

Imprest

The Clerk's suggestions were recommended for approval.

Most payments were now covered by standing account, invoice or cheque.

Telephone & Internet

The Clerk's suggestions were recommended for approval.

As in the previous year - use of ICT continues to provide cost savings. Greater use is being made of telephone/internet (via MDDC servers). ISP and domain costs have been absorbed into MDDC IT maintenance contract which has been renewed. Further savings could be made by using MDDC facilities for telephone access. The use of generic email addresses for councillors should be investigated at a cost of approx £33 per user.

Postage

The Clerk's suggestions were recommended for approval.

Despite increased use of electronic communications, council business is still heavily reliant on paper though postal communications is very low compared with previous years. Electronic delivery of agenda papers to press and public continues to make savings and further significant savings have been made through increased use of electronic delivery to councillors. Paper delivery to councillors is kept to a minimum through collection by councillors or personal delivery by staff. Further indirect savings are possible in this area.

Office Supplies

The Clerk's suggestions were recommended for approval.

Cost reductions are being made on bulk copying with the introduction of a new MDDC contract colour photocopier – reducing printing and photocopying costs. However, the new copier does not have collation and stapling facilities (saving at least £1000 capital costs) but adding to staff time. Slightly increased office printing costs (laser). Two older laser printers now inoperable resulting in limited spare capacity/contingency. Further savings are possible through the full electronic delivery of papers.

Office Equipment

The Clerk's suggestions were recommended for approval.

As in previous year, the renewed contract with MDDC IT Services (hardware, systems and software support) is working well and continuing to assist with overall admin efficiency. Partnership with MDDC and sharing of local facilities is also continuing well, with installation of replacement equipment scheduled for early 2012.

Need to consider impact of Planning Authority's (Government guidelines) expected increased dependency on electronic communications and the provision of an office digital camera.

Commitment to earmark funds for future equipment replacement.

Training

The Clerk's suggestions were recommended for approval.

DALC, the County Training Partnership and MDDC (specialist staff training) have been organising more courses and this is likely to continue next year following implementation of the Localism Act and other government legislation. There is a confirmed commitment to support CPD (continuing professional development) and completion of professional qualifying criteria - sadly neglected through lack of time. Costs are potentially greater than traditionally allocated – dependent on staff and councillor take-up.

Audit

The Clerk's suggestions were recommended for approval.

Audit arrangements (and costs) for 2012-2013 should remain largely unchanged. However, with the abolishment of the Audit Commission in 2013, consideration should be given, in the next budget, to the costs associated with a replacement system.

Insurance

The Clerk's suggestions were recommended for approval.

Review of Insurance provision completed and new insurer appointed, following protracted negotiations to include a reduced cost, fixed term, 3 year policy, at a considerable annual saving. The performance of the new insurers will be monitored to ensure that they provide, at least, the same level of service and cover as the previous company

7.2. Democracy & Councillors

The following allocations were recommended for approval:

Hospitality	1400
Basic Allowance/Mayor's Expenses	500
Council & Councillors Expenses	1200
Elections	500
Advertising	500
Subscriptions (see detail below)	1500
Newsletters/Annual Report	1000
Website	700
<u>Democracy & Councillors Total</u>	<u>7300</u>

Hospitality

The Clerk's suggestions were recommended for approval.

As in previous years, more regular events require a commitment to entertain. 2012 will bring the Jubilee, Olympics, a Civic Service and potentially increased community engagement with an expectation to provide refreshments etc.

Councillor Basic Allowance and Mayor's Expenses

A recommendation on the Clerk's suggestion for a Councillor Basic Allowance was deferred to full Council. A small increase in the Mayor's Allowance was recommended for approval.

Council & Councillor Expenses

The Clerk's suggestions were recommended for approval.

Elections

The Clerk's suggestions were recommended for approval.

Current earmarked reserves insufficient to cover potential full cost of an election or, very importantly, a referendum.

Advertising

The Clerk's suggestions were recommended for approval.

