnfield
						4230	330	60.00	Grass cutting - SPG play area
						4230	330	135.00	Maintenance - Fulda Crescent
						4560	360	120.00	Tree clearance - Exhib Road
20/12/2024	Idverde Limited	BACS #573	1,620.00		270.00	4650	390	1,350.00	Xmas - road closure
20/12/2024	█ Rogers	BACS #574	2,065.00			4650	390	30.00	LN shopping - eletrics
						4650	390	2,035.00	Put up & switch on - electrics
20/12/2024	HMRC	BACS #575	2,791.13			4030	110	2,389.11	NI/PAYE - Dec
						4010	110	402.02	NI/PAYE - Dec
23/12/2024	British Gas	DD #576	7.09		0.34	4290	250	6.75	Standing charge - front office
23/12/2024	Concorde	DD #577	23.24		3.87	4060	120	19.37	Printing charges - Oct
27/12/2024	Valda Energy	DD #578	270.46		12.88	4290	340	9.02	Electricity - Newcombes toilet
						4290	250	120.65	Gas - Bungalow

**Payments for Month 9**

**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	250	94.61	Electricity - Bungalow
						4290	350	33.30	Electricity - OLS
30/12/2024	Nexus Open Systems	DD #579	215.86		35.98	4070	120	179.88	IT Support - November
31/12/2024	Concorde	DD #580	178.37		29.73	4075	120	148.64	Telephone charges
<b>Total Payments for Month</b>			39,686.21	0.00	2,050.39			37,635.82	
<b>Balance Carried Fwd</b>			288,416.03						
<b>Cashbook Totals</b>			<u>328,102.24</u>	<u>0.00</u>	<u>2,050.39</u>			<u>326,051.85</u>	



## Receipts for Month 9

## 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>458,168.61</b>					<b>458,168.61</b>	

Banked	03/12/2024	1,808.54						
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CCLA #9	CCLA	1,808.54			1090	120	1,808.54	Interest on account
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<b>Total Receipts for Month</b>		1,808.54	0.00	0.00			1,808.54	
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<b>Cashbook Totals</b>		<u>459,977.15</u>	<u>0.00</u>	<u>0.00</u>			<u>459,977.15</u>	
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## Payments for Month 9

## 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>		459,977.15						
	<b>Cashbook Totals</b>		459,977.15	0.00	0.00			459,977.15	

**Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024	286	288,416.03
			<u>288,416.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			288,416.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			288,416.03
		<b>Balance per Cash Book is :-</b>	<b>288,416.03</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2024  
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	30/11/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 01/12/2024  
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	31/12/2024		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
		<b>Balance per Cash Book is :-</b>	<b>87,127.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/12/2024		459,977.15
			<u>459,977.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			459,977.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			459,977.15
		<b>Balance per Cash Book is :-</b>	<b>459,977.15</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

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**Crediton Town Council**

**Bank - Cash and Investment Reconciliation as at 31 December 2024**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/12/2024	Co-Operative Current 15006951	288,416.03
31/12/2024	Cambridge & Counties 15006951	0.00
31/12/2024	Nationwide Account 90097276	87,127.56
31/12/2024	United Trust Bank	0.00
31/12/2024	CCLA	459,977.15

**835,520.74**

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**835,520.74**

**All Cash & Bank Accounts**

1	Co-Operative C/Account 9217	288,416.03
2	Cambridge & Counties 6951	0.00
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	0.00
7	CCLA	459,977.15

