



**Minutes of the Oversight Committee held on Tuesday, May 13, 2025 at 19:00, in the Bungalow, 8 North Street, EX17 2BT.**

**Present:** Cllrs Steve Huxtable, Giles Fawssett, Jim Cairney, Joyce Harris, Liz Brookes-Hocking, Natalia Letch and Rachel Backhouse

**In Attendance:** Four members of the public

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

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## MINUTES

### 243 WELCOME AND INTRODUCTION

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

### 244 PUBLIC QUESTION TIME

Members of the public raised the following items:

- Lack of agenda pack on website and inability to view OLS architect plans. The Town Clerk advised that the full pack was available to view, but would check accessibility
- Prolonged timeline for presenting the architect's plans, which was explained as due to prioritisation of other matters
- Lack of bus shelter outside the surgery at Newcombes and the lack of pressure on local authorities, which the Chair deemed outside the scope of the agenda.

### 245 APOLOGIES

There were no apologies.

### 246 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 246.1 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.

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

There were no dispensation requests.

### 247 CLIMATE EMERGENCY

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

### 248 ORDER OF BUSINESS

There were no changes to the order of business.

### 249 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

**250 OVERSIGHT COMMITTEE MINUTES**

**Decision:** The minutes of the Oversight Committee meetings held on 25 March 2025 and 08 April 2025 were **approved** as correct records. (Proposed by Cllr Brookes-Hocking)

**251 FINANCE****251.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL AND 30 APRIL 2025**

The transactions for the period between 01 April and 30 April 2025 were reviewed. A query was raised regarding an income entry in the CCLA account which was clarified as a journal correction due to an incorrect account selection.

**Decision:** It was **resolved** to approve transactions between 01 March and 31 March 2025. (Proposed by Cllr Harris)

**251.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2025**

**Decision:** It was **resolved** to approve the bank reconciliation to 30 April 2025 (Proposed by Cllr Harris)

**251.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2025**

The bank account balances as of 30 April 2025 were **noted**.

**251.4 TO NOTE YEAR TO DATE SPEND**

The year-to-date spend was reviewed. A query was raised about a negative number in the budget (photocopying/printer) which was identified as a possible legacy number from the previous financial year. The Town Clerk agreed to check and correct the discrepancy. It was also suggested to improve the readability of the spreadsheet by duplicating the expenditure categories at both ends of the document.

The year-to-date spend up to 31 March 2025 was **noted**.

**252 EAR MARKED RESERVES****252.1 TO RECEIVE THE EAR MARKED RESERVES REPORT**

The earmarked reserves report was received and **noted**.

**252.2 TO APPROVE SPENDING £439.95 FROM PREMISES EMR (328) ON WATER CHARGES FOR THE BUNGALOW**

The Chair explained the need to approve spending £439.95 from Premises EMR for water charges due to a billing issue where the bungalow was charged commercial rates instead of residential rates. Members agreed to approve the payment and pursue a complaint.

**Decision:** It was **resolved** approved spending £439.95 from Premises EMR (328) on water charges for the Bungalow. (Proposed by Cllr Huxtable)

**252.3 TO APPROVE AN ADDITION OF £340 TO THE FOOD FESTIVAL EMR (369)**

The Chair explained that the bank account for the Food Festival had been closed, and £340.00 had been transferred to the council, which needed to be added to the Food Festival EMR.

**Decision:** It was resolved to **approve** the addition of £340.00 to the Food Festival EMR (369). (Proposed by Cllr Harris)

#### **252.4 TO APPROVE THE USE OF THE FOLLOWING EARMARKED FOR BOTH WITHDRAWALS AND ADDITIONS WITHOUT PRIOR APPROVAL FROM THE OVERSIGHT COMMITTEE**

The Chair read the list of earmarked reserves that could be used for withdrawals and additions without prior approval from the Oversight Committee as follows:

EMR 349: St Boniface/Devon Day

EMR 369: Food Festival

EMR 370: VE DAY

EMR 365: Youth PCC Grant

EMR 366: Youth Underspend 2024/25

EMR 373: Youth Subs 2024/25

**Decision:** It was **resolved** to approve the use of specific earmarked reserves, as listed above, for withdrawals and additions without prior approval from the Oversight Committee. (Proposed by Cllr Brookes-Hocking)

#### **253 BANK SIGNATORY REVIEW**

##### **253.1 TO RECEIVE THE BANK SIGNATORIES REPORT**

The bank signatories report was received and **noted**.

##### **253.2 TO APPROVE THE REMOVAL OF FRANK LETCH FROM THE CO-OP AND NATIONWIDE ACCOUNTS**

**Decision:** It was **resolved** to approve the removal of Frank Letch from the Co-op and Nationwide accounts. (Proposed by Cllr Huxtable)

##### **253.3 TO APPOINT ONE ADDITIONAL SIGNATORY TO THE CCLA ACCOUNT**

**Decision:** It was **resolved** to appoint Cllrs Cochran and Huxtable as additional signatories to the CCLA account. (Proposed by Cllr Huxtable)

#### **254 AUDIT 2024/25**

##### **254.1 INTERIM AUDIT 2024/25**

The Town Clerk provided a detailed verbal update on the actions raised in the Interim Audit. A copy of the report had been made available in the meeting pack.

##### **254.2 END OF YEAR AUDIT 2024/25**

The Town Clerk provided an update on the End of Year Audit report and reviewed actions raised. A copy of the report had been made available in the meeting pack.

She and the Deputy Town Clerk would work through the actions and provide an update at a future meeting.

#### **255 ASSET TRANSFER WORKING GROUP**

Cllr Huxtable provided a verbal update from the Asset Transfer Working Group. The group had reviewed all assets owned by Mid Devon District Council and had requested costings for income and expenditure. Once the costings were received, the council would





be better positioned to decide on potential asset transfers. The discussion included considerations about the financial implications and the importance of community assets like parks and public open space. Members discussed the broader context of local government reorganisation and the potential impact on town and parish councils generally.

## 256 MANOR OFFICE

The Town Clerk provided a verbal update regarding the move to new premises. She confirmed that the amended planning application would be resubmitted to Mid Devon District Council, with good prospects for approval based on the changes made. She assured the members that detailed plans would be ready in June.

## 257 OLD LANDSCORE SCHOOL

The updated plans for Old Landscore School were reviewed, and the Chair confirmed their availability in the agenda pack on the Council website.

Cllr Brookes-Hocking made the following comments were made regarding the updated plans:

- Lack of low-level WC
- Lack of pram store
- Confirmation required that baby changing can be housed in accessible WC.

It was noted that the plans would be presented at the Annual Town Meeting on Tuesday 17 June.

It was noted that the business plan would be updated to reflect the updated needs of the community and use of the building.

A member of the public asked if there was a preferred tenant, to which both the Chair and Town Clerk advised that there was not.

## 258 DATE OF NEXT MEETING

The Chair noted that the date of the next meeting would be Tuesday, 10 June 2025. This item was acknowledged without further discussion.

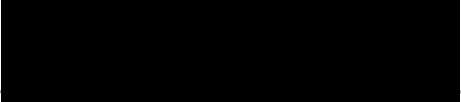
## 259 PART II

**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)

## 260 EVENTS AND TOWN CENTRE OFFICER

The Chair received a verbal update on the recruitment of the Events and Town Centre Officer.

## 261 REPORTS PACK

Signed  .....

Dated... 5 June 25 .....