



CREDITON TOWN COUNCIL

Manor Office, 6 North Street

Credition

Devon

EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council** , which will be held on **Tuesday, March 17, 2026, at 19:30, at Credition Library, Belle Parade, Credition.**

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, 12 March 2026

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

2026/459 - 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)

2026/460 - Apologies

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

2026/461 - Declarations of Interest and Requests for Dispensations

2026/461.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2026/461.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2026/462 - 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

2026/463 - Chair's and Clerk's Announcements

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

2026/464 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 03 March 2026**, as a correct record

2026/465 - Town Council Committees and Sub-Committees

To ratify the following minutes:

Youth Committee held on 27 January 2026

2026/466 - County and District Councillor Reports

To receive any written reports by County and District Councillors

2026/467 - Reports from Outside Bodies

Hayward's Educational Foundation

Crediton United Charities

Devon Association of Local Councils

Crediton Twinning Association

Boniface Link Association

Friends of Crediton Station

Sustainable Crediton

Boniface Trail Association

Crediton Chamber of Commerce
Okehampton Rail Forum
League of Friends of Crediton Hospital
Age Concern Trustee
North Devon Line Stakeholder Forum

2026/468 - Finance

2026/468.1 - To receive and approve transactions between 01 February and 28 February 2026

2026/468.2 - To receive and approve the bank reconciliation to 28 February 2026

2026/468.3 - To note bank balances to 28 February 2026

2026/468.4 - To note year to date spend

2026/468.5 - To note Ear Marked Reserves balances

2026/469 - Ear Marked Reserves

To receive the report by the Deputy Clerk and to consider the recommendations therein

2026/470 - Assertion 10 - Annual Governance Accountability Return

To receive the Internal Auditor's Report on Assertion 10 and associated action table, and to agree further actions

2026/471 - Review of Standing Orders

2026/471.1 - To receive and consider the motion form signed by Cllrs Huxtable, Brookes-Hocking, Cochran, Downes and Harris, and to approve the amended Standing Orders

2026/472 - Committee Structure

To receive the Town Clerk's report on the Committee Structure, and consider the recommendations therein

2026/473 - Policies

To consider and approve the following policies:
Planning Applications

2026/474 - Civic Events

To receive the report by Cllr Huxtable, regarding Civic Events in Dokkum and Fulda, and to agree any recommendations therein

2026/475 - Formal ratification of membership to Summer Festival Working Group

To formally ratify the appointment of Cllrs Huxtable, Frisby, Stanford, Brookes Hocking and Backhouse to the Summer Festival Working Group, as agreed at minute 2026/434 (17 February 2026)

2026/476 - Town-wide Resident Survey

To consider the merits of a Town-wide Resident Survey and to agree any further actions

2026/477 - Newcombes Meadow Paddling Pool

2026/477.1 - To receive the quote with options for refurbishment of paddling pool and splash pad, received from MDDC and to consider any further actions

2026/477.2 - To receive Cllr Backhouse's report regarding a Paddling Pool survey, and to consider the proposals therein

2026/478 - Town Square Bench Cleaning

To receive Cllr Backhouse's report regarding bench cleaning and to consider the proposals therein

2026/479 - Manor Office

To receive and note documentation relating to the application for Approval of Details reserved by Condition

2026/480 - Local Government Reorganisation

2026/480.1 - To note that no responses had been received regarding the consultation from members

2026/480.2 - To consider, amend and agree the draft letter to Government regarding the LGR consultation

2026/481 - Crediton Area Association of Local Councils

To receive the Town Clerk's report on the work of Crediton Area Association of Local Councils, and to note the contents therein

2026/482 - Annual Meeting

To note that the date of the Annual Meeting will be Tuesday 26 May 2026 at 18.30, on the Town Square

2026/483 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 07 April 2026**

2026/484 - 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

2026/485 - Legal Matter

To receive a verbal report from the Town Clerk regarding a legal matter

2026/486 - Reports Pack

Attachments – for internal use only

[2026-03-03 - Full Council - Minutes.docx](#)

[2026-01-27 - Youth Committee - Minutes.pdf](#)

[Transactions 01 Feb - 28 Feb 2026.pdf](#)

[Bank rec as at 28 Feb 2026.pdf](#)

[Bank balances as at 28 Feb 2026.PDF](#)

[Y2D Budget 25-26.pdf](#)

[Youth Finances 25-26.pdf](#)

[EMRs as at 28 Feb 2026.pdf](#)

[EMR transfers.docx](#)

[2025-26 Crediton Town Council GDPR DPA Assertion 10 Internal Audit FINAL.pdf](#)

[Assertion 10 Action Plan.docx](#)

[Motion Request Form Standing Orders March 2026 SH.docx](#)

[Standing Orders - March 2026 PROPOSED CHANGES.docx](#)

[Committee Structure Report.docx](#)

[Planning Applications Policy.docx](#)

[Civic Events Report SH.docx](#)

[Paddling Pool Quote MDDC REDACTED.pdf](#)

[Proposal Paddling Pool Survey Working group RB.docx](#)

[Proposal Bench Cleaning RB.docx](#)

[075 Application for Approval of Details Reserved by Condition DRAFT.pdf](#)

[075_260306_planning conditions complete drawings \[compressed\].pdf](#)

[WIP detail sheet 02.pdf](#)

[WIP door schedule.pdf](#)

[WIP plan general arrange.pdf](#)

[WIP plan mech.pdf](#)

[WIP plan plumb.pdf](#)

[LGR Consultation letter.docx](#)

[CAALC Report.docx](#)



**Minutes of the Full Council meeting held on Tuesday, March 3, 2026
at 19:00 in Credition Library, Belle Parade, Credition.**

Present: Cllrs Rachel Backhouse, Guy Cochran, Giles Fawssett, John Downes, Joyce Harris, Liz Brookes-Hocking, Natalia Letch, Paul Perriman, Vix Frisby and Tim Stanford

Apologies: Cllrs Jim Cairney and Steve Huxtable

In Attendance: 2 members of the public

Minute Taker: Emma Anderson

MINUTES

2026/440 WELCOME AND INTRODUCTION

Cllr Backhouse opened the meeting, and members introduced themselves.

2026/441 PUBLIC QUESTION TIME

A member of the public requested updates on the community noticeboard, the town clock, and the repair of benches in the town square. The Deputy Clerk confirmed one bench had been repaired and returned to the square, the other bench is currently inaccessible due to the storage of Christmas decorations but will be addressed soon. The noticeboard was expected to arrive soon and the delay was raised with the supplier. The town clock repair is scheduled for 18 March, contingent on the availability of a cherry picker.

Cllr Downes joined the meeting at 19.05

A member of the public queried what proposals the Liberal Democrats have put forward in recent years. The Chair confirmed putting forward proposals is something town councillors can consider doing. Further response was not provided as the question was not relevant to the work of the council.

The Events and Town Centre Officer was asked what developments there are on the Summer Programme. It was confirmed that things are developing, but currently commercially sensitive. Further discussion ended as this was not on the agenda.

2026/442 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllrs Cairney and Huxtable. (Proposed by Cllr Harris)

2026/443 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2026/443.1 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.

2026/443.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests had been received.

2026/444 ORDER OF BUSINESS

There were no changes to the order of business.

2026/445 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2026/446 TOWN COUNCIL MINUTES

The minutes from two previous meetings were reviewed:

- Full Council on 03 February 2026
Cllr Backhouse requested that minute number 2026/411, paragraph 5, be amended to read "There were some queries among councillors about the mechanics of match funding..."
Decision: It was **resolved** to approve the minutes of the Full Council meeting held on Tuesday 03 February, subject to amending the sentence above. (Proposed by Cllr Harris)
- Full Council on 17 February 2026
Decision: It was **resolved** to approve the minutes of the Full Council meeting held on Tuesday 17 February. (Proposed by Cllr Harris)

2026/447 DISTRICT AND COUNTY COUNCILLOR REPORTS

Cllr Downes submitted a written report. Following a prior meeting he had attended with Mid Devon District Council (MDDC) Cllr Downes queried whether the town council had written to MDDC committing £125,000.00 towards the paddling pool project, as Mid Devon District Council believed they had received such a commitment. It was **noted** that the paddling pool, and associated consultation, is due to be discussed at the next meeting.

2026/448 REPORTS FROM OUTSIDE BODIES

Crediton United Charities: Cllr Harris confirmed meetings are held frequently but discussions are confidential.

Devon Association of Local Councils: Cllr Brookes-Hocking advised attention is on Local Government Reorganisation, which will be discussed later in the agenda.

Boniface Link Association: Cllr Harris confirmed meetings are held frequently, discussing ideas as to how to maintain connections and organise events.

Sustainable Crediton: Cllrs noted the Community Conversation due to held on 14 March 2026 at the Boniface Centre. Cllr Backhouse advised the recent Seed Share was successful.

Boniface Trail Association: Cllr Fawssett promoted the cycling route from Crediton to Exeter and the positive difference this will make.

Crediton Chamber of Commerce: Cllr Cochran stated that no further meetings have been arranged.

North Devon Line Stakeholder Forum: Cllr Cochran confirmed the AGM was due to be held on Friday and feedback would be provided at the next meeting.

2026/449 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS

26/00129/CAT | Notification of intention to remove 1 Eastern red cedar tree to ground level within a Conservation Area | 1 Mount Pleasant Park Street Crediton Devon EX17 3EG

Cllr Backhouse declared a personal interest as she knows the applicant.

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendations, with a condition included to plant a suitable replacement tree. (Proposed by Cllr Brookes-Hocking)

26/00167/CAT | Notification of intention to fell 2 Palm trees within a Conservation Area | Wistaria House Dental Western Road Crediton Devon EX17 3LT

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendations, with a condition included to plant suitable replacement trees. (Proposed by Cllr Harris)

26/00247/FULL | Erection of external staircase to coffee shop and erection of security fencing | Eakers DIY Marsh Lane Lords Meadow Industrial Estate Crediton Devon EX17 1ES

Cllr Stanford declared a personal interest as he is related to the applicant.

Cllr Brookes-Hocking raised concern about the security fencing running parallel to the public footpath.

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Backhouse)

26/00116/HOUSE | Erection of a single storey extensions | 1 Penton Close Crediton Devon EX17 1BQ

Cllr Brookes-Hocking raised concern that the windows would impact the street scene.

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Letch)

26/00244/CAT | Notification of intention to reduce vertical growth of 1 Poplar by 4m, reduce upper canopy of 1 Turkey Oak by 3m, reduce crown of 1 Hornbeam by 2.5m, thin internal growth of 1 Sugar Maple by 10%, remove to ground level 1 Cypress and reduce canopy of 1 Magnolia by 1.5m in a Conservation Area | Poundsgate Pounds Hill Crediton Devon EX17 1DT

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendation. (Proposed by Cllr Brookes-Hocking)

26/00228/CAT | Notification of intention to pollard 1 Sycamore tree within the Conservation Area | Triangle House Pounds Hill Crediton Devon EX17 1DT

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendation. (Proposed by Cllr Brookes-Hocking)

26/00256/ADVERT | Advertisement Consent to display 3 internally illuminated fascia signs and 4 non-illuminated graphic signs | TESCO Joseph Locke Way Crediton Devon EX17 3FD

26/00255/FULL | Erection of a retail services kiosk | TESCO Joseph Locke Way Crediton Devon EX17 3FD

Members discussed applications 26/00255/FULL and 26/00256/ADVERT at length. Cllr Harris proposed to recommend no objection. This motion was not carried with 4 votes in favour, 5 votes against and 1 abstention.

Decision: It was **resolved** to OBJECT to applications 26/00255/FULL and 26/00256/ADVERT in order to protect Crediton's local economy. The proposed retail services undermine the economy of Crediton high street. Tesco does not need the proposed services to function, whereas the high street needs to keep its independent businesses. The proposed new services are already provided in town centre shops or adjacent stores.

(Proposed by Cllr Backhouse, 6 votes in favour, Cllr Cochran abstained)

26/00208/FULL | Change of use of existing warehouse buildings to a House in Multiple Occupation (Use Class C4), including a single-storey rear extension, refurbishment of two commercial units, and provision of amenity space, parking, and turning facilities | Woods Group 32 - 35 Exeter Road Crediton Devon EX17 3BP

Members discussed the application at length.

Standing orders were suspended

A member of the public noted that the Kings Arms has been developed well and that the Red House is managed well as multiple occupancy.

Standing orders were reinstated

Cllr Letch left the meeting at 20.01

Decision: It was **resolved** to OBJECT for the following reasons:

- Overdevelopment: the building is too small for 10 occupants, and the configuration is not suitable for residential use. The rooms are of an insufficient size to allow for adequate storage/furniture for the occupants
- No outdoor bin storage
- Unclear whether there is protected access for pedestrians across the commercial unit forecourt and parking
- Insufficient parking and unclear whether the 7 spaces are to be used by residents or commercial units
- Inadequate bike storage for the number of occupants
- The application does not include an assessment of the need for a house in multiple occupation of this type
- Insufficient outdoor amenity space for the number of occupants, including clothes drying area
- Lack of arrangements for fire safety and exterior lighting proposals
- Lack of forward-thinking regarding opportunities to generate electricity e.g. roof-mounted solar panels
- The proposed replacement of original windows is inappropriate as the development is in the conservation area and close to listed buildings

(Proposed by Cllr Brookes-Hocking, Cllr Cochran abstained)

Task: Submit planning comments to MDDC. @Emily Armitage

2026/450 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS

The Council **noted** the approval of three planning applications.

2026/451 PREMISES LICENCE

Decision: It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

Task: Submit premises licence comments to MDDC. @Emily Armitage

2026/452 CREDITON URBAN TASKFORCE [CUT!]

The council received a report from [CUT!], highlighting recent activities such as clearing Exeter Road and engaging with local schools. The aim of the taskforce was reiterated, to encourage residents to take pride in their streets and assist in areas where individuals are unable to manage the work themselves. The report was **noted**.

2026/453 YOUTH COMMITTEE

Following the resignation of Cllr Backhouse, the council discussed the need to appoint a new councillor to the Youth Committee.

Decision: It was **resolved** to appoint Cllr Fawssett to the Youth Committee. (Proposed by Cllr Fawssett)

2026/454 GRASS VERGE CUTTING CONTRACT

There was a discussion about the potential to review grass cutting areas in future contracts, taking biodiversity benefits into consideration.

Decision: It was **resolved** to appoint Contractor C to carry out the grass verge cutting for 2026-27. (Proposed by Cllr Harris)

Task: Instruct Contractor C to carry out the grass verge cutting from 1 April 2026
@Emma Anderson

Task: Review biodiversity considerations before renewing next year's grass verge cutting contract. @Emma Anderson

2026/455 HIGHWAYS

Correspondence regarding road surfacing at Barnfield was received, highlighting concerns about the standard of work. The council discussed the need for a follow-up with Devon County Council and suggested that the resident who raised the issue attend the next meeting or visit the surgery on the Town Square this Saturday.

Task: Follow up with Devon County Council regarding the standard of road surfacing work at Barnfield. @Emma Anderson

Task: Inform resident of upcoming surgery on the Town Square, of which Cllr Cairney will be in attendance @Rachel Avery

2026/456 LOCAL GOVERNMENT REORGANISATION

The council received a report on the local government reorganisation proposals. Members were encouraged to read the detailed documents and advised of the sessions being held on Thursday, 5 March.

Decision: The documentation and DALC discussion sessions were **noted**.

It was **agreed** that initial responses for inclusion in a corporate response at the next meeting (Tuesday 17 March) must be submitted to the Town Clerk no later than Tuesday 10 March.

Task: Participate in local government reorganisation consultation sessions and submit initial responses to the Town Clerk by 10 March 2026 @All Councillors

2026/457 DATE OF NEXT MEETING

It was **noted** that the date of the next meeting would be Tuesday, 17 March 2026. Meeting closed at 20.30.

2026/458 REPORTS PACK

Signed

Dated.....



Minutes of the Youth Committee held on Tuesday, January 27, 2026 at 14:00 in the Manor Office, 6 North Street, Credition, EX17 2BR

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable and Vix Frisby

Apologies: Cllr Guy Cochran

In Attendance: Cath Kelly, Lead Youth Worker

Minute Taker: Rachel Avery, Town Clerk

MINUTES

42 / WELCOME AND INTRODUCTION

2026 Councillor Brookes-Hocking opened the meeting and members introduced themselves.

43 / PUBLIC QUESTION TIME

2026 There were no members of the public in attendance.

44 / APOLOGIES

2026 Decision: It was resolved to approve apologies from Cllr Cochran (attending another meeting). (Proposed by Cllr Brookes-Hocking)

It was **noted** that Councillor Backhouse had resigned from the committee by email today, and there was a discussion about reappointing the vacant spot at the next Full Council meeting.

45 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2026

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

2026

No declarations of personal interest or disclosable pecuniary interests were received.

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

2026

No dispensation requests were received prior to the meeting.

46 / ORDER OF BUSINESS

2026

There were no changes to the order of business.

47 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2026

There were no announcements.

48 / YOUTH COMMITTEE MINUTES

2026

Decision: It was **resolved** to approve the minutes of the meeting held on 11 November 2025. (Proposed by Cllr Frisby)

49 / YOUTH WORK DELIVERY**2026**

The Autumn Youth Work Report was discussed, with particular focus on attendance figures. Cllr Frisby raised concerns about the clarity of the reported numbers, specifically questioning whether the figures represented total unique attendees or weekly attendance. The Lead Youth Worker clarified that the numbers represented total attendees over multiple sessions but agreed to amend future reports to provide clearer data, including weekly attendance figures and the total number of registered members. The discussion also touched on the impact of venue availability on the number of sessions held, with suggestions to include a detailed table in future reports to enhance transparency.

The importance of partnership working with other community organisations was emphasised, with plans to organise a youth event similar to previous successful events being discussed.

The need for a transition event for year six students moving to high school was highlighted, with suggestions to collaborate with QE on such initiatives.

Decision: It was **resolved** to **approve** the proposals detailed within the report. (Proposed by Cllr Brookes-Hocking)

Task: Amend future reports to provide clearer data, including weekly attendance figures and the total number of registered members. @Cath Kelly

Task: Include a detailed table in future reports to enhance transparency. @Cath Kelly

Task: Organise a youth event similar to previous successful events.

Task: Collaborate with QE on transition events for year six students moving to high school.

50 / DRAFT GUIDANCE FOR CTC STAFF ON WORKING WITH PEOPLE THEY KNOW**2026**

The report on Draft Guidance for CTC staff was reviewed. The committee acknowledged that while the guidance may not prevent all potential issues, it was not a necessary step to address the unusual incidents that had occurred. The importance of disciplinary processes was **noted**.

Decision: It was **resolved** to **note** the report and its recommendations without further action. (Proposed by Cllr Brookes-Hocking)

51 / STAFFING**2026**

The staffing report was presented, focusing on the recruitment of peer educators. The committee praised the involvement of Youth Voice members in the interview process, highlighting the valuable life skills gained by the young participants. The interview process was detailed, explaining how young people were involved in devising questions, conducting interviews, and scoring candidates. The committee acknowledged the success of this approach and expressed appreciation for the professionalism demonstrated by Youth Voice members.

Decision: It was **resolved** to **note** the report. (Proposed by Cllr Brookes-Hocking)

52 / DATE OF NEXT MEETING**2026**

The date of the next meeting was **noted** as 10 March at 14:30.

53 / PART II

2026 **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 Brookes-Hocking)

54 / SAFEGUARDING UPDATE

2026 There was no report.

55 / REPORTS PACK

2026

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 :		187,508.76					187,508.76	
	Banked 02/02/2026	10.53						
#328	Allotment Exhibition	10.53			1150	150	9.60	E19 Rent 25/26
					1170	180	0.93	E19 BAA 25/26
	Banked 12/02/2026	17.55						
#329	Allotment Barnfield	17.55			1150	160	16.00	B7C Rent 25/26
					1170	180	1.55	B7C BAA 25/26
	Banked 18/02/2026	11.00						
#330	Youth Club (YW)	11.00			1240	410	11.00	Subs - Weds Group
	Banked 25/02/2026	4.00						
#331	Youth Club (YW)	4.00			1240	410	4.00	Subs - Weds Group
Total Receipts for Month		43.08	0.00	0.00			43.08	
Cashbook Totals		187,551.84	0.00	0.00			187,551.84	

Date: 12/03/2026

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Time 10:16

Cashbook 1

User: RA

Co-Operative 9217

For Month No: 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>
02/02/2026	EE Ltd	DD #578	21.60		3.60	4720	410	18.00	Youth mobile phone bill
02/02/2026	██████ Lee	SO #579	1,408.33			4400	250	1,408.33	Manor Office rent
03/02/2026	Source for Business	BACS #580	57.46		5.13	4235	250	52.33	Water - Manor Office
05/02/2026	Post Office	CARD #581	3.15			4065	120	3.15	Postage
05/02/2026	Cloudy IT	DD #582	28.80		4.80	4070	120	24.00	IT support - tablets
05/02/2026	██████ Stephenson	REF #295	-65.88			4005	110	-65.88	Salary repayment
06/02/2026	Spar	CARD #583	16.09			4720	410	16.09	Youth - GG supplies
06/02/2026	Haywards Primary School	CHQ #584	50.00			4660	390	50.00	CinC - Choir performance
09/02/2026	British Gas	DD #585	44.22		2.11	4290	340	42.11	Electricity - Newcombes toilet
10/02/2026	The Photo ID Card People	CARD #586	74.70		12.45	4120	120	62.25	The Photo ID Card People
11/02/2026	Nexus Open Systems	DD #587	393.42		65.57	4070	120	327.85	IT support - Jan/Feb
12/02/2026	Spar	CARD #588	5.50			4720	410	5.50	Youth - Weds Group food
12/02/2026	Adams Home Hardware	BACS #589	12.90		2.15	4115	120	10.75	Various supplies
12/02/2026	Chestnut Trees	BACS #590	180.00		30.00	4230	350	30.00	Tree removal
						4230	330	120.00	Bramble removal
12/02/2026	VOYC Devon	BACS #591	315.00			4720	410	315.00	Safeguarding training
13/02/2026	Morrisons	CARD #592	5.25			4720	410	5.25	Youth - GG refreshments
13/02/2026	Tesco	CARD #593	31.65			4720	410	31.65	Youth - refreshments
13/02/2026	Tesco	REF #593	-1.55			4720	410	-1.55	Refund - youth refreshments
16/02/2026	Baker Ross	CARD #594	105.35		17.56	4720	410	87.79	Youth supplies
20/02/2026	Wage payments	BACS #595	11,036.14			4000	110	8,179.96	Salaries - Feb
						4005	110	2,856.18	Salaries - Feb
20/02/2026	Peninsula Pensions	BACS #596	3,806.15			4040	110	2,947.90	Pensions - February
						4015	110	858.25	Pensions - February
20/02/2026	HMRC	BACS #597	3,923.02			4030	110	3,284.25	NI/PAYE - February
						4010	110	638.77	NI/PAYE - February
23/02/2026	BT	DD #598	91.08		15.18	4075	120	75.90	Broadband charges
24/02/2026	C Kelly	BACS #599	15.20			4720	410	15.20	Expenses - Youth GG food
24/02/2026	The Bookery	BACS #600	700.00			4750	420	700.00	Grant funding 25-26
24/02/2026	██████ Crocker	BACS #601	80.00			4520	340	80.00	Newcombes toilet leak
24/02/2026	SLCC	BACS #602	102.00		17.00	4190	130	85.00	Regional Training Seminar
24/02/2026	Guardian Security	BACS #603	219.72		36.62	4520	340	183.10	Newcombes door lock repairs
24/02/2026	Nexus Open Systems	BACS #604	408.95		68.16	4720	410	340.79	Youth - iPad
24/02/2026	Crediton Arts Centre	BACS #605	500.00			4750	420	500.00	Grant funding 25-26
24/02/2026	The Turning Tides Project	BACS #606	776.25			4020	365	776.25	Town maintenance - Jan
24/02/2026	Nexus Open Systems	BACS #607	897.40		149.57	4720	410	747.83	Youth laptop
24/02/2026	Devon Communities Together	BACS #608	1,080.00		180.00	4120	350	900.00	OLS feasibility review
						344	0	-900.00	OLS feasibility review
						6000	350	900.00	OLS feasibility review
24/02/2026	Nexus Open Systems	BACS #609	1,576.97		262.83	4110	120	1,314.14	New laptop
						339	0	-1,314.14	New laptop
						6000	120	1,314.14	New laptop
25/02/2026	Concorde	DD #610	53.39		8.90	4060	120	44.49	Printing charges
25/02/2026	Environmental Services	BACS #611	30.00		5.00	4230	250	25.00	Asbestos sample
26/02/2026	Morrisons	CARD #612	10.49			4720	410	10.49	Youth - Weds group