**Other Cash & Bank Balances 0.00**

**Total Cash & Bank Balances 835,520.74**



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	16,345	16,434	16,332	16,301	16,527	16,147	16,057	21,097	17,150				69%	67,610	152,390
Payroll	250	-	-	-	-	-	-	-	-	-				0%	250	-
<b>Office Administration</b>																
Photocopier/Printing	1,000	47	47	21	53	24	54	8	73	45				28%	722	278
Postage	350	112	-	3	6	-	-	-	-	8				37%	221	129
IT Support	6,000	198	511	337	517	691	517	517	517	517				72%	1,678	4,322
Telephone/Broadband	1,800	192	149	149	149	149	149	149	149	149				77%	416	1,384
Audit Fees	2,500	-	853	500	-	-	-	-	395	1,050				112%	298	2,798
Stationery	700	24	25	60	-	2	-	-	9	-				17%	580	120
Software	4,500	-	1,333	-	-	-	-	-	-	-				30%	3,167	1,333
Reference books	150	-	-	-	-	-	-	-	-	-				0%	150	-
Security Waste Collection	50	-	-	-	-	12	-	18	-	-				60%	20	30
Legal/Professional Services	5,000	-	-	-	-	-	-	-	-	-				0%	5,000	-
Insurance	6,000	-	3,938	-	105	300	-	57	-	-				73%	1,600	4,400
Office Equipment	2,200	-	176	27	-	100	-	-	33	117				21%	1,747	453
Other	700	-	-	76	18	4	-	-	-	-				14%	602	98
Office Supplies/Consumables	500	33	55	45	20	65	-	28	28	85				72%	141	359
<b>Council and Councillors</b>																
Councillor/Clerk Expenses	1,500	-	89	71	54	15	112	111	389	-50				53%	709	791
Councillor e-mail addresses	770	-	-	-	-	-	-	-	-	-				0%	770	-
Advertising	1,000	-	-	-	-	450	13	-	-	41				50%	496	504
Mayor's Allowance	600	-	-	-	-	-	-	-	-	-				0%	600	-
Councillor Allowances	1,600	-	720	-	-	-	-	-	-	-				45%	880	720
Annual Town Meeting	200	-	-	-	90	-	-	90	-	-				0%	200	-
Mayor's Reception	2,308	-	808	-	-	-	-	-	-	-				35%	1,500	808
Hospitality	300	-	-	-	-	-	-	-	-	-				0%	300	-
Remembrance Day	1,200	-	20	248	-	28	-	-	28	-				27%	876	324
Website	2,000	275	-	-	-	-	-	-	-	-				14%	1,725	275
Website Accessibility Work	-	-	-	-	-	-	-	-	-	-				0%	-	-
Subscriptions	2,000	-	357	1,415	-	-	-	150	52	50				101%	24	2,024
Staff/Councillor Training	7,000	-	-	-	-	-	3,970	407	125	95				62%	2,653	4,347
Honorarium	400	-	-	-	-	-	-	-	-	-				0%	400	-
Parking Permit	600	-	-	-	-	-	-	-	-	-				0%	600	-
Public Consultations	500	-	-	-	-	-	-	-	-	-				0%	500	-
Meeting Room Charges	500	-	-	-	-	-	-	-	50	-				10%	450	50
Other expenditure: Food Festival/VE Day	-	-	1,392	2,901	165	625	-	-	-	250				0%	5,333	5,333
Civic Functions	5,000	-	-	-	833	165	-	-	-	-				20%	4,002	998
<b>Allotments</b>																
Exhibition Road general/scheduled maintenance	950	-	-	-	130	65	-	-	440	65				74%	250	700
Exhibition Road water/water maintenance and repairs	850	-	-	-	-	-	-	142	-	-				17%	708	142
Barnfield general/scheduled maintenance	900	-	-	-	170	-	-	175	-	125				52%	430	470
Barnfield water/water maintenance and repairs	775	-	-	-	30	-	-	-	434	-				60%	311	464
Moffats general/scheduled maintenance	200	-	-	-	-	-	-	-	-	-				0%	200	-
Moffats water/water maintenance and repairs	500	-	-	-	-	-	81	-	-	-				16%	419	81
Boniface Allotments Association fees	300	41	-	-	-	-	-	-	-	47				29%	212	88
<b>Property and Assets</b>																
Peoples Park maintenance	3,600	-100.00	100	-	120	-	-	35	-	35				5%	3,410	190
Peoples Park grass cutting	5,000	-205.00	205	-	1,025	510	-	410	-	205				43%	2,850	2,150
Peoples Park Memorial Garden	1,500	-625.00	625	-	-	-	700	-	-	-				47%	800	700
Peoples Park Wildlife Area	250	-	-	-	-	-	-	49	56	-				42%	145	105
Upper Deck general maintenance and cleaning	600	-	-	-	40	75	-	-	-	75				32%	410	190
Bandstand electricity	440	-	16	16	17	19	16	16	18	-				27%	322	118
Bandstand cleaning and general maintenance	800	-525.00	525	-	-	-	-	-	-	-				0%	800	-
War Memorial netting	-	-	-	-	-	-	-	-	-	-				0%	-	-
War Memorial cleaning and general maintenance	300	-	-	-	220	-	-	26	-	-				82%	54	246
Street Furniture general maintenance	1,500	-250.00	250	-	-	-	-	-	-	-				0%	1,500	-
Street Furniture bus shelter maintenance	-	-	-	-	-	-	-	-	-	-				0%	-	-
Town Clock	1,000	-	-	-	-	-	240	-	-	-				24%	760	240
Stoney Park maintenance	450	-400.00	-	-	-	-	-	-	-	-				-89%	850	400
Boniface Statue maintenance and cleaning	350	-95.00	95	-	-	-	-	-	-	-				0%	350	-
Millenium Cross maintenance and cleaning	150	-	-	-	-	-	-	-	-	-				0%	150	-
Garage rental	1,820	-	-	-	-	-	910	-	-	910				100%	-	1,820
Public open spaces including Spinningpath Gardens and Fulda Crescent	2,500	44	-	-	120	300	-	135	-	315				37%	1,586	914
Newcombes Meadow toilets water	2,400	-1087.00	177	28	28	27	-	-	26	26				-32%	3,175	775
Newcombes Meadow toilets electricity	1,320	8	36	30	31	30	31	32	32	33				20%	1,057	263
Newcombes Meadow toilets supplies	400	1	11	-	-	-	22	-	-	-				9%	366	34
Newcombes Meadow toilets door locking	150	-	-	-	-	-	-	-	-	-				0%	150	-
Old Landscore School electricity	4,400	18	74	128	21	52	261	59	18	33				12%	3,854	546

