



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

To All Credition Town Councillors

You are hereby summoned to attend an **Oversight Committee meeting**, which will be held on **Tuesday, March 11, 2025, at 19:00, at 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, 06 March 2025

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

186 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

187 - 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)

188 - Apologies

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

189 - Declarations of Interest and Request for Dispensations

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

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

190 - Climate Emergency

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

191 - 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

192 - Chair's and Clerk's Announcements

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

193 - Oversight Committee Minutes

To approve and sign the minutes of the meeting held on 11 February 2025, as a correct record

194 - Finance

194.1 - To receive and approve transactions between 01 February 2025 and 28 February 2025

194.2 - To receive and approve the bank reconciliation to 28 February 2025

194.3 - To note bank account balances to 28 February 2025

194.4 - To note year to date spend

194.5 - To receive a verbal report from the Town Clerk regarding End of Year allocations of Earmarked Reserves

195 - Internal Audit 2024/25

To review recommendations from the Internal Audit 2024/25, to note actions already undertaken and to agree any further actions

196 - 2025 Events

To receive the Events Officer's report regarding Town Council events for 2025 and to approve any recommendations therein

197 - Grants 2025-26

197.1 - To consider a large grant application from Welcoming Refugees in Crediton

197.2 - To consider a large grant application from Crediton Youth Football Club

197.3 - To note Small Grants awarded

198 - Devon County Council Pension Fund

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

199 - Review and Adoption of Policies

Complaints

200 - High Street brackets

200.1 - To receive the Town Clerk's report regarding the Flag Project and to agree any recommendations therein

200.2 - To receive a verbal update from the Town Clerk regarding Christmas lights

201 - Crediton Youth Service

201.1 - To receive and note the report from the Lead Youth Worker regarding youth work activities

202 - Date of next meeting

To note that the date of the next meeting will be Tuesday 8 April 2025

203 - 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

204 - Youth Service Report

To receive Cllr Backhouse's confidential Youth Service report and to approve the recommendations therein

205 - Youth Service Report

To receive and note the Town Clerk's confidential Youth Service report

206 - Staffing Report

To receive the Town Clerk's confidential Staffing Report and to approve the recommendations therein

207 - Staffing Report

To receive the Town Clerk's confidential Staffing Report and to approve the recommendations therein

208 - Events and Town Centre Officer

208.1 - To approve the proposed title of the role

208.2 - To receive and approve the Recruitment Pack, to include job description and person specification

208.3 - To approve the salary column point

208.4 - To approve an application, shortlisting and interview timeline

209 - Reports Pack

Attachments

[2025-02-11 - Oversight - Minutes\[1\]\(1\).pdf](#)

[Transactions 1 Feb - 28 Feb.PDF](#)

[Bank Rec as at 28 Feb.pdf](#)

[Bank balances as at 28 Feb.PDF](#)

[Y2D budget 2024-25.pdf](#)

[EMR levels as at 28 Feb.pdf](#)

[2024-25 Crediton Town Council Interim Internal Audit Observations OVERSIGH~.xlsx](#)

[Report on Events 2025 to Oversight Committee.docx](#)

[1. Grant application.pdf](#)

[2. WRCaccounts.pdf](#)

[3. constitution WRC.pdf](#)

[4. Bank statement.pdf](#)

[1. Large Application Form.pdf](#)

[2. Accounts 23 - 24.pdf](#)

[3. Statement 310125.pdf](#)

[4. Constitution Website.pdf](#)

[Small Grants Report.docx](#)

[Complaints Policy.docx](#)

[CHP Flag Report.docx](#)
[Lead Youth Worker Report.docx](#)



Minutes of the Oversight of the Democratic Services held on Tuesday, February 11, 2025 at 19:00, in The Bungalow, 8 North Street, North Street, Credition, EX17 2BT

- Present:** Cllrs Steve Huxtable, Rachel Backhouse, Guy Cochran, Giles Fawssett and Joyce Harris
- Apologies:** Cllrs Brookes-Hocking, Natalia Letch and Jim Cairney
- In Attendance:** Two members of the public
- Minute Taker:** Rachel Avery, Town Clerk

MINUTES

168 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.04 and members introduced themselves.

169 PUBLIC QUESTION TIME

Two members of the public inquired about the following:

- Whether action had been taken regarding a conflict of interest related to funding, which they had previously raised. The Town Clerk acknowledged receiving the email but had not responded
- If council meetings would continue to be held at the Boniface Centre concurrently with bell-ringing practice, to which the Chair responded that they would provide a response via email
- The Credition Heart Project grant, which would be addressed later in the meeting

170 APOLOGIES

Decision: The apologies of Cllr Cairney (work commitments), N Letch (illness) and Brookes-Hocking (holiday) were **noted**.

171 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

171.1 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.

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

There were no dispensation requests.

172 CLIMATE EMERGENCY

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

173 ORDER OF BUSINESS

There were no changes to the order of business.

174 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

175 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 14 January 2025, were approved as a correct record, noting that an IT error had named the previous title of the committee (Proposed by Cllr Backhouse)

176 FINANCE**176.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JANUARY 2025 AND 31 JANUARY 2025**

Decision: The transactions between 01 January 2025 and 31 January 2025 were **approved**. (Proposed by Cllr Harris)

176.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 JANUARY 2025

Decision: The bank reconciliation to 31 January 2025 was **approved**. (Proposed by Cllr Harris)

176.3 TO NOTE BANK ACCOUNT BALANCES TO 31 JANUARY 2025

The bank account balances as of 31 January 2025 were **noted**.

176.4 TO NOTE THE YEAR TO DATE REPORT

The year-to-date report was **noted**.

177 GRANTS 2025/26**177.1 TO CONSIDER AND RECOMMEND APPROVAL OF LARGE GRANTS ALLOCATIONS TO FULL COUNCIL, AS RECOMMENDED BY THE GRANTS SUB-COMMITTEE**

Consideration was given to the recommendations made by the Grants Sub-Committee regarding large grants allocations, totalling just over £34,500. Discussions included the need to address admin costs, wages, and salaries at the Full Council meeting.

Decision: It was **resolved to approve** the recommendation to forward the large grants allocations, totalling just over £34,500, to the Full Council for final approval. (Proposed by Cllr Harris)

177.2 TO NOTE ALLOCATION OF SMALL GRANTS

The allocation of small grants, totalling £5,700.00 were **noted**. These grants were determined based on predefined criteria to support local initiatives and projects that benefit the community.

177.3 TO CONSIDER THE GRANT APPLICATION FROM CREDITON HEART PROJECT, FOR APPROVAL BY FULL COUNCIL

The Council considered the grant application from the Crediton Heart Project. Members raised questions about the group's activities, financial status, and the legal definition of a 'natural person' in their constitution. After evaluating the merits of the application and its potential impact on the community, the Council decided to recommend a grant of £2,000.00 to the Crediton Heart Project, considering they had already received £1,000.00 for their website.

Decision: It was **resolved** to recommend a grant of £2,000.00 to the Crediton Heart Project for approval by the Full Council. (Proposed by Cllr Huxtable)

178 REVIEW AND ADOPTION OF POLICIES

Decision: It was **resolved** to adopt the Menopause Policy. (Proposed by Cllr Backhouse)

179 CHRISTMAS LIGHT INFRASTRUCTURE

The Town Clerk presented a report on the Christmas light infrastructure, highlighting issues with the current brackets and the need for additional equipment should an alternative Christmas lighting proposal be considered. The Council discussed the implications, including potential costs and the need for further investigation. It was proposed to visit other towns for ideas and to avoid hasty decisions.

Decision: It was **agreed** to continue investigating additional cross street lighting and to explore alternative.

180 ANNUAL TOWN MEETING

Members discussed the date and arrangements for the Annual Town Meeting. Consideration was given to holding it on Saturday 22 March 2025, to incorporate consultations on current projects and land use south of Barnfield. Despite recognising that this would not align with 1972 legislation, the Council noted that previous Saturday meetings had been well attended.

Decision: It was **agreed** to combine the Annual Town Meeting with the land use meeting on Saturday 22 March 2025.

181 DATE OF NEXT MEETING

The next meeting was noted to be scheduled for Tuesday, 11 March 2025.

182 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)

183 COUNCIL OFFICES

The Town Clerk provided a verbal update on the Council Offices.

184 UNION ROAD TOILET BUILDING

The proposals were discussed.

Decision: It was **resolved** to make on request to be included in the proposal. (Proposed by Cllr Cochran)

185 REPORTS PACK

Signed

Dated.....

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		266,288.63					266,288.63	
	Banked 03/02/2025	36.00						
#286	CISCO	36.00			1280	130	36.00	Room hire - Bungalow
	Banked 04/02/2025	175.00						
#287	Credition Hamlets PC	175.00			1200	220	175.00	War Memorial contribution
	Banked 06/02/2025	108.00						
#288	Room hire - The Hub	108.00			1280	130	108.00	Room hire - The Hub
	Banked 10/02/2025	15.66						
#289	Allotment Exhibition	15.66			1150	150	14.19	E5A Rent 24/25
					1170	180	1.47	E5A BAA 24/25
	Banked 14/02/2025	2,000.00						
#290	Credition Food & Drink Festival	2,000.00			1280	130	2,000.00	Transfer of funds
	Banked 20/02/2025	6,100.00						
#291	█ Dorman	100.00			1280	410	100.00	VE Day - stallholder fee
#292	Credition Heart Project	6,000.00			1280	120	6,000.00	Credition Heart Project
	Banked 24/02/2025	40.00						
#293	Mr Glow	40.00			1250	390	40.00	CinC vendor fee
	Banked 25/02/2025	25.00						
#294	Youth Club (YW)	10.00			1240	410	10.00	Youth - tuck allowance
#295	Youth Club (YW)	15.00			1240	410	15.00	Subs - Junior YC
	Banked 26/02/2025	120.00						
#296	Youth Club (YW)	12.00			1240	410	12.00	Subs - Junior YC
#297	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#298	Youth Club (YW)	12.00			1240	410	12.00	Subs - Junior YC
#299	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#300	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#301	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#302	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#303	Youth Club (YW)	12.00			1240	410	12.00	Subs - Project Night
#304	Youth Club (YW)	24.00			1240	410	24.00	Subs - Project Night & JYC
	Banked 27/02/2025	10.82						
#305	Allotment Exhibition	10.82			1150	150	9.80	E8B Rent 24/25
					1170	180	1.02	E8B BAA 24/25
Total Receipts for Month		8,630.48	0.00	0.00			8,630.48	
Cashbook Totals		274,919.11	0.00	0.00			274,919.11	