Continued on Page 17

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>
27/02/2026	Tesco	CARD #613	11.22			4720	410	11.22	refreshment Youth - GG refreshments
27/02/2026	Nexus Open Systems	DD #614	223.39		37.23	4070	120	186.16	IT support - Feb/March
27/02/2026	Valda Energy	DD #615	44.11		2.10	4290	340	8.15	Electricity - Newcombes toilet
						4290	350	33.86	Electricity - OLS
Total Payments for Month			28,271.47	0.00	925.96			27,345.51	
Balance Carried Fwd			159,280.37						
Cashbook Totals			187,551.84	0.00	925.96			186,625.88	

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 :		695,365.80					695,365.80	
	Banked 03/02/2026	2,242.58						
CCLA #11	CCLA	2,242.58			1090	120	2,242.58	Interest on account
Total Receipts for Month		2,242.58	0.00	0.00			2,242.58	
Cashbook Totals		697,608.38	0.00	0.00			697,608.38	

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			697,608.38						
Cashbook Totals			697,608.38	0.00	0.00	697,608.38			

**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026	343	159,280.37
			<u>159,280.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			159,280.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			159,280.37
		Balance per Cash Book is :-	159,280.37
		Difference is :-	0.00

R Avery (Clerk/RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	28/02/2026		697,608.38
			<u>697,608.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			697,608.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			697,608.38
		Balance per Cash Book is :-	697,608.38
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

Date	Description	Withdrawals	Deposits	Balance
24 FEB 26				163,203.34
24 FEB 26		897.40		
24 FEB 26		1,080.00		
24 FEB 26		1,576.97		159,648.97
25 FEB 26		53.39		
25 FEB 26		30.00		
25 FEB 26			4.00	159,569.58
26 FEB 26		10.49		159,559.09
27 FEB 26		11.22		
27 FEB 26		223.39		
27 FEB 26		44.11		159,280.37
02 MAR 26		1,408.33		157,872.04
04 MAR 26		21.60		157,850.44
05 MAR 26		2.29		
05 MAR 26		2.50		
05 MAR 26		28.80		157,816.85
06 MAR 26		41.39		
06 MAR 26		15.00		
06 MAR 26		60.00		
06 MAR 26		66.25		
06 MAR 26		130.00		
06 MAR 26		130.00		
06 MAR 26		150.00		
06 MAR 26		150.00		
06 MAR 26		194.00		
06 MAR 26		194.04		156,686.17S

Statement of Account

Mrs Rachel Avery
Manor Office
6 North Street
Credition
EX17 2BR

5 March 2026

Account name: **CREDITON TOWN COUNCIL**
Account number: **PS3078933-001**
Statement period: **31/01/2026 to 28/02/2026**

Account summary

Total valuation as at 28 February 2026 **£697,608.38**
Total valuation as at last statement at 31 January 2026 **£695,365.80**

Holdings as at 28 February 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	697,608.3800	£1.00	£697,608.38
			Total value
			£697,608.38

Transactions for the period from 31 January 2026 to 28 February 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/02/2026	Income Reinvestment	2,242.5800	£1.0000	£2,242.58

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.76% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2026	03/03/2026	Reinvestment	£2,013.72	PS3078933-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	Co-Operative Current 15006951	159,280.37
28/02/2026	Nationwide Account 90097276	0.00
28/02/2026	CCLA	697,608.38

856,888.75

Receipts not on Bank Statement

0.00

Closing Balance

856,888.75

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	159,280.37
3	Nationwide Account 7276	0.00
7	CCLA	697,608.38

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

856,888.75

Year To Date Budget 2025-2026

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	EXPENDITURE	%Budget Spent	Remaining	Total Spend
Salaries														Salaries			
Salaries, Including NI & Pensions	240,000	18,264	18,024	17,692	17,554	19,480	18,888	19,555	17,996	18,765	18,773	18,699		Salaries, Including NI & Pensions	85%	36,310	203,690
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140	55	157		110	16	114	21	84	44		Photocopier/Printing	60%	399	601
Postage	250	4		6	51	4	5	8			10	3		Postage	36%	159	91
IT Support (Increase from virement by £600 as per FC)	6,800	517	528	528	363	690	525	551	370	737	624	538	600	IT Support	97%	229	6,571
Telephone/Broadband	1,800	149	149	149	149	149	149	217	76	288	76	76	91	Telephone/Broadband	95%	82	1,718
Audit Fees	2,500		395					1,365	395					Audit Fees	86%	345	2,155
Stationery	250	16	14	24	2		29							Stationery	34%	165	85
Software	4,000	379	1,250					150		58				Software	46%	2,163	1,837
Reference books	150													Reference books		150	
Security Waste Collection	50				12									Security Waste Collection	24%	38	12
Legal/Professional Services (Increase from EMR by £1,500 as per FC)	6,500	885			1,032		2,125		1,500	166				Legal/Professional Services*	88%	792	5,708
Insurance	5,500		4,283		1,054									Insurance	97%	163	5,337
Office Equipment	1,500							1,453						Office Equipment	97%	47	1,453
Other	500	2	70					100	20	(5)		62		Other	50%	251	249
Office Supplies/Consumables	500	77	62	19	43	17	81					11		Office Supplies/Consumables	62%	190	310
Defibrillator Renewal (approved from General Res)	-			1,800										Defibrillator Renewal	-	1,800	1,800
Contract termination (approved from General Res 161225)	-								1,755								
Council and Councillors														Council and Councillors			
Councillor/Clerk Expenses	1,200	608	20		117						29			Councillor/Clerk Expenses	65%	426	774
Councillor e-mail addresses	-													Councillor e-mail addresses		-	
Advertising	750					66		120						Advertising	25%	564	186
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440					624								Councillor Allowances	43%	816	624
Annual Town Meeting	400			54										Annual Town Meeting	14%	346	54
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200									112				Hospitality	56%	88	112
Remembrance Day	1,200										25			Remembrance Day	2%	1,175	25
Website	1,800	275								75				Website	19%	1,450	350
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500	1,423	108						100		47			Subscriptions	67%	822	1,678
Staff/Councillor Training	4,000				160			495	179	2,097	50	85		Staff/Councillor Training	77%	934	3,066
Honorarium	400													Honorarium		400	
Parking Permit	600									409				Parking Permit	68%	191	409
Public Consultations	500													Public Consultations		500	
Meeting Room Charges (Increase from GR by £450 as per FC)	950		29		74		49		22	20	367		315	Meeting Room Charges	92%	74	876
Civic Functions	6,000													Civic Functions		6,000	
Allotments														Allotments			
Exhibition Road general/scheduled maintenance	950		130		125	65	440		115					Exhibition Road general/scheduled maintenance	92%	75	875
Exhibition Road water/water maintenance and repairs	750							366			218			Exhibition Road water/water maintenance and repairs	78%	166	584
Barnfield general/scheduled maintenance	900		220			125			85		175			Barnfield general/scheduled maintenance	67%	295	605
Barnfield water/water maintenance and repairs	750					277					253			Barnfield water/water maintenance and repairs	71%	220	530

Moffats general/scheduled maintenance	200													Moffats general/scheduled maintenance		200		
Moffats water/water maintenance and repairs	500				89			237						Moffats water/water maintenance and repairs	65%	174	326	
Boniface Allotments Association fees	300										127			Boniface Allotments Association fees	42%	173	127	
Property and Assets														Property and Assets				
Peoples Park maintenance	3,000						700		220		30		700	Peoples Park maintenance	55%	1,350	1,650	
Peoples Park grass cutting	3,000		480		410	410		205	615		205			Peoples Park grass cutting	78%	675	2,325	
Peoples Park Memorial Garden	1,250										687			Peoples Park Memorial Garden	55%	564	687	
Peoples Park Wildlife Area	250													Peoples Park Wildlife Area		250		
Upper Deck general maintenance and cleaning	500		100			25			55		110			Upper Deck general maintenance and cleaning	58%	210	290	
Bandstand electricity	250			3	3		5				0			Bandstand electricity	4%	239	11	
Bandstand cleaning and general maintenance	750													Bandstand cleaning and general maintenance		750		
War Memorial netting	-													War Memorial netting		-		
War Memorial cleaning and general maintenance	350												320	War Memorial cleaning and general maintenance	91%	30	320	
Street Furniture general maintenance (Increase from EMR by £500 as per FC)	2,000							755			158		1,009	Street Furniture general maintenance	96%	79	1,921	
Street Furniture bus shelter maintenance	-													Street Furniture bus shelter maintenance		-		
Town Clock	750													Town Clock		750		
Stoney Park maintenance	750		400											Stoney Park maintenance	53%	350	400	
Boniface Statue maintenance and cleaning	350												160	Boniface Statue maintenance and cleaning	46%	190	160	
Millenium Cross maintenance and cleaning	150													Millenium Cross maintenance and cleaning		150		
Garage rental	1,850				910						910			Garage rental	98%	30	1,820	
Public open spaces (SPG & Fulda Crescent)	1,500		305		105	95					275	120		Public open spaces (SPG & Fulda Crescent)	60%	600	900	
Newcombes Meadow toilets water	500	20	27	27	27	27	70	27	34	34	25		34	Newcombes Meadow toilets water	70%	148	352	
Newcombes Meadow toilets electricity	600	9	47	45	45	45	46	37	37	49	49	50	50	Newcombes Meadow toilets electricity	85%	90	510	
Newcombes Meadow toilets supplies & repairs	400	100										263	170	Newcombes Meadow toilets supplies & repairs	133%	-	133	533
Newcombes Meadow toilets door locking	200										258			Newcombes Meadow toilets door locking	129%	-	58	258
Old Landscore School electricity	1,000	33	32	39	38	38	38			34	41	34		Old Landscore School electricity	33%	673	327	
Old Landscore School equipment	500													Old Landscore School equipment		500		
Old Landscore School water charges	400	(38)	38		55				52		44			Old Landscore School water charges	38%	249	151	
Old Landscore School telephone/broadband	-													Old Landscore School telephone/broadband		-		
Old Landscore School maintenance	2,000										100	30		Old Landscore School maintenance	7%	1,870	130	
Old Landscore School business rates	4,000			2,970						544				Old Landscore School business rates	88%	486	3,514	
Old Landscore School insurance	-													Old Landscore School insurance		-		
Annual QTRA	1,000						1,153							Annual QTRA	115%	-	153	1,153
Additional tree works	3,000							550					2250	Additional tree works	93%	200	2,800	
Town maintenance contract	13,000		1,146	1,194	1,335	1,478	1,305	20	2,906	790	744	776	746	Town maintenance contract	96%	560	12,440	
General Small works	3,000	150		77		150	1,996	500			60			General Small works	98%	67	2,933	
CCTV	11,000			2,630	150			3,664						CCTV	59%	4,556	6,444	
Council Offices														Council Offices				
Bungalow rent & costs	15,000	833	3,296	2,242	2,710	2,242	2,242	450		298				Bungalow rent & costs	95%	687	14,313	
Main office rent (Inc from EMR £7,041.65 as per FC)	14,542						6,039	1,408	1,408	1,408	1,408	1,408	1,408	Main office rent	100%	55	14,487	
Electricity	2,500	138	194	154	438	151	420	59		226				Electricity	71%	720	1,780	
Water	400	19	21	26	19	25	12	18		24	25	52		Water	60%	158	242	
Fire Extinguishers	350	43												Fire Extinguishers	12%	307	43	
General Premises Maintenance	500				115		117	150				25		General Premises Maintenance	81%	93	407	
Business rates	3,500	323	319	638	319	319				1,266				Business rates	91%	316	3,184	
Refreshments	120		7	3	10		14	18	3		1			Refreshments	47%	64	56	
Floral Crediton														Floral Crediton				

Plants/Flowers	2,500			1,542	84			272		346			200	Plants/Flowers	98%	56	2,444	
Awards Evening	100							20	33					Awards Evening	53%	47	53	
Hanging baskets/troughs & watering	7,000				3,332			3332						Hanging baskets/troughs & watering	95%	336	6,664	
Other Floral costs	500				60		38			7				Other Floral costs	21%	395	105	
New planters (replacements)	1,000													New planters (replacements)		1,000		
Christmas in Crediton														Christmas in Crediton				
Repeat Costs	13,500						207	240	235	7,073	1,350			Repeat Costs	67%	4,395	9,105	
Community Participation	7,500							408	1,997	3,673		50		Community Participation	82%	1,372	6,128	
New Infrastructure	4,000								1,451					New Infrastructure	36%	2,549	1,451	
Miscellaneous	1,000													Miscellaneous		1,000		
VE Day														VE Day				
General expenditure - events (transfer from EMR)	4,505		2,736	1,664	240	336								General expenditure - events	110%	-	471	4,976
Big Boniface Bash														Big Boniface Bash				
General expenditure - events (transfer from EMR)	5,009			2,731	1,855						500			General expenditure - events	102%	-	77	5,086
Crediton Food Festival														Crediton Food Festival				
General expenditure - events (transfer from EMR)	3,088		384	20	3,150	3,248	40				349			General expenditure - events	233%	-	4,103	7,191
VI Day														VI Day				
General expenditure - events (transfer from EMR)	2,480					290	75							General expenditure - events	15%	2,115	365	
Additional Services														Additional Services				
DCC grass cutting	5,000													DCC grass cutting		5,000		
Youth Work*	6,000	300	82	30	1,050	58	211	1,417	583	119	515	1,603		Youth Work*	99%	32	5,968	
Annual grants to community groups	50,000	42,225								700	3,000	1,200		Annual grants to community groups	94%	2,875	47,125	
Crediton Urban Taskforce	500													Crediton Urban Taskforce		500		
Budget Spend	508,383	66,614	35,036	37,272	36,532	36,473	31,090	38,183	32,356	40,930	30,106	25,130		Budget Spend	82%	92,363	416,020	

EXPENDITURE: Ear Marked Reserves*	Budget													EXPENDITURE: Ear Marked Reserves**			
EMR 370: VE Day	-	475												EMR 370: VE Day			
EMR 349: St Boniface/Devon Day	-	1,060												EMR 349: St Boniface/Devon Day			
EMR 334: Allotments			1,180						1,200					EMR 334: Allotments			
EMR 328: Premises			440					6,335						EMR 328: Premises			
EMR 338: Council Building Fund				4,000	1,000	1,800								EMR 338: Council Building Fund			
EMR 336: Localism Projects				4,900										EMR 336: Localism Projects			
EMR 371: VJ Day				20										EMR 371: VJ Day			
EMR 320: Elections							16,702							EMR 320: Elections			
EMR 327: Upper Deck							350							EMR 327: Upper Deck			
EMR 344: OLS project									800			900		EMR 344: OLS project			
EMR 367: LA Services											12,000			EMR 367: LA Services			
EMR 339: IT equipment/support												1,314		EMR 339: IT equipment/support			
Sub Total		1,535	1,620	8,920	1,000	1,800	17,052	6,335	2,000		12,000	2,214		Sub Total			
Total Spend inc reserves	508,383	68,149	36,656	46,192	37,532	38,273	48,142	44,518	34,356	40,930	42,106	27,344		Total Spend inc reserves	91%	44,185	464,198

INCOME	Budget													INCOME	%Budget	Balance	Total Income
Precept	510,750	255,375						255,375						Precept	100%	-	510,750
Interest received	18,000	1,837	2,153	2,168	2,078	2,772	2,075	1,977	2,080	2,260	2,299	2,243		Interest received	133%	-	23,942
Youth grants received	10,000	5,000					4,900				1,000			Youth grants received	109%	-	10,900

Youth donations received		131	102	239	173	7	79	35	29	36	112	15	Youth donations received				
Allotment rent & BAA membership	4,000	(35)	18	56	6		2,528	1,508	428	346	70	28	Allotment rent & BAA membership	124%	-	953	4,953
Other income: wayleave	15		19										Other income: wayleave	127%	-	4	19
Room hire fees received			72	42			72	188			188		Room hire fees received				562
Other income: Newcombes toilet survey		1,100											Other income: Newcombes toilet survey				1,100
Other income: Food Festival transfer		340											Other income: Food Festival transfer				340
Grants received: Cluster meetings			250										Grants received: Cluster meetings				250
Big Boniface Bash: Stallholder fees received			100	365									Big Boniface Bash: Stallholder fees received				465
Big Boniface Bash: Sponsorship received			500										Big Boniface Bash: Sponsorship received				500
VE Day: Donations received			190										VE Day: Donations received				190
Grants received: Event barriers				120									Grants received: Event barriers				120
Donations received: CCTV				1,000									Donations received: CCTV				1,000
Crediton Food Festival: Stallholder fees received				1,600	1,685	50							Crediton Food Festival: Stallholder fees received				3,335
Crediton Food Festival: Sponsorship received					1,000		300						Crediton Food Festival: Sponsorship received				1,300
Gazebo hire fees						80				40			Gazebo hire fees				120
VJ Day: Donations received								100					VJ Day: Donations received				100
Grass cutting contribution								884					Grass cutting contribution				884
Christmas in Crediton: Stallholder fees received									658		92		Christmas in Crediton: Stallholder fees received				750
Christmas in Crediton: Sponsorship received											400		Christmas in Crediton: Sponsorship received				400
Other income: War Memorial contribution											200		Other income: War Memorial contribution				200
Sub Total	542,765	263,748	3,404	5,590	4,942	2,909	9,954	260,067	3,195	2,682	4,361	2,286	Sub Total				563,138
INCOME: Ear Marked Reserves	Budget												INCOME: Ear Marked Reserves				
370: VE Day	-	380											370: VE Day				380
EMR: P3 Parish Paths										220							
Sub Total		380								220			Sub Total				600
Total Income inc reserves	542,765	264,128	3,404	5,590	4,942	2,909	9,954	260,067	3,195	2,902	4,361	2,286	Total Income inc reserves				563,738

Please see EMR tab for net movement of EMRs

YOUTH ACCOUNTS 25/26

			CTC budget	Subs	Grant	Grant	Grant	EMR 366:	EMR 365:	EMR 373:
					PCC Grant Girls Group (April 2025)	DYS Space (Sept 2025)	DCC Places To Go Grant (Jan 2026)	Underspend 2024-25	PCC Grant - Girls Group	Youth subs 2024-25
			£6,000.00	£957.87	£5,000.00	£4,900.00	£1,000.00	£1,609.15	£176.11	£2,045.07
Date	Description	Supplier								
01/04/2025	Mobile phone bill	EE Ltd	£17.26							
01/04/2025	Youth hoodies	WestPrint	£175.75							
02/04/2025	Refreshments	Morrisons		£39.96						
10/04/2025	Refreshments	Morrisons		£5.10						
10/04/2025	Power bank	Tesco	£20.00							
11/04/2025	Card game	Adams	£11.66							
16/04/2025	Train tickets - music event	Great Western Railway	£16.35							
23/04/2025	Refreshments	Spar		£8.93						
30/04/2025	Refreshments	Tesco		£5.38						
02/05/2025	Mobile phone bill	EE Ltd	£17.26							
07/05/2025	Refreshments	Spar		£7.28						
07/05/2025	Refreshments	Tesco		£13.80						
21/05/2025	Refreshments	Lidl		£4.65						
21/05/2025	Refreshments	Tesco		£37.92						
02/06/2025	Mobile phone bill	EE Ltd	£18.36							
05/06/2025	Refreshments	Spar		£1.45						
25/06/2025	Refreshments	Spar		£2.75						
25/06/2025	Refreshments	Morrisons		£7.68						
01/07/2025	Refreshments	C Kelly (expenses)		£3.00						
02/07/2025	Mobile phone bill	EE Ltd	£18.36							
16/07/2025	Refreshments	Spar		£5.89						
16/07/2025	Groceries	Asda		£65.64						
16/07/2025	T-shirts	Buytshirtsonline	£48.09							
23/07/2025	Refreshments	Spar		£7.78						
23/07/2025	Groceries	Asda		£34.53						
23/07/2025	Planning permission - totem pole	Planning Portal	£234.00							
23/07/2025	Hartland Trip	Skern Lodge Ltd	£500.00							
23/07/2025	Refund - groceries	Asda		-£1.04						
23/07/2025	Refund - groceries	Asda		-£6.86						
25/07/2025	Hartland Trip - train tickets	Great Western Railway	£94.50							
28/07/2025	Craft supplies	Hobbii	£18.63							
30/07/2025	Park Fun refreshments	Morrisons	£27.03							
01/08/2025	Mobile phone bill	EE Ltd	£17.90							
06/08/2025	Refreshments	Morrisons		£10.13						
13/08/2025	Refreshments	Spar		£2.85						
19/08/2025	Facepaint	E Anderson (Amazon)	£27.61							
01/09/2025	Mobile phone bill	EE Ltd	£18.00							
12/09/2025	GG supplies	Spar			£2.00					
12/09/2025	GG supplies	Spar			£3.30					
12/09/2025	GG equipment	Tesco			£45.00					

12/09/2025	Refreshments	Tesco		10.12						
26/09/2025	Refreshments	Spar		8.53						
30/09/2025	Panto tickets	CODS	£124.00							
01/10/2025	Mobile phone bill	EE Ltd	£18.00							
02/10/2025	Child Protection Training G2	VOYC Devon	£60.00							
02/10/2025	Child Protection Training G5	VOYC Devon	£80.00							
02/10/2025	Child Protection Training G5	VOYC Devon	£80.00							
02/10/2025	Room hire - Lords Meadow	MDDC	£450.00							
06/10/2025	Fancy dress supplies	Vinted		£4.57						
06/10/2025	Fancy dress supplies	Vinted		£6.67						
06/10/2025	Fancy dress supplies	Vinted		-£4.57						
10/10/2025	GG supplies	Tesco			£42.43					
10/10/2025	Boxing intervention	Bang Bang Boxing			£500.00					
15/10/2025	Youth supplies	C Kelly (expenses)		£18.29						
15/10/2025	DBS Check - I G	Devon County Council	£60.00							
20/10/2025	Fancy dress supplies	Vinted		£5.09						
27/10/2025	GG refreshments	C Kelly (expenses)			£21.41					
27/10/2025	Room hire - Lords Meadow	MDDC	£75.00							
03/11/2025	Mobile phone bill	EE Ltd	£18.00							
06/11/2025	DBS Check - A M	Devon County Council	£10.50							
14/11/2025	GG supplies	Tesco			£48.23					
21/11/2025	Christmas craft	Baker Ross			£50.58					
21/11/2025	Room hire - Tea Rooms	Turning Tides	£106.00							
28/11/2025	Summer graffiti project	Olas Art	£350.00							
03/12/2025	Mobile phone bill	EE Ltd	£18.00							
16/01/2025	GG refreshments	Tesco			£35.53					
17/12/2025	Supplies	Adams		£1.99						
17/12/2025	GG refreshments	D Saunders (expenses)			£42.05					
22/12/2025	GG refreshments	C Kelly (expenses)			£21.73					
02/01/2026	Mobile phone bill	EE Ltd	£18.00							
06/01/2026	Room Hire	Arts Centre	£96.00							
08/01/2026	Refreshments - interviews	Morrisons	£8.14							
09/01/2026	GG refreshments	Lidl			£7.33					
09/01/2026	Craft supplies	Baker Ross			£88.79					
14/01/2026	Room Hire	Libraries Unlimited	£25.00							
16/01/2026	GG supplies	Tesco			£70.32					
19/01/2026	Stationery/supplies	Tesco		6.95						
21/01/2026	Equipment	B&Q	£98.24							
27/01/2026	Room Hire	Libraries Unlimited	£37.50							
27/01/2026	Room Hire	Libraries Unlimited	£50.00							
29/01/2026	GG refreshments	Morrisons			£8.66					
02/02/2026	Mobile phone bill	EE Ltd	£18.00							
06/02/2026	GG supplies	Spar			£16.09					