Old Lansdown School equipment	500	-	-	8	-	-	-	13	-	-	-	-	-	4%	479	21
Old Lansdown School water charges	600	-	-	-	-	-	-	21	74	19	-	-	-	19%	486	114
Old Lansdown School telephone/broadband	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-
Old Lansdown School maintenance	2,000	-	481	-	-	-	-	-	-	25	-	-	-	25%	1,494	506
Old Lansdown School business rates	4,500	3,942	-	-	-	-	-	-	-	-	-	-	-	88%	558	3,942
Old Lansdown School insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-
Annual QTRA	2,000	-	-	-	-	-	-	-	90	-	-	-	-	5%	1,910	90
Additional tree works	3,000	-	-	-	-	-	150	-	-	-	244	-	-	13%	2,606	394
Town maintenance contract	13,000	32	24	9	2,422	20	2,644	9	1,245	2,462	-	-	-	68%	4,133	8,867
General Small works	3,000	-	9	375	373	-	164	15	-	-	-	-	-	31%	2,064	936
CCTV	10,000	-	-	-	150	-	-	1,830	3,387	-	-	-	-	54%	4,633	5,367
<b>Council Offices</b>																
Bungalow rent & costs	15,000	938	2,503	2,890	833	833	833	833	833	1,218	-	-	-	78%	3,286	11,714
Main office rent	8,500	-	-	-	-	-	-	-	7,188	-	-	-	-	85%	1,312	7,188
Electricity	2,750	201	353	269	62	102	145	167	181	309	-	-	-	65%	961	1,789
Water	1,000	51	15	15	15	15	19	51	25	19	-	-	-	23%	775	225
Fire Extinguishers	300	-	230	-	-	-	-	-	-	-	-	-	-	77%	70	230
General Premises Maintenance	500	-	-	-	-	-	40	-	-	120	-	-	-	32%	340	160
Business rates	4,000	3,194	-	-	-	-	-	-	-	-	-	-	-	80%	806	3,194
Refreshments	120	-	5	2	4	27	-	8	7	2	-	-	-	46%	65	55
<b>Floral Crediton</b>																
Plants/Flowers	2,500	-	-	1,476	32	-	-	-	242	-	-	-	-	70%	750	1,750
Awards Evening	100	-	-	-	-	-	60	-	14	10	-	-	-	84%	16	84
Hanging baskets/troughs & watering	7,000	-	-	-	-	-	5,199	-	-	-	-	-	-	74%	1,801	5,199
Other Floral costs	500	25	-	88	30	-	-	20	-	-	-	-	-	33%	337	163
New planters (replacements)	1,000	-	-	-	-	-	-	-	-	-	-	-	-	0%	1,000	-
<b>Christmas in Crediton</b>																
Repeat Costs	13,200	-	-	-	-	-	1,194	330	2,949	8,330	-	-	-	97%	397	12,803
Community Participation	7,000	-	-	-	-	-	-	396	3,142	1,723	-	-	-	75%	1,739	5,261
New Infrastructure	4,000	-	-	-	-	-	-	2,262	397	285	-	-	-	74%	1,056	2,944
Miscellaneous	750	-	-	-	-	-	-	91	-	-	-	-	-	12%	659	91
<b>Additional Services</b>																
DCC grass cutting	8,000	-	450	450	450	450	-	453	-	450	-	-	-	34%	5,297	2,703
Youth Work	5,000	203	353	694	649	45	58	399	690	572	-	-	-	73%	1,337	3,663
Annual grants to community groups	42,000	38,505	220	1,682	250	-	300	-	-	-	-	-	-	98%	1,043	40,957
Crediton Urban Taskforce	1,500	166	7	-	-	33	-	-	-	-	-	-	-	14%	1,294	206
<b>Budget Spend</b>	<b>475,903</b>	<b>61,214</b>	<b>33,671</b>	<b>30,345</b>	<b>25,533</b>	<b>21,950</b>	<b>33,860</b>	<b>32,602</b>	<b>36,995</b>	<b>37,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66%</b>	<b>162,733</b>	<b>313,170</b>

<b>EXPENDITURE: Ear Marked Reserves**</b>																
EMR 349: St Boniface/Devon Day	-	-	1,936	6,343	283	-	-	-	-	560	-	-	-	-	-	-
EMR 324: P3 Parish Paths	-	-	-	665	-	-	-	-	-	-	-	-	-	-	-	-
EMR 334: Allotments	-	-	-	-	-	863	-	-	-	-	-	-	-	-	-	-
EMR 322: St.Furniture/Small Work	-	-	-	-	-	676	-	-	-	-	-	-	-	-	-	-
EMR 344: OLS Project	-	-	-	-	-	1,800	-	-	-	-	-	-	-	-	-	-
EMR 338: Council Building Fund	-	-	-	-	-	1,166	1,750	-	-	-	-	-	-	-	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>1,936</b>	<b>7,008</b>	<b>283</b>	<b>4,505</b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69%</b>	<b>146,691</b>	<b>329,212</b>
<b>Total Spend inc reserves</b>	<b>475,903</b>	<b>61,214</b>	<b>35,607</b>	<b>37,353</b>	<b>25,816</b>	<b>26,455</b>	<b>35,610</b>	<b>32,602</b>	<b>36,995</b>	<b>37,560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69%</b>	<b>146,691</b>	<b>329,212</b>

<b>INCOME</b>	<b>Budget</b>													<b>%Budget</b>	<b>Balance</b>	<b>Total Income</b>
Precept	491,499	245,750	-	-	-	-	-	245,750	-	-	-	-	-	100%	1	491,500
Interest received	13,000	1,160	1,124	4,543	1,165	1,589	1,935	1,865	1,914	1,809	-	-	-	132%	4,104	17,104
Youth grants received	10,000	3,363	-	-	854	5,000	-	-	-	-	-	-	-	92%	783	9,217
Allotment rent & BAA membership	4,220	9	-	52	9	25	1,015	2,296	1,054	83	-	-	-	108%	323	4,543
Other income: wayleave	19	19	-	-	-	-	-	-	-	-	-	-	-	100%	-	19
Grants received: LYTC signage	-	582	-	-	-	-	-	-	-	-	-	-	-	-	-	582
Other income: Food Festival	-	1,534	868	3,455	-	-	-	-	-	-	-	-	-	-	-	5,857
Other income: Room hire	-	59	258	233	206	-	233	67	-	141	-	-	-	-	-	1,079
Youth donations received	-	523	33	361	379	124	204	70	150	163	-	-	-	-	-	2,007
Youth grants received	-	-	-	-	-	-	-	365	-	-	-	-	-	-	-	365
Christmas donations received	-	-	-	-	-	100	150	1,700	-	1,030	-	-	-	-	-	2,980
<b>Sub Total</b>	<b>518,738</b>	<b>252,881</b>	<b>2,283</b>	<b>8,644</b>	<b>2,613</b>	<b>6,838</b>	<b>3,537</b>	<b>252,113</b>	<b>3,118</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69%</b>	<b>146,691</b>	<b>535,253</b>
<b>INCOME: Ear Marked Reserves</b>	<b>Budget</b>															
EMR 349: St Boniface/Devon Day	-	-	710	5,883	2,000	-	-	-	-	-	-	-	-	-	-	8,593
EMR: Allotments	-	-	-	-	-	431	-	-	-	-	-	-	-	-	-	431
<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>710</b>	<b>5,883</b>	<b>2,000</b>	<b>431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,024</b>
<b>Total Income inc reserves</b>	<b>518,738</b>	<b>252,881</b>	<b>2,993</b>	<b>14,527</b>	<b>4,613</b>	<b>7,269</b>	<b>3,537</b>	<b>252,113</b>	<b>3,118</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69%</b>	<b>146,691</b>	<b>544,277</b>