Payments for Month 11

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>
03/02/2025	EE Ltd	DD #629	20.71		3.45	4720	410	17.26	Youth - mobile phone bill
03/02/2025	E Anderson	BACS #630	5.09			4720	410	5.09	Expenses - youth magnet game
03/02/2025	Boniface Centre	BACS #631	50.00			4210	130	50.00	Room hire
03/02/2025	South West in Bloom	BACS #632	55.00			4120	380	55.00	Main competition entry fee
03/02/2025	Viking	BACS #633	64.99		10.83	4020	365	20.49	Cleaning supplies
						4085	120	6.49	Office stationery
						4115	120	27.18	Office consumables
03/02/2025	Guardian Security	BACS #634	283.32		47.22	4530	340	150.00	Subs - Salto door lock
						4520	340	86.10	Subs - Salto door lock
03/02/2025	Mr C Pugsley	BACS #635	833.33			4390	250	833.33	Bungalow rent - Feb
03/02/2025	█ Ward	BACS #636	1,024.25		170.71	4650	390	853.54	Christmas lights removal
04/02/2025	Skern Lodge Ltd	BACS #637	600.00		100.00	4720	410	500.00	Youth - residential
04/02/2025	RJ Brooks and Sons Ltd	BACS #638	642.00		107.00	4230	190	295.00	Slab repairs - PP SMG
						4470	300	240.00	Slab repairs - WM bus shelter
04/02/2025	Cloudy IT	DD #642	28.80		4.80	4070	120	24.00	IT support - tablets
04/02/2025	Cloudy IT	DD #642	-28.80		-4.80	4070	120	-24.00	IT support - tablets
05/02/2025	Tesco	CARD #639	1.89			4720	410	1.89	Youth - refreshments
05/02/2025	Morrisons	CARD #640	3.88			4720	410	3.88	Youth - refreshments
05/02/2025	Tesco	CARD #641	10.00			4720	410	10.00	Youth - mobile phone SIM
06/02/2025	Cloudy IT	DD #642	28.80		4.80	4070	120	24.00	IT support - tablets
10/02/2025	Great Western Railway	CARD #643	93.75			4720	410	93.75	Youth - train tickets
10/02/2025	British Gas	DD #644	25.69		1.22	4290	340	24.47	Electricity - Newcombes toilet
10/02/2025	British Gas	DD #645	67.54		3.22	4290	250	64.32	Electricity - The Bungalow
11/02/2025	Nexus Open Systems	DD #646	375.44		62.57	4070	120	312.87	IT support - Jan
12/02/2025	Morrisons	CARD #647	49.95			4720	410	49.95	Youth - refreshments & tuck
12/02/2025	Adams	BACS #648	13.04		2.17	4020	365	10.87	Town maintenance - supplies
12/02/2025	CMS Plumbing & Heating SW Ltd	BACS #649	72.00		12.00	4230	250	60.00	Toilet repair - Bungalow
12/02/2025	DALC	BACS #650	84.00		14.00	4190	130	70.00	Canva training - JD
12/02/2025	Tozers LLP	BACS #651	2,359.52		393.26	4105	120	1,966.26	█ searches
						338	0	-1,966.26	█ searches
						6000	120	1,966.26	█ searches
12/02/2025	Phil Jones Associates Ltd	BACS #652	3,000.00		500.00	4105	120	2,500.00	Land South of Barnfield Vision
						336	0	-2,500.00	Land South of Barnfield Vision
						6000	120	2,500.00	Land South of Barnfield Vision
13/02/2025	Spar	CARD #653	1.69			4440	250	1.69	Meeting refreshments
13/02/2025	Spar	CARD #654	5.69			4205	130	5.69	Refreshments - Foodie Forum
13/02/2025	Window Films Direx Ltd	CARD #655	44.99			4230	250	44.99	Window film - The Hub
21/02/2025	Wage payments	BACS #656	11,744.57			4000	110	7,710.74	Salaries - Feb
						4005	110	4,033.83	Salaries - Feb

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/02/2025	HMRC	BACS #657	2,879.60			4030	110	2,388.71	NI/PAYE - Feb
						4010	110	490.89	NI/PAYE - Feb
21/02/2025	Peninsula Pensions	BACS #658	3,604.13			4040	110	2,679.86	Pensions - Feb
						4015	110	924.27	Pensions - Feb
24/02/2025	The Photo ID Card People	CARD #659	14.99		2.50	4085	120	12.49	ID card - youth worker
24/02/2025	British Gas	DD #660	8.12		0.39	4290	250	7.73	Standing charge - front office
24/02/2025	Concorde	DD #661	12.16		2.03	4060	120	10.13	Printing charges - Dec
24/02/2025	Everflow	DD #662	52.40			4235	250	26.65	Water - Council Offices
						4235	340	25.75	Water - Newcombes toilet
26/02/2025	R Avery	BACS #663	7.55			4440	250	7.55	Expenses - meeting refreshment
26/02/2025	Devon County Council	BACS #664	61.50		2.00	4720	410	59.50	Youth - DBS check KB
26/02/2025	Devon County Council	BACS #665	61.50		2.00	4720	410	59.50	Youth - DBS checks ES
26/02/2025	Viking	BACS #666	98.32		16.39	4110	120	75.94	Office equipment - flipchart
						4085	120	5.99	Office supplies
26/02/2025	Vivian Architecture Ltd	BACS #667	3,100.00			4105	120	3,100.00	- planning app
						338	0	-3,100.00	- planning app
						6000	120	3,100.00	- planning app
27/02/2025	Valda Energy	DD #668	268.92		12.81	4290	340	8.15	Electricity - Newcombes toilet
						4290	250	118.20	Gas - Bungalow
						4290	250	74.11	Electricity - Bungalow
						4290	350	55.65	Electricity - OLS
28/02/2025	Concorde	DD #669	178.55		29.76	4075	120	148.79	Telephone charges
Total Payments for Month			31,908.87	0.00	1,500.33			30,408.54	
Balance Carried Fwd			243,010.24						
Cashbook Totals			274,919.11	0.00	1,500.33			273,418.78	

Receipts for Month 11

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>
Balance Brought Fwd :		461,832.92					461,832.92	
	Banked 04/02/2025	1,849.51						
CCLA #11	CCLA	1,849.51			1090	120	1,849.51	Interest on account
Total Receipts for Month		1,849.51	0.00	0.00			1,849.51	
Cashbook Totals		<u>463,682.43</u>	<u>0.00</u>	<u>0.00</u>			<u>463,682.43</u>	

Payments for Month 11

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		463,682.43						
	Cashbook Totals		<u>463,682.43</u>	0.00	0.00			<u>463,682.43</u>	

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025	293	243,010.24
			<u>243,010.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			243,010.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			243,010.24
		Balance per Cash Book is :-	243,010.24
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		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
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025	19	87,127.56
			<u>87,127.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		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
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	28/02/2025		463,682.43
			<hr/> 463,682.43
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			463,682.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			463,682.43
		Balance per Cash Book is :-	463,682.43
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	Co-Operative Current 15006951	243,010.24	
28/02/2025	Cambridge & Counties 15006951	0.00	
28/02/2025	Nationwide Account 90097276	87,127.56	
28/02/2025	United Trust Bank	0.00	
28/02/2025	CCLA	463,682.43	
			793,820.23

Receipts not on Bank Statement

0.00

Closing Balance

793,820.23

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	243,010.24	
2	Cambridge & Counties 6951	0.00	
3	Nationwide Account 7276	87,127.56	
5	United Trust Bank 6692	0.00	
7	CCLA	463,682.43	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		793,820.23

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
Salaries																
Salaries, Including NI & Pensions	220,000	16,345	16,434	16,332	16,301	16,527	16,147	16,057	21,097	17,150	17,250	18,228		85%	32,132	187,868
Payroll	250	-	-	-	-	-	-	-	-	-	-	-		0%	250	-
Office Administration																
Photocopier/Printing	1,000	47	47	21	53	24	54	8	73	45	142	10		43%	570	430
Postage	350	112	-	3	6	-	-	-	-	8	3	-		38%	218	132
IT Support	6,000	198	511	337	517	691	517	517	517	517	517	337		86%	824	5,176
Telephone/Broadband	1,800	192	149	149	149	149	149	149	149	149	149	149		93%	118	1,682
Audit Fees	2,500	-	853	500	-	-	-	-	395	1,050	853	-		78%	555	1,945
Stationery	700	24	25	60	-	2	-	-	9	-	52	25		28%	503	197
Software	4,500	-	1,690	-	-	-	-	-	-	-	357	-		45%	2,453	2,047
Reference books	150	-	-	-	-	-	-	-	-	-	-	-		0%	150	-
Security Waste Collection	50	-	-	-	-	12	-	18	-	-	-	-		60%	20	30
Legal/Professional Services	5,000	-	-	-	-	-	-	-	-	-	2,948	-		59%	2,052	2,948
Insurance	6,000	-	3,938	-	105	300	-	57	-	-	-	-		73%	1,600	4,400
Office Equipment	2,200	-	176	27	-	100	-	-	33	117	-	76		24%	1,671	529
Other	700	-	-	76	18	4	-	-	-	-	-	-		14%	602	98
Office Supplies/Consumables	500	33	55	45	20	65	-	28	28	85	-	27		77%	114	386
Council and Councillors																
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	-	-	65		32%	811	389
Website	2,000	275	-	-	-	-	-	-	-	-	-	-		14%	1,725	275
Website Accessibility Work	-	-	-	-	-	-	-	-	-	-	-	-		0%	-	-
Subscriptions	2,000	-	-	1,415	-	-	-	150	52	50	357	-		66%	690	1,310
Staff/Councillor Training	7,000	-	-	-	-	-	3,970	407	125	95	65	70		64%	2,518	4,482
Honorarium	400	-	-	-	-	-	-	-	-	-	-	-		0%	400	-
Parking Permit	600	-	-	-	-	-	-	-	-	-	491	-		82%	109	491
Public Consultations	500	-	-	-	-	-	-	-	-	-	-	6		1%	494	6
Meeting Room Charges	500	-	-	-	-	-	-	-	50	-	-	50		20%	400	100
Other expenditure: Food Festival*	-	-	1,392	2,901	165	625	-	-	-	810	560	65		0%	5,268	5,268
Civic Functions	5,000	-	-	-	833	165	-	-	-	-	-	-		20%	4,002	998
Allotments																
Exhibition Road general/scheduled maintenance	950	-	-	-	130	65	-	-	440	65	-	-		74%	250	700
Exhibition Road water/water maintenance and repairs	850	-	-	-	-	-	-	142	-	-	114	-		30%	594	256
Barnfield general/scheduled maintenance	900	-	-	-	170	-	-	175	-	125	-	-		52%	430	470
Barnfield water/water maintenance and repairs	775	-	-	-	30	-	-	-	434	-	224	-		89%	87	688
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	80	-		56%	132	168
Property and Assets																
Peoples Park maintenance	3,600	-100.00	100	-	120	-	-	35	-	35	-	295		13%	3,115	485
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	24	26		-30%	3,125	725
Newcombes Meadow toilets electricity	1,320	8	36	30	31	30	31	32	32	33	33	33		25%	991	329
Newcombes Meadow toilets supplies	400	1	11	-	-	-	22	-	-	-	-	86		30%	280	120
Newcombes Meadow toilets door locking	150	-	-	-	-	-	-	-	-	-	-	150		100%	-	150
Old Landscape School electricity	4,400	18	74	128	21	52	261	59	18	33	41	56		15%	3,757	643