Requirement for this to be under own and separate heading. Need to promote existing and proposed council activities (Floral Crediton competition etc). Increased use of public notices. Consistently low allocation.

Subscriptions

The Clerk's suggestions were recommended for approval.

DALC	800
NALC (LCR)	20
DPFA	40
Fields in Trust	40
SLCC	380
Spatial Technology (OS mapping)	120
Information Commissioner	35
Additional	65
<u>Subscriptions Sub Total</u>	<u>1500</u>

Newsletter/Annual Report

The Clerk's suggestions were recommended for approval.

Continuing need to produce 4 newsletters per year. Greater dependency on publisher has increased costs. Consideration should be given to increased distribution and, potentially, household delivery for, at least, the Annual Report.

Website

The Clerk's suggestions were recommended for approval.

Contract with website company continuing to be valuable and cost effective. Hosting successfully moved with increased and more flexible support. MDDC will remain host for domain name and email system. Consideration should be given to increasing use of website for community engagement – will require additional modules - at cost.

7.3. Donations

The Clerk provided an explanation of the allocations and his suggestions were recommended for approval.

Take-up on the "Ad Hoc" and "Youth" allocations had been slow; consideration should be given to advertising the availability of grants – press releases, articles and website etc. Again, the Youth allocation remained unused despite the Council's attempts to raise awareness with Youth groups.

No discussion took place on individual allocations.

<i>Donations</i>	
Annual Donations	<u>7000</u>
<i>Annual Donations Sub Total</i>	<u>7000</u>
<i>Ad Hoc & Youth</i>	
Ad Hoc	1250
Youth	1250
<i>Ad Hoc & Youth Sub Total</i>	<u>2500</u>
<u>Donations Total</u>	<u>9500</u>

7.4. Property

The Clerk's Option "C" (refer to Clerk's Summary of Accounts and Supporting Information), with an amendment was recommended for approval.

Peoples Park	8000
Scout Memorial Gardens	15500
Upper Deck	1300
War Memorial	750
Boniface Statue	500
Bandstand	250
Allotments	150
Stoney Park	0
Street Furniture	1300
Millennium Cross	0
Town Clock	350
Flagpole/Maypole	0
Mayor's Chain/Board/Notice Board	100
Small Works Budget	250
Office Rent	3500
Land Registration	600
CCTV	3000
<u>Property Total</u>	<u>35550</u>

Need for full property inspection and risk assessment at least on an annual basis.

Peoples Park

Thorough review of outstanding works and future improvements should be carried out by the Peoples Park & Scout Memorial Gardens Working Group. Need to ensure sufficient allocation to see through all works recommended by the working group and the Council's clear policy on the completion of the restoration project with provision of "easy access".

Trees

All priority 1, 2 and 3 works have been completed. Need for working group to consider implementation of Priority 4 works (immature trees).

Continuing requirement for regular inspection – yearly to 3 yearly.

Grounds Maintenance

Increased maintenance costs due to continuing milder weather and impact of restoration works. Need for regular and more realistic allocation for top path. Current estimates accepted.

Scout Memorial Gardens

See recommendation under Peoples Park heading above, summary of expenditure and schedule of works/estimate (previously circulated).

Phases 1 and 2 nearing completion.

Completion of Phases 3 and 4 will be dependent on either the Council allocating sufficient to cover the full costs, funding part of the costs through the precept and releasing additional reserves or funding a smaller proportion of the costs with the remainder coming from reserves and external grants (S106, Lottery etc). Obtaining sufficient external funding will, nevertheless, be crucial to the completion of the project. Option "C", which would provide greatest flexibility and the best assurance of completion, was recommended for approval.

Upper Deck

Following the Council's approval of the Property Sub Committee report it was recommended that all the works should proceed. However, it was considered prudent to defer the less critical works for the next financial year (2013-2014). It was recommended to complete the repairs to the stonework in 2012-2013 through an increased allocation and use of reserves. It was considered Important to keep the property well maintained and in good condition to avoid long term costs, future large scale improvement programmes and to honour the HLF agreement.