\*see Food Festival income - remaining funds to move to EMR

\*\*see EMR tab for net movement of EMRs

<i>Earmarked Reserves</i>		Balance as 1st April 2024	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)
320	EMR - Elections	£5,000.00													£5,000
321	EMR - Citizen Badges	£500.00													£500
322	EMR - St.Furniture/Small Work	£5,155.26					-676								£4,479
323	EMR - Economic Development	£10,000.00													£10,000
324	EMR - P3 Parish Paths	£596.86			-664.7					1063					£995
325	EMR - Floral Crediton	£2,344.00													£2,344
326	EMR - Town Clock	£1,000.00													£1,000
327	EMR - Upper Deck	£960.00													£960
328	EMR - Premises	£5,950.00													£5,950
329	EMR - CCTV	£4,000.00													£4,000
330	EMR - Boniface Statue	£2,280.00													£2,280
331	EMR - War Memorial	£2,994.00													£2,994
332	EMR - Band Stand	£600.00													£600
333	EMR - Mayors Chain	£1,000.00													£1,000
334	EMR - Allotments	£1,387.00					-431								£956
335	EMR - Neighbourhood Planning	£3,749.00													£3,749
336	EMR - Localism Projects	£30,000.00													£30,000
337	EMR - General Legal/Prof Fees	£6,821.00													£6,821
338	EMR - Council Building Fund	£110,000.00					-1166	-1750							£107,084
339	EMR - IT Equipment/Support	£5,979.01													£5,979
340	EMR - Staffing Costs	£15,000.00													£15,000
341	EMR - Newcombes Meadow Money	£6,732.00													£6,732
342	EMR - Tree Works	£3,000.00													£3,000
343	EMR - FP19 - Repairs	£51.00													£51
344	EMR - OLS Project	£14,000.00					-1800								£12,200
345	EMR - Christmas in Crediton	£9,830.00													£9,830
346	EMR - Grants	£5,000.00													£5,000
347	EMR - Civilian Flag Bearer	£356.80													£357
348	EMR - Salt Spreader	£165.00													£165
349	EMR - St Boniface/Devon Day	£659.00		-1225.93	-460.6	1717.18					560				£130
351	EMR - DCC Feasibility study	£190.00													£190
352	EMR - PP Wildlife Area	£130.00													£130
353	EMR - Defibrillator Project	-													-
354	EMR - Xmas Lights Ren/Repairs	£708.20													£708
356	EMR - Incredible Edibles TS	-													-
357	EMR - Allotment Access Project	£877.56													£878
358	EMR - Traffic & Urban Realm FS	-													-
359	EMR - Diversity Festival	£750.00													£750
360	EMR - P3 Tinpot Handrail	£713.00								-713					£0
361	EMR - Tinpot Lane	£350.00								-350					£0
362	EMR - Benches	£4,652.00													£4,652
363	EMR - Fingerpost	£141.52													£142
364	EMR - Project Initiation Fund	£9,000.00													£9,000
367	EMR - LA Services	£20,000.00													£20,000
		<b>£292,622.21</b>	0	-1225.93	-1125	1717.18	-4073	-1750	0	0	560	0	0	0	<b>£285,606</b>

\*merged with 324

\*merged with 324

**Year To Date Budget 2024-2025**

<b>EXPENDITURE</b>	<b>Budget</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>%Budget Spent</b>	<b>Remaining</b>	<b>Total Spend</b>
<b>Salaries</b>							
Salaries, Including NI & Pensions	220,000				52%	105,857	114,143
Payroll	250				0%	250	-
<b>Office Administration</b>							
Photocopier/Printing	1,000				16%	840	160
Postage	350				35%	229	121
IT Support	6,000				55%	2,712	3,288
Telephone/Broadband	1,800				60%	714	1,086
Audit Fees	2,500				54%	1,147	1,353
Stationery	700				16%	589	111
Software	4,500				30%	3,167	1,333
Reference books	150				0%	150	-
Security Waste Collection	50				60%	20	30
Legal/Professional Services	5,000				0%	5,000	-
Insurance	6,000				73%	1,600	4,400
Office Equipment	2,200				14%	1,897	303
Other	700				14%	602	98
Office Supplies/Consumables	500				49%	254	246
<b>Council and Councillors</b>							
Councillor/Clerk Expenses	1,500				30%	1,048	452
Councillor e-mail addresses	770				0%	770	-
Advertising	1,000				46%	537	463
Mayor's Allowance	600				0%	600	-
Councillor Allowances	1,600				45%	880	720
Annual Town Meeting	200				-45%	290	90
Mayor's Reception	2,308				35%	1,500	808
Hospitality	300				0%	300	-
Remembrance Day	1,200				25%	904	296
Website	2,000				14%	1,725	275
Website Accessibility Work	-				0%	-	-
Subscriptions	2,000				96%	78	1,922
Staff/Councillor Training	7,000				63%	2,623	4,377
Honorarium	400				0%	400	-
Parking Permit	600				0%	600	-
Public Consultations	500				0%	500	-
Meeting Room Charges	500				0%	500	-
Other expenditure: Food Festival*	-				0%	5,083	5,083
Civic Functions	5,000				20%	4,002	998
<b>Allotments</b>							
Exhibition Road general/scheduled maintenance	950				21%	755	195
Exhibition Road water/water maintenance and repairs	850				17%	708	142