Old Landscare School equipment	500	-	-	8	-	-	-	13	-	-	-	-	-	4%	479	21
Old Landscare School water charges	600	-	-	-	-	-	21	74	19	-	61	-	-	29%	425	175
Old Landscare School telephone/broadband	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-
Old Landscare School maintenance	2,000	-	481	-	-	-	-	-	25	-	-	-	-	25%	1,494	506
Old Landscare School business rates	4,500	3,942	-	-	-	-	-	-	-	-	-	-	-	88%	558	3,942
Old Landscare 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	975	31	-	76%	3,127	9,873
General Small works	3,000	-	9	375	373	-	164	15	-	-	-	240	-	39%	1,824	1,176
CCTV	10,000	-	-	-	150	-	-	1,830	3,387	-	-	-	-	54%	4,633	5,367
Council Offices																
Bungalow rent & costs	15,000	938	2,503	2,890	833	833	833	833	833	1,218	833	833	-	89%	1,620	13,380
Main office rent	8,500	-	-	-	-	-	-	7,188	-	-	-	-	-	85%	1,312	7,188
Electricity	2,750	201	353	269	62	102	145	167	181	309	291	264	-	85%	406	2,344
Water	1,000	51	15	15	15	15	19	51	25	19	23	27	-	28%	725	275
Fire Extinguishers	300	-	230	-	-	-	-	-	-	-	-	-	-	77%	70	230
General Premises Maintenance	500	-	-	-	-	40	-	-	-	120	-	105	-	65%	175	325
Business rates	4,000	3,194	-	-	-	-	-	-	-	-	-	-	-	80%	806	3,194
Refreshments	120	-	5	2	4	27	-	8	7	2	18	9	-	68%	38	82
Floral Crediton																
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	-	-	-	55	-	44%	282	218
New planters (replacements)	1,000	-	-	-	-	-	-	-	-	-	-	-	-	0%	1,000	-
Christmas in Crediton																
Repeat Costs	13,200	-	-	-	-	-	1,194	330	2,949	8,330	410	854	-	107%	867	14,067
Community Participation	7,000	-	-	-	-	-	-	396	3,142	1,723	1,810	-	-	101%	71	7,071
New Infrastructure	4,000	-	-	-	-	-	-	2,262	397	285	-	-	-	74%	1,056	2,944
Miscellaneous	750	-	-	-	-	-	-	91	-	-	-	-	-	12%	659	91
Additional Services																
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	145	801	-	92%	391	4,609
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
Budget Spend	475,903	61,214	33,671	30,345	25,533	21,950	33,860	32,602	36,995	37,560	25,346	22,843	-	76%	113,984	361,919

EXPENDITURE: Ear Marked Reserves**																
EMR 349: St Boniface/Devon Day	-	-	1,936	6,343	283	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	5,066	-	-	-
EMR 336: Localism Projects	-	-	-	-	-	-	-	-	-	-	2,500	-	2,500	-	-	-
EMR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total	-	-	1,936	7,008	283	4,505	1,750	-	-	-	2,500	7,566	-	-	-	-
Total Spend inc reserves	475,903	61,214	35,607	37,353	25,816	26,455	35,610	32,602	36,995	37,560	27,846	30,409	-	81%	88,436	387,467

INCOME	Budget													%Budget	Balance	Total Income
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	1,856	1,850	-	160%	7,810	20,810
Youth grants received	10,000	3,363	-	-	854	5,000	-	-	-	-	-	-	-	92%	783	9,217
Allotment rent & BAA membership	4,220	9	-	52	9	1,015	2,296	1,054	83	4	26	-	-	108%	353	4,573
Other income: wayleave	19	19	-	-	-	-	-	-	-	-	-	-	-	100%	-	19
Grants received: LYTC signage	-	582	-	-	-	-	-	-	-	-	-	-	-	0%	582	582
Other income: Food Festival	-	1,534	868	3,455	-	-	-	-	-	-	-	2,000	-	0%	7,857	7,857
Other income: Room hire	-	59	258	233	206	-	233	67	-	141	37	144	-	0%	1,260	1,260
Youth donations received	-	523	33	361	379	124	204	70	150	163	760	145	-	0%	2,912	2,912
Youth grants received	-	-	-	-	-	-	-	365	-	-	-	-	-	0%	365	365
Christmas donations received	-	-	-	-	-	100	150	1,700	-	1,030	235	40	-	0%	3,255	3,255
Other income: Newcombes toilet project	-	-	-	-	-	-	-	-	-	-	-	6,000	-	0%	6,000	6,000
War Memorial income	-	-	-	-	-	-	-	-	-	-	-	175	-	0%	175	175
Other income: VE Day	-	-	-	-	-	-	-	-	-	-	-	100	-	0%	100	100
Sub Total	518,738	252,881	2,283	8,644	2,613	6,838	3,537	252,113	3,118	3,226	2,892	10,480	-	-	548,625	
INCOME: Ear Marked Reserves	Budget															
EMR 349: St Boniface/Devon Day	-	-	710	5,883	2,000	-	-	-	-	-	-	-	-	-	-	8,593
EMR: Allotments	-	-	-	-	-	431	-	-	-	-	-	-	-	-	-	431
Sub Total	-	-	710	5,883	2,000	431	-	-	-	-	-	-	-	-	-	9,024
Total Income inc reserves	518,738	252,881	2,993	14,527	4,613	7,269	3,537	252,113	3,118	3,226	2,892	10,480	-	-	557,649	

*see Food Festival income - remaining funds to move to EMR
**see EMR tab for net movement of EMRs

Earmarked Reserves		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			51		£1,046
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											11000		£15,000
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										-2500	-2500		£25,000
337	EMR - General Legal/Prof Fees	£6,821.00													£6,821
338	EMR - Council Building Fund	£110,000.00					-1166	-1750					57850		£164,934
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													£0
344	EMR - OLS Project	£14,000.00					-1800						2800		£15,000
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									£690
351	EMR - DCC Feasibility study	£190.00													£190
352	EMR - PP Wildlife Area	£130.00													£130
353	EMR - Defibrillator Project	-													£0
354	EMR - Xmas Lights Ren/Repairs	£708.20													£708
356	EMR - Incredible Edibles TS	-													£0
357	EMR - Allotment Access Project	£877.56													£878
358	EMR - Traffic & Urban Realm FS	-													£0
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											25000		£45,000
		£292,622.21	0	-1225.93	-1125	1717.18	-4073	-1750	0	0	0	-2500	94201	0	£377,815

**Crediton Town Council
Financial Year 2024-25**



IAC Audit and Consultancy Ltd

Audit date: 31 October 2024

Visit 1 Internal Audit Observations

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

B

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Have invoices been approved as required under Council Financial Regulations? (paragraph 6.3 of the NALC Model Financial Regulations)	No	<i>Invoices have not been approved as required under the Councils Financial Regulation 6.3 which requires that invoices are 'certified by the Town Clerk'.</i>	The Council to review its payment process to ensure that all invoices are certified by the Town Clerk prior to payment being made. This could be done by the Clerk certifying the payments email, prior to the approval by Councillors'	High	Financial regs to be amended to read "certified by the Town Clerk/Deputy Clerk"	Financial regs amended for consideration by Full Council in March
2	Have payments been approved as required under Council Financial Regulations? (paragraph 6.9 of the NALC Model Financial Regulations)	No	<i>The practice at the Council is for a listing of receipts and payments to be provided to the Oversight Committee as part of the agenda pack. The committee approval of these 'transactions' is recorded in Minutes, however the listing of payments is not "disclosed within or as an attachment to the minutes of that meeting" as required by the Financial Regulation 6.9.</i>	The Council Council to review how its process for the approval of payment corresponds to the requirements of its Financial Regulations. If necessary the Council amend either its Financial Regulations, or the process in place, to ensure that the actual process and the regulations correspond.	High	Amend Financial Regs to remove "A detailed list of all payments made shall be disclosed within or as an attachment to the minutes of that meeting." as these are disclosed on the website in the Agenda Pack already.	As above

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>It is not clear that the Council has reviewed the effectiveness of its Internal Control System as required by Regulation 6 of the Accounts and Audit Regulations. It was noted the copy of the Statement of Internal Control on the website is dated May 2023</i>	Council to note the requirement for it to regularly review its internal control system.	High	Statement of internal control to be included on the Full Council agenda every May. Internal control statement as at 31 March 2024 to be included on November Full Council agenda.	Internal control statement still needs to be approved at March Full Council meeting
2	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	<i>The value of the Councils Fidelity Insurance, at £500,000, does not cover the value of the Councils cash & bank holdings</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	Deputy Clerk to contact Zurich and discuss increasing the limit.	Awaiting response from Zurich
3	Major insured assets have been subject to a recent valuation.	No	<i>It is not clear when the Council had an insurance valuation of its major assets, in particular the War Memorial.</i>	The Council to review the current insurance values of its major assets. In future the Council should consider undertaking an insurance valuation of its assets on a regular (5 yearly) basis.	High	Deputy Clerk to arrange valuation of War Memorial, bus shelter & Bandstand, Boniface Statue, Millenium Cross & Millenium Clock (?) and ensure reviewed every 5 years.	Awaiting quotations - from memory these haven't been valued in over 10 years so all need doing. Where will the money come from?