12/02/2026	Safeguarding training	VOYC Devon	£315.00							
12/02/2026	Refreshments - Weds	Spar		£5.50						
13/02/2026	GG refreshments	Morrisons			£5.25					
13/02/2026	Refreshments - Weds	Tesco		£31.65						
13/02/2026	Refreshments - Weds - Refund	Tesco		-1.55						
16/02/2026	Youth supplies	Baker Ross	87.79							
24/02/2026	iPad	Nexus	£340.79							
24/02/2026	Laptop	Nexus	£747.83							
24/02/2026	GG refreshments	C Kelly (expenses)			£15.20					
26/02/2026	Refreshments - Weds	Morrisons		10.49						
27/02/2026	GG refreshments	Tesco			£11.22					
05/03/2026	Room Hire (Feb & March)	Libraries Unlimited	£181.25							
05/03/2026	Laptop & iPad services	Nexus	£350.00							
05/03/2026	Youth workshop	The Makers Boutique	£150.00							
05/03/2026	DBS check - ZC JS FP	Devon County Council	£186.45							
	Room hire	Crediton Arts Centre	£240.00							
	Boxing intervention	Bang Bang Boxing			£500.00					
	Room hire 10/03 £TBC	Boniface Centre	£150.00							
	County hall trip 28/03/2026 (est)		£50.00							
Total spent:			£5,880.25	£360.55	£1,535.12	£0.00	£0.00	£0.00	£0.00	£0.00
	Salaries				£3,500.00	£4,900.00				
Remaining:			£119.75	£597.32	-£35.12	£0.00	£1,000.00	£1,609.15	£176.11	£2,045.07

	<i>Earmarked Reserves</i>	Balance as 1 April 2025	April income*	April Expenditure	May Expenditure	June Expenditure	July Expenditure	Aug Expenditure	Sept Expenditure	Oct Expenditure	Nov Expenditure	Dec Income	Jan Expenditure	Feb Expenditure	Mar Expenditure	Current balance
320	EMR - Elections	15,000.00	2,500.00						-16,702.13							797.87
321	EMR - Citizen Badges	500.00														500.00
322	EMR - St.Furniture/Small Work	4,479.26	20.74										-500.00		-1,610.25	2,389.75
323	EMR - Economic Development	10,000.00														10,000.00
324	EMR - P3 Parish Paths	1,966.17	3.83									220.00				2,190.00
325	EMR - Floral Crediton	2,344.00	166.00													2,510.00
326	EMR - Town Clock	1,000.00														1,000.00
327	EMR - Upper Deck	960.00	40.00						-350.00							650.00
328	EMR - Premises	13,950.00	1,050.00		-439.95					-6,335.00						8,225.05
329	EMR - CCTV	25,000.00														25,000.00
330	EMR - Boniface Statue	9,780.00	220.00													10,000.00
331	EMR - War Memorial	9,994.00	6.00													10,000.00
332	EMR - Band Stand	10,600.00														10,600.00
333	EMR - Mayors Chain	1,000.00														1,000.00
334	EMR - Allotments	11,936.09	44.00		-1,180.09						-1,200.00					9,600.00
335	EMR - Neighbourhood Planning	3,749.00	51.00													3,800.00
336	EMR - Localism Projects	25,000.00	10,000.00			-4,900.00										30,100.00
337	EMR - General Legal/Prof Fees	6,821.00	179.00								-1,500.00					5,500.00
338	EMR - Council Building Fund	199,933.99	15,000.00			-4,000.00	-1,000.00	-1,800.00			-7,041.65					201,092.34
339	EMR - IT Equipment/Support	5,979.01	20.99											-1,314.14		4,685.86
340	EMR - Staffing Costs	15,000.00														15,000.00
341	EMR - Newcombes Meadow Money	6,732.00	18.00													6,750.00
342	EMR - Tree Works	3,000.00														3,000.00
343	EMR - FP19 - Repairs															0.00
344	EMR - OLS Project	21,000.00	5,000.00								-800.00			-900.00		24,300.00
345	EMR - Christmas in Crediton	9,830.00	170.00													10,000.00
346	EMR - Grants	5,843.30													-1,354.00	4,489.30
347	EMR - Civilian Flag Bearer	356.80	43.20													400.00
348	EMR - Salt Spreader	165.00	10.00													175.00
349	EMR - St Boniface/Devon Day	6,058.38	10.37	-1,060.00	-5,008.75											0.00
351	EMR - DCC Feasibility study	190.00														190.00
352	EMR - PP Wildlife Area	130.00														130.00
353	EMR - Defibrillator Project															-
354	EMR - Xmas Lights Ren/Repairs	708.20	291.80													1,000.00
356	EMR - Incredible Edibles TS															-
357	EMR - Allotment Access Project	877.56	2.44													880.00
358	EMR - Traffic & Urban Realm FS															-
359	EMR - Diversity Festival	750.00														750.00
360	EMR - P3 Tinpot Handrail															0.00
361	EMR - Tinpot Lane															0.00
362	EMR - Benches	4,652.00	98.00													4,750.00
363	EMR - Fingerpost	141.52	8.48													150.00
364	EMR - Project Initiation Fund	9,000.00														9,000.00
365	EMR - Youth PCC Grant	176.11														176.11
366	EMR - Youth underspend 24/25	1,609.15														1,609.15
367	EMR - LA Services	45,000.00	24,000.00										-12,000.00			57,000.00
368	EMR - Telephone box	2,500.00														2,500.00
369	EMR - Food Festival	3,088.04			-3,088.04											0.00
370	EMR - VE Day	4,600.00	380.00	-475.00	-4,505.00											0.00
371	EMR - VJ Day	2,500.00				-19.99	-2,480.01									0.00
372	EMR - Love Your Town Centre	582.00														582.00
373	EMR - Youth subs	2,045.07														2,045.07
		506,527.65	59,333.85	-1,535.00	-14,221.83	-8,919.99	-3,480.01	-1,800.00	-17,052.13	-6,335.00	-10,541.65	220.00	-12,500.00	-2,214.14	-2,964.25	484,517.50

*EMRs increased as approved in 25/26 budget



CREDITON TOWN COUNCIL

Earmarked Reserves Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 17 March 2026

Recommendation

Full Council is requested to consider and approve the proposals to transfer funds to/from Earmarked Reserves.

1. Purpose

- 1.1 This report provides a recommendation to approve transfers to/from Earmarked Reserves, as specified below.

2. Background

- 2.1 Crediton Town Council received a maintenance grant of £220.00 towards the P3 Parish Paths Scheme. Funds for Parish Paths are held in EMR 324: P3 Parish Paths.
- 2.2 The youth subs balance for the year 2025-26 is currently £597.32. These funds are paid in by young people using the youth service and could be reinvested into a specific project.
- 2.3 There is £176.11 remaining in EMR 365: Youth PCC Grant. The remaining funds can be used to cover current Girls Group costs.
- 2.4 The Youth Service was awarded a grant of £1,000 from DCC's Places to Go, Things to Do Fund in January 2026. This is due to be spent in Summer 2026 and needs transferring into an Earmarked Reserve to ringfence the funds.

3. Proposals

- 3.1 To retrospectively approve the transfer of £220.00 into EMR 324: P3 Parish Paths.
- 3.2 To approve that the remaining youth subs balance (as at 31 March) be transferred into EMR 373: Youth subs (N.B. renamed to remove "24/25").
- 3.3 To approve a transfer of £176.11 from EMR 365: Youth PCC Grant into the main youth budget.
- 3.4 To approve a transfer of £1,000 into a new EMR (374: Youth Places to Go Grant).

4. Financial Implications

- 4.1. There are no additional financial implications.

5. Climate Implications

- 5.1 There are no climate implications.

6. Conclusion

- 6.1 Full Council is requested to approve the proposals in line with financial regulations.



Rachel Avery
Town Clerk
Crediton Town Council
Manor Officer
6 North Street
Crediton
Devon
EX17 2BR

23rd February 2026

Dear Rachel,

Assertion 10 - Data Protection and Transparency

Considerations for Crediton Town Council

Summary and Recommendations

Freedom of Information Act and the Transparency Code

1. The Council should note that, under Statutory Instrument 2015/480 local councils are specifically exempted from the requirement to publish data in accordance with the Transparency Code 2015.
2. The Council should note the legal requirement to comply with the Freedom of Information Act 2000.
3. The Council should put in place clear processes for the handling of FOI requests including guidance for officers, and councillors, on how to deal with any FOI requests received.
4. The Council should formally decide whether it wishes to voluntarily adopt the Transparency Code 2015 in addition to the publication of information under the Freedom of Information Act.
5. Should the Council decide to voluntarily adopt the Transparency Code it should clearly state on its website that it has voluntarily adopted the Code and this information is published in addition to the information it is required to publish under the ICO Model Publication Scheme.

Data Protection Act and General Data Protection Legislation ('GDPR')

1. The Council should ensure that it has a 'lawful basis' to process personal data.
2. The Council should note the definition of 'personal data' and that this includes both written, audio and visual data.
3. The Council should note 6 Main Principles of GDPR in respect of personal data.
4. The Council should undertake a data audit of the personal data it holds and should identify the lawful basis for holding this data. This would be subject to internal audit review.
5. For each class of personal data held the Council should ensure that, in holding this data, the Council has complied with 6 Principles of personal data.

-
6. When putting in place policies for the retention of personal data the Council should ensure that it has specifically considered both the lawful basis for processing this data and that it has complied with the 6 principles.
 7. Where the Council cannot identify a lawful basis for processing personal data the Council should take appropriate steps to ensure that it obtains 'consent' to process and retain this data, or take appropriate action to destroy/delete this data.

Background

Town and Parish Councils, as public bodies, have been required to comply with legislation on data protection and the publication of certain data for a number of years. Current legislation in relation to these requirements are;

- The Transparency Code 2015
- The Freedom of Information Act 2000
- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)

From the financial year 2025-26 local councils, including Crediton Town Council, will now be required to confirm compliance with this legislation as part of the AGAR process by submitting a response to Assertion 10. (There are additional requirements in respect of IT security and website accessibility which are not covered under this report).

The Transparency Code

The Transparency Code was published in 2014 and was made a legal requirement for public bodies through a statutory Instrument [S.I. 2015/580](#). The Statutory Instrument imposed a requirement on public bodies to publish information in accordance with Part 2 of the [Transparency Code](#) but made specific exemption for parish councils (which includes town councils) with income and expenditure below £6.5 million.

For Crediton Town Council, and other local councils, the legal effect of Statutory Instrument 2015/480 was to confirm, in law, that the requirements of the Transparency Code do not apply to local councils.

Subsequently a further Statutory instrument [S.I. 2015/494](#) made it a legal requirement for Councils with income and expenditure below £25,000 to comply with the [Transparency Code for Smaller Authorities](#), which is an alternative Transparency Code. As Crediton Town Council has income and expenditure significantly above £25,000 this statutory instrument does not apply.

The Ministry of Housing, Communities, and Local Government (MHCLG) have advised that they consider compliance with the Transparency Code to be best practice for local councils however the legal position is quite clear - the Transparency Code 2015 does not apply to local councils, unless their income or expenditure exceeds £6.5 million.

Freedom of Information Act 2000

Model Publication Scheme

The Freedom of Information Act, published in 2000, has long been a legal requirement for public bodies, including town and parish Councils. Unlike the Transparency Code there is no formal dispensation in place for local councils and, as with other public bodies, local councils are obliged, under Section 20 of the Act, to adopt a [Model Publication Scheme](#).

The model publication scheme is a high level document, covering 7 headings.

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.

7. The services we offer.

Although the Model Publication is a generic document, applicable to all public bodies the ICO has, helpfully, published '[Definition Documents](#)' which set out the types of information they would expect particular types of authority to publish this includes a template guide for local councils.

The [template guide](#) for parish councils can readily be adopted by all local councils but it is not a legal requirement for a Council to do so. A council which has adopted the latest version of the template, version 3, will be clearly complying with best practice in terms of the publication requirements of the Freedom of Information Act. It is a matter for the council to consider, if it chooses not to adopt the model template, how it might respond if challenged on this by a member of the public.

Differences between the Transparency Code and the Model Publication Scheme

It is important to note that the template guide for parish councils issued by the ICO differs from the Transparency Code. A council that voluntarily adopts the Transparency Code, despite the exemption of S.I. 2015/480, will have to publish two datasets of information, one a dataset they have voluntarily adopted and another, legally required, under the Model Publication Scheme. It would be a matter for a Council to determine whether the cost of maintaining two different sets of data would be justified.

It would also be important to clearly communicate to members of the public, who might access the Council's website, the information that is required to be published by law and that which is published voluntarily. It would undoubtedly be confusing to members of the public to be told that the Transparency Code does not apply to a local council, when the Council's website refers to the Code and publishes information under the Code. The simplest solution would be to clearly state, on the Council's website, that the Transparency Code does not apply to the town council, and to refer website visitors to the Councils Publication Scheme.

Individual Rights under the Freedom of Information Act (FOI)

The most common right that individuals will exercise under the Freedom of Information Act is to submit a request for information, an 'FOI request'. If such a request is received then there is a very tight timescale of 20 working days in which to respond. It is important therefore that a council has in place a robust procedure for responding to FOI requests.

Anecdotal data from Councils suggests that FOI requests are generally not a common occurrence, often happening less than once a year, and in many instances not for several years. Information available from the ICO indicates that complaints under the Freedom of Information Act relating to town and parish Councils are also uncommon, but they do occur.

Individual councils may receive a large number of FOI requests, particularly if there is a local, controversial, issue and the ICO may receive multiple complaints against the same council. So although infrequent, FOI requests can become a major issue for a particular council, very rapidly. It is therefore important (as above) that councils have a robust understanding of how to handle FOI requests.

Data Protection Act 2018 General Data Protection Regulations (GDPR)

In terms of personal data, the most important legislation is the Data Protection Act 2018 and the General Data Protection Regulations.

What is Personal Data?

Personal data is data which relates to a 'data subject';

Definition;

“personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”

Personal data relates to a ‘natural person’, this definition relates to living people, so records held of persons deceased does not constitute personal data under GDPR. It should be noted that the definition of personal data is very broad and covers “..any information relating to an identified or identifiable natural person..”

What is commonly not understood is that personal data also includes non-written data, such as images or audio recordings. This is becoming increasingly problematic for local councils with the use of social media for the streaming of meetings and the use of images on social media and websites.

All local councils, including Crediton Town Council, should undertake a ‘data audit’ to identify and confirm;

- What ‘personal data’ they hold
- The ‘lawful basis; they have for holding that data
- That they have considered the 6 main Principles in respect of this data

Principles

GDPR sets out 6 main principles;

1. Personal information shall be processed lawfully, fairly and in a transparent manner.
2. Personal information shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Personal information shall be adequate, relevant, and limited to what is necessary
4. Personal information shall be accurate and, where necessary, kept up-to-date
5. Personal information shall be retained only for as long as necessary.
6. Personal information shall be processed in an appropriate manner to maintain security.

Lawful basis

GDPR also sets out 6 lawful bases for holding and processing personal data. Crediton Town Council will need to ensure that it has identified a specific lawful basis for any personal data that it holds.

(a) **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

(b) **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

(d) **Vital interests:** the processing is necessary to protect someone’s life.

(e) **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Contract and Consent

For town and parish Councils, including Crediton Town Council, the two most common lawful basis for holding and processing personal data will be 'Contract' and 'Consent'.

Contract

In practice local councils tend to hold a limited amount of personal data, much of which is held under the basis of contract. Examples of this include personal data held for staff, hall hirers or allotment holders etc.

Where councils hold this data for reasons of Contract, they should still observe the 6 principles (see above). A particular issue for councils is the tendency to hold data for a long period of time, often beyond the 'necessary' period under Principle 5 *"Personal information shall be retained only for as long as necessary"*.

Although 'contract' is a lawful basis for processing personal data it must be noted that the 6 Principles still apply so, councils must still ensure that they have a valid reason to hold and retain personal data. It does not give a perpetual right to hold personal data beyond any legal limit (such as HMRC requirements).

It is also common for Council to obtain data for one purpose, such as 'contract' but then use the data for other purposes, such as the inclusion of hall hirers or allotment holders in mailing lists or newsletters. The Council should be careful to ensure that where it holds personal data under 'contract', it should obtain additional consent (see below) before using that data for another purpose.

Consent

The second common 'lawful basis' that local councils will rely on is Consent.

"any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her"

Circumstances upon which a council may need to rely on consent include personal data held in respect of members of the public, for example people who have signed up to a mailing list, or people who have expressed an interest in a particular planning application. Other examples include community volunteers or leaders of local community groups.

When relying on 'consent' as a lawful basis a council should have particular regard to principles 4,5 and 6 when holding and retaining personal data. It is important to note that any consent must be positive, i.e. someone must 'opt in' and is not indefinite.

Rights of a Data Subject under GDPR

GDPR defines a data subject as 'identified or identifiable natural person'. An important point to note is that this definition relates to a living person. Records held about a person no longer living, for example burial records, are not covered under GDPR.

GDPR gives rights to individuals in respect of their personal data. They have the right to ask what personal data is held about them, and they have the right to require that any personal data held about them be removed or deleted. (The 'Right to be Forgotten'). They may also request that information held about them is corrected.

The normal manner in which this is done is through a 'Subject Access Request'. This can come in any form, such as an email or letter, and does not need to be headed 'Subject Access Request'. Councils such as Crediton Town Council will need to have defined procedures for how they handle Subject Access Requests.

A particular point to note is that these rights only relate to information held about that particular person or 'data subject'. A person may not request information that is held about another person (for example confidential data about a member of staff).

It is also important to distinguish between requests made under the Freedom of Information Act and under GDPR. A person may well have rights to receive information about themselves, but they cannot request that same information about another person. A simple example of this would be a request to provide contact details of other people who attended a planning meeting. This would be personal data and could not be provided without the consent of the other people attending the meeting.

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Appendices;

1. GDPR Consent Form
2. GDPR Privacy Notice
3. Data Breach Procedure
4. SLCC Data Breach Reporting Form
5. SLCC Model Data Audit Schedule
6. SLCC Model Document Retention and Disposal Policy
7. SLCC Model Subject Access Request Form
8. Subject Access Request Procedure
9. SLCC Model Information Data Protection Policy
10. FOI Checklist
11. SLCC Model Retention of Documents List



CREDITON TOWN COUNCIL

Assertion 10 Action Plan Report

Report by: Town Clerk
To: Full Council
Date: For noting on 17 March 2026

Recommendation

Full Council is requested to review and consider the actions in the below report and approve any measures.

1. Purpose

- 1.1 This report provides a table of required actions, relating to the Internal Auditor's Assertion 10 report, for members to consider and agree a course of action.

2. Background

- 2.1. Credition Town Council (CTC) commissioned a report by the Internal Auditor regarding a review of data, which directly relates to the new requirement of Assertion 10 in the Annual Governance and Accountability Review.

3. Actions for consideration/approval

- 3.1 The following tables refer to actions required:

Transparency and Publication Duties

Required Action	Detail	Responsibility
Note legal exemption from Transparency Code 2015	CTC is exempt under S.I. 2015/480 (Transparency Code does not apply unless income/expenditure below £6.5m)	NA
Decide whether to voluntarily adopt the Transparency Code	Formal Council decision required. If adopted, implementation plan needed	Full Council
Clarify website presentation of transparency information	If Code adopted voluntarily, clearly state this and distinguish from ICO Publication Scheme. This will require a separate Publication Scheme	Full Council/Town Clerk
Adopt the ICO Model Publication Scheme	The ICO template for parish councils (Version 3) is recommended as best practice, which CTC currently has in place	Full Council

Freedom of Information (FOI)

Required Action	Detail	Responsibility
Establish FOI handling procedures	Written process for officers/councillors, including triage, logging, decision-making and exemptions	Town Clerk
Implement FOI response tracking	Ensure responses issued within statutory 20 working days; create FOI register	Town Clerk
Training on FOI vs GDPR	Clarify differences between public information and personal data rights	Members/Town Clerk

Data Protection (DPA 2018/GDPR)

Required Action	Detail	Responsibility
Identify lawful basis for processing all personal data	Must be identified for each class of data (Consent, Contract, Legal Obligation, Public Task etc.)	Town Clerk
Acknowledge all forms of personal data	Includes written, audio and visual recordings. Full Council to consider lawful basis for holding such recordings	Full Council/Town Clerk
Conduct a full data audit	Identify all data held, lawful bases, and GDPR principle compliance	Town Clerk
Test compliance against the six GDPR principles	Lawfulness, purpose limitation, minimisation, accuracy, retention, security	Town Clerk, for approval by Full Council
Update retention schedule	Ensure data is held only as long as necessary; implement revised retention & disposal policy	Full Council. Last updated January 2026
Manage consent properly	Where no lawful basis exists, obtain informed opt-in consent or delete/destroy the data	Town Clerk

Subject Access Requests (SARs)

Required Action	Detail	Responsibility
Adopt SAR procedure	Includes form, timescales, identification checks, logging and response templates	Town Clerk, Full Council to adopt
Provide SAR handling guidance	Clarify rights of individuals; ensure staff understand limits on disclosure	Town Clerk

Policies and Documents

Required Action	Detail	Responsibility
Adopt required GDPR policies	Including: Privacy Notice, Data Breach Procedure, Retention & Disposal, Audit Schedule, SAR Forms	Town Clerk

AGAR Assertion 10

Required Action	Detail	Responsibility
Ensure full compliance before AGAR submission	All actions must be completed ahead of 2025–26 Annual Governance and Accountability Return	Town Clerk

4. Financial Implications

- 4.1 There are no financial implications, however the Town Clerk will prioritise the actions ahead of some other work (delegating to other staff members where appropriate).

5. Climate Implications

- 5.1 There are no climate implications.

6. Conclusion

- 6.1 Full Council is requested to review and consider the report, and agree actions as required.



Motion Request Form

Motion requiring Written Notice to the Proper Officer – Standing Order 9

Meeting the motion is intended to be considered at (including date):	Full Council - Tuesday 17 March 2026
Title of Motion:	Change to Standing Orders
Proposed by:	Steve Huxtable
Seconded by: (if applicable)	Liz Brookes-Hocking Jim Cairney Guy Cochran John Downes Joyce Harris
Proposed Resolution:	To recommend the adoption of the revised Standing Orders with immediate effect
Background: (provided by the proposer)	The current standing orders do not provide the Town Clerk and/or councillors with adequate time to consider, and where possible answer questions from members of the public. The proposed changes will provide more opportunity to answer questions at the meeting.
Financial implication(s): (provided by the proposer)	None
Legal implication(s):	None
Proposers signature:	S Huxtable
Seconders signatures:	L Brookes-Hocking J Cairney G Cochran J Downes J Harris
Date of submission to the Proper Officer [1] :	Thursday 5 March 2026

Officer comments:

Background:	
Financial implication(s):	

[\[1\]](#) The mover of a motion must have given written notice of its wording to the Proper Officer at least 7 clear days before the meeting – clear days do not include the day of the notice or the day of the meeting. Standing Order 9b.