Barnfield general/scheduled maintenance	900			38%	555	345
Barnfield water/water maintenance and repairs	775			4%	745	30
Moffats general/scheduled maintenance	200			0%	200	-
Moffats water/water maintenance and repairs	500			16%	419	81
Boniface Allotments Association fees	300			14%	259	41
<b>Property and Assets</b>						
Peoples Park maintenance	3,600			4%	3,445	155
Peoples Park grass cutting	5,000			39%	3,055	1,945
Peoples Park Memorial Garden	1,500			47%	800	700
Peoples Park Wildlife Area	250			20%	201	49
Upper Deck general maintenance and cleaning	600			19%	485	115
Bandstand electricity	440			23%	340	100
Bandstand cleaning and general maintenance	800			0%	800	-
War Memorial netting	-			0%	-	-
War Memorial cleaning and general maintenance	300			82%	54	246
Street Furniture general maintenance	1,500			0%	1,500	-
Street Furniture bus shelter maintenance	-			0%	-	-
Town Clock	1,000			24%	760	240
Stoney Park maintenance	450			-89%	850	400
Boniface Statue maintenance and cleaning	350			0%	350	-
Millenium Cross maintenance and cleaning	150			0%	150	-
Garage rental	1,820			50%	910	910
Public open spaces including Spinningpath Gardens and Fulda Crescent	2,500			24%	1,901	599
Newcombes Meadow toilets water	2,400			-34%	3,227	827
Newcombes Meadow toilets electricity	1,320			15%	1,122	198
Newcombes Meadow toilets supplies	400			9%	366	34
Newcombes Meadow toilets door locking	150			0%	150	-
Old Landscore School electricity	4,400			11%	3,905	495
Old Landscore School equipment	500			4%	479	21
Old Landscore School water charges	600			16%	505	95
Old Landscore School telephone/broadband	-			0%	-	-
Old Landscore School maintenance	2,000			24%	1,519	481
Old Landscore School business rates	4,500			88%	558	3,942
Annual QTRA	2,000			9%	1,820	180
Additional tree works	3,000			5%	2,850	150
Town maintenance contract	13,000			40%	7,840	5,160
General Small works	3,000			31%	2,064	936
CCTV	10,000			20%	8,020	1,980
<b>Council Offices</b>						
Bungalow rent & costs	15,000			64%	5,337	9,663
Main office rent	8,500			85%	1,312	7,188
Electricity	2,750			47%	1,451	1,299
Water	1,000			18%	819	181
Fire Extinguishers	300			77%	70	230



<b>Sub Total</b>	<b>518,738</b>	-	-	-			<b>528,909</b>
<b>INCOME: Ear Marked Reserves</b>	<b>Budget</b>						
EMR 349: St Boniface/Devon Day							8,593
EMR: Allotments							431
<b>Sub Total</b>		-	-	-			<b>9,024</b>
<b>Total Income inc reserves</b>	<b>518,738</b>	-	-	-			<b>537,933</b>

\*see Food Festival income - remaining funds to move to EMR

\*\*see EMR tab for net movement of EMRs

<i>Earmarked Reserves</i>		Balance as 1st April 2024	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)
320	EMR - Elections	5,000.00													5,000.00
321	EMR - Citizen Badges	500.00													500.00
322	EMR - St.Furniture/Small Work	5,155.26					- 676.00								4,479.26
323	EMR - Economic Development	10,000.00													10,000.00
324	EMR - P3 Parish Paths	596.86			- 664.69										- 67.83
325	EMR - Floral Crediton	2,344.00													2,344.00
326	EMR - Town Clock	1,000.00													1,000.00
327	EMR - Upper Deck	960.00													960.00
328	EMR - Premises	5,950.00													5,950.00
329	EMR - CCTV	4,000.00													4,000.00
330	EMR - Boniface Statue	2,280.00													2,280.00
331	EMR - War Memorial	2,994.00													2,994.00
332	EMR - Band Stand	600.00													600.00
333	EMR - Mayors Chain	1,000.00													1,000.00
334	EMR - Allotments	1,387.00					- 431.00								956.00
335	EMR - Neighbourhood Planning	3,749.00													3,749.00
336	EMR - Localism Projects	30,000.00													30,000.00
337	EMR - General Legal/Prof Fees	6,821.00													6,821.00
338	EMR - Council Building Fund	110,000.00					- 1,166.00	- 1,750.00							107,084.00
339	EMR - IT Equipment/Support	5,979.01													5,979.01
340	EMR - Staffing Costs	15,000.00													15,000.00
341	EMR - Newcombes Meadow Money	6,732.00													6,732.00
342	EMR - Tree Works	3,000.00													3,000.00
343	EMR - FP19 - Repairs	51.00													51.00
344	EMR - OLS Project	14,000.00					- 1,800.00								12,200.00
345	EMR - Christmas in Crediton	9,830.00													9,830.00
346	EMR - Grants	5,000.00													5,000.00
347	EMR - Civilian Flag Bearer	356.80													356.80
348	EMR - Salt Spreader	165.00													165.00
349	EMR - St Boniface/Devon Day	659.00	- 1,225.93	- 460.62	1,717.18										689.63
351	EMR - DCC Feasibility study	190.00													190.00
352	EMR - PP Wildlife Area	130.00													130.00
353	EMR - Defibrillator Project	-													-
354	EMR - Xmas Lights Ren/Repairs	708.20													708.20
356	EMR - Incredible Edibles TS	-													-
357	EMR - Allotment Access Project	877.56													877.56
358	EMR - Traffic & Urban Realm FS	-													-
359	EMR - Diversity Festival	750.00													750.00
360	EMR - P3 Tinpot Handrail	713.00													713.00
361	EMR - Tinpot Lane	350.00													350.00
362	EMR - Benches	4,652.00													4,652.00
363	EMR - Fingerpost	141.52													141.52
364	EMR - Project Initiation Fund	9,000.00													9,000.00
367	EMR - LA Services	20,000.00													20,000.00
		<b>292,622.21</b>	-	- 1,225.93	- 1,125.31	1,717.18	- 4,073.00	- 1,750.00	-	-	-	-	-	-	<b>286,165.15</b>