D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	The Council formally set a budget	Yes	<i>It was noted that the budget published on the Council website records VAT as an item of income. For Councils reporting on an accruals basis (such as Crediton) VAT is not an item of income as the VAT balance due is recorded as a debtor and VAT reclaimed is to be credited to the debtor balance and not to income.</i>	The Council to note that VAT reclaimed is not income for budget purposes (and VAT paid/incurred is not expenditure for budget purposes). Budgets should record both income and expenditure nett of VAT.	Medium	Error carried over from a previous year, all budget documents/reports will be net of VAT.	
2	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<i>The budget recorded in the Councils accounting system does not agree to the budget set by Council. There is a difference of £808 on the 'Mayor's Reception' budget heading.</i>	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High	Budget section on Rialtas shows the £808 carried forward from 2023/24 as per minute no. 2024/042.2 of the Full Council meeting on 19 March 2024. Virement made to accomodation Mayors Reception on 17 May 2024	

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	No	<i>The Council does not have in place a formal schedule of fees and charges.</i>	The Council to put in place a formal schedule of Fees and Charges	High	Deputy Clerk to create a schedule of Fees and Charges for approval by Oversight on 10 December, ratification by Full Council on 21 January 2025	To be reviewed by Oversight in April
2	Have fees and charges been subject to review during the financial year?	No	<i>The Council does not have a process for the annual review of fees and charges.</i>	Schedule of Fees and Charges should be subject to annual review as part of the budget setting process.	Medium	Schedule of Fees and Charges to be reviewed annually.	As above
3	Cash income received is promptly receipted	No	<i>Cash income is not promptly receipted / The Council does not currently have in place a procedure for receipts to be issued for all cash income received.</i>	The Council to introduce a pre numbered receipt book to record cash income received. Receipts should be issued for all cash income.	High		Receipt book used for youth
4	The Council does not make supplies that would normally require it to be VAT registered	No	<i>The Council makes supplies which could require it to be VAT registered, these are 'stall fees' and 'sponsorship' income.</i>	The Council to review the income identified and clarify whether the correct VAT treatment has been applied. In particular the Council should note the technical difference between 'donations' and 'sponsorship' for VAT purposes.	Medium	Checks to be undertaken to ensure CTC is within VAT limit - this was done in Sept 2024, so just to double check. Difference between donations and sponsorship noted and due to be discussed with Events & Comms Officer.	Registering for VAT

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Members Allowances have been set in accordance with Members Allowances Regulations 2003.	Yes	<p><i>The Councils Members Allowance policy states "The levels of allowance paid are agreed by Mid Devon District Council in accordance with national legislation."</i></p> <p><i>This is not correct. Members Allowances are set by the Town (or Parish) and not by any other Authority. The requirements is that, when setting allowances, the Town Council should 'have regard' to the report of the Parish Remuneration Panel, this does not mean that they are bound by it.</i></p>	The Council to review the requirements of the Members Allowances Regulations 2003 and ensure that it sets its allowances in accordance with the Regulations.	High	Members Allowances Regulations 2003 to be reviewed.	Due to be reviewed - recommend Full Council to approve adoption of MDDC recommendations for audit purposes

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Bank reconciliations, and supporting bank statements, have been signed and dated as evidence of independent review (Interim)	No	<i>Bank reconciliations are carried out regularly however it is not currently practice for the supporting bank statements to be initialled as evidence that they have been checked and verified against the bank reconciliation.</i>	When reviewing the bank reconciliation the supporting bank statement, which shows the balance reported on the bank reconciliation, should be initialled and dated as evidence of verification.	Medium	Bank reconciliation and supporting bank statement will be checked, initialled and dated by the Chair of Oversight Committee when previous minute are signed.	Actioned

J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Prior year accruals have been correctly reversed in the current year. (interim)	Yes	<i>The Council has recorded grant income from 2023-24 as deferred income, this was picked up as an issue by the External Auditor.</i>	The Council to note that all grants are to be recorded as paid or received by the Council and should not be accrued for. If a grant is received and is to be used in a future accounting year, then this should be managed as an Earmarked Reserve and not as deferred income.	Medium	Any grants still to be spent in next financial year will be moved to an Ear Marked Reserves.	

L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report).	Yes	<i>The Council has in place a Publication Scheme, but it appears to be an older version of the ICO model scheme.</i>	The Council should note the legal requirements to publish information in accordance with the ICO Model Publication Scheme (version 3). Although this is not a requirement under the Accounts and Audit Regulations 2015, the Council should note that it is a statutory requirement under the Freedom of Information Act.	Advisory	Town Clerk to review Publication Scheme against ICO Model Publication Scheme (version 3).	Actioned 10/12/2024.

M The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	Council Minutes record the dates set for the Exercise of Public Rights	No	<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	Noted and will be recorded in minutes moving forward.	

N *The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Update 03/03/2025
1	The Council has published the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	Yes	<i>It was noted that the Council did not complete Boxes 11a and 11b on the 2023/24 Accounting Statements.</i>	The Council to ensure that all required information is completed on both the Annual Governance Statement and Accounting Statement prior to approval and signature.	High	Noted.	



Update on 2025 CTC Events

Report by: Events and Comms Officer
To: Oversight Committee
Date: For consideration on 11 March 2025

1. Purpose

- 1.1 This report provides information about plans for VE Day 80, The Big Boniface Bash, and Credition Food Festival, and about the civic visit by representatives from Fulda and Dokkum.

2. Background

- 2.1. The Town Council committed to taking part in the national VE Day 80th anniversary commemoration, to repeating The Big Boniface Bash, and to taking on the running of Credition Food Festival (formerly Credition Food & Drink Festival).
- 2.2. Visitors from Fulda and Dokkum have accepted the invitation to attend the Big Boniface Bash again.

3. Proposals

- 3.1. To hold a VE Day 80 Cream Tea on Thursday 8th May in The Boniface Centre. Credition Town Council will gift cream teas to attendees from Hillbrow and Kenwyn care homes, and invite older residents to attend at their own cost. There will be live musical entertainment, vintage artefacts, and a film/presentation.
- 3.2 To support CODS to hold a commemorative evening of songs, poetry and letters from the front, in Credition Congregational Church on Thursday 8th May. Paul Walker of CODS is organising, performers are free, Paul needs help with the cost of room hire in return for crediting CTC.
- 3.3. To hold a VE Day 80 'Very Vintage Picnic' on Saturday 10th May in Newcombes Meadow. Residents will be invited to bring a picnic and listen to 40s music in the bandstand, take part in traditional fair games, buy vintage-themed refreshments, and view vintage vehicles. Visitors from Avranches are invited to take part.
- 3.4. To repeat The Big Boniface Bash on Sunday 8th June in Newcombes Meadow. There will be live rock and pop music over speakers, lots of children's activities, lots of food stalls, a family-friendly-festival atmosphere.
- 3.5 To provide a programme of activities for the civic delegation from Germany and the Netherlands.
- 3.6 To hold Credition Food Festival on Saturday 12 July in the Town Square. There will be the usual mix of hot and cold food stalls. Market Street is closed for the event every year; the Events Officer proposes to close Parliament Street as well, which will improve the experience for pedestrians and will add more stall space. Feedback from stallholders was that the live music made it difficult to hear their customers so the music will be a playlist, controlled by the sound team. Removing the music stage makes it possible to enlarge the talks tent; there is a full and varied programme of demos.

4. Financial Implications

- 4.1. At the VE Day 80 Cream Tea, Kitchen at 25 are providing free cream teas for care home residents in return for a free stall at two CTC events.
- 4.2. Crediton Lions and Crediton BAPS are providing free activities at 'A Very Vintage Picnic'. Three local businesses have each offered £50 donations.
- 4.3. The Events Officer recommends £4500 from earmarked reserves for VE Day 80 events.

<u>Item</u>	<u>Category</u>	<u>Budget</u>
	New Inches	
	New Infrastructure	
	New Infrastructure	
Cream teas for OAPs	Community Participation	-
Cream teas for hosts	Community Participation	60.00
Entertainers	Community Participation	800.00
Face painters	Community Participation	240.00
Children's craft	Community Participation	100.00
Falconry	Community Participation	450.00
Games by Crediton Lions	Community Participation	-
Baby change	Community Participation	-
Music	Community Participation	450.00
Hire of Congregational Church	Community Participation	40.00
Downes Estate sponsorship	Sponsorship	50.00
Hotchkiss Warburton sponsorship	Sponsorship	50.00
Revive sponsorship	Sponsorship	50.00
PA	Operational	124.00
Electrical work	Operational	540.00
TENS licence	Operational	21.00
Contact Radio Hire	Operational	95.00
First Aid Provision	Operational	200.00
Toilet hire	Operational	375.00
Security	Operational	99.00
Banners	Operational	217.00
Posters	Operational	30.00
Bales	Operational	80.00
Gazebo hire and erection	Operational	220.00
PRS Licence	Operational	48.00
Waste services	Operational	485.00
x	Repeat Costs	-
Stallholder fees	Stallholder fees	300.00
Bar and marquee	Misc Income	160.00
	Misc Expenses	400.00
	Grants	

	Budget
Income	
Sponsorship	150.00
Grants	-
Stallholder Fees	300.00
Misc Income	160.00
	610.00
Expenditure	
Operational	(2,534.00)
Community Participation	(2,140.00)
Repeat Costs	0.00
Misc Expenses	(400.00)
	(5,074.00)
Net Position	(4,464.00)