Current estimates accepted.

War Memorial

The Clerk's suggestions were recommended for approval.

Repairs completed. Lantern tower will require attention within two/three years. Consideration should be given, in the future, to a lighting scheme for area. Pigeon deterrents installed and effective and the memorial remained largely unvandalised.

Regular cleaning of surrounding area required. Requirement to carry out electrical safety checks on equipment.

Boniface Statue

The Clerk's suggestions were recommended for approval.

Repairs and cleaning completed. Regular cleaning of steps required to reduce slip hazard in wet weather. Regular removal of graffiti. Minor repair needed to Portland stone slabs.

Bandstand

The Clerk's suggestions were recommended for approval.

Repairs completed.

Requirement to carry out electrical safety checks on equipment. Renewal of lease (legal fees negotiated down) completed (subject to Council approval).

Allotments

The Clerk's suggestions were recommended for approval.

Allotments Association working well but will need continued support.

Current policy to increase rents at 1p per sq m per year again supported. However, indications that rents are now approaching a maximum value need to be taken into account.

Current estimates accepted.

Stoney Park

The Clerk's suggestions were recommended for approval.

Seats/Street Furniture

The Clerk's suggestions were recommended for approval.

A regular allocation should be made for the maintenance of existing seats and installation of bins (including salt/grit bins).

Bus Shelters

4 shelters. Require cleaning (every other month).

Need to repaint (masonry) War Memorial bus shelter on regular basis. Cleaning of immediate area around Old Town Hall and Lloyds Bank shelters. Additional cleaning twice yearly interior and exterior surfaces, refuse bin and railings.

Millennium Cross

The Clerk's suggestions were recommended for approval.

Town Clock

The Clerk's suggestions were recommended for approval.

Cost of annual servicing increased. Repairs carried out this year using previous underspend/reserves. Additional quotation received with minimal cost saving. Recommend no change to contract.

Flagpole/Maypole

The Clerk's suggestions were recommended for approval.

Mayor's Chain/Board/Notice Board

The Clerk's suggestions were recommended for approval.

Most works completed. Some minor repairs required.

Small Works Budget

The Clerk's suggestions were recommended for approval.

As in previous years - majority of works can be carried out under particular budgets but some flexibility would be advantageous.

Office Rent

The Clerk's suggestions were recommended for approval. Review outstanding. Need to include legal fees. Indications are that previous estimates for rent were low. However, sufficient funding earmarked to cover any increase in 2012-2013.

Land Registry

The Clerk's suggestions were recommended for approval.

Registration nearing completion. War Memorial area outstanding.

CCTV

The Clerk's suggestions were recommended for approval.

MDDC now managing system at cost to the Council of £2500 per year. Modifications have been carried out. Review due to be carried out during January/February. Contingency needed for additional works/repairs etc.

7.5. Amenities

Projected figures produced by the Clerk were adjusted and the following allocations were recommended for approval:

Town Centre Economic Development	1000
Floral Crediton	5500
Town Flag & Banners	70
P3 Scheme	250
Town Square	0
Boniface Trademark	0
Jubilee 2012	1000
Christmas Tree & Lights/CAMM	1100
<u>Amenities Total</u>	<u>8920</u>

Town Centre Economic Development

The Clerk's suggestions were recommended for approval.

Floral Crediton

The Clerk's suggestions were recommended for approval.

Increased displays and additional costs associated with SW in Bloom will require additional funding. Consideration should be given to covering most of these costs through sponsorship or fundraising.

The town achieved great success in 2011 with its entry to SW in Bloom. There are aspirations to continue with another entry in 2012 and make further improvements which the Council has agreed to support.

In addition, the committee agreed to recommend that the Council underwrites the capital costs of providing High Street baskets and Flower Towers (£4500) to meet the deadline for orders. Sponsorship and confirmation of High Street orders to be progressed urgently by Crediton in Bloom group.