## Christmas in Credition 2024

**Report by:** Events and Comms Officer  
**To:** Oversight Committee  
**Date:** For consideration on 14 January 2025

### **1. Purpose**

1.1 This report provides information about the Christmas in Credition 2024 event.

### **2. Background**

- 2.1. Credition Town Council (CTC) hosts a Christmas light switch-on event in the Town Square on the last Saturday of November.
- 2.2. There was live music, food and craft stalls, free children's activities, a Santa's grotto, an MC, and a procession of light.  
Verbal and online feedback has been very positive. CTC received a congratulations card from two residents. This email came from a stallholder: *"Congratulations on what was an outstanding evening on Saturday for the turning on of the lights. Absolutely brilliant atmosphere, people there all afternoon, it was just wonderful! It was so lovely to see the square so full of people of all ages - I think Rod would have been over the moon to see it so buzzing."*
- 2.3. Anecdotally, this was the most well-attended Christmas in Credition event ever. Anecdotally this was the most participated in parade.
- 2.4. The event started an hour earlier, running 13.00-18.00.
- 2.5. Sound was provided by ProSoundSW and was excellent. There were speakers on the High Street and a second gazebo for performers on the Square.
- 2.6. Musicians and the switch-on were still hard to see. There is currently no raised area for them.
- 2.7. CTC's visibility was good. There was a banner on the grotto, the information stall and the music stage, and four around the Christmas tree. New hi-vis vests are being ordered to ensure all stewards are also wearing CTC branding.
- 2.8. Pitches for food and craft stalls sold out quickly. This provided £1700 of income.
- 2.9. 5 out of 12 councillors volunteered on the day. The Lions Club provided 4 stewards and Morrisons provided 2. There were 3 volunteers from the town.
- 2.10. Devon County Council (DCC) had spoken with the Events Officer and the Town Clerk to explain that the process for applying for TTROS had changed and much more paperwork and background work would be needed. This, in combination with the very low number of volunteers, led to IDVerde being engaged to provide road closures. This worked very well for visitors and organisers. There were times when vehicles were allowed in without an escort so the Events Officer will speak with IDVerde about an extra member of staff or a holding area for vehicles.
- 2.11. The laser was sited on the private road outside The Green House, without permission of the road owner.
- 2.12. The Events and Comms Officer was too busy to take photos. This means there are few photos that we are free to use for publicity or grant-seeking.
- 2.13. Waste and recycling services were hired from Mid Devon District Council (MDDC).

- 2.14. The Events Officer trialled publicising the event online, in newspapers and magazines, including two magazines that all Crediton households receive for free. A survey is ongoing to find out where people heard about the event.
- 2.15. Councillors were asked to help distribute posters to town businesses; 2 councillors helped to distribute. Many town businesses did not have posters on display.
- 2.16. MDDC were paid to send a cleaner to Market Street toilets twice during the day. Toilets were clean when inspected 3 times by officers.
- 2.17. The lighting on North Street was inadequate after 4pm.
- 2.18. Electricians worked for over 13 hours without a break.
- 2.19. The MC was clearly audible and added to the atmosphere, publicised activities, and thanked sponsors.
- 2.20. A security officer cost £120 and was used as a deterrent against anti-social behaviour and during negotiations with a hawker.
- 2.21. A hawker selling light up toys attended the event; this was the same person who turned up in 2024. As in 2024, he was allowed to trade in exchange for a fee. He stated that his products are environmentally friendly because they are reusable and that Plymouth Council had refused him the right to trade but then been convinced by him. Children used his products during the procession of light.
- 2.22. A survey is ongoing, to obtain feedback on the whole event.

### **3. Proposals**

- 3.1. To repeat the Christmas in Crediton light switch-on event on Saturday 29 November 2025.
- 3.2. To use ProSoundSW for sound again in 2025, and to investigate the possibility of raised staging. It is unlikely that High Street speakers will be used.
- 3.3. To use IDverde for road closures, with quotes including an extra marshal and/or vehicle as outlined in 2.10.
- 3.4. Not to site anything on the private road outside The Green House.
- 3.5. To consider holding a German-style 'Christmas market' in December to help fund the switch-on event.
- 3.6. To consider using Newcombes Meadow for some of the event, to allow for The Bike Shed to be involved, and to provide more space for small children.
- 3.7. To obtain more financial support from businesses in 2025.
- 3.8. To consider using a professional photographer at CTC events.
- 3.9. To allow staff time for distributing posters in 2025.
- 3.10 To pay for a toilet cleaner again in 2025.
- 3.11 To consider engaging a third electrician for light switch-on day.
- 3.12 To agree CTC's stance on vendors of light up plastic toys, and to communicate this to the hawker in advance of Christmas 2025.