4.4. The Events Officer recommends £5500 from earmarked reserves for The Big Boniface Bash.

<u>Item</u>	<u>Category</u>	<u>Budget</u>
	New Inches	
	New Infrastructure	
	New Infrastructure	
Entertainers	Community Participation	950.00
Face painter	Community Participation	240.00
Children's craft	Community Participation	275.00
Balloon modelling	Community Participation	225.00
Children's activities	Community Participation	400.00
Games by Crediton Lions	Community Participation	-
Baby change	Community Participation	-
Music	Community Participation	800.00
Boniface buns	Community Participation	225.00
Christmas tree	Community Participation	90.00
Gilbert Stephens sponsorship	Sponsorship	200.00
Cinnamon buns for volunteers	Operational	-
PA	Operational	630.00
Electrical work	Operational	540.00
TENS licence	Operational	21.00
Contact Radio Hire	Operational	95.00
First Aid Provision	Operational	200.00
Toilet hire	Operational	375.00
Security	Operational	99.00
Banner stickers	Operational	90.00
Posters	Operational	30.00
Gazebo hire and erection	Operational	220.00
PRS Licence	Operational	48.00
Waste services	Operational	485.00
x	Repeat Costs	-
Stallholder fees	Stallholder fees	600.00
Bar and marquee	Misc Income	160.00
	Misc Expenses	400.00
	Grants	

	Budget
Income	
Sponsorship	200.00
Grants	-
Stallholder Fees	600.00
Misc Income	160.00
	960.00
Expenditure	
Operational	(2,833.00)
Community Participation	(3,205.00)
Repeat Costs	0.00
Misc Expenses	(400.00)
	(6,438.00)
Net Position	(5,478.00)

- 4.5. The Food Festival's former committee transferred £2000 to CTC. The Events Officer has secured sponsorship from Ashgrove (£1000 plus demo kitchen), the Chamber of Commerce (£300). Income from stallholders will be >£2500. The event is anticipated to be cost neutral.
- 4.6. The civic delegation from Fulda and Dokkum will be visiting over the Boniface weekend. Last year the delegates paid for their own travel, accommodation and most food and entertainment. Councillors are asked to consider the following proposed activities and estimated costs, bearing in mind that the visitors may pay for some of this.

			Estimated costs
Friday 6th June			
EVE	Evening meal at Cairney's	10 guests, 4 CTC reps	£350
EVE	Drinks at Cairney's		unknown
EVE	Concert by Goldfinches, CAC	10 guests, 2 CTC reps	£144
Saturday 7th June			
10am	Farmers' market		£0
AM	Cream tea with Boniface Link		£100
AM	Morris dancing workshop with public		£400
2pm	Watch bowls match		£0
Sunday 8th June			
9.30am	Communion at Parish Church		£0
9.30am	Mass at Catholic Church		£0
11am-3pm	Big Boniface Bash		£0
EVE	Goodbye drinks at The Three Little Pigs		£70

5. Climate Implications

- 5.1 Electricity consumption.
- 5.2 Littering.
- 5.3 Petrol use by visitors.

6. Conclusion

- 6.1 Crediton Town Council should use some money from the reserves to fund Spring/Summer events.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Welcoming Refugees in Credition	
Name of Project or Activity	Grants Fund for refugee families in Credition	
What is the delivery time scale of your Project or Activity	April the 1 st 2025	March the 31 st 2026
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Gerald Conyngham
Position in organisation	Chair
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	C/o Gerald Conyngham [REDACTED]
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Website	We don't currently have a website.
Social media links	Facebook page Welcoming refugees in Crediton.
Description of organisational purpose	Our aims, as set out in our constitution are as follows: -To raise awareness and understanding of the rights and needs of refugees. --T o welcome refugees and help them until they feel settled. --To advocate on their behalf as and when appropriate.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account [REDACTED]

Project Details

<p>1. Briefly outline the project that you have planned</p> <p>We currently have around 30 Ukrainian refugees in Crediton, 3 Afghan refugee families and 1 Syrian/Kurdish refugee family. The first family (Syrian) came in 2020 and the others have arrived over the past 5 years. The families/individuals range from mothers with child/children, individual adults, families with children, pensioner couples.</p> <p>We help the refugees settle in when they first arrive. We were assisted in this for the Syrian family by Refugee Support Devon and for the Afghan families by Hikmat (another refugee support organisation in Exeter). We have received huge support from CHAT during the initial period of the war in Ukraine, and received assistance from Cllr Natalia Letch throughout the past 3 years.</p> <p>Some core members of our organization have been providing financial assistance to the refugees as well as using their time to support in practical ways for settling refugees.</p> <p>We support them in a variety of ways, eg. by organizing social events, befriending, and practical support, such as taking individuals to hospital appointments, supporting them post-surgery, acting as home carers, childminders.</p> <p>In the case of the Ukrainian families, we have been very successfully running the weekly conversation café at the premises of the Congregational Church, linking the refugees with the local community and provide a meeting point not only to the refugees but the supporters and the people who are hosting the families. We have also run a few successful campaigns throughout the last year, to find more hosts to accommodate Ukrainian refugees.</p> <p>In 2023 we successfully obtained a grant from the Devon Community Foundation which allowed us to provide support to families moving on from their hosts, into independent accommodation, providing household items, help with moving costs, etc, by running a warehouse of donated, sourced items. The items also supported local homeless people and people threatened with hardship (with the referral from CHAT).</p> <p>We have also recently obtained a grant from the Devon Community Foundation to run a series of art-based workshops both for the refugee families and local residents aiming wellbeing and mental health support. The main aim of the workshops is to help with the trauma that many refugee families are suffering from resulting from their experience before fleeing their home countries.</p> <p>We are now seeking a grant from the Town Council to provide additional financial assistance to refugee families in Crediton in the following ways:</p> <ul style="list-style-type: none"> • Help towards education and training to enable them to get into employment. • Support driving lessons to enable them to obtain a UK Driving licence to improve their employability and quality of life. (in one family a woman has severe back problems so is not able to walk very far, meaning her husband needs a car to transport her to appointments) • Additional assistance when Ukrainian families leave their hosts and move into independent accommodation. (whilst there is some funding for this, it is often not sufficient to meet the needs.) e.g.
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furniture and other essentials

- Support to bridge issues with housing costs especially where individuals` benefits are cut (for instance when their children leave for university).
- Provide financial support when individuals` universal credit is reduced thus reducing the risk of homelessness in the town
- Support financially with particular health needs which can't be met by the NHS (e.g. physio assistance, urgent dental treatment, medical examinations in case of sudden health issues, mental health support for PTSD)

Welcoming Refugees in Crediton has been active in the town since 2015. This is the first application for funding we have made although the Town council has been supportive in other ways for which we are grateful.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

Our committee is in regular contact with all the families and so are aware of their needs. We communicate with them regularly and they approach us if they have any particular financial or similar needs. For the Ukrainians, this can happen at the café which is held once a week in the Congregational Church or via the people providing links, and of course through the hosts or former hosts who still support the individuals. A small team supports refugees when they decide to move into independent accommodation, helping them navigate the processes of finding rentals, liaising with estate agents, landlords, MDDC, CHAT. We have established contacts with these organizations.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

In 1.5 there is a statement about enhancing the profile /reputation of Crediton. The work to support and integrate refugees here in Crediton is much admired, and other groups have sought advice from us. Refugee Support Devon and Hikmat in Exeter have both expressed appreciation for the work we do and so this is a way in which the reputation of Crediton is enhanced. The hard work of the arm of Welcoming Refugees in Crediton was portrayed in BBC's Spotlight, local and national media, recognized by DDC and MPs via letters to members. We have journalists planning to return to the conversation café to follow up on previous reports. The children who attend local primary and secondary schools are a testament to the town, as their parents life is made easier through the support the organization provides.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

This grant is focused on the needs of the refugees in Crediton. However much of our work is about ensuring integration into the local community and so this has an indirect benefit for the community as a whole. Crediton has a long tradition of welcoming refugees going back to the time of the 1st World War when many Belgian refugees came to the UK and some came to Crediton as well. The direct impact on the town's residents is lessening burdens on the local councils, the NHS, other support services as some of the work is carried out by local volunteers. Financial assistance is likely to be needed to 5-10 individuals/families who are on the verge of financial difficulties due to the life stage they are at.

5. How will the project be financially viable in the long term?

The need for support for refugees is likely to continue for many years to come. As far as the Ukrainians are concerned, although there is talk about reaching a peace agreement, it is unlikely that a satisfactory resolution will occur in the very near future and many of the refugees have nowhere to return to. The situation in Afghanistan is not likely to change soon either, meaning that refugees will likely remain in Crediton. There are likely to be refugees from other countries as well, depending on the worldwide political situation. We regularly hold fundraisers, and hope to apply for grants to keep our support going as long as it is needed by refugees in our local community. Our finance committee meet quarterly, our treasurer keeps accounts of all spending and income we secure or are donated. We have been reliant on donations in the past.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

Whenever we have a particular activity we carry out a risk assessment and are covered by our insurance policy.
We have a safeguarding policy in place.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We work closely with other organisations in the town, especially welfare groups and the churches. We have an especially close relationship with the Congregational Church who provide premises for us to host the conversation café. We also have close relationship with CISCO.
There are no other groups similar in Crediton but we maintain ties with other organizations supporting refugees across Devon, in Exeter and nationally. We draw on online resources whenever possible and also widen our network through connecting with other community led organizations or groups, for instance the Beech Hill community who regularly provide space for our commemorative or social events.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it		
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets		
Good feedback from the refugee families and (in the case of Ukrainian families) their hosts.	Positive comments and positive outcomes for those who are supported	We have a finance committee under our main committee which approves grants and monitors our expenditure.		
No homelessness	Everyone is able to maintain their accommodation	By direct contact		
New, better jobs for individuals	Training courses finished, promotions	Asking those who are provided with financial contribution		

How much will your project cost and how will you use the money?

What is the total cost of your project?	£4000
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Existing donations which have already been received.

Budget (please complete the following budget for your project or provide a supplementary document)

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Grants fund	£4000	£3000
	Sub total	£4000	£3000
		£4000	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	No
If so, how much?	
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	None

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) yes

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.

(please click/tick box to agree) yes

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered

(please click/tick box to agree) yes

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts Attached,

Bank statement or paying-in slip

(to double check bank details)

Constitution Attached.