**CREDITON
TOWN COUNCIL**

STANDING ORDERS

First adopted: 18 October 2011

Last amended: 20 January 2026 (minute no. 2026/401)

Review date: May 2026

Preface

Throughout these standing orders, certain terms are used throughout. These terms and their definitions for the purposes of these Standing Orders are set out below.

The term Council shall mean Crediton Town Council unless otherwise indicated.

‘Chair’ and ‘Vice Chair’ refer to the offices of the Chair and Vice-Chair of Crediton Town Council unless otherwise indicated.

‘Member’ or ‘councillor’ refers, except where the content suggests otherwise, a person elected (whether their election is contested or not) and co-opted onto the council, or a person who is not a Member but who is a member of a committee or a sub-committee or is a member of, and represents the council on any joint committee or joint sub-committee of the council who in law is entitled to vote on any question which falls to be decided at a council, committee or sub-committee meeting.

‘Resolution’ is the legal term for a decision lawfully made by the majority of those present and voting at a council, committee or sub-committee meeting.

‘Financial Regulations’ are the standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Some of the standing orders are mandatory because they reflect requirements of Acts of Parliament and subsequent regulations. For ease of reference, the orders or parts of orders concerned are printed in **bold type**.

The standing orders in bold type may not be amended unless the legislation out of which they are born changes.

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1. **RULES OF DEBATE AT MEETINGS**
 - a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
 - b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
 - c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
 - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
 - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
 - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
 - g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
 - h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
 - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
 - j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
 - k One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
 - l A councillor may not move more than one amendment to an original or

substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke
 - iii. to make a point of order
 - iv. to give a personal explanation
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider to have been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion
 - ii. to proceed to the next business
 - iii. to adjourn the debate
 - iv. to put the motion to a vote
 - v. to ask a person to be no longer heard or to leave the meeting
 - vi. to refer a motion to a committee or sub-committee for consideration
 - vii. to exclude the public and press
 - viii. to adjourn the meeting

- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This will be directed by the Chair of the meeting.
- e The period of time public participation at a meeting in accordance with standing order 3(d) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- f Any non-member of the council being a registered local government elector within Crediton as amended from time to time, or at the discretion of the Chair, may ask a question at a Full Council meeting about any matter relating to the powers and duties of the Council, providing that they have given notice, by communication of questions to be asked, to the Town Clerk by 12 noon on the day before the meeting. The questioner must state without discussion the question and to whom it is addressed. A maximum period of 3 minutes will be permitted for any person wishing to ask up to three questions, make a statement or give evidence to the Council. Where two or more persons wish to make a similar statement, a spokesperson should be elected from the group to speak on behalf of all. Where differing views are represented, a maximum of 3 minutes will be permitted for each viewpoint to be heard:
 - i. no non-member shall be entitled to ask more than three questions at any one meeting of the Council;
 - ii. all questions shall be put and answered without discussion
 - iii. the person presiding at the meeting to which a question is made, may respond to the question in such a manner as they at their absolute discretion considers appropriate by giving an oral answer; agreeing to use their reasonable endeavours to arrange for a written answer to all questions within ten clear working days of the meeting; or declining to provide an answer in which event the person presiding at the meeting shall also specify the reason for so declining which shall be minuted.
- g Any non-member of the council being a registered local government elector within Crediton as amended from time to time, or at the discretion of the Chair, may ask a question at a Committee or Sub-Committee meeting about any matter relating to matters on the agenda only, providing that they have given notice, by communication of questions to be asked, to the Town Clerk by 12 noon on the day before meeting. The questioner must state without discussion the question and to whom it is addressed. A maximum period of 3 minutes will be permitted for any person wishing to ask

up to three questions, make a statement or give evidence to the Council. Where two or more persons wish to make a similar statement, a spokesperson should be elected from the group to speak on behalf of all. Where differing views are represented, a maximum of 3 minutes will be permitted for each viewpoint to be heard:

- i. no non-member shall be entitled to ask more than three questions at any one meeting of the council
 - ii. all questions shall be put and answered without discussion
 - iii. the person presiding at the meeting to which a question is made, may respond to the question in such a manner as they at their absolute discretion considers appropriate by giving an oral answer; agreeing to use their reasonable endeavours to arrange for a written answer to all questions within ten clear working days of the meeting; or declining to provide an answer in which event the person presiding at the meeting shall also specify the reason for so declining which shall be minuted.
- h In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. A written response will be provided to the member of public within 10 working days.
- i A person shall raise their hand when requesting to speak, except when a person has a disability or is likely to suffer discomfort.
- j In accordance with standing order 3(d) and (e), a member of the public shall not speak for more than 3 minutes, unless the Chair permits otherwise.
- k A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral**

- commentary about a meeting as it takes place without permission.
- m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
-

- n **The Chair of the Council, if present, shall preside at a meeting. If the**
● **is absent from a meeting, the Vice-Chair of the Council (if there is**
 one) if present, shall preside. If both the Chair and the Vice-Chair
 are absent from a meeting, a councillor as chosen by the councillors
 present at the meeting shall preside at the meeting.

- o **Subject to a meeting being quorate, all questions at a meeting shall**
● **be decided by a majority of the councillors and non-councillors with**
● **voting rights present and voting.**

- p **The Chair of a meeting may give an original vote on any matter put to**
● **the vote, and in the case of an equality of votes may exercise their**
● **casting vote whether or not they gave an original vote.**

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q **Unless standing orders provide otherwise, voting on a question shall**
● **be by a show of hands, or other intent to vote. At the request of a**
 councillor, the voting on any question shall be recorded so as to
 show whether each councillor present and voting gave their vote
 for or against that question. Such a request shall be made before
 moving on to the next item of business on the agenda.

- r **The minutes of a meeting shall include an accurate record of the**
 following:

- i. the time and place of the meeting
- ii. the names of councillors who are present, those who had
 submitted apologies and the names of councillors who were
 absent
- iii. interests that have been declared by councillors and non-
 councillors with voting rights
- iv. the grant of dispensations (if any) to councillors and non-
 councillors with voting rights
- v. whether a councillor or non-councillor with voting rights left the
 meeting when matters that they held interests in were being
 considered
- vi. if there was a public participation session
- vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the**

- Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- t No business may be transacted at a meeting unless at least one-third (four) of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(vi) for the quorum of a committee or sub-committee meeting.

- u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 2 hours but may be extended by 30 minutes following a resolution of the Council or Committee.
- w Town, District, and County Councillors wishing to submit reports may give succinct verbal reports at the meeting, or must do so in writing to the Proper Officer at least three clear days before the meeting to enable the report to be included with the agenda publication, providing sufficient time for members of the Council to consider the reports' content and ask questions of the councillor at the meeting regards the content, if applicable.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its

meetings

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee
 - v. shall permit a committee to appoint its own Chair at the first meeting of the committee
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three
 - vii. shall determine if the public may participate at a meeting of a committee
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend
 - x. may dissolve a committee or a sub-committee.
- e All council members may attend all committee and sub-committee meetings of the council, excluding items discussed in Part II. They cannot vote, but may speak at the discretion of the Chair.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or becomes

disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h The term of the Chair and Vice-Chair will last no more than two consecutive years.**
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business may include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council**
 - iii. Receipt of the minutes of the last meeting of a committee**
 - iv. Consideration of the recommendations made by a committee**
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
 - vi. Review of the terms of reference for committees**
 - vii. Appointment of members to existing committees**

- viii. Appointment of any new committees in accordance with standing order 4
- ix. Review and adoption of appropriate standing orders and financial regulations
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- xi. Review of representation on or work with external bodies and arrangements for reporting back
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
- xiii. Review of inventory of land and other assets including buildings and office equipment
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks
- xv. Review of the Council's and/or staff subscriptions to other bodies
- xvi. Review of the Council's complaints procedure
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*)
- xviii. Review of the Council's policy for dealing with the press/media
- xix. Review of the Council's employment policies and procedures
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
 - b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
 - c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
 - d If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.
7. **PREVIOUS RESOLUTIONS**
- a A resolution (whether affirmative or negative) shall not be reversed within six months except by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
 - b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
8. **VOTING ON APPOINTMENTS**
- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**
- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically

affects the Council's area or its residents. It shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting
 - ii. to move to a vote
 - iii. to defer consideration of a motion
 - iv. to refer a motion to a particular committee or sub-committee
 - v. to appoint a person to preside at a meeting

- vi. to change the order of business on the agenda
- vii. to proceed to the next business on the agenda
- viii. to require a written report
- ix. to appoint a committee or sub-committee and their members
- x. to extend the time limits for speaking
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest
- xii. to not hear further from a councillor or a member of the public
- xiii. to exclude a councillor or member of the public for disorderly conduct
- xiv. to temporarily suspend the meeting
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements)
- xvi. to adjourn the meeting
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. **DRAFT MINUTES**

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- g The Council will endeavour to publish the minutes of a meeting within 7 working days after the meeting to which the minutes relate.

13. **CODE OF CONDUCT AND DISPENSATIONS**
See also standing order 3(s).
- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
 - b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
 - c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
 - d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting.
 - e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
 - f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought
 - iv. an explanation as to why the dispensation is sought.
 - g A Councillor who wishes to be granted a dispensation as described above must complete a Crediton Town Council, Dispensation Request Form and forward a signed copy to the Proper Officer as soon as practicable before the meeting of the council, its Committees, sub-committees and working groups where the dispensation is requested. The request will then be considered at the meeting when opened by the Chair.
 - h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.
- i. A copy of the councillors' request and the decision of the meeting where the request is heard shall be kept with the councillors' Register of Interests.

14. **CODE OF CONDUCT COMPLAINTS**

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council, committee or sub-committee.

Subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7

days before the meeting confirming their withdrawal of it:

- ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office**
- iii. **facilitate inspection of the minute book by local government electors**
- iv. **receive and retain copies of byelaws made by other local authorities**
- v. hold acceptance of office forms from councillors
- vi. hold a copy of every councillor's register of interests
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- ix. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- x. arrange for legal deeds to be executed
(*see also standing order 24*)
- xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations
- xii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose
- xiii. arrange for a planning application received by the Council to be referred to the Community Committee within 21 working days of receipt and to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next Community Committee meeting
- xiv. manage access to information about the Council via the publication scheme

- xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (*see also standing order 24*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint a member of staff to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils - a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - ii. the Council’s receipts and payments (or income and expenditure) for each quarter
 - iii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date
 - iv. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the

Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls
 - ii. the assessment and management of financial risks faced by the Council
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the HR Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the HR Committee, or in their absence, the Chair of Council, of absence occasioned by illness or other reason and that person shall report such absence to the HR Committee its next meeting.
- c The Chair of the Council and the Chair of the HR Committee shall conduct an annual appraisal of the work of the Town Clerk. A written record shall be kept securely in the council offices.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of Town Council staff relates to the Chair or Vice-Chair of the HR Committee, this shall be communicated to another member of the HR Committee which shall be reported back and progressed by resolution of the HR Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 22.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)

(England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the council's policy in respect to dealing with the press, public and/or other media, councillors shall not, in their official capacity, provide oral or written statements, letters or written articles to the press, public or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

25. **GENERAL POWER OF COMPETENCE**

- a Before exercising the general power of competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The council's period of eligibility begins on the date that the resolution understanding order 25(a) above was made and expires on the day before the annual meeting of the council that takes place in a year of ordinary elections.
- c **After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 25(b).**

26. **UNDUE INFLUENCE ON COUNCILLORS**

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate. An employee of Crediton Town Council shall not canvass or solicit any councillor(s) in respect of their current employment with the Council for their benefit or gain.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the council or recommend a person or a current employee of Crediton Town Council for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.

27. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.
- iii. Incur any expenditure on behalf of the council or issue an instruction to incur any expenditure.

28. **CREDITON CLOSED CIRCUIT TELEVISION SYSTEM (CCTV)**

In accordance with CCTV protocols from time to time agreed by Crediton Town Council, members of Crediton Town Council undertake a declaration of confidentiality in respect of information and data to which they have access by virtue of their office as a town councillor and owner of the Crediton CCTV system, and will abide by all legislation on the operation and management of the system from time to time in force.

29. **GRANT OF CREDITON CITIZEN AWARD**

A decision to bestow such the Crediton Citizen Award is required to be made at a meeting of the Council. Additionally, at least two thirds of those present and voting must vote in favour of the proposal to confer the honour.

The rights attached to the award are not stipulated in legislation, therefore, for clarity, this Council will invite them to all civic events. A badge of honour will be presented to the individual.

30. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (in **bold**), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9. It will be carried if two-thirds of the councillors at a meeting of the council vote in favour.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

- d A councillor's failure to observe standing orders more than three times in one meeting may result in them being excluded from the remainder of that meeting in accordance with standing orders.
- e The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



CREDITON TOWN COUNCIL

Committee Structure Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 17 March 2026

Recommendation

Full Council is requested to consider the merits of the Full Council-only structure and to consider reverting back to a committee structure.

1. Purpose

- 1.1 This report provides a recommendation to potentially revert back to a committee structure.

2. Background

- 2.1. CREDITON Town Council (CTC) has maintained a structure of Full Council meetings only, for one municipal year.

3. Proposals

- 3.1 Members are requested to consider the merits of the Full Council-only structure.
- 3.2 Should members wish to consider reverting a committee structure, they are requested to consider and approve:
 - the structure at Appendix A
 - the associated Terms of Reference at Appendix B
 - the draft dates of meetings¹ at Appendix C.
- 3.3 An amended Scheme of Delegation will be considered by Full Council at a meeting in April.
- 3.4 Public Participation will continue at Full Council meetings.

4. Financial Implications

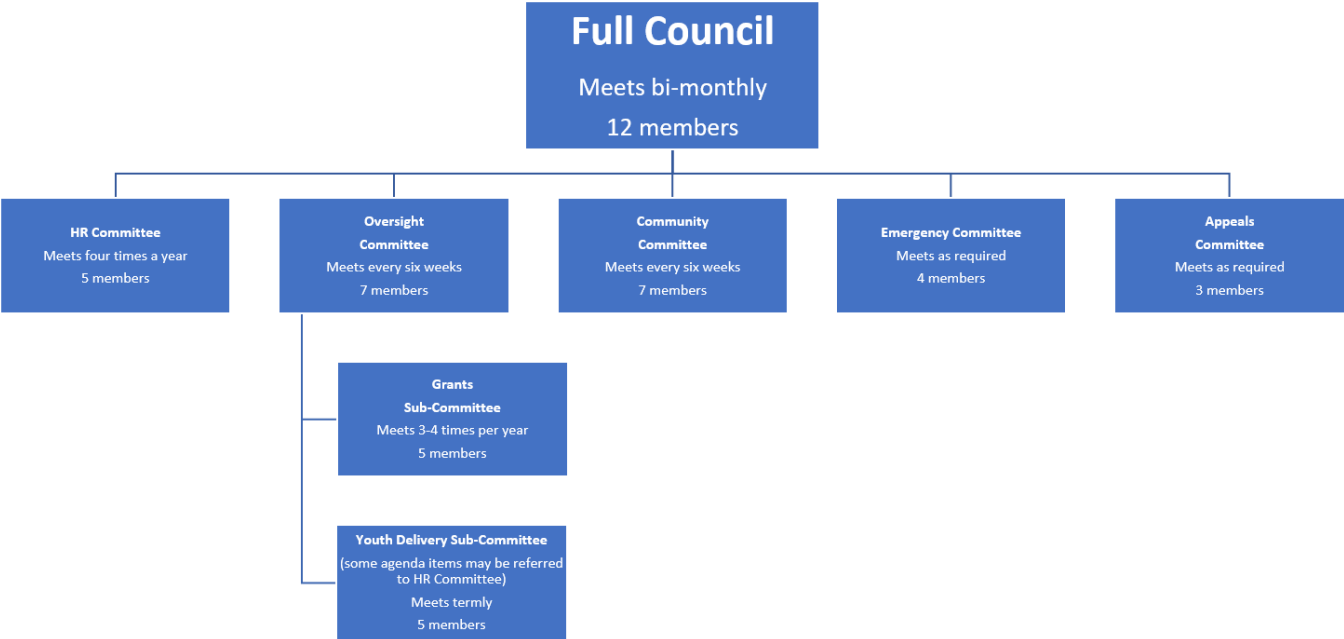
- 4.1 The Town Clerk currently clerks 11 Full Council meetings per year.
- 4.2 The Town Clerk would be required to clerk 15 Full Council and Oversight meetings per year.
- 4.3 The Deputy Clerk currently clerks 11 Full Council meetings per year.
- 4.4 The Deputy Clerk would be required to clerk 9 Community Committee meetings per year.
- 4.5 This report does not include all other committees or sub-committees, which take place during the working day and would remain unchanged as part of this proposal.
- 4.6 The Community and Oversight Committee meetings would take place on the same evening. Whilst increasing meeting administration, it is anticipated that the amount of

¹ These dates refer to Full Council, Oversight Committee and Community Committee only. The full calendar will be presented to Full Council, for approval, in April.

time spent in meetings would be equivalent to the current two Full Council meetings per month.

5. Conclusion

5.1. Full Council is responsible for reviewing governance.



Crediton Town Council – Terms of Reference

Community Committee

- The committee will comprise 7 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet every six weeks.
- The committee will undertake the following role and functions:
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Crediton
 - To facilitate greater member focus on town policy development to positively shape the future of Crediton
 - Preparation of the Crediton Neighbourhood Plan and any subsequent amendments
 - To comment on planning applications referred to the council for comment on behalf of the council, as per the **Planning Applications Policy**
 - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
 - To manage general matters affecting the towns heritage, historic environment, and art related activities
 - To manage all matters relating to [CUT!]
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years²delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations.

Oversight Committee

- The committee will comprise 7 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet every six weeks.
- The committee will undertake the following role and functions:
 - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year

² Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations

- To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year
- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
- To take responsibility for the council's banking requirements, including administration of accounts
- To undertake an annual risk assessment regarding the council's accounting procedure
- Make recommendations to the council on new areas of policy and procedures
- To manage, review and amend as necessary the council's policies, procedures and protocols
- To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- Oversee the council's insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing the council's publicity and public relations
- Managing the council's risk management practices and procedures
- Oversee civic events where required
- Overseeing council's involvement in any Twinning or overseas arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the Oversight Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years³.

HR Committee

- The committee will comprise 5 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet quarterly.
- The committee will undertake the following role and functions:
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
 - To handle recruitment matters
 - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
 - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, in relation to staff matters
 - To undertake the line management responsibility of the Town Clerk as the most senior officer of the council

³ Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations

- To carry out the Town Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of council staff and councillors.

Grants Sub-Committee

- The sub-committee will comprise 5 members.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee shall meet 3-4 times per year.
- The sub-committee will report directly to the Oversight Committee and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to the Oversight Committee
 - To consider grant applications and make recommendations to the Oversight Committee, in accordance with policy

Youth Delivery Sub-Committee

- The sub-committee will comprise 5 members and will be attended by the Town Clerk and/or the Lead Youth Worker
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Oversight Committee or HR Committee and will undertake the following role and functions:
 - To review and recommend the aims and objectives of the youth service
 - To agree and recommend a set of 'values' for the youth service
 - To review the service delivery
 - To review and approve strategic documents relating to the service delivery
 - To consider long term aspirations
 - To investigate other operating models, such as a Community Interest Company.

Appeals Committee

- The committee will meet as required, to consider appeals.
- The committee membership will be approved as required.
- The committee will comprise 3 members.
- The quorum of the committee shall be 3 members.
- Any member who has previously been involved in the Procedure prior to the matter may not sit on the Appeal Committee.
- The committee will undertake the following role and functions:
 - To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies
 - To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid
 - To determine any appeals under the Council's Complaints Procedure which is delegated to it
 - To approve redress of up to £500.00.

Emergency Committee

- The committee will comprise 4 members.
 - The quorum of the committee shall be 2 members.
-

- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.

Full Council Meetings

Meeting

No.	Date
1	Tuesday 05 May 2026
2	Tuesday 07 July 2026
3	Tuesday 01 September 2026
4	Tuesday 03 November 2026
5	Tuesday 05 January 2027
6	Tuesday 02 March 2027

Community (18.30 start) and Oversight (19.30 start) Committee Meetings (taking place on the same evening, every six weeks)

Meeting

No.	Date
1	Tuesday 12 May 2026
2	Tuesday 23 June 2026
3	Tuesday 28 July 2026
4	Tuesday 15 September 2026
5	Tuesday 27 October 2026
6	Tuesday 08 December 2026
7	Tuesday 19 January 2027
8	Tuesday 02 March 2027
9	Tuesday 13 April 2027



Planning Applications Policy

Introduction

All Town and Parish Councils are statutory consultees on any planning application received by the local planning authority (Mid Devon District Council (MDDC)).

The knowledge of members represents local views, provides local insight, raises areas of concern, informs debate and adds value to the process.

Aims

The aim of the planning applications policy is to improve the way in which Credition Town Council (CTC) responds to planning applications.

Objective

The objective of this policy is to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

Policy Detail

CTC's Community Committee consider planning applications sent by MDDC for comment.

All planning applications, irrespective of type of application, are reported to the Community Committee.

Applications for consideration by email

Members will be emailed with a pack containing all the relevant information for 'minor' applications. these would usually be decided by MDDC Officers (not MDDC's Planning Committee) and include:

- Single storey rear extensions
- Porches and conservatories
- Demolition of small outbuildings and porches
- Repairs/restorations to listed buildings
- Advertising
- Summerhouses and offices in gardens
- Variation of conditions
- Like for like replacements in the Conservation Area
- Change of Use
- Tree works outside of the Conservation Area.

The Town Clerk will advise members of a deadline for reply. Responses will be collated, and MDDC informed of the decision. If opinion is divided, the matter will be considered at the next convened meeting of the Community Committee where it will be debated and a response sent to MDDC. Any application can be considered by the Community Committee if requested by a minimum of two Members of that committee.

Where no comments are made by members, a response of 'no comment' will be made to MDDC.

Applications for consideration by committee

These applications may need an extension to the consultation deadline, this will depend on when the application is received and if it corresponds with the meeting calendar. These applications are generally those that would be considered by committee at the local authority and include:

- New developments of more than 5 dwellings
- Applications where development does not confirm to national or local planning policy
- Applications where development has significant impact on neighbouring properties or street scene
- Social infrastructure
- Economic infrastructure
- Community facilities
- Tree works inside the Conservation Area
- Requests by a minimum of two members of the Community Committee.



CREDITON TOWN COUNCIL

Civic Events Report

Report by: Cllr Steve Huxtable
To: Full Council
Date: For consideration on 17 March 2026

Recommendation

Full Council is requested to receive, note and approve (where applicable) arrangements for civic events in Dokkum and Fulda.

1. Purpose

1.1 This report provides information regarding Kings Day (Dokkum) and Hessentag (Fulda) in 2026.

Kings Day

2. Background

- 2.1 This is a national celebration, and this year the King and Queen of the Netherlands will be celebrating in Dokkum.
- 2.2 This is an opportunity for Dokkum to share their region, culture and history with the Royal House. In that context they wish to make the historic connection between Dokkum, Crediton and Fulda visible.
- 2.3 As part of the celebrations they have also invited a local child from both Crediton and Fulda to present flowers to the Queen.
- 2.4 Following the process used by Fulda, members of the Boniface Link were contacted to identify a suitable child, and one was identified and is extremely keen to participate.
- 2.5 The event will be televised in the Netherlands, and many photographs are planned along with a book to commemorate the celebrations.
- 2.6 The Crediton Courier will be made fully aware.