### **4. Financial Implications**

- 4.1. The food and craft stalls provided income £1,095.00.
- 4.2. Ernest Jackson sponsored the tree at £400.00.
- 4.3. Crediton Dairy provided £1,000.00 and attended the event with a stall.
- 4.4. Lantern workshops cost £2,003.00 in 2023. There were no lantern workshops this year: the procession made use of the existing lanterns.
- 4.5. The Ship Hotel were provided with a free pitch in return for benches, barrels and tables.
- 4.6. Unique Sweets and Treats provided décor and gifts for free for Santa's town square Grotto. A second business dropped out of providing gifts at the last minute; the Town Clerk purchased additional gifts at a cost of £78.14.
- 4.7. The Turning Tides Project provided a free children's music workshop.

- 4.8. Crediton Youth Service provided free craft activities.
- 4.9. BAPS provided a free feeding and changing space for parents
- 4.10. A local resident produced a 'photo booth' for the cost of materials.
- 4.11. Santa worked in the grotto for free.
- 4.12. A very small local hobby cook and a Crediton start-up food business paid very reduced pitch fees.
- 4.13. Two CTC officers worked at the event, for 6.5 and 11 hours respectively.

## Crediton Town Council

### Christmas 2024

	Budget	Actual	Variance
<b>Income</b>			
Sponsorship	-	1,950.00	1,950.00
Grants	-	-	0.00
Stallholder Fees	-	1,725.00	1,725.00
Misc Income	-	-	0.00
	<b>-</b>	<b>3,675.00</b>	<b>(3,675.00)</b>
<b>Expenditure</b>			
New Infrastructure	(4,000.00)	(4,357.27)	(357.27)
Community Participation	(7,000.00)	(8,046.27)	(1,046.27)
Repeat Costs	(13,200.00)	(15,104.84)	(1,904.84)
Misc Expenses	(750.00)	(91.00)	659.00
	<b>(24,950.00)</b>	<b>(27,599.38)</b>	<b>(2,649.38)</b>
Net Position	<b>(24,950.00)</b>	<b>(23,924.38)</b>	<b>1,025.62</b>

*Note: The above figures include the late night shopping events. A separate break down of these are included in the report for late night shopping. A full budget for will be provided to councillors prior to the meeting.*

## 5. Climate Implications

- 5.1 There is an increase of traffic to the town, St Saviours Way car park is available with free parking, courtesy of MDDC. Market Street car park is unavailable due to road closures for the event.
- 5.2 There is an electricity consumption consideration, due to the infrastructure required to run the event.
- 5.3 There is an increase in littering. Whilst general waste and recycling bins are provided, an officer and councillors undertook litter picking after the event.
- 5.4 The balloon modeller used unrecyclable balloons.

## 6. Conclusion

- 6.1 Christmas in Crediton continues to be a popular and well-attended event.
- 6.2 Costs are rising due to the need for security, professional marshals, professional waste services, professional PA, a cleaner. It should be anticipated that costs will continue to rise.



## Christmas Late Night Shopping 2024

**Report by:** Events and Comms Officer  
**To:** Oversight Committee  
**Date:** For consideration on 14 January 2025

### **1. Purpose**

- 1.1 This report provides information about Late Night Shopping, as part of Christmas in Credition 2024.

### **2. Background**

- 2.1. The Town Council hosts a Christmas light switch-on event in the Town Square on the last Saturday of November.
- 2.2. The Events Officer encouraged traders to take part in late night shopping on two nights in 2023 and provided posters and promotion on social media. Feedback from traders was very positive.
- 2.3. The Officer attended meetings of Credition Chamber of Commerce and heard from traders that they would like late night shopping and other events to increase footfall on the High Street.
- 2.4. Chamber of Commerce meetings were attended by the chair and 4 Credition High Street businesses. Other business owners informally surveyed by the Events and Comms Officer had not heard about meetings. The meetings were announced on the Chamber of Commerce Facebook page.
- 2.5. The Events Officer compiled a list of email addresses for town traders, some of which were wrong due to outdated information on google. The Events Officer emailed all High Street businesses, shops, cafes and pubs twice in August to inform them of the plans. 1 Facebook post in August and 8 in October also publicised the events.
- 2.6. All High Street businesses were given posters.
- 2.7. The Chamber of Commerce gave £300.00 to support the events.
- 2.8. 5 businesses each gave £50.00 to support the events.
- 2.9. Events were planned for 5 Fridays in November; one of the events was cancelled due to snow. 2-3 food vendors were invited each night. The Events Officer would have liked to invite non-food vendors but the TTRO was not confirmed until very shortly before the event.
- 2.10. Most businesses did not open for all 4 nights. 14 businesses took part in some or all nights.
- 2.11. 3-4 musical acts and 1-2 entertainers (magicians, bubble elf, hula hooper) performed each night along the High Street and in businesses.
- 2.12. Evenings got busier each week, but were not well-attended. Anecdotal feedback was that traders had little footfall. Most traders did not advertise their events and did not offer refreshments or any special offers.
- 2.13. A survey will take place in January, to get traders' feedback on the events.

### **3. Proposals**

- 3.1. To collect feedback from traders.
- 3.2. To facilitate traders to run their own Late Night Shopping in 2025.
- 3.3 To work with Rev Tregenza to hold a business networking event in order for businesses to form their own links.