Town Flag and Banners

The Clerk's suggestions were recommended for approval.

P3 Scheme

The Clerk's suggestions were recommended for approval.

Town Square

The Clerk's suggestions were recommended for approval.

Boniface Trademark

The Clerk's suggestion was recommended for approval.

Jubilee 2012 & Events

The Clerk's suggestion of £500 was increased to £1000. Recently set up Events Working Group would require support.

Christmas Tree/Lights/CAMM

The Clerk's suggestion was recommended for approval.

It was agreed to recommend the continued provision of support for the Chamber of Commerce to assist with the organisation and management of trees and lighting. Provision of funding for St Lawrence Green withheld for 2011.

7.6. Honorarium & Sundries

The Clerk's suggestion was recommended for approval.

Honorarium	100
<u>Honorarium & Sundries Total</u>	<u>100</u>

7.7. Banking Arrangements, Shares & Reserves

The Financial Risk Assessment carried out by Internal Auditor again indicated low risk.

Earmarked funding set aside for projects (mostly property) was being spent. Most of the remaining and previously allocated monies will be spent if the recommendations to complete works are supported.

It was recognised that there was a continuing and essential need to maintain sufficient reserves to provide a contingency and match funding for future projects. The strategic reserve was a statutory requirement for use in unplanned emergencies and should not be used to fund items which could be properly planned and budgeted for through the normal process.

Refer to Assets and Reserves Statement on Clerk's Summary.

8. Budget and Precept for 2011/2012

Following a vote (4 to 1 in favour of accepting an amended "Option C" budget), it was agreed to recommend a budget of £133570 and to claim a precept of £133570.

The Clerk and the Assistant Town Clerk received a formal vote of thanks for their efforts in preparing a budget.

Signed:

(F Letch – Chairman)

Date:

The meeting closed at 8.50pm

Summary of Accounts 1 April - 20 December 2011- Finance Committee Recommendation - 10 January 2012						Recommended	Approved	
	Allocation	Spent *	Projected	Income &	Surplus	Notes	Allocation	Allocation
Budget	2011-2012	2011-2012	Spend	Grants	Deficit		2012-2013	2012-2013
<u>Administration</u>								
Staff - Salaries - NI - Pensions	63,000	38,720	14,370	0	9,910		62,000	
Imprest	50	0	0	0	50		50	
Telephone & Internet	550	315	150	0	85		550	
Postage	200	132	66	0	2		200	
Office Supplies	1,500	1,014	380	0	106		1,500	
Office Equipment	1,500	1,265	50	0	185		2,000	
Training	1,000	301	250	0	449		1,000	
Audit	900	850	0	0	50		900	
Insurance	5,150	3,725	0	0	1,425		4,000	
Newsletters/Annual Report	800	534	178	0	88		0	
Website	500	0	500	0	0		0	
Administration Sub Total	75,150	46,856	15,944	0	12,350		72,200	0
<u>Democracy, Council & Councillors</u>								
Hospitality	1,200	922	50	0	228		1,400	
Councillor Basic Allowances/Mayor's Expenses	400	400	0	0	0		500	
Council Expenses/Councillors Expenses	1,000	449	2,800	1,921	-328 *1		1,200	
Elections	0	0	165	165	0 *1		500	
Advertising	400	200	100	0	100		500	
Subscriptions	1,400	1,212	188	0	0		1,500	
Newsletters/Annual Report	0	0	0	0	0		1,000	
Website	0	0	0	0	0		700	
Democracy, Council & Councillors Sub Total	4,400	3,183	3,303	2,086	0		7,300	0
<u>Donations</u>								
	9,300	6,650	2,000	225	875 *5		9,500	
<u>Property</u>								
Peoples Park	4,000	6,452	500	2,952	0 *1		8000	
Scout Memorial Gardens	3,000	26,187	9,417	25,525	-7,079 *2		15,500	
Upper Deck	450	205	0	0	245		1,300	
War Memorial	1,600	2,775	50	1,225	0 *3		750	
Boniface Statue	0	930	0	930	0 *1		500	
Bandstand	800	1,251	15	466	0 *3		250	
Allotments	200	2,435	100	2,335	0 *7		150	
Stoney Park	0	0	0	200	200 *4		0	
Street Furniture (incl. seats and bus shelters)	1,000	4,310	1,350	4,660	0 *1		1,300	
Millennium Cross	0	0	0	0	0		0	
Town Clock	350	176	50	0	124		350	
Flagpole/Maypole	0	0	0	0	0		0	
Mayor's Chain/Board/Notice Board	100	0	50	0	50		100	
Small Works Budget	250	0	100	0	150		250	
Office Rent	3,500	2,600	0	0	900		3,500	
Land Registration/Valuation	600	800	61	261	0 *1		600	
CCTV	3,000	0	3,000	0	0		3,000	
Property Sub Total	18,850	48,121	14,693	38,554	-5,410		35,550	0
<u>Amenities</u>								
Town Centre Economic Development	3,000	0	0	0	3,000		1,000	
Floral Crediton	5,000	8,377	150	3,760	233 *6		5,500	
Town Flag & Banners	80	26	0	0	54		70	
P3 Scheme	0	763	637	1,400	0 *6		250	
Town Square	0	50	0	0	-50		0	
Boniface Trademark	0	0	0	0	0		0	
Jubilee 2012	1,000	0	0	0	1,000		1,000	
Christmas Tree & Lights	1,100	550	0	0	550		1,100	
Amenities Sub Total	10,180	9,766	787	5,160	4,787		8,920	0
Honorarium/Sundries	100	100	0	0	0		100	
Other Income - Bank Interest/Investments/Way Leave Receipts				119	119 *4			
VAT Refund 2010-11 (£)				2,539	2,539			
BAA Membership Fee (Held on Behalf of BAA)	0	200	0	385	185			
Totals (ex VAT)	117,980	114,676	36,727	46,144	12,602		133,570	0