3. Arrangements

- 3.1 To cover any safeguarding matters the child will be accompanied by a parent for the visit.
- 3.2 The plan is to drive to Dokkum taking the ferry from Harwich.
- 3.3 The trip will take place from Saturday 25 April, arriving in Dokkum in time for rehearsals on Sunday 26 April, Kings Day on Monday 27 April, returning to the UK on Tuesday 28 April.

4. Financial Implications

- 4.1 Hotel accommodation is being provided by our hosts in Dokkum.
- 4.2 The cost of fuel, ferry and food en-route is anticipated to be less than £1,500, and within delegated authority spending.

5. Climate Implications

- 5.1 Options including rail travel and flying, and various combinations were explored. Time to travel is an additional factor, along with the child needing to be back at school for the Wednesday morning.

Hessentag

6. Background

- 6.1 This is a significant event held over several days to celebrate Hesse Day – in 2026 it is the turn of Fulda to stage the event. Whilst the URL is in German there should be an English translation available for you to discover more information: <https://hessentag-fulda.de>
- 6.2 In 2025 around 950,000 attended Hessentag.
- 6.3 This will be the 63rd Hessentag.
- 6.4 The invitation has been received as part of the ongoing relationship that is being nurtured with both Dokkum and Fulda.
- 6.5 More details as to the programme will be received as we move closer to the event.
- 6.6 The Crediton Courier will be made fully aware.

7. Proposals

- 7.1 As Fulda are requiring confirmation of details by 23 March, it is proposed that Steve Huxtable will continue liaising with Dokkum and accept their invitation to attend even though he may not be Mayor during the period of celebration.

8. Financial Implications

- 8.1 Hotel accommodation is being provided by Fulda from 11 June to 14 June 2026.
- 8.2 Travel to and from Fulda has to be finalised, but is likely to be by a combination of air and rail travel. Costs will be closely monitored and approved by the Town Clerk under delegated authority, but will of course be visible on the listing of financial transactions as well as a report to council providing feedback on the visit.

9. Climate Implications

- 9.1 There are currently no climate implications, as travel arrangements have not been made. Climate implications will be considered at the time.

10. Conclusion

- 6.1 Full Council is requested to note the contents of the report, and consider and approve proposals where appropriate.

Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton
EX16 6PP

Our ref: 5009W
Your ref: Crediton Paddling Pools
File Location: 5009Q005.DOC
Date: 10.03.26

For the attention of: Steve Densham - Land Management Officer

Dear Steve,

Ref: Crediton - Paddling Pool Water Treatment upgrade

We thank you for your enquiry and the opportunity to quote for this project. Further to our site visit, we understand the requirement for the current paddling pool at Crediton to be upgraded to meet current health and safety standards. The current underground plantroom contains a high-rate sand filter & erosion feeder to meet PWTAG Water Treatment Standards. The paddling pool itself is to be retained. It is Mid Devon District Council's intention to hand over the refurbished scheme to the respective Town Council who will operate them going forward.

Overview

The current Paddling Pool Water Treatment system have come to the end of its lifecycle and are to be renewed in compliance with water treatment and quality standards defined by PWTAG (the Pool Water Treatment Advisory Group), specifically Chapter 22 'Outdoor Swimming and Paddling Pools'.

The existing plantroom is subterranean and challenging for access by operators (they are considered Confined Space and should have appropriate PPE and egress lifting equipment). To that end, it is required that the plantroom are now located above ground to permit easy walk-in access by Operators.

The current tanking structure of the paddling pools do suffer annually from cracks and movement with probable water loss and are currently attended to by repainting the surface with a specialist pool paint – although this is an annual pre-season attendance, the cost is significantly lower than seeking a long-term permanent solution such as structure strengthening and/or a GRP water proofing liner.

Current Site

Crediton Paddling Pool

Subterranean Plantroom with covers in place, Control panel set into wall, Pool Dimensions typically 6.6m (L) x 6.6m (W) x 0.6m (D).



Crediton Paddling Pool - Scope

Assumed usage numbers

The Pool has a size of 6.6mL x 6.6mW = 43m² (and a depth of 0.6m giving a volume of 26m³ – maybe less to account for stepped sides)

Pool water volume is to be turned over between 10-45 mins. The current installation has user rules of use signage setting a maximum bather number of 15 – this is exceeded during the hot summer months.

PWTAG standards require agreement with client on number of users to size the water treatment system against.

Given the area would suitably support 1 bather every 2.2m², then we assume 20 bathers. The new water treatment system scope and works center around the required filtration.

We shall assume a maximum turnover period of 45 mins, and with reference to Chapter 6, directs pool volume of 26m³, giving a turnover rate of 35m³/hr. Thus, a filter solution comprising of 1No. 1400mm Dia with >1.0mtr Bed Filter is required.

Principle equipment

- 1No. 1400mm Dia >1.0mtr Bed Filter.
- Duty pump to suit, c/w Inverter drives
- Water distribution within the pool arranged as 4 No. perimeter surface skimmers, 6 No. floor inlets (set apart), and 2 No. suction drains within the base of the paddling pool
- Filtration to be Gravel / Sand media (not AFM)
- Fully automated dosing – Monitor and Control for pH adjust (one way) and Disinfectant to be Granular/Tablet Chlorine
- PAC injection (Coagulant to aid filter efficiency/Cryptosporidium etc.)
- Flow meter (to show filter throughput and backwash rete compliance)
- UV Disinfection unit
- In/out pressure gauge (across filter)
- Auto top-up of fresh water (level determined by Pressure transducer)
- Chemical levels to be live and provide >30-day historic archiving of values (to be used alongside manual records)
- Control panel with Telemetry monitoring to HQ (parameters are by operator positively logging on to review levels)
- Incoming water make-up set into header tank to provide air gap compliance, overflow and valving – suitably insulated for winterization. c/w operator tap.

We have assumed all existing plantroom equipment and connecting pipework to be of unusable quality and obsolete for spare parts. New and warranted equipment will be used.

Control panel to centralize for the Outgoing ways, protection and control of the plantroom equipment. Electrical containment and wiring connections to peripheral electrical plant. Installation to include 2 No Double IP65 Housed operator use sockets.

Provide New Plantroom

The above-ground plantroom will house the M&E plantroom equipment.

- Timber cladded 30ft modified road container - with slot zones for transitioning pipework and ducts, backfilled with rounded stone
- Chemical Storage cabinet to be provided as separate unit, outside and adjacent to new plantroom.
- External and above ground filter back wash water storage tank (to aid attenuation and Chlorine dissipation) – Thereafter, slow drain into existing foul drain connection located next to the paddling pool.

Civils Work to Provide

- Site setup – perimeter Heras fencing, site cabin and welfare
- Remove existing plantroom M+E equipment and backfill to final floor finish level
- Provide suitable bases / foundations for new plantroom, chemical store and attenuation tank.
- Breakout existing paddling pool shell and cast new version
- Installation of perimeter skimmers, wall / floor inlets and drains spread out across pool area (with new pipework)
- Pipework trenching from plantroom to paddling pool edge
- Trenching to connect with existing local control panel housing (With extended cable)
- Trenching to water connection point (located in adjacent dry playground, with new pipework) approx. 10 mtr
- Trenching to existing drainage connection point (with new pipework) – Attenuation tank (with perimeter wooden fencing) to discharge into adjacent existing foul drain connection trench, we assume permissions to discharge is the client's responsibility.
- To make good local area with same 'tarmac' and spoil
- Generally, removal from site of all civils arisings and disused M&E equipment (under waste transfer license)



Proposed location of plantroom (Future other works to place a toilet block between plantroom and paddling pool)

[Google Maps](#) – Crediton Pool ; Newcombe Meadow, Crediton

Our offer includes:

- Detailed design of the Plantroom and supporting pipe connection into pool with builders works interface drawing for the waterplay feature
- Specialist supply and install of the M&E equipment for the paddling pool water treatment (PWTAG compliant)
- Project Management of our installation team
- Civil works associated with the build – cast new concrete paddling pool shell with access ramp, excavate trenching, concrete foundations for plantroom, chemical store and attenuation tank
- Pool skimmers, wall / floor inlets and suction drains
- Supply and install plantroom M+E equipment – PWTAG Compliant
- Anti-slip GRP waterproof coating
- 316 grade stainless steel balustrading for ramp access
- Water testing/sampling
- Sterilisation of the system
- Paddling Pool commissioning
- Training of client maintenance staff
- Operation and Maintenance Manual
- KCS Suppliers Fee (1%)

Offer Exclusions:

- Client to provide water and electrical and wastewater services for the feature to site (subject to detailed design):
 - Electricity single phase 230V 50Hz Neutral and Earth rated 63 Amp (Client advised existing supply is 80Amp)
 - Water – as existing – to suit filling of pool and filter backwash makeup
 - Foul Drain – to suit filter backwash rate and toilet block discharge water
- We will reinstate all disturbed areas, but any watering and general maintenance of grass is to be done by others
- Planning permission
- We will hand over the project as fully operational. Should the client wish to postpone the official opening of the Splashpad a separate dedicated visit will be needed to re-sterilize and summarize the feature at a later date which will incur extra charges.
- All excavated material assumed clean and inert
- Tree preservation / protection / root protection barriers / arboriculturist attendances / branch pruning to gain site access and 6m high clearance.
- Removal and reinstatement of existing traffic bollards / barriers to gain access to the construction site

Price

Option 1 – Paddling Pool Upgrade

As per above detailed specifications but generally, supply and installation of a new timber cladded 30ft Container Plantroom and Toilet Block containing a PWTAG compliant recirculating water treatment system and two W/C's (each includes a toilet, hand wash unit, toilet roll dispenser, handwash dispenser and paper towel dispenser) supporting field M&E works, associated civils / earth works, anti-slip GRP waterproof coating and stainless steel access ramp balustrading

Price:

£460,533.06

Please note: Our pricing includes the complete breakout of the current paddling pool shell and cast a new version as the channeling out the existing shell for the insertion of skimmers / floor inlets / suction drains and wall jets may compromise the structural integrity leading to cracks / leaks.

Option 2 - Flow Through Solution

We would still champion a Smart Flow Zero depth Splashpad as a lower cost to build, run and reduce operator labour costs – a solution that is well received by communities when converting their paddling pools for all the right reasons.

Crediton – Supply and installation of a new small plantroom containing a flow through water system, supporting field M&E works, associated civils / earth works, wetpour safety surfacing and separate timber cladded 10ft Container Toilet Block containing two W/C's (each includes a toilet, hand wash unit, toilet roll dispenser, handwash dispenser, paper towel dispenser)

Price:

£267,105.79



(Example 3D Render)

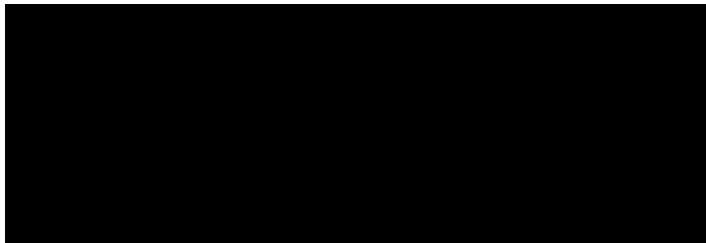
Commercial

Delivery -	16/18 working weeks from receipt of your official order containing full and final instructions.
Payment:	Monthly valuations – 30 days from invoice date
VAT:	Additional
Drawings:	Inclusive
Wetpour Design:	Inclusive – Option 2 only
Installation:	Inclusive
Civil build:	Inclusive
Transport:	Inclusive
Marketing Rights:	To have client assistance and permissions in photographic session and subsequent use of same for Case Study and Marketing use.
Insurances:	£5M - Professional Indemnity £10M - Public Liability £10M - Employers Liability
Quotation Validity:	30 days from date of this offer.

We trust this meets with your approval and look forward to receiving your further instructions, however if you require any further details or assistance please do not hesitate to contact us.

Yours Sincerely,

Simon Johnson
Ustigate Limited



Appendix - Client brief

Paddling Pool – Pool Plant Specification

Although PWTAG Guidance doesn't apply to paddling pools that guidance will be adopted where appropriate to do so.

All installations to be relevant to current legislative industry standard

Pool water turnover to be max 45 mins (min 10 mins)

Duty pumps circulation pumps to be provided

Pumps to incorporate inverter drives

Water distribution in the pool to be maximised with inlet and return numbers and configurations

Pre-filter by vortex system

Filtration to be AFM in medium rate filters?

Sanitizing with salt

Fully automated dosing

Continual monitoring of sanitiser and pH

PAC injection

Flow meter

In/ out pressure gauge

Auto top-up of fresh water (ultrasonic level monitoring?).

Auto recording of monitoring

Telemetry monitoring to HQ/ alarm of out of tolerance to HQ

Existing plant/ fittings and fixtures/ and materials to re-used where appropriate to do so – existing underground circulatory pipework to be replaced with appropriately sized....material? including all excavation and reinstatement.

Appropriate electrical supply to provided – enhanced from existing if necessary and delivered to consumer unit with RCCD within plant room. 2x 3-pins sockets to be available for operators.

Appropriately sized GRP kiosk enclosure to contain the plant sufficiently robust to prevent ready access and vandalism (to incorporate a sedum moss roof?).

Kiosk mounted to manufacturers requirements on concrete slab below ground level with openings as necessary for pipework and electrical entries/ exists.

Kiosk to be compartmentalised as necessary to separate the water filtration / treatment processes and chemical storage with space for testing equipment and records.

Water supply to the pools/ plant room to be compliant to Water By-Laws via break-tanks/ check-valves as appropriate. Tap supply to be available for operators for washdown etc.

Backwash provision to include temporary storage of backwash-water prior to release to water course.

Removal and disposal of all existing pool plant, infilling of underground chambers and reinstatement of surfacing.

~~Stone resin coating of pool tank after surface preparation and remedial works to any unsound screed and voids.~~ – *JJS agreed with client to remove – keep seasonally painting else high cost*

Servicing and maintenance?



CREDITON TOWN COUNCIL

Paddling Pool Survey Working Group Proposal

Report by: Rachel Backhouse
To: Full Council
Date: For consideration at Full Council on Tuesday 17th March 2026

Recommendation

To consider the amended paddling pool survey produced by the working group and approve its launch.

1. Purpose

- 1.1 To seek approval to launch a public survey to gather residents' views on the future of Credition Paddling Pool.

2. Background

- 2.1 A working group was formed following the Full Council meeting on 17th February to refine the draft paddling pool survey.
- 2.2 Time has been spent reviewing and amending the survey. Some illness within the group and complications with setting up other meetings limited the level of discussion that might otherwise have taken place.
- 2.3 Several questions have been amended or removed following discussion, including usage questions (e.g. frequency of pool use) and questions relating to the leisure centre, which were considered outside the scope of this survey.
- 2.4 Some members expressed reservations about the survey having originally been drafted by a resident; however, the working group has adapted and refined the document, so the survey comes from the working group.
- 2.5 While some members have expressed reluctance to consult on a single amenity in isolation, the paddling pool decision is approaching and cannot wait for a wider town survey.
- 2.6 CTC has previously committed to consulting residents on this issue. At the meeting on 16 December 2025, it was stated that a survey on the paddling pool was urgent.
- 2.7 Staff will be able to access the survey responses and data as the consultation progresses.

3. Proposals

- 3.1 That, in line with the Council's previously stated intention to consult residents regarding the future of the paddling pool at Newcombes Meadow, CTC approves the amended survey and authorises its immediate launch.
- 3.2 That the survey be conducted between 19 March and 25 March, primarily through an online survey link promoted via Credition Town Council's social media channels. The survey will be posted daily during this period and shared with local community groups, including Credition Community Noticeboard.
- 3.3 That 100 paper copies of the survey questions be printed and placed at Adams and Redlands Surgery, with completed responses collected and included in the final dataset.
- 3.4 That survey responses be collated from the online platform and paper returns and provided to the Town Clerk by 25 March so they can be included in papers for the next Full Council meeting.
- 3.5 That CTC offers three £50 prizes, redeemable at Credition High Street businesses, open to Credition Town Council precept payers, to encourage participation and help publicise the consultation. Funding to come from the Public Consultation budget.

4. Financial Implications

4.1 £150 from the Public Consultations budget.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 Full Council is requested to consider the recommendations.



CREDITON TOWN COUNCIL

Town Square Bench Cleaning Proposal

Report by: Rachel Backhouse
To: Full Council
Date: For consideration on 17th March 2026

Recommendation The Town Council arranges for the town square benches to be cleaned regularly during the Summer months when they are in constant use.

1. Purpose

To consider the report and proposal.

2. Background

The Town Council has provided a number of picnic benches on the town square. They are very popular during summer months and are used continuously for eating and socialising throughout this period. As a result the tables can become dirty, particularly where food and drink are spilled, often collecting in the gaps between the slats.

A weekly or fortnightly scrub with hot soapy water would help ensure the benches remain in a good condition and suitable for this important use.

3. Proposals

The Town Council seeks quotes to arrange for the town square picnic benches to be cleaned over the Summer months, from the start of April to the end of September.

4. Financial Implications

This proposal would have small financial implications.

5. Climate Implications

There are no climate implications

6. Conclusion

Full Council is requested to consider the proposals.



Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

6

Suffix

Property Name

Manor Office

Address Line 1

North Street

Address Line 2

Address Line 3

Town/city

Crediton

Postcode

EX17 2BT

Description of site location must be completed if postcode is not known:

Easting (x)

283301

Northing (y)

100382

Description

Applicant Details

Name/Company

Title

Ms.

First name

Rachel

Surname

Avery

Company Name

Crediton Town Council

Address

Address line 1

6 Manor Office North Street

Address line 2

Address line 3

Town/City

Crediton

County

Country

Postcode

EX17 2BT

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

01626245027

Secondary number

Fax number

Email address

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Reference number

Date of decision (date must be pre-application submission)

Please state the condition number(s) to which this application relates

Condition number(s)

Has the development already started?

- ☐ Yes
☒ No

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

- ☐ Yes
☒ No

Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

Details submitted to discharge Conditions 5 and 6 of Listed Building Consent 24/01803/LBC.

The following drawings are submitted illustrating the proposed works and associated construction details.

075.401 General Arrangement Proposals.

075.402 Mechanical and Electrical Interventions.

075.403 Plumbing and Pipework Interventions.

075.404 Finishes Plan (including floor covering specification and joinery interventions).

075.501 Entrance Platform Detail.

075.502 Service Duct Detail.

075.503 Redundant Fire Door Thermal Lining Detail.

075.504 Door Schedule.

Service pipework and cabling routes are illustrated primarily as layout drawings indicating their routing and relationship with the building fabric.

Internal doors are largely retained and refurbished. Where new or modified openings occur, doors are proposed to match the adjacent retained context and to be appropriate to the character of the respective part of the building. Joinery interventions have been kept to the essential minimum, with any new joinery to match the profile, material and finish of adjacent retained joinery in accordance with the consent conditions.

No new structural floor construction is proposed. The drawings illustrate lightweight overlay floor finishes together with the construction of the reversible entrance platform, which forms the only raised floor element within the scheme. Historic joists and floor structures will be retained throughout.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

☒ The agent

☐ The applicant

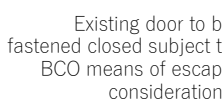
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☒ No



1. Entrance Hall 2. Spare Office, 3. Reception 4. Meeting Room 5. Lounge 6. Kitchen 7. Disabled WC



Staff kitchenette to be formed as a short worktop run within the existing room with a single bowl sink and drain and undercounter fridge beneath. Cabinetry to comprise a limited number of base units from a standard trade range, lightly fixed so that the installation remains fully reversible and capable of removal without harm to the historic fabric. Wall cupboards have been intentionally omitted in order to minimise the number of fixings required into the historic wall construction. A small number of matching tall units are also shown to provide general office storage, proposed in lieu of forming a new built in storage partition and door and therefore avoiding further alteration to the historic plan form.

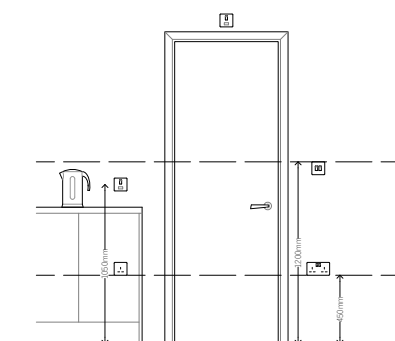
Units to be carefully scribed around existing skirting so that these remain visible and unaffected. No chasing into historic walls shall take place. All plumbing connections to remain accessible within the cabinetry to assist inspection and moisture management and shall not be concealed within wall construction. Mechanical, electrical and plumbing routes are indicated on drawings ref. 075.402 – 075.403.

8. Landing. 9. Staff Room 10. Staff WC 11. Staff Kitchen. 12. Clerk's Office. 13. Large Office 14. Small Office

All revised electrical accessories are to be antique or satin brass finish from a heritage range.

Lighting design to comply with the current CIBSE Code for Interior Lighting, with low energy provisions incorporated throughout. Luminaires to utilise replaceable lamps wherever practicable. LED drivers to be integral to fittings or located in accessible concealed positions. Internal lamp colour temperature to be 2700K throughout, unless noted otherwise.

New fixture heights as indicated on elevation below:



As this fit out work is taking place wholly within the modern extension, where no historic fabric is present, the electrical installations within these rooms will be fully renewed from first fix. Cabling routes may be chased within modern plaster and masonry as required, with new sockets, switches, lighting point and associated wiring installed to current standards. All works to remain confined to the modern extension fabric with no impact upon retained historic structure.

Works to include new surface mounted light fittings, two new electric room heaters and provision of local hot water via main pressure point of use water heaters serving thermostatic mixing taps at the accessible WC basin and kitchen sink, units to be appropriately specified to meet anticipated peak demand and provide reliable performance. Additionally, new recessed power points shall be provided to suit the revised kitchen units, including a dedicated outlet below counter level for a fridge and a potential future dishwasher installation.

As newly formed sanitary accommodation, both rooms will be provided with dedicated mechanical extract ventilation to remove humid, moisture laden air at source and reduce the risk of condensation migrating into adjacent historic areas. This approach limits interstitial condensation, surface mould growth and long term deterioration of historic fabric, thereby supporting the continued conservation of the listed building.

Each extract system will discharge directly to external air via the modern cavity wall construction, avoiding any routing through historic fabric. Terminations are to be formed through the external wall of the modern late C20 flat roof extension only using discreet 150 mm square matt black external grilles.

4. Meeting Room: Electrical Alterations

Removal of the modern partition to reinstate the original room proportions will necessitate relocation of the existing light switch, repositioning of the ceiling light fitting to suit the restored layout. The location of existing light fixtures as surveyed do not require further modification.

Additionally, a new double power socket shall be provided to offset the loss of services associated with the removed partition.

All revised electrical fixtures are to be surface mounted only, with cabling run in discreet paint finished metal conduit. No chasing, cutting or embedding into historic fabric permitted.