NB. Scanned copies are acceptable if you send your application by email.

Signature 1 (person submitting form)

Gerald Conyngham (Chair)

Signature 2 (Chair or senior representative of the organisation)

Caroline Romijn (Treasurer)

Typed entries acceptable for email applications

Date: 04/03/2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

Welcoming refugees in Crediton

Book keeping: Rolling spreadsheet for period 01/09/2023 to 31/08/2024

Balance at 1/9/2024: £760.37

INCOME				EXPENDITURE					BALANCE
Date	Item type	From	Amount	Date	Item type	Description	To	Amount	
29/09/2023	Individual Donation	Anonymous	£200.00						£200.00
06/10/2023	Individual Donation	Anonymous	£20.00						£220.00
01/12/2023	Funds (Craft Fair)	Khuri-Maund	£4.00						£224.00
				12/12/2023	Support (individual refugee)	Cable	Gebler	£35.00	£189.00
				15/12/2023	Activity / event	Transport donated clothing	Hindriks	£125.00	£64.00
18/12/2023	Donated funds	Hadley	£20.00						£84.00
20/12/2023	Funds (Craft Fair)	The White Room	£510.00						£594.00
				04/03/2024	Activity /event	Storage (DCF)	Create Storage	£88.61	£505.39
05/03/2023	Donated funds	UKRAINE GROUP	£162.78						£668.17
19/03/2024	Grant Food & Fuel	Devon Community Foundation	£2,000.00						£2,668.17
				28/03/2024	Support (individual refugee)	Transport DCF)	C T Pointon	£142.50	£2,525.67
				28/03/2024	Activity /event	Storage (DCF)	Create Storage	£88.61	£2,437.06
				28/03/2024	Activity /event	Storage (DCF)	Create Storage	£88.61	£2,348.45
				28/03/2024	Activity /event	Storage (DCF)	Create Storage	£265.83	£2,082.62
				11/04/2024	Support (individual refugee)		R Tyler Heating	£78.00	£2,004.62
				15/04/2024	Support (individual refugee)	Tesco Vouchers (DCF)	Pallos	£48.00	£1,956.62
				26/04/2024	Support (individual refugee)	Fridge-freezer (DCF)	Individual Refugee	£289.00	£1,667.62
				26/04/2024	Support (individual refugee)	Transport (DCF)	Individual Refugee	£170.00	£1,497.62
				29/04/2024	Support (± 35 refugees)	Tesco Vouchers (DCF)	Pallos	£576.00	£921.62
				01/05/2024	Activity /event	Premises forTable-top DCF)	CTC via Sus Cred	£18.00	£903.62
20/05/2024	Funds (table top)	E Pallos	£34.00						£937.62
				17/06/2024	Activity /event(±4 refugees)	Parking/fees refugee family	Conyngham	£47.25	£890.37
				17/06/2024	Support (refugees)	Tesco Vouchers (DCF)	Pallos	£120.00	£770.37
				17/06/2024	Support (refugees)	PAT testing item(DCF)	Ford	£10.00	£760.37

Notes: Total expenditure from DCF Food and Fuel Grant: was **£1983.16** (£16.84 not spent)

General balance less Ukraine Fund stands at £597.59

Welcoming Refugees to Crediton: Constitution

Name

The name of the organisation shall be 'Welcoming Refugees in Crediton'

Aim

- To raise awareness and understanding of the rights and needs of refugees
- To advocate on their behalf as and when appropriate.
- To welcome refugees in Crediton and help them until they feel settled.

Values

Welcoming Refugees in Crediton (WRC) aims to be kind, inclusive, egalitarian, resourceful, collaborative and helpful and is committed to social justice.

Powers

In order to achieve its aim and values, WRC may:

- Raise funds.
- Open a bank account.
- Take out insurance.
- Employ staff.
- Organise projects and/or events
- Work with other organisations and exchange ideas and information
- Do anything that is lawful which will help it to fulfil its core purposes

Structure and Management

- WRC shall be administered by three Officers and other (optional) members taking on a variety of roles. The role of Officer may be shared or rotated as required.
- The Officers will be chosen at each Annual General Meeting and will comprise: Chair, Treasurer and Secretary.
- Sub groups may be set up to deal with the various areas of work in which WRC is involved.
- Decisions will be made by whichever members attend a meeting, subject to achieving a quorum. Where possible the views of those not present will be taken into account
- If a vote is needed, decisions will be made by a simple majority of those present. If there is a tied vote then the Chair shall have the casting vote.
- The quorum for decisions shall be three members and this must include at least one Officer.

The Duties of the Officers

The duties of the Officers shall include but not be limited to:

1. The Chair shall:
 - be responsible for the overall coordination of WRC and organising the Annual General Meeting
 - chair meetings of WRC; delegating where appropriate.

- act as spokesperson for WRC when necessary and/or delegate an alternative representative
- 2. The Treasurer shall:
 - supervise the financial affairs of WRC
 - keep proper accounts that show all monies received and paid out by WRC
 - provide the default signatory for cheques and other financial agreements
 - manage the administration of secondary cheque signatories
- 3. The Secretary shall:
 - have responsibility for the arrangement of meetings, preparation and circulation of agendas and minutes as appropriate
 - maintain the membership list

Membership

- supports the aims and values of WRC
 - is willing to pay any annual subscription agreed by the Membership and
 - Membership of WRC shall be open to any individual without regard to age, disability, is registered as a member in the WRC database
1. Any member may have their membership terminated for good reason. The member political or religious affiliation, race, sex or sexual orientation who:
 2. concerned who may be accompanied by a friend, shall have the right to be heard by a group of three of the Membership including at least one Officer, before a final decision is made.

Finance

- WRC shall ensure that its accounts are examined and signed off by the Treasurer or other appropriate person every year.
- All monies received by or on behalf of WRC shall be applied to further the aim of WRC and for no other purpose.
- Budgets and expenses for projects, events and other activities will be approved by the Membership at their regular meetings.
- WRC may pay reasonable out of pocket expenses to members including travel, childcare and meal costs.
- Any bank accounts opened by WRC shall be in the name of WRC.
- Any cheques issued shall be signed by the Treasurer and any one other of two nominated signatories appointed by the Membership.

Annual General Meeting

1. WRC shall hold an Annual General Meeting (AGM) no later than three months after the end of the financial year.
2. All members shall be given at least fourteen days notice of the AGM and shall be entitled to attend and vote. In the event of a tie, the Chair shall have the casting vote.
3. The business of the AGM shall include:
 - receiving a report from the Chair on WRC activities over the year
 - receiving a report from the Treasurer on the finances of WRC

- electing officers
- considering any other matters as may be decided

General Meetings

- A minimum of three meetings of WRC will be held each year to which members will be invited.
- A Special General meeting may be called by any 10 members to discuss an urgent matter
- The Secretary shall give all members fourteen days notice of any meeting together with notice of the business to be discussed.
- Sub groups may meet as and when required.

Alterations to the Constitution

Any changes to this Constitution must be presented to the Membership as part of the notice calling for the Annual or Special General Meeting and agreed by a majority of those members present and voting at the meeting.

Dissolution

WRC may be wound up at any time if agreed by a majority of those members present and voting at any Annual or Special General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another organisation with a similar aim.

This constitution was adopted at a general meeting of WRC on xxxx



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Credition Youth Football Club	
Name of Project or Activity	Storage Containers – Ground Preparation	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	July 2025	July 2026
Amount of funding requested from CTC	£1800.00	

Contact Details

Name of the person making the application	Sabrena Philp
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	Credition Youth Football Club [REDACTED]
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Website	www.creditonyouthfc.co.uk
Social media links	Instagram crediton_youth_football_club FaceBook Crediton Youth Football Club
Description of organisational purpose	To provide football training to children aged 5 to 18 years old.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account No [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>In August 2024 we had planning permission granted to erect storage containers as well as a refreshment container and welfare unit for showers.</p> <p>We desperately need the storage containers as Crediton United are planning their own development that will result in us no longer having storage.</p> <p>Ultimately our goal is to have a refreshment container offering hot drinks etc, this will provide an income so we're financially able to support the club without having to charge a full membership fee.</p> <p>By having a welfare unit with showers we're able to help the main club facilitate another adults team, this will therefore further the player pathway from youth to adult football and retain local players for Crediton United.</p> <p>The first stage is to prepare the ground and make it suitable to place the storage containers, this will include removing soil, laying a base and finishing it off with a gravel to avoid it being muddy. This is something that we'll be able to complete with the volunteers within the club so are seeking a grant to cover a proportion of the work so that we can get it started in July 2025, after our summer tournament. The profit that we make from the tournament will help secure the containers that we need.</p>

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

We currently have over 300 members, we play on our pitches on Saturday and Sunday's during the season, welcoming opposing teams from all over Devon. We do not have any current facility that offers hot drinks etc.

We visit many clubs, and most of these clubs offer facilities such as refreshments to raise money to pay for their club.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

We do not currently have our own facilities pitch side and rely on a broken shed with no windows for the storage of kits, first aid etc.

This project will not only give us this well needed storage, but it will also give us space to become more independent as a club (in terms of all our own facilities pitch side).

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

We currently have 322 members; this is a mix of children aged between 5 and 18 years.

We hope that when we have the refreshment facility the older section of our members will be able to help volunteer in the running of this. Not only will they be involved with the club as a player but learn vital skills interacting with more people, money etc that will help them as they get older.

5. How will your project be financially sustainable in the long term?

The refreshment facility will generate the club a projected income of between £1000-£1500 per month. This will more than cover the cost to run it in terms of electric and water.

For this season it costs us £13,000 (yes £13k) to hire the astro so we can train in the winter. Having a source of income that isn't simply from members will help massively with the running costs of the club.

Our long-term goal is to be financially stable enough that we can half the price of memberships, making it affordable to parents and there not being another barrier as to why young people are unable to commit to extra activities that keep them fit.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

We have our own club Health & Safety Officer; we have an in-date risk assessment that is available to all members when they sign on for the club. This would be updated to include this new project and any volunteers that work with us.

Every coach or club official holds a valid DBS, as well as completing safeguarding and first aid courses. To remain compliant as a club this is the minimum requirements that are required.