CREDITON TOWN COUNCIL - PRECEPT 2012/2013

Provisional Precept £ 133,570

Calculation of Band 'D' Equivalent

Based on latest property statistics provided by MDDC (01/11/11)

Band	Number of Properties	Payment Fraction	98% Equivalent	Band 'D' Equivalents
A	610	0.66667	597.8	398.53
B	862.35	0.77778	845.103	657.30
C	701.7	0.88889	687.666	611.26
D	519.10	1.00000	508.718	508.72
E	290.80	1.22222	284.984	348.31
F	80.65	1.44444	79.037	114.16
G	17.8	1.66667	17.444	29.07
H	0	2.00000	0	-
Total	3082.4		3020.75	2,667.36

Calculation of Amount Payable

Band	Payment Fraction	Number of Properties	Collection Rate 98%	Band 'D' Equivalent	Payment Per Property	Amount Collected
A	0.66667	610	597.80	398.53	£ 33.38	£ 19,956.82
B	0.77778	862.35	845.10	657.30	£ 38.95	£ 32,914.85
C	0.88889	701.7	687.67	611.26	£ 44.51	£ 30,609.18
D	1.00000	519.10	508.72	508.72	£ 50.08	£ 25,474.39
E	1.22222	290.80	284.98	348.31	£ 61.20	£ 17,442.04
F	1.44444	80.65	79.04	114.16	£ 72.33	£ 5,716.86
G	1.66667	17.8	17.44	29.07	£ 83.46	£ 1,455.87
H	2.00000	0	0.00			
Total		3082.4	3020.75	2,667.36		£ 133,570.00
Annual Charge for Band 'D' Property 2012/13					£ 50.08	
Cost per week					£ 0.96	

Annual Charge for Band 'D' Property 2011/12
 Cost per week

£44.26 13.15% Increase
£0.85 or 11p per week

Band "D" increase of £5.83 per year or 11p per week or 13.15% over 2011/12