3. Reception Room: Electrical Alterations:

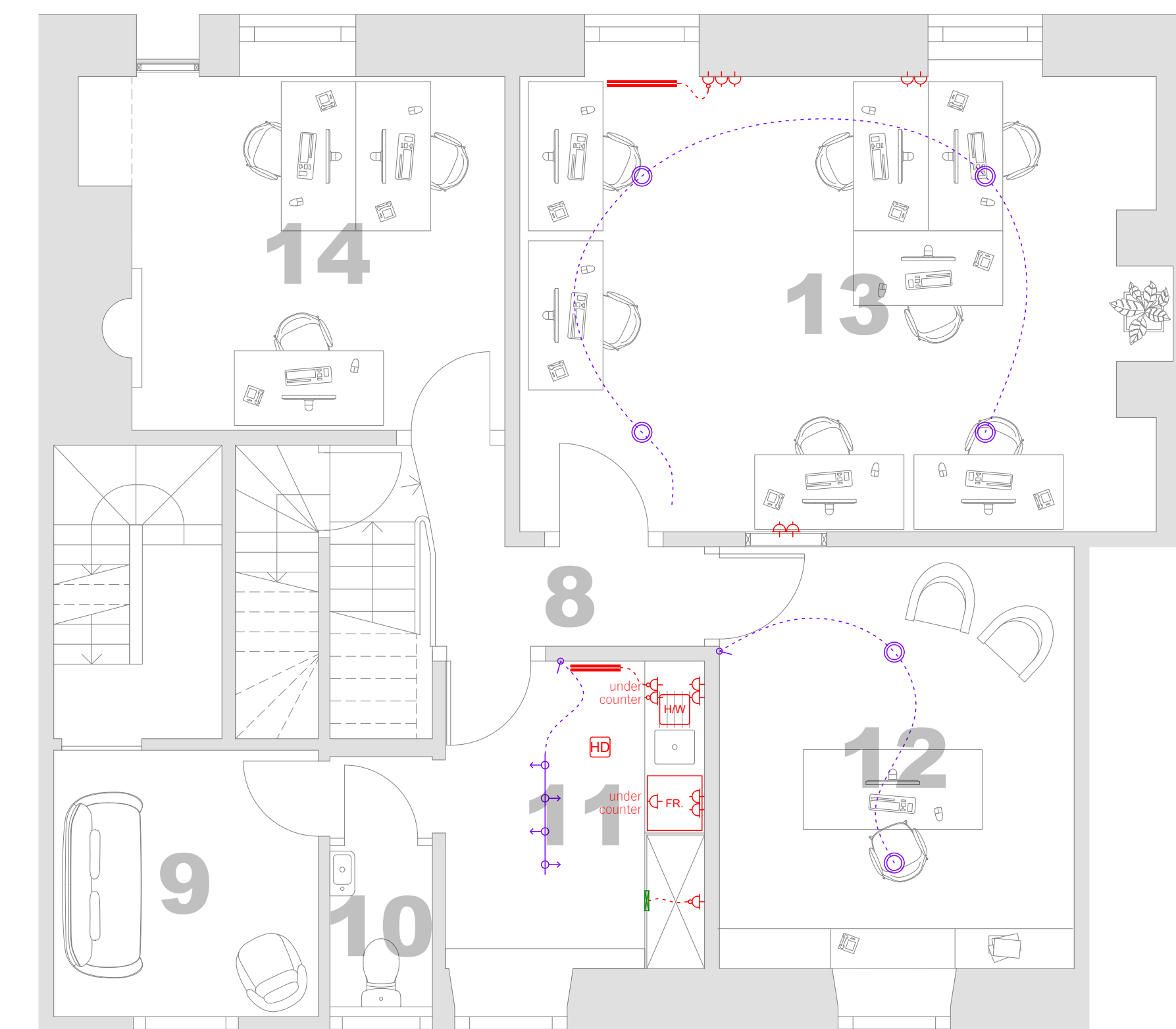
One side of the room currently has no service provision. Additional power and data are therefore to be introduced in the corner where the reception desk is to be located. New flush floor outlets are to be formed via 225 mm wide x 25 mm deep galvanised flush screed floor trunking, Tamlex or similar, which is to be recessed within the depth of the modern screed only, with no cutting into or disturbance of historic fabric.

11. Staff Kitchen: Electrical & Ventilation Alterations

Removal of the modern partition to reinstate the original room proportions will necessitate relocation of the existing light switch, repositioning of the ceiling light fitting to suit the restored layout. Additionally, a pair of above counter double sockets will be supplemented by low level points for an under counter fridge and water heater along with a relocated electric space heater.

All revised electrical fixtures are to be surface mounted only, with cabling run in discreet paint finished metal conduit. No chasing, cutting or embedding into historic fabric permitted.

Finally, the introduction of controlled mechanical extraction is considered necessary to manage humidity and remove moisture laden air at source, thereby reducing the risk of interstitial condensation, timber decay and long term deterioration of the historic fabric. As such a mechanical extract fan is to be installed within the top fascia panel of the tall kitchen unit and ducted vertically to discharge externally through the main roof. The outlet is to be terminated externally using a flush natural slate line vent, Nature Vent 500mm x 250mm x 250mm, <http://roofingsuperstore.co.uk/product/nature-vent-500mm-x-250mm.html>. This approach represents a proportionate intervention that supports the continued use of the building while safeguarding its structural and material integrity.



Large Office: Electrical Alterations

Removal of the modern partition to reinstate the original room proportions will necessitate repositioning of new surface mounted ceiling light fittings to suit the restored layout. The room light switch location is to remain as existing.

Additionally, three new double power sockets and a replacement electric space heater are to be provided to offset the loss of services associated with the removed partition.

All revised electrical fixtures are to be surface mounted only, with cabling run in discreet paint finished metal conduit. No chasing, cutting or embedding into historic fabric permitted.

Clerk's Office: Electrical Alterations

Removal of the modern partition to reinstate the original room proportions will necessitate relocation of the existing light switch and repositioning of new surface mounted ceiling light fitting to suit the restored layout.

All revised electrical fixtures are to be surface mounted only, with cabling run in discreet paint finished metal conduit. No chasing, cutting or embedding into historic fabric permitted.

1. Entrance Hall 2. Spare Office 3. Reception 4. Meeting Room 5. Lounge 6. Kitchen 7. Disabled WC

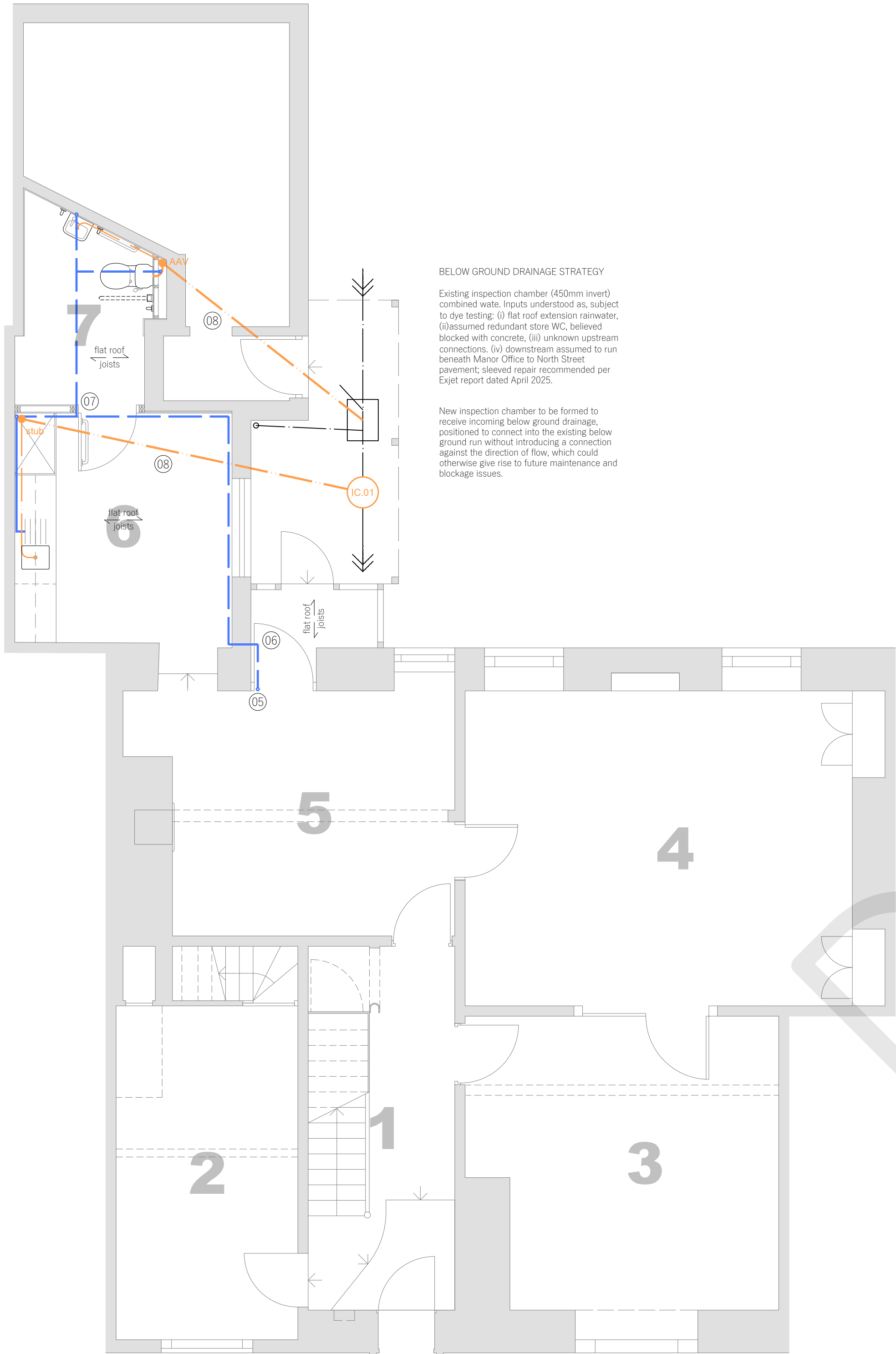
8. Landing, 9. Staff Room 10. Staff WC 11. Staff Kitchen, 12. Clerk's Office, 13. Large Office 14. Small Office

scale
5.0 meters

DRAWING NOTES
Do not scale from this drawing. All dimensions to be checked against actual site data prior to any intervention. Not for construction purposes unless expressly stated to be used as such. All dimensions shall not be reproduced without the express permission of Vivian Architecture Ltd.
PROJECION NOTES

EXISTING IMAGES

Top left: Derelict close coupled WC for replacement and existing surface mounted cold feed pipework, which will provide connection point for extended supply serving proposed sanitary installations.
Top middle: Exposed waste pipe within staff kitchen and existing WC partition, to provide connection point for new sink waste.
Top right: Rear porch entrance showing limited ceiling depth over which supply pipe will bridge before routing into porch roof zone; no high level joinery, cornice or picture rail present within this area.
Bottom left: Modern late C20 rear porch and extension; new narrow bore supply pipe to be concealed within respective flat roof zones to point of connection.
Bottom centre and right: Existing inspection chamber and below ground drainage system to which new kitchen and WC will connect solely through modern construction, with all disturbed areas to be made good.



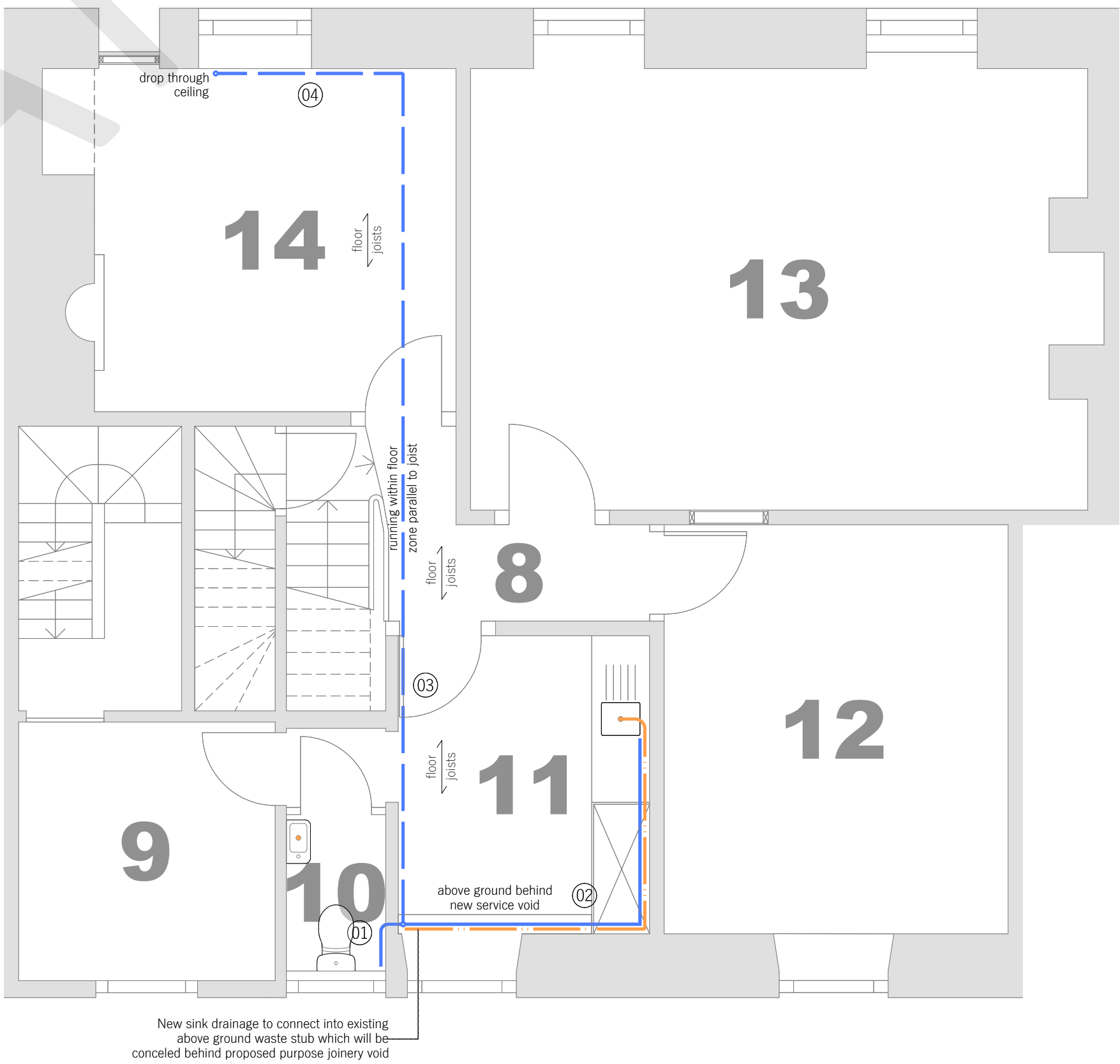
BELOW GROUND DRAINAGE STRATEGY

Existing inspection chamber (450mm invert) combined waste. Inputs understood as, subject to dye testing: (i) flat roof extension rainwater, (ii) assumed redundant store WC, believed blocked with concrete, (iii) unknown upstream connections, (iv) downstream assumed to run beneath Manor Office to North Street pavement; sleeved repair recommended per Exjet report dated April 2025.

New inspection chamber to be formed to receive incoming below ground drainage, positioned to connect into the existing below ground run without introducing a connection against the direction of flow, which could otherwise give rise to future maintenance and blockage issues.

GROUND FLOOR PLUMBING INTERVENTIONS

1: Entrance Hall 2: Spare Office 3: Reception 4: Meeting Room 5: Lounge 6: Kitchen 7: Disabled WC



FIRST FLOOR PLUMBING INTERVENTIONS

8: Landing 9: Staff Room 10: Staff WC 11: Staff Kitchen 12: Clerk's Office 13: Large Office 14: Small Office

DRAWING NOTES

GENERALLY:

Indicative works shown for the sole purpose of discharging Listed Building Consent Conditions and subsequently supporting a Building Regulations application. Routes and installation approaches as initially proposed by a specialist contractor and recorded here only. All final design, coordination and installation remain the responsibility of the appointed specialist contractor.

PIPEWORK KEY:

— Cold Water Supply: Narrow bore cold water feed, circa 15–18mm diameter, taken from the existing exposed supply within the first floor WC, which is the only sanitary accommodation in the building, and re routed to serve the newly formed sanitary installations at first floor kitchen level and within the rear ground floor extension.

— Waste Drainage: New above and below ground gravity waste installations to take discharge from the newly formed sanitary installations at first floor kitchen level and within the rear ground floor extension, connecting into (i) the existing exposed waste stub at first floor level and (ii) the nearby below ground drainage system at the rear of the property.

PIPE WORK ROUTE:

01. New water supply to 'T' off from the existing surface mounted pipe supply within the corner of the first floor WC stall. The supply shall pass beneath the WC partition into a newly created purpose made joinery service void in the adjacent room. This may require controlled drilling through one historic joist, with drilling limited to the minimum diameter necessary for the narrow bore feed to pass through.

02. (a) Water feed to split to supply the new kitchen sink nearby, all above floor level but fully concealed within the new purpose formed service void and kitchen units.
(b) A 40mm diameter sink waste pipe shall also run from the sink location via the same void within the purpose built joinery service void. This fully reversible void, refer Detail Sheet 02, has been conceived to avoid larger diameter drilling of historic joists or prominent boxing at ceiling level above the entrance door, and to avoid visible pipework bridging the circa 2m gap to the new kitchen units.

03. Alternate split feed route, supplying rear ground floor installations, to drop within the first floor zone and run parallel with the main joist spans; no further joist drilling required and no harm to historic fabric anticipated for this longer run.

04. The final leg of the pipework within the first floor zone, prior to dropping to the floor below, will necessitate limited drilling through historic floor joists, anticipated 3–4 no., with all holes restricted to the minimum diameter required to accommodate the narrow bore pipe. Any lifted floorboards shall be reinstated in their original positions following completion of the services installation.

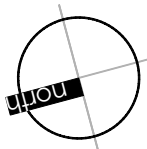
05. Narrow bore water feed pipe to drop from the first floor zone through the ceiling into the room below. A short vertical drop at high level, approximately 200–300mm, shall be carefully chased into the solid wall and made good in lime plaster following installation. The pipe shall then pass through the external wall at high level into the flat roof zone of the rear porch. This location has been selected as the point of least impact for penetrating the substantial external walls, within an area where historic significance has already been reduced by the formation of the late C21 flat roof rear porch, the larger extension and associated access alterations. Although the initial vertical chase is regrettable, it is limited in extent and positioned where no surviving historic joinery, such as cornices or picture rails, will be affected.

06. Once within the modern flat roof zone, the cold water feed shall route briefly through the porch roof construction before penetrating the modern cavity wall of the larger rear extension.

07. Remaining within the ceiling zone of the larger extension, the water feed shall then split and drop vertically to supply the kitchen sink, accessible wash hand basin and WC, all fully concealed within modern construction.

08. Ground floor sanitary installations to discharge into the existing below ground drainage system at the rear of the property. This will involve formation of an approximately 300–350mm wide trench within the modern concrete floor slab to accommodate a 100mm diameter drain, including granular bed and surround beneath the slab.

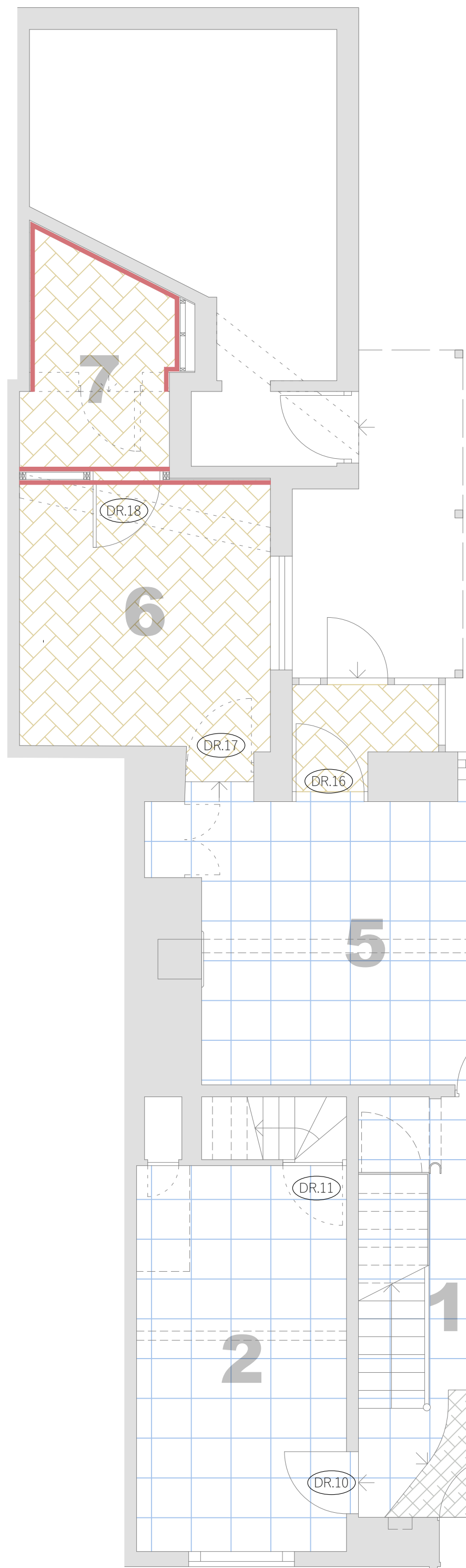
All above ground pipework shall be concealed behind new kitchen units and within the new WC vertical service duct, entirely within modern construction. No historic fabric lies within the vicinity of these works and none will be affected by the intervention.



scale
5.0 meters

DRAWING NOTES
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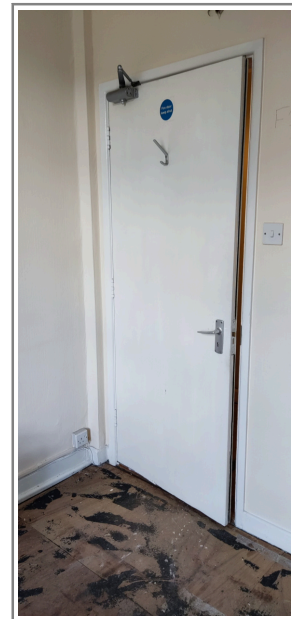
PROJECION NOTES



▲ Three images demonstrating the condition of areas affected by works to retain the Meeting Room's original proportions and to form a new connector with the adjacent lounge.
LEFT: Retained architrave, picture rail and frieze visible on both sides of the intersecting contemporary subdivision partition set for removal. Where previously concealed joinery is no longer intact a short infill section, approximately 120mm, will be replicated to match the adjacent retained profiles.
MIDDLE: Position of approved new door and opening DR.15, viewed from the Meeting Room side. Expansion cracking can be noted which illustrates the extent of contemporary infilling works and confirms that no historic fabric will be affected. The existing modern skirting profile will be retained and provided with a matching architrave.
RIGHT: Position of approved new door and opening DR.15 viewed from the Lounge side. This side features a more ornate 7 inch agee skirting, which the new architrave profile will replicate in style and finish.



▲ Close up image of the former strongroom block partition wall, set for removal. This area lies wholly within late C20 modern construction with no historic fabric in the vicinity. As the strong room side currently has no joinery or wall finish, the adjacent modern skirting profile and plaster wall finish from the Kitchen side, as viewed, will be replicated within the amalgamated Disabled WC room. The existing concrete floor is visible, together with a slight level difference across the room threshold which will be levelled out by despatched elsewhere (Drawing 401).