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

##### 4.1. Income:

£550.00 (Traders & Chamber of Commerce)

£630.00 (Stallholder fees)

**Total income: £1,180.00**

##### 4.2. Expenditure

£90.00 (TTRO)

£880.00 (Musicians)

£1,440.00 (Entertainers)

£542.00 (Electrics)

**Total expenditure: £2,952.00**

4.3. The Events Officer was at the events for a total of 20 hours.

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

5.1 Electricity consumption.

5.2 Littering.

#### **6. Conclusion**

6.1 5 nights of Late Night Shopping is too many.

6.2 December is a better time because Christmas lights are on.

6.3 Town businesses do not appear to have a way to communicate with each other.

6.4 There are no business owners stepping forward to take the lead on commercial events



# CREDITON TOWN COUNCIL

## High Street Bracket Report

**Report by:** Town Clerk  
**To:** Oversight Committee  
**Date:** For consideration on 14 January 2025

### **Recommendation**

To consider the report and approve a course of action relating to the High Street brackets.

#### **1. Purpose**

1.1 This report provides a set of options relating to the safe use of the High Street brackets for Crediton Town Council (CTC) Christmas decorations and Crediton Heart Project (CHP) flags.

#### **2. Background**

2.1 Following safety concerns, all brackets were checked for stability by a local contractor in September 2024.

2.2 it is recognised that CTC nor CHP hold responsibility for the fixtures that the decorations or flags are placed into. Whilst CTC have continued to provide brackets and undertook an initial survey as above in response to safety concerns, building owners or tenants are advised of their responsibility to installation. A joint letter from CTC and CHP clarified this in June 2024 (letters were delivered to each business on the High Street by hand).

2.3 The visual survey in July 2024 proposed a secondary fixing to anchor brackets and a length reduction of the flag poles and a change of material.

2.4 All brackets were checked prior the Christmas decoration installation by the electrician.

2.5 It should be noted that the load weights vary greatly between the decorations and the flags.

2.6 CHP have investigated the replacement of all poles to a lighter material to reduce the load on each bracket.

2.7 Responsibility for health and safety has been difficult to clarify, due to a lack of ownership of the brackets.

#### **3. Proposals**

3.1 The table below proposes two courses of action for the Oversight Committee to consider:

Option 1 Written response from building owners	To obtain written permission from building owners and written confirmation of responsibility to insure and maintain brackets. If no written confirmation is received, the brackets will be decommissioned.
Option 2 Written response from building owners	To obtain written permission from building owners that CTC take full responsibility for the brackets. If written confirmation is received, CTC must insure the brackets, add to the asset register and undertake a further, more in depth survey with a view to decommissioning or undertaking remedial work.

*N.B Further consideration may be required, depending on the number of responses received from building owners.*

3.2 The table below outlines a further proposal for the future of Christmas decorations in the High Street:

New infrastructure	<p>To investigate different options for Christmas lights in the High Street by decommissioning the use of the brackets and installing a different type of lighting, which may include:</p> <ul style="list-style-type: none"> <li>- The use of lighting columns (with approval required by DCC; this has previously been denied)</li> <li>- The addition of new catenary wires for cross-street lights</li> <li>- A new type of lighting which may utilise the existing external units such as string lighting.</li> </ul>
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#### 4. **Financial Implications**

4.1 The table below outlines possible areas of spending for the proposals at 3.1:

Option 1	<p>Writing letters to owners          Speaking to tenants          Obtaining land registry information to identify building owners, where required          Administration of updating information regarding decommissioned brackets</p>
Option 2	<p>Writing letters          Speaking to tenants          Obtaining land registry information to identify building owners, where required          Addition to asset register          Insurance enquiries and additional costs          Administration of updating information regarding decommissioned brackets          Obtain survey</p>

4.2 A member of staff would be tasked with investigating alternative options for Christmas lighting.

4.3 CHP intend to submit a grant application to CTC for replacement poles. An agreed outcome is required to provide CHP with a decision on whether the flag project can take place in 2025.

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

5.1 Any decommissioned Christmas trees will be recycled where possible.

5.2 Any decommissioned spheres may be utilised for tree decorations in the Town Square and at St Lawrence Green.

5.3 Further consideration for any decommissioned light curtains will be required.

#### 6. **Conclusion**

6.1 Whilst CTC have utilised the use of the brackets for a number of years, the lack of clarity regarding ownership is making their use more difficult.

6.2 Following the falling of brackets, it is integral to clarify the ownership and maintenance responsibility of the brackets.



# CREDITON TOWN COUNCIL

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## Members Introductions Report

**Report by:** Town Clerk  
**To:** Oversight Committee  
**Date:** For consideration on 14 January 2025

### **Recommendation**

To consider and agree a stance on the use of Members Introductions at all meetings of Credition Town Council (CTC).

#### **1. Purpose**

1.1 This report requests that the Oversight Committee consider how individual members use Member Introductions.

#### **2. Background**

2.1 Member Introductions were introduced to ensure that any member of the public, either attending the meeting or watching online, were aware of each councillor's name and ward representation.

2.2 There was a discussion at the meeting of Full Council that some members of the council use Member Introductions over and above their purpose.

2.3 It should be noted that the use of Member Introductions is not included in CTC's Standing Orders. This could be introduced if agreed, but points of order do not relate to the agenda item.

#### **3. Proposals**

3.1 To consider whether a protocol is required for Member Introductions.

3.2 To agree a stance on how the agenda item can be used.

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

4.1 There are no financial implications.

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

5.1 There are no climate implications.

#### **6. Conclusion**

6.1 The use of member introductions was instigated to support openness at meetings.