We have codes of conducts for both players and parents, this included those that visit us. We have a safeguarding policy as well as a social media policy. This offers protection against members/volunteers in the event of photos being published online without consent.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We are aware that the rugby club offer refreshments at matches as well as Crediton United AFC. Unfortunately, the requirement to have these facilities pitch side do not make it possible to collaborate, however we would investigate the possibility of any other organisations that may need to use an outside space that wouldn't damage the pitches. (subject to landlords' consent).

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Well attended matches	Profit	Record of sales

How much will your project cost and how will you use the money?

What is the total cost of your project?	£3014.72
How much funding would you like from CTC?	£1800
Where will the remaining funding come from?	Club funds – profit made from our tournament in June (entries are currently being received now)

Budget (please complete the following budget for your project or provide a supplementary document)

Title	Description	Total amount	Amount requested from CTC
Management costs	N/A		
Training	N/A		
Office costs (rent, telephone etc)	N/A		
	Sub Total		
96t 20mm Scalping's		£2623.10	
Timber		£138.18	
Ground Membrane		£253.44	
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	£3014.72	
	TOTAL	£3014.72	

Declaration

Have you received a grant in the last 3 years from CTC?	No
If so, how much?	
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree)

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree)

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts Bank statement or paying-in slip Constitution
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

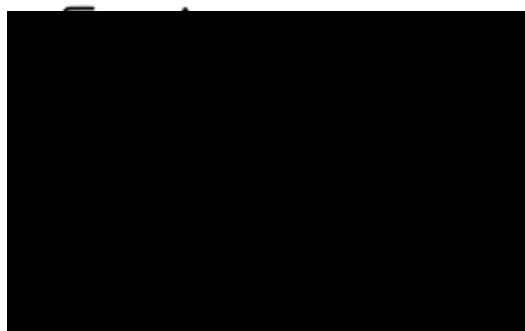
Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 29/01/25



Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT
Email: e.armitage@crediton.gov.uk

Crediton Youth Football Club

Club statement of accounts

For the year ending 30 June 2024



Account	July 23-June 24	Jun 22-Jun 23	Jun 21-May 22
Income			
Interest Income	286.00	61.06	1.77
Match Fees / Subs	4006.91	6189.27	4540.87
Membership Income - GoCardless	41521.98	38563.39	30547.52
Membership Income - Wildcats	1231.04	1198.91	1504.06
Other Income - Course Refunds	0.00	0.00	120.00
Other Income - Crediton United AFC	0.00	0.00	318.84
Other Income - Donations Received	100.00	250.00	150.07
Other Income - Draws / Raffles	368.47	0.00	0.00
Other Income - End of Season Presentation	300.00	1200.01	0.00
Other Income - Fines Paid Back	419.00	55.00	0.00
Other Income - Grant Payments	629.00	32347.00	7300.00
Other Income - Kit Sponsorship	4583.30	2625.56	4957.44
Other Income - Misc	0.00	279.00	0.00
Other Income - Player Clothing	201.40	0.00	62.60
Other Income - Refunds from Non CYFC Tournarr	100.00	90.00	25.00
Other Income - Refunds from Website / Social Me	0.00	0.00	230.11
Tournament Float	320.00	4382.50	3770.00
Tournament Income - Advertising / Sponsorship	6260.00	8050.00	7752.00
Tournament Income - Draw	0.00	401.00	0.00
Tournament Income - Entries	6000.00	6200.00	8030.00
Tournament Income - Food Sales	13657.29	20334.87	5184.85
Tournament Income - Ice Cream Van	300.00	530.00	110.00
Tournament Income - Parking / Programmes	4627.67	6568.77	2294.42
Trips Arranged	2008.50	5096.88	486.00
Total Income	86920.56	134423.22	77385.55
Expenses			
Accounting Costs	297.36	275.52	0.00
Astro - Additional Use	1683.79	772.05	631.82
Astro - Agreed Bookings	9400.35	9132.90	8888.48
Clothing - Coaches	2493.19	1611.97	1366.54
Clothing - Kit Purchases	6089.18	1278.51	4859.69
Clothing - Training Tops (Coaches)	613.80	178.00	1313.68
Clothing - Training Tops (Players)	6252.40	0.00	6153.38
Devon FA - Affiliation & U18's	115.00	1224.00	496.00
Devon FA - Cups	56.00	56.00	32.00
Devon FA - Disability Affiliation	0.00	74.00	94.00
Devon FA - Other Expenses	0.00	0.00	25.00
Devon FA - Player Membership	807.00	903.00	747.00
Equipment - First Aid	174.93	0.00	65.74
Equipment - Footballs (Match Day)	233.35	131.98	444.85
Equipment - Footballs (Training)	1173.75	824.01	984.16
Equipment - Goals	0.00	66.95	2051.90
Equipment - Other	397.29	268.97	824.28
Fines - Discipline	467.00	346.00	119.00
Fines - None Reporting	300.00	470.00	130.00
Fines - Unfulfilled Fixtures DFA	0.00	20.00	100.00
League - Transfer Fee (Player)	80.00	40.00	0.00
League Entries - Devon Girls Football League	300.00	450.00	120.00
League Entries - EDYL League/Team Entries	530.00	530.00	0.00
Legal Fees	0.00	0.00	609.00
Machinery Equipment	0.00	148.38	2061.54
Maintenance - Grounds	816.36	1096.48	158.00
Maintenance - Machinery Repairs	277.12	1167.43	0.00
Maintenance - Misc	59.77	0.00	0.00
Maintenance - Tools	5.18	47.40	0.00
Other Expenses - End of Season Presentations	264.71	1078.04	947.45
Other Expenses - End of Season Trips / Do's	4234.88	1463.31	2116.75
Other Expenses - Gambling Licence	0.00	20.00	20.00

Account	July 23-June 24	Jun 22-Jun 23	Jun 21-May 22
Other Expenses - Misc	570.35	54.76	181.00
Other Expenses - Pitch Side Developments	1868.00	0.00	0.00
Other Expenses - Player Sponsorship	600.00	550.00	560.00
Other Expenses - Refund of Trips	120.00	0.00	0.00
Other Expenses - Tourn Entries Non CYFC	1455.00	1232.50	1131.11
Other Expenses - Trophies / Awards (End of Seas	2055.57	4172.63	1761.85
Other Expenses - Website / Social Media	195.65	297.35	352.51
Pitch Expenses - Lease Payments	500.00	500.00	500.00
Pitch Expenses - Line Marker	1147.58	1107.38	638.36
Pitch Expenses - Misc	1.54	358.80	0.00
Pitch Expenses - Spray Line Marker	138.33	155.02	86.12
Pitch Improvements - Grants	8202.59	38143.11	0.00
Printing & Stationery	0.00	31.39	18.34
Tournament Expenses - Charity Donations	900.00	1500.00	0.00
Tournament Expenses - Float Withdrawal	320.00	1112.50	3620.00
Tournament Expenses - Food / Drink	6322.63	9788.56	4265.63
Tournament Expenses - Misc	5963.24	10043.63	7922.05
Tournament Expenses - Parking / Programmes	1480.00	2880.00	0.00
Tournament Expenses - Referees	2250.00	4250.00	2050.00
Tournament Expenses - Refunds	1110.00	2120.00	2415.00
Tournament Expenses - Sundries	1270.14	1615.49	0.00
Tournament Expenses - Trophies	1992.08	4224.96	1709.60
Training - Courses (Other)	0.00	42.00	135.00
Training - DBS	250.00	130.00	100.00
Training - First Aid	150.00	270.00	630.00
Training - Level 1 Courses	300.00	580.00	480.00
Training - Referee Courses	0.00	400.00	320.00
Training - Safe Guarding / CWO	300.00	500.00	235.00
Trips - Arranged	2549.00	8907.00	2124.00
Vehicle Expenses - Insurance	294.74	298.05	297.68
Vehicle Expenses - Servicing & Fuel	418.95	717.10	434.00
Total Expenses	79847.80	119657.13	67327.51
Profit (Loss)	7072.76	14766.09	10058.04

Prepared and reviewed by 
Club Treasurer - Sabrena Philp.....

Date 04/07/24.....



CREDITON YOUTH FC

Boys and Girls Teams U7's - U18's

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CONSTITUTION

1. Name

The club shall be called CREDITON YOUTH F.C. (the Club)

2. Objects

The objects of the Club shall be to arrange association football matches and social activities for its members.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.

(c) The club and its members will abide by the clubs Child Protection Policy, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy which have been developed using guidance and good practice from The Football Association.

5. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The Football Association and parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club of his/her resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have

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resigned.

(b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary, plus each age group manager, and parent representative, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the vice chairman. The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. Annual and Special General Meeting

(a) An Annual General Meeting (AGM) shall be held in each year to:

(i) receive a report of the activities of the Club over the previous year

(ii) receive a report of the Club's finances over the previous year

(iii) elect the members of the Club Committee

(iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.

(c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written or E-mailed notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be three

(f) The Chairman, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorize the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to a registered charity or the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club shall determine.

Get in Touch



CREDITON TOWN COUNCIL

Small Grants 2025/26

Report by: Town Clerk
To: Oversight Committee
Date: For noting on 11 February

1. Purpose

This report provides details of the Small Grants 2025/26, for noting by the Oversight Committee.

2. Background

Cllr Huxtable and the Town Clerk reviewed the Small Grants applications on 05/02/2025, in line with the Community Grants Policy.

3. Proposals – to note

Subject to additional information being received, the following grants will be awarded for the financial year 2025/26:

CODS	£700.00
Credition Arts Centre - Busk It	£700.00
Credition BAPS	£700.00
Credition Bowling Club	£700.00
Credition Lions Club	£550.00
Credition Talking News	£350.00
Credition Town Band	£700.00
North Creedy Choral Society	£700.00
St Boniface Concert Society	£600.00
Involve – Preloved Prom	£480.00

TOTAL: £6180.00

4. Financial Implications

As at 05.02.2024, a total of £6180.00 has been awarded through the Small Grants Scheme.

5. Climate Implications

Applications have been considered in line with the CTC Strategic Plan.

6. Conclusion

Members are requested to note the above information, in line with the Community Grants Policy.