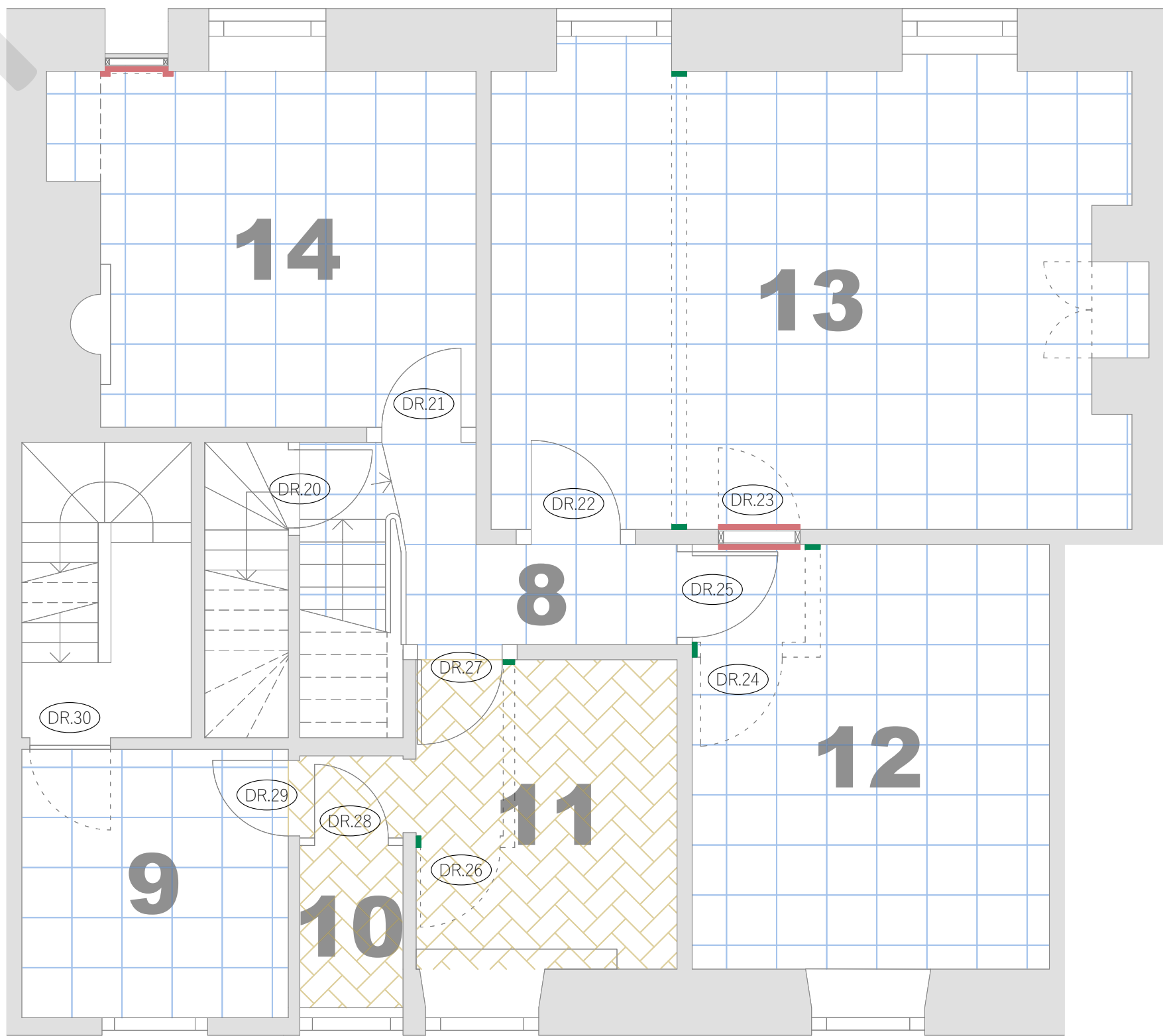
▲ View of redundant door DR.24 and partition, viewed from the Clerk's Office, both set for removal. Upon careful removal of the abutting partition it may be necessary to replicate two small infill sections to match the room's retained skirting profile (hinge side as pictured). No other joinery is affected.



▲ Three images demonstrating the condition of areas affected by works to retain the Large Office's original proportions.
LEFT: Existing door opening DR.23, viewed from the corridor side, set for removal and infilling. As part of these works the architraves will be removed, with the adjacent retained skirting replicated in profile, material and finish across the new section of lightweight wall infill.
MIDDLE: Existing opening DR.23 set for removal and infilling. This side features a more ornate torus type skirting profile which will be replicated across the new wall infill.
RIGHT: View of the partition set for removal demonstrating the retained torus profile skirting board; no other joinery is affected on either side of the wall removal. At most, two small infill sections replicating the adjacent retained skirting may be required.



▲ View of redundant fire door re-lining works within the Small Office. At present a crude timber sheet infill has been introduced with no attempt to replicate the adjacent skirting. The replacement internal finish will incorporate a breathable, vapour controlled thermal lining set marginally back from the existing wall face, complete with new skirting to match the retained profile. The pictured radiator will not be reinstated.



ALL FLOOR FINISHES – GENERAL

Modular tile floor finishes have been selected as the principal covering to reception rooms, circulation areas and stairs as a lightweight and reversible solution appropriate to the building's listed status. Carpet tiles and luxury vinyl tiles allow localised replacement and maintenance while avoiding permanent alteration to retained historic boards. The modular format avoids large bonded sheet materials and supports future uplift in accordance with the approved lightweight overlaid approach.

All floor finishes to be installed as lightweight overlay systems. No sanding, cutting, chiselling or permanent alteration of retained historic floorboards, joists, skirtings, architraves or thresholds permitted unless specifically detailed elsewhere.

Where required to provide a smooth substrate, overlay to comprise firm flooring grade plywood, WBP bonded, screw fixed into existing floorboards only and not into joists. Joints to be lightly sanded flush. No adhesive bonding to historic fabric permitted. No wet levelling compounds permitted.

Tie systems, carpet and luxury vinyl, to be laid on a smooth, dry substrate using low VOC pressure sensitive or releasable adhesive systems, allowing future uplift without disturbance to underlying historic fabric. No mechanical fixings permitted through to retained structure.

Barrier matting to be installed within the new reversible platform construction only and not fixed into retained historic fabric.

All floor finishes to achieve minimum reaction to fire classification BF s1 to BS EN 13501-1 unless noted otherwise, and to comply with current Building Regulations and relevant British Standards for their intended use.

Stair treads finished in carpet tile to incorporate flush fitted solid antique brass nosings, 30-55mm going as required to satisfy Building Regulations, with slip resistant insert achieving minimum 30 point Light Reflectance Value contrast to adjacent finish. Nosings to be fixed into new overlay construction only.

Carpet Tile Finish: Typically 500 x 500mm modules, total thickness 6-8mm. Heavy contract range suitable for continuous commercial use minimum Class 33 to BS EN 1307. Level loop or low structured loop construction in a muted tone TBA appropriate to a historic interior.

LVT Finish: Luxury vinyl tiles, heavy commercial grade with minimum 0.55mm wear layer and total thickness typically 2.5-3.0mm. Suitable for continuous commercial use with adequate slip resistance. Finish to be in a muted, natural tone TBA, appropriate to a historic interior, avoiding high sheen or overly contemporary pattern.

Barrier Matting Finish: 12mm gauge closed construction barrier matting by specialist supplier, Graska Esplanade range or similar approved, complete with light bronze anodised aluminium base. Reaction to fire minimum Cl s1 or better. Suitable for sustained commercial footfall with effective moisture and debris retention.

New skirtings and architraves to strictly match adjacent retained historic work in method, material, profile, texture and colour in accordance with Conditions 2 and 4 of consent 24/01803/LBC.

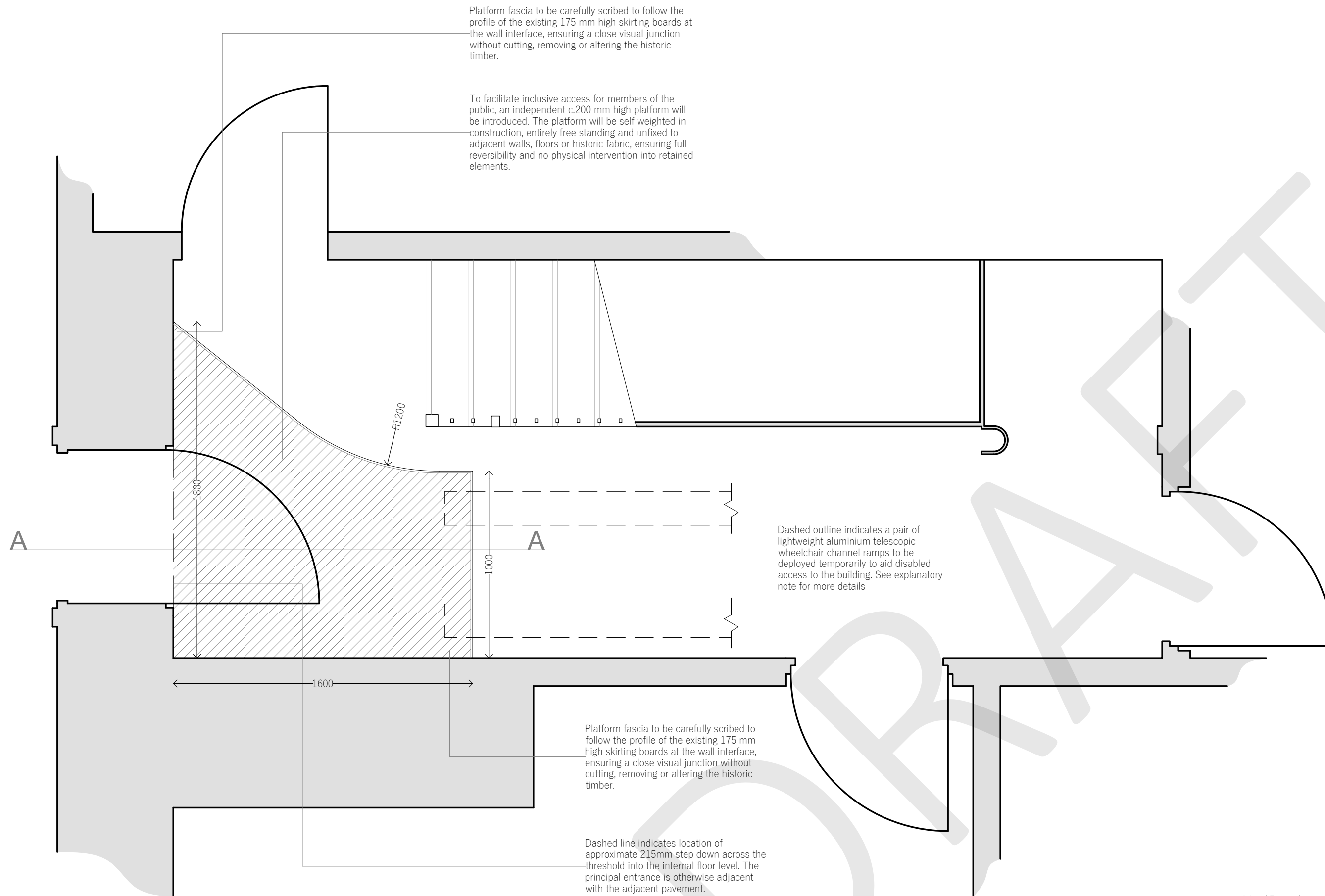
Existing joinery and mouldings potentially affected by removal of approved abutting fabric to be carefully exposed and retained. Any disturbed elements to be repaired and made good in situ. Where sections are missing or have previously been removed, replacements to match adjacent retained historic work in method, material, profile, texture and colour in accordance with Conditions 2 and 4 of consent 24/01803/LBC.

GROUND FLOOR FINISHES

1. Entrance Hall 2. Spare Office 3. Reception 4. Meeting Room 5. Lounge 6. Kitchen 7. Disabled WC

FIRST FLOOR FINISHES

8. Landing 9. Staff Room 10. Staff WC 11. Staff Kitchen 12. Clerk's Office 13. Large Office 14. Small Office



PROPOSED FULLY REVERSIBLE ENTRANCE PLATFORM

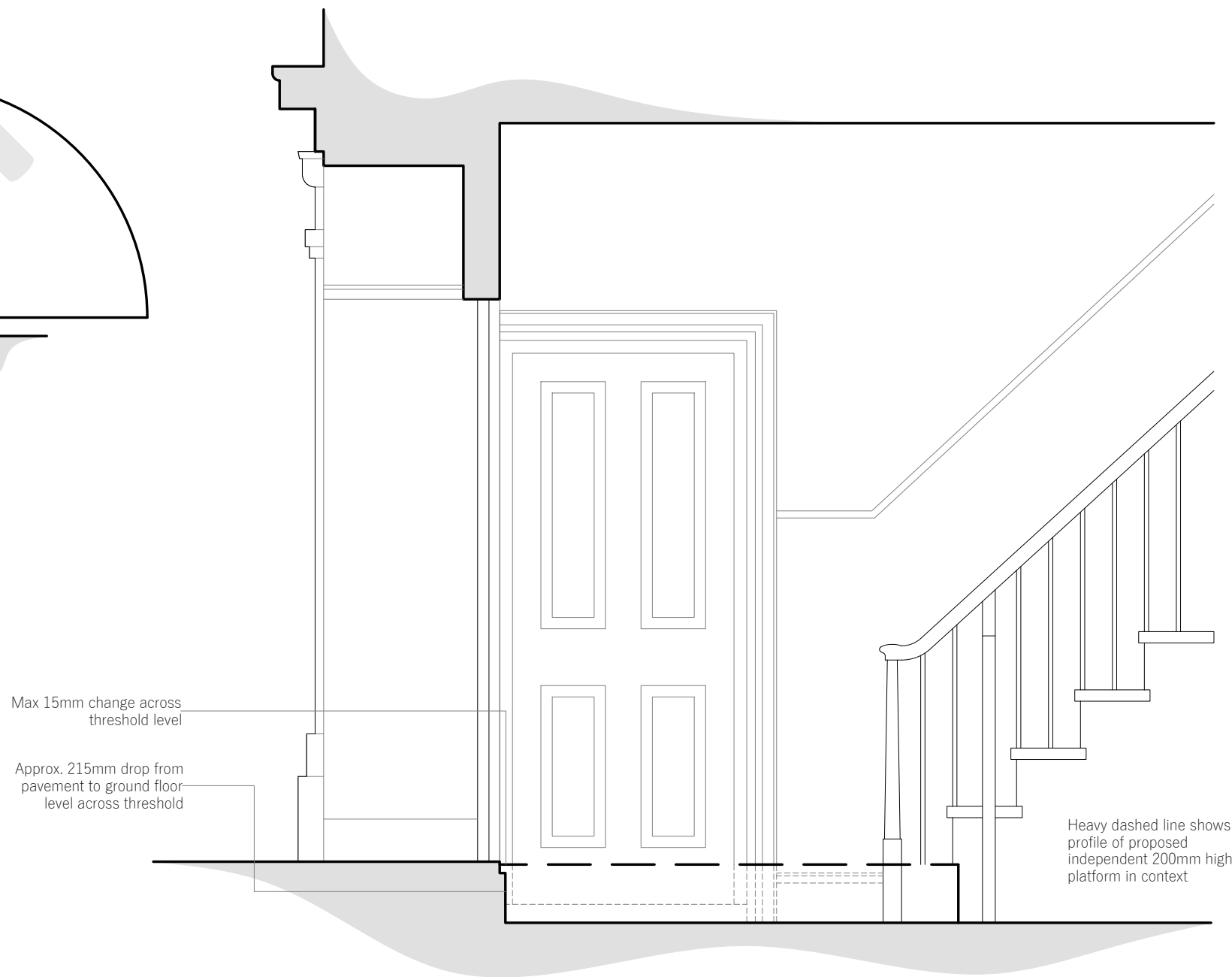
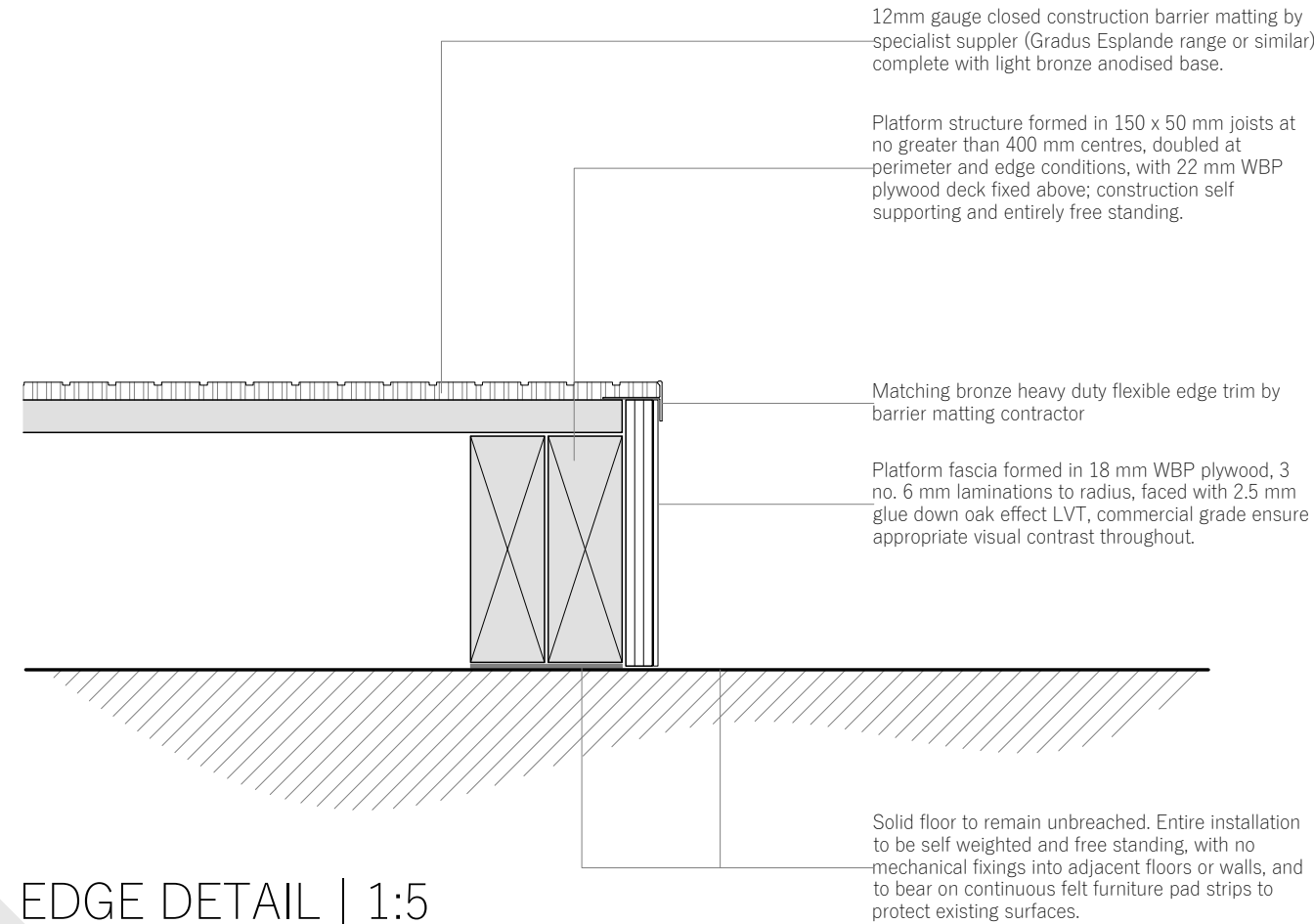
The building's principal entrance is level with adjacent pavement, immediately after there is an approximate 215 mm step down across the threshold into the internal floor level. To overcome this level drop, an independent raised platform will be installed immediately to the internal side of the doorway, forming a level landing from which a pair of lightweight telescopic aluminium channel ramps, approximately 2.8 m extended length, can be deployed to the lower floor level.

The platform will be finished in a contrasting barrier matting material to provide clear visual distinction from the surrounding floor covering.

The entire installation will be self weighted, free standing and fully reversible, with no fixings into existing floors or walls, ensuring the historic fabric remains unbreached and capable of full reinstatement.

The temporary ramps will be fully removable and used only when required, with no mechanical fixings into the threshold, stair or adjacent historic fabric. A wireless call button at accessible height, linked to the reception desk, will enable visitors to request staff assistance for deployment.

EDGE DETAIL | 1:5



SECTION A-A | 1:20

PROPOSED FULLY REVERSIBLE SERVICE BOXING AND WINDOW SILL ALTERATION



ELEVATION | 1:20

Proposed boxing to conceal new above ground pipework, together with the existing unsightly waste pipe stub which will form the connection point, as pictured. This approach is considered preferable to drilling historic floor joists, due to the diameter of the proposed waste runs, and also to a below floor route which would require fairly prominent boxing across the ground floor front entrance.

The proposal therefore reduces intervention to primary historic fabric and avoids visual impact in more sensitive parts of the building.

The external face of the boxing shall incorporate a raised and fielded timber panelling design reflecting the established joinery language of the interior, painted to match the adjacent kitchen units.

All fixings shall be fully reversible and mechanically fixed into new work only wherever possible, with no cutting, chasing or notching into historic joists, floorboards, masonry or retained joinery. The boxing shall be removable in its entirety without loss of historic material.



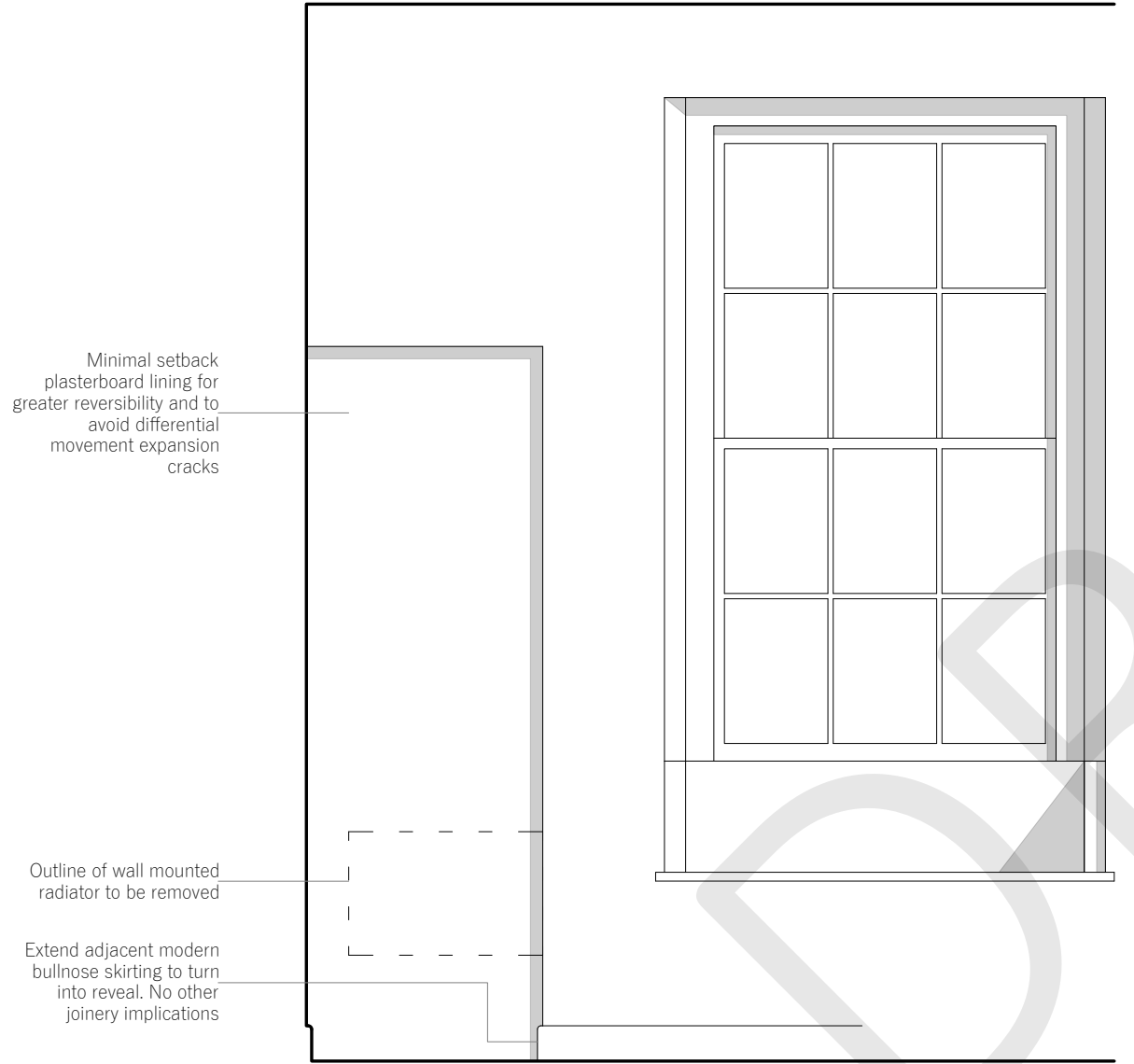
New increased depth window seat and sill to be carefully scribed to the existing window bay profile and overlaid onto the retained and mechanically fixed into new work only.