Complaints Procedure

Introduction

1. This complaints procedure has been adapted from the national model procedure published by the Society of Local Council Clerks (SLCC).
2. The model is based on the guidance on handling complaints produced by the Local Government Ombudsman.
3. This document sets out how you may complain to Credition Town Council (CTC) and how we shall go about resolving your complaint.

Scope of the Complaints Procedure

4. CTC is committed to providing a quality service for the benefit of the people who live and work in the Credition area or are visitors to the locality. If you are dissatisfied with the standard of the service you have received, or unhappy about an action/lack of action by CTC, this Complaints Procedure sets out how you may complain and how we shall try to resolve it.
5. This Complaints Procedure applies to complaints about council administration, procedures and services and may include complaints about how council employees have dealt with your concerns.
6. The Complaints Procedure does not apply to:
 - complaints by one employee against another employee, or between an employee and CTC as the employer. These matters are dealt with under CTC's disciplinary and grievance procedures
 - complaints against members. Mid Devon District Council is required by the Localism Act 2011 to have in place arrangements for dealing with allegations that members, and co-opted members have failed to comply with the Code of Conduct. They also investigate and determine those allegations. All complaints must be made in writing. Their arrangements cover district councillors, parish and town councillors within Mid Devon and co-opted members of those councils. To make a complaint about a member, please visit [Complaints about councillors - MIDDEVON.GOV.UK](#) or write to the Monitoring Officer, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP.
7. The appropriate time for influencing decision making is by raising your concerns before CTC debates and votes on a matter. You may do this by writing to CTC in advance of the meeting where the item is to be discussed or by contacting your relevant Town Councillor. You can find out who your ward members are via the CTC website: [Credition Town Council > Your Council > Councillors](#)

CTC meeting agendas are published at least three clear days before the date of the meeting and can be found both in the CTC office window and on the CTC website:

Crediton Town Council > Your Council > Meetings

Meetings include 'Public Question Time', where you have the opportunity to raise concerns or ask questions. This is the first item on the agenda at most meetings.

8. If you are unhappy with the decision that has been made, you may raise your concerns with CTC, but Standing Orders prevent the re-opening of an issue for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and this process is set out in Standing Orders. A copy of the document can be obtained from the CTC website: [Crediton Town Council > Policies > Council Policies](#)
9. Anonymous complaints should be referred to the Town Clerk, and may be acted on at their discretion, according to the type and seriousness of the allegation.
10. If your complaint is about the Town Clerk, the Chair/Mayor of CTC will manage the process of the complaint with another suitable officer.
11. Some disputes may have to be handled outside of this Complaints Procedure, for instance where legal proceedings are involved or where a claim for compensation is made that we need to refer to our insurers. If this is the case, the Town Clerk will seek legal advice before advising you of the process to be followed.

Informal Procedure

12. You may make a complaint about CTC's procedures, services or administration to the Town Clerk. You may do this in person, by telephone, or in writing/by email:
Rachel Avery – Town Clerk
01363 773717
Crediton Town Council Offices, 8A North Street, Crediton, EX17 2BT
townclerk@crediton.gov.uk
13. Wherever possible, the Town Clerk will try to resolve your complaint immediately and without referring to the formal procedure. If this is not possible, the Town Clerk will acknowledge your complaint within five working days and will instigate the formal procedure.

Formal Procedure

14. If the formal procedure is invoked, you will be asked to put your complaint in writing, either on paper or by email. You must submit your name, address and a telephone number or email address where you can be contacted. The Town Clerk will investigate your complaint, obtaining further information as necessary from you and/or CTC staff and members where appropriate.
15. The Town Clerk will notify you within 20 working days of the outcome of your complaint and what action (if any) CTC proposes to take as a result. In exceptional circumstances, the 20 working days timescale may have to be extended, but you will be informed of this.

If you are still dissatisfied with the outcome of your complaint

16. If you are dissatisfied with the outcome of your complaint, you may ask for your complaint to be referred to the Appeals Committee of CTC. This referral will be made by

the Town Clerk or Chair/Mayor of CTC at their discretion and the result of the referral will be reported Full Council.

17. You will be notified of the outcome of the review of your original complaint, usually within eight weeks of the complaint, although this procedure may be extended in exceptional circumstances.



CREDITON TOWN COUNCIL

Credition Heart Project Flag Report

Report by: Town Clerk
To: Oversight Committee
Date: For consideration on 11 March 2025

Recommendation

To note the contents of the report and consider any further actions.

1. Purpose

1.1 This report provides information on the recent actions regarding communication with businesses and organisations regarding the annual summer flag project.

2. Background

2.1 Following the Oversight Committee meeting on 11 February 2025, a letter to all businesses was sent to High Street businesses from Credition Town Council (CTC) and Credition Heart Project (CHP) (Appendix A).

2.2 There is currently no proposal to investigate the brackets on a case-by-case basis, due to the legal ownership of the brackets being unknown.

2.3 Whilst most owners have acknowledged concerns around public safety, there have been complaints that the flag project is an important part of the High Street and all avenues should be considered.

2.4 Whilst CTC provide a grant the CHP, it has no further involvement in the project.

3. Proposals

3.1 Members of the Oversight Committee are requested to consider:

- Whether to investigate further surveys of the brackets and implications of insurance
- Whether to explicitly request that businesses take responsibility for the flags and associated infrastructure.

4. Financial Implications

4.1 There are currently no quotes for surveys, but the Oversight Committee are requested to consider whether this should be investigated.

5. Climate Implications

5.1 There are no climate implications at this time.

6. Conclusion

6.1 Work has been undertaken to review to brackets, but members are asked to consider if any further investigation should be undertaken following complaints regarding the loss of the project.

Business Owner/Group Leader

25 February 2025

To whom it may concern

Cancellation of Crediton Flag Project

We are writing to you because you have taken part, or expressed an interest, in the Crediton Flag Project.

It is with great regret that a joint decision has been made not to run the project this summer. This is due to safety concerns, following an incident last year when a flagpole bracket fell off the wall causing some damage to a shop front, but luckily no injuries. Crediton Town Council has since carried out a survey of all the brackets, which concluded that some may not be strong enough to withstand the considerable strain of the heavy wooden poles and large flags, which act like sails in strong winds.

Although this popular project has run safely without accidents for 13 years, I am sure you will understand that public safety is an absolute priority for both the Crediton Heart Project, who coordinate the project, and Crediton Town Council, who fund it.

We understand that this will be very disappointing for those of you who have invested time and money in designing and making a flag for your organisation. We do hope to find another, safer way of displaying at least some of your beautiful flags during various community events this summer and beyond.

If you would rather take possession of your flag, to use in other ways, please let us know by emailing Rosemary Stephenson at rosemary@creditonheart.org and we will deliver it to you.

(Please note that if you decide to hang it above your shop you will need to supply your own flagpole and have your own public liability insurance, as it will not be covered by Crediton Town Council nor the Heart Project's insurance).

If you have any queries, or suggestions of how else we can display the flags, please do get in touch.

Yours sincerely

Rachel Avery FSLCC
Town Clerk

Rosemary Stephenson
Chair, Crediton Heart Project



Lead Youth Worker Update Report

Report by: lead Youth Worker
To: Oversight Committee
Date: For noting on 11 March 2025

1. Purpose:

This report provides details of the work of Credition Youth Service from October 2024 to March 2025

2. Youth Work Objectives

- a. To provide youth activities, project and opportunities in Credition
- b. To foster and develop increased learning and development opportunities for young people by encouraging and supporting them to contribute, steer initiatives and lead their own youth led projects
- c. To work in partnerships with the wider community health and education organisation and other relevant groups that align with our aim and objectives
- d. To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities.

Work actioned 2024/25(as per the Action plan)

- a. Youth Club moved from OLS to The Hub – this was a huge piece of work. The Hub looks great and young people are enjoying the central location (Objective 2.1)
- b. We continue to provide 2 open access youth work sessions, one immediately after school and one in the evening. (Objective 2.1)
- c. D&D continues to be peer led (Objective 2.2)
- d. Ongoing outreach at QE (Objective 2.3)
- e. Participated in the Big Green Fair (Objective 2.2 & 2.4)
- f. National Youth Work Week Celebration and Accreditation event in partnership with Credition Lions Club. (Objective 2.2 & Objective 2.4)
- g. Totem Pole Project in partnership with Credition Arts Centre and Credition Heart Project (objectives 2.1, 2.2, 2.3, 2.4)
- h. Participated in Christmas in Credition (Objective 2.2 & 2.4)
- i. Day trip to Skern lodge to focus on communication skills and teamwork (Objective 2.2)
- j. Young people not in education, employment or training (NEET) supported to access DCC Employment Hub at The Bookery, via a warm introduction. (Objective 2.2, & Objective 2.3)

3. Proposals 2025/2026

Reminder of proposed actions for 2025/2026

- a. Continue open access youth club two sessions per week (objectives 2.1, 2.2)
- b. Park Fun / Detached Youth Work for summer term (objectives 2.1, 2.2)
- c. Transition project with Landscore and haywards (to be delivered in Partnership with Crediton Congregation Church Youth Work Team) (objectives 2.1, 2.2, 2.3, 2.4)
- d. Summer Holiday provision (objectives 2.1, 2.2, 2.3, 2.4)
- e. Reducing VAWG Project

Grant funding received and /or awarded for 2025/2026

- PCC Grant £5000
- Tesco Blue Tokens – date to be confirmed

Additional statement provided By Cllr Backhouse following discussion with VOYC

Youth Work has experienced severe cuts over the past 10 years to the extent that even courses and training to become youth workers now barely exist. Responsibility for youth work has been passed from DDC to Town Councils, which gives many options to Councils, but the bare minimum there are expected to provide is a lead Youth Worker. Our Youth Service, which is run “in house” rather than being outsourced, is seen as one of the most successful in the County. It is known for its staff experience, expertise and determination to reach young people who need support most. It is also known for providing huge value for money in terms of the numbers of young people reached in different settings. It also has received criticism for focussing on a few very vulnerable young people with very complex needs. Research shows that supporting these people has a positive effect on the wider community. However, this comes with many problems, particularly when safeguarding and other incidents happen. These happen every few months, or perhaps a couple of times a year, but can cause huge amounts of work and stress for the Lead Youth Worker and the Town Clerk.