Lightweight independent 63 x 89mm softwood framing to support for new sill projection and faced with heritage style detachable panelling

Heavy outline profile of existing window seat and skirting.

Concealed service cavity to accommodate sink water supply and associated waste pipework route above finished floor level and connecting into the existing drainage stub (pictured)

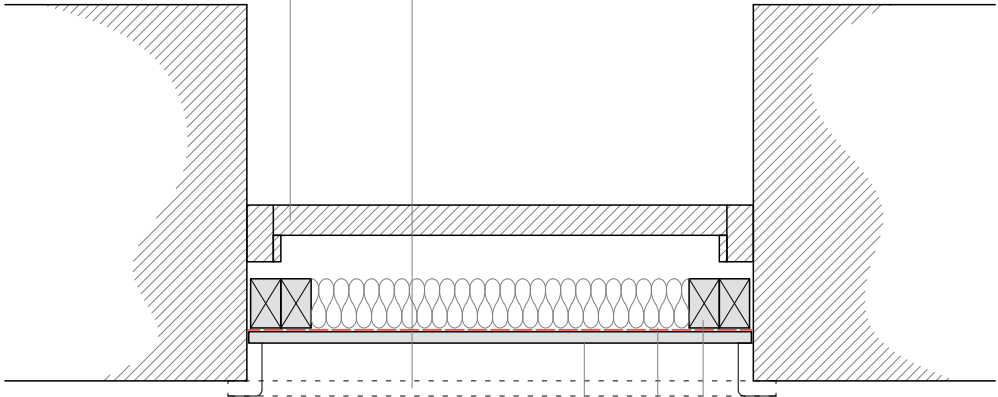
SECTION A-A | 1:10



REDUNDANT FIRE DOOR LINING | 1:20



Existing plywood lining to be removed
Existing redundant, fixed in place, modern fire door. Contractor to make good decoratively and reseal around edges to ensure a fully water tight external leaf. No other alterations to door or masonry reveals



JAMB DETAIL | 1:10

Ref.	Location	Action	Door Type	Glazed ¹	Fire Resist. ²	Pair	Leaf Dim. ³			Struct' Open. ³			Ironmongery ⁴	Notes	Ref.	
							W	H	T	W	H	T				
DR.10	Hall / Spare Office	Retain								778	1941		Like-for like replacement. Key lockable thumb turn	Door fastened shut subject to BCO	DR.10	
DR.11	Spare Office / Secondary Stair	Modify								TBC	TBC				DR.11	
DR.12	Hall / Reception	Retain								839	1978		Like-for like replacement. Key lockable thumb turn		DR.12	
DR.13	Hall / Lounge	Retian								820	2041				DR.13	
DR.14	Reception / Meeting Room	New	A	Clear	FD30(s)	Y.	915	2047	44	1836	2067		Pair of pull handles and finger pushes. Flush floor bolt & socket. Key lockable thumbturn. Floor mounted door stop. Overhead door closer + sign. Lever handles on roses. Overhead door closer + sign. Key lockable thumbturn.		Bespoke new door leafs to suit existing opening	DR.14
DR.15	Meeting Room / Lounge	New	A	Clear	FD30(s)		762	1981	44	to suit leaf				Newly formed opening to suit indicated leaf size. New architrave to match profile, material and finish of adjacent retained.	DR.15	
DR.16	Lounge / Rear Porch	Retain								854	2249				DR.16	
DR.17	Lounge / Kitchen	Remove								808	2044				DR.17	
DR.18	Kitchen / Dis. WC	New	B				838	1981	44	to suit leaf		120	Lever handle on rose. Privacy lock w. indicator (Part M suitable) and signage	Newly formed opening to suit indicated leaf size. New architrave to match profile, material and finish of adjacent retained	DR.18	
DR.20	Landing / Tertiary Stair	Retain								828	1986			Reasonable condition part glazed shaker style for retention	DR.20	
DR.21	Small Office / Corridor	Retain								792	2122		Like-for like replacement. Key lockable thumb turn			DR.21
DR.22	Large Office / Corridor	Retain								890	2098		Like-for like replacement. Key lockable thumb turn			DR.22
DR.23	Large Office / Corridor	Remove								816	2035				DR.23	
DR.24	Clerk Office / Corridor	Remove								817	2015				DR.24	
DR.25	Clerk Office / Corridor	New	B		FD30(s)		851	1997	44	856	2017		Lever handles on roses. Overhead door closer + sign. Key lockable thumbturn	Bespoke new door leaf to suit existing opening	DR.25	
DR.26	Kitchen / Corridor	Remove								794	1925				DR.26	
DR.27	Kitchen / Corridor	New	C	Clear	FD30(s)		842	2106	44	847	2126		Lever handles on roses. Overhead door closer + sign.	Bespoke new door leaf to suit existing opening	DR.27	
DR.28	WC Stall	Retain								934	1934		Like-for like replacement.	Reasonable condition solid shaker style for retention	DR.28	
DR.29	Staff Room	Retain								755	1933				DR.29	
DR.30	Staff Room / Secondary Stair	Retain								807	2006			Reasonable condition solid shaker style for retention. To be fastened shut subject to BCO.	DR.30	

DOOR INTERVENTION STRATEGY

The proposals require the introduction of five new doors as detailed on the approved drawings. The selected door types have been chosen to sit comfortably within their respective contexts, reflecting the character of the building while acknowledging the phased evolution of the interior.

It is evident that the building has previously undergone a comprehensive replacement of internal doors in connection with its modern office use. With the exception of a small number of earlier examples at first floor level, most notably DR.20, DR.28 and DR.30, the majority of internal doors are either modern flush door blanks at first floor, or modern four panel doors with a plywood backing at ground floor.

Given the bespoke sizing required, together with fire rating constraints and associated cost implications, the inherited modern flush doors will be retained where unaffected by the proposals. These doors are of no historic significance and their retention avoids unnecessary replacement.

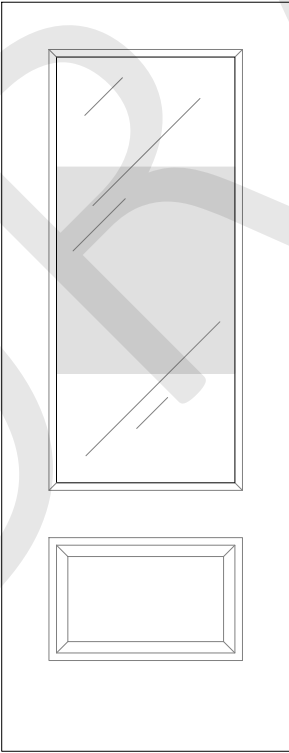
All other retained doors will be carefully prepared and redecorated. Inappropriate modern aluminium lever furniture and surface mounted overhead door closers will be replaced with good quality antique brass ironmongery of a more sympathetic design, consistent

with the character of the building and matching that specified for new doors.

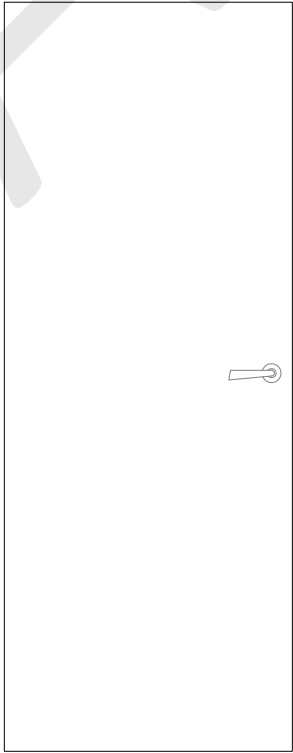
Meeting Room: Two new meeting room openings within the original historic building will be of traditional solid timber construction, adopting a restrained Victorian two panel design, Type A, (Todd Doors: *Bolection Iris*).

Disabled WC: A newly formed accessible WC partition and door within the modern rear extension will incorporate a simple flush door, Type B, reflecting the context of this part of the building which contains no historic fabric and the intervention will be entirely contained within the later extension.

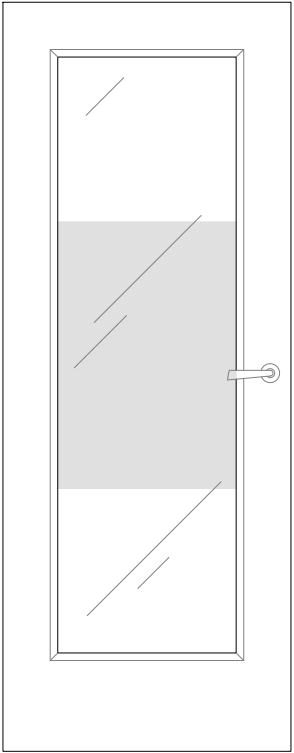
First Floor Corridor: At first floor level the only material changes relate to the reinstatement of two original door openings following the removal of later subdivisions. It had initially been intended to salvage and reuse existing door leaves; however, due to significant dimensional disparity this has not proven feasible. The affected existing doors are modern flush blanks and hold no heritage value. In the instance of the Clerk's Office, the reinstated original door frame will be fitted with a new flush door, Type B, matching the adjacent retained corridor doors in appearance. The staff kitchen door will incorporate a modest glazed insert, Type C, to introduce borrowed natural light into the corridor.



TYPE A



TYPE B



TYPE C

Refer to General Arrangement Plan Drawing ref.401 for door reference locations.

¹All new door glazing shall be toughened safety glass in accordance with Approved Document K, with safety glazing to critical locations as required. Vision panels within fire rated doors shall comprise certified fire resisting glass installed strictly in accordance with manufacturer test evidence. Provide frosted lazer cut manifestation of Crediton Town Council logo to new glazing with the heights set out in Approved Document K.

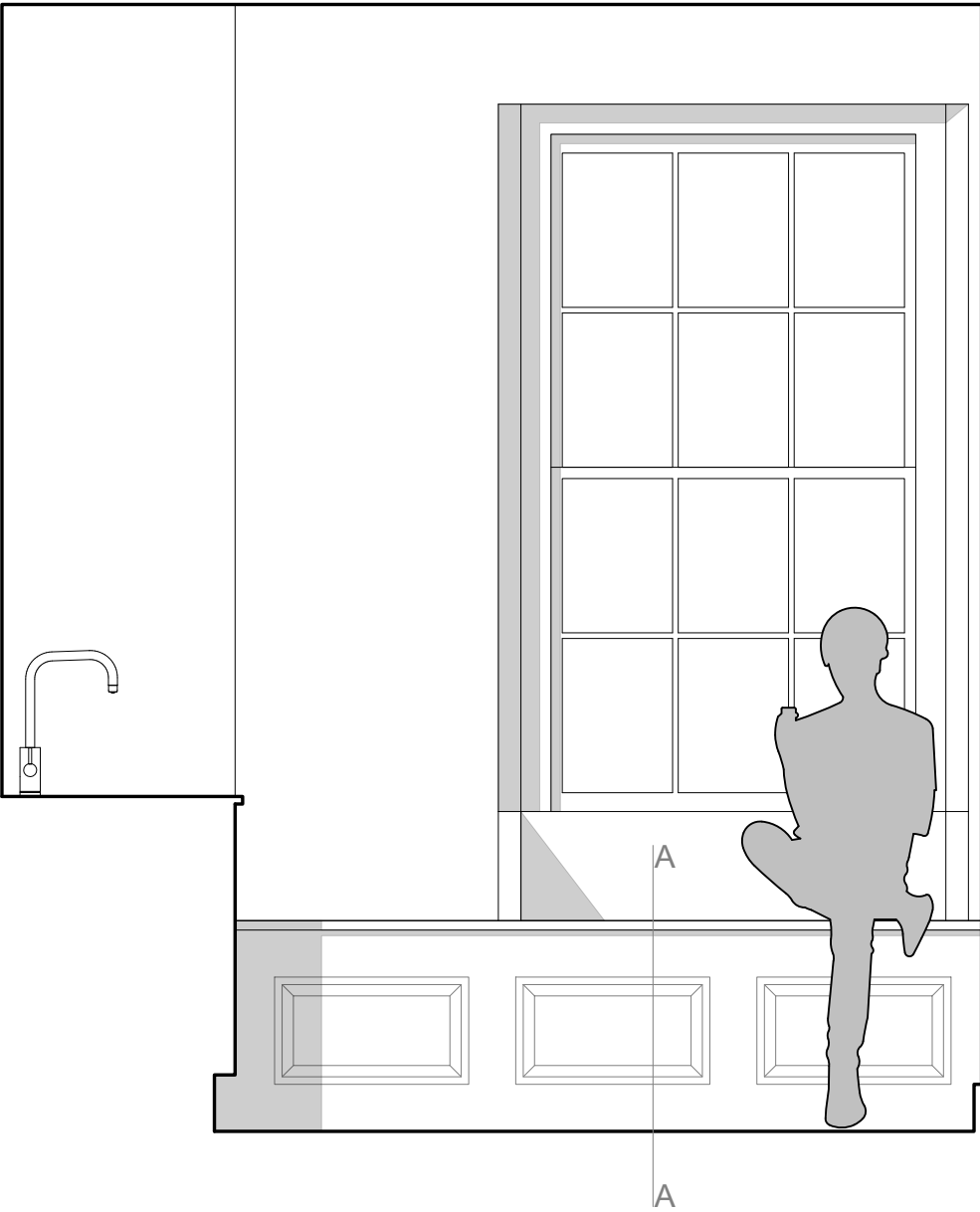
²All newly introduced fire doors shall be minimum FD30 rated and fitted with intumescent and cold smoke seals, self closing devices, appropriate fire rated ironmongery and statutory signage, all supported by relevant third party test certification. Installation shall comply with manufacturer guidance and current Building Regulations. Any alterations to retained doors, including replacement ironmongery, closers or signage, shall not compromise fire integrity, compartmentation or means of escape. The overall fire strategy, including confirmation that existing and altered arrangements remain acceptable for the continued office use and relevant purpose group, shall be agreed with Building Control and coordinated with the Responsible Person in accordance with the Regulatory Reform Fire Safety Order 2005.

³The contractor shall measure on site existing openings prior to ordering, noting extended lead in periods for bespoke door leaves. Newly formed openings may adopt standard door sizes with openings formed accordingly.

⁴Ironmongery shall be specified in conjunction with a specialist supplier. All in a satin brass finish from a heritage range unless noted otherwise. All hardware to be compatible with the relevant fire & accessibility requirements.

New architraves to formed openings ref. DR.15+18 to match profile, material and finish of existing retained in accordance with Conditions 2&4 ref. 24/01803/LBC. Refer to finishes plan drawing 075.404

PROPOSED SERVICE BOXING AND WINDOW SILL ALTERATION



ELEVATION | 1:20

Proposed boxing to conceal new above ground pipework, together with the existing unsightly waste pipe stub which will form the connection point, as pictured. This approach is considered preferable to drilling historic floor joists, due to the diameter of the proposed waste runs, and also to a below floor route which would require fairly prominent boxing across the ground floor front entrance.

The proposal therefore reduces intervention to primary historic fabric and avoids visual impact in more sensitive parts of the building.

The external face of the boxing shall incorporate a raised and fielded timber panelling design reflecting the established joinery language of the interior, painted to match the adjacent kitchen units.

All fixings shall be fully reversible and mechanically fixed into new work only wherever possible, with no cutting, chasing or notching into historic joists, floorboards, masonry or retained joinery. The boxing shall be removable in its entirety without loss of historic material.



New increased depth window seat and sill to be carefully scribed to the existing window bay profile and overlaid onto the retained and mechanically fixed into new work only.

Lightweight independent 63 x 89mm softwood framing to support for new sill projection and faced with heritage style detachable panelling

Heavy outline profile of existing window seat and skirting.

Concealed service cavity to accommodate sink water supply and associated waste pipework route above finished floor level and connecting into the existing drainage stub (pictured)

SECTION A-A | 1:10

Ref.	Location	Action	Door Type	Glazed ¹	Fire Resist. ²	Pair	Leaf Dim. ³			Struct' Open. ³			Ironmongery ⁴	Notes	Ref.
							W	H	T	W	H	T			
DR.10	Hall / Spare Office	Retain								778	1941		Like-for like replacement. Key lockable thumb turn	Door fastened shut subject to BCO	DR.10
DR.11	Spare Office / Secondary Stair	Modify								TBC	TBC				DR.11
DR.12	Hall / Reception	Retain								839	1978		Like-for like replacement. Key lockable thumb turn		DR.12
DR.13	Hall / Lounge	Retian								820	2041			DR.13	
DR.14	Reception / Meeting Room	New	A	Clear	FD30(s)	Y.	915	2047	44	1836	2067		Pair of pull handles and finger pushes. Flush floor bolt & socket. Key lockable thumbturn. Floor mounted door stop. Overhead door closer + sign. Lever handles on roses. Overhead door closer + sign. Key lockable thumbturn.	Bespoke new door leafs to suit existing opening	DR.14
DR.15	Meeting Room / Lounge	New	A	Clear	FD30(s)		762	1981	44	to suit leaf				Newly formed opening to suit indicated leaf size	DR.15
DR.16	Lounge / Rear Porch	Retain								854	2249			DR.16	
DR.17	Lounge / Kitchen	Remove								808	2044			DR.17	
DR.18	Kitchen / Dis. WC	New	B				838	1981	44	to suit leaf 120			Lever handle on rose. Privacy lock w. indicator (Part M suitable) and signage	Newly formed opening to suit indicated leaf size	DR.18
DR.20	Landing / Tertiary Stair	Retain								828	1986			Reasonable condition part glazed shaker style for retention	DR.20
DR.21	Small Office / Corridor	Retain								792	2122		Like-for like replacement. Key lockable thumb turn		DR.21
DR.22	Large Office / Corridor	Retain								890	2098		Like-for like replacement. Key lockable thumb turn		DR.22
DR.23	Large Office / Corridor	Remove								816	2035				DR.23
DR.24	Clerk Office / Corridor	Remove								817	2015				DR.24
DR.25	Clerk Office / Corridor	New	B		FD30(s)		851	1997	44	856	2017		Lever handles on roses. Overhead door closer + sign. Key lockable thumbturn	Bespoke new door leaf to suit existing opening	DR.25
DR.26	Kitchen / Corridor	Remove								794	1925				DR.26
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DR.28	WC Stall	Retain								934	1934		Like-for like replacement.	Reasonable condition solid shaker style for retention	DR.28
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DR.30	Staff Room / Secondary Stair	Retain								807	2006			Reasonable condition solid shaker style for retention. To be fastened shut subject to BCO.	DR.30

DOOR INTERVENTION STRATEGY

The proposals require the introduction of five new doors as detailed on the approved drawings. The selected door types have been chosen to sit comfortably within their respective contexts, reflecting the character of the building while acknowledging the phased evolution of the interior.

It is evident that the building has previously undergone a comprehensive replacement of internal doors in connection with its modern office use. With the exception of a small number of earlier examples at first floor level, most notably DR.20, DR.28 and DR.30, the majority of internal doors are either modern flush door blanks at first floor, or modern four panel doors with a plywood backing at ground floor.

Given the bespoke sizing required, together with fire rating constraints and associated cost implications, the inherited modern flush doors will be retained where unaffected by the proposals. These doors are of no historic significance and their retention avoids unnecessary replacement.

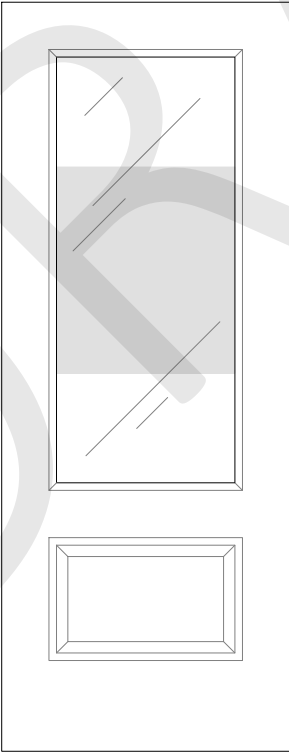
All other retained doors will be carefully prepared and redecorated. Inappropriate modern aluminium lever furniture and surface mounted overhead door closers will be replaced with good quality antique brass ironmongery of a more sympathetic design, consistent

with the character of the building and matching that specified for new doors.

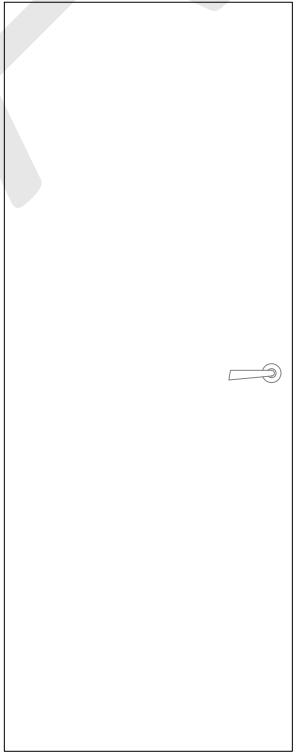
Meeting Room: Two new meeting room openings within the original historic building will be of traditional solid timber construction, adopting a restrained Victorian two panel design, Type A, (Todd Doors: *Bolection Iris*).

Disabled WC: A newly formed accessible WC partition and door within the modern rear extension will incorporate a simple flush door, Type B, reflecting the context of this part of the building which contains no historic fabric and the intervention will be entirely contained within the later extension.

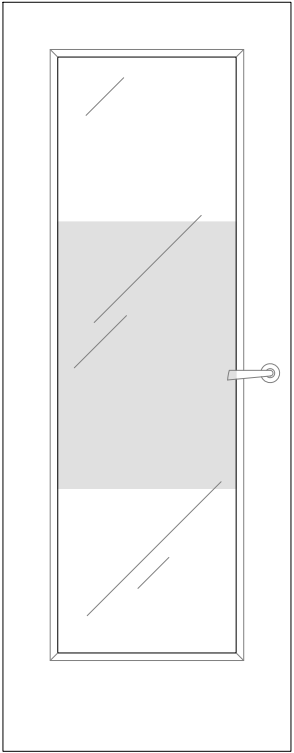
First Floor Corridor: At first floor level the only material changes relate to the reinstatement of two original door openings following the removal of later subdivisions. It had initially been intended to salvage and reuse existing door leaves; however, due to significant dimensional disparity this has not proven feasible. The affected existing doors are modern flush blanks and hold no heritage value. In the instance of the Clerk's Office, the reinstated original door frame will be fitted with a new flush door, Type B, matching the adjacent retained corridor doors in appearance. The staff kitchen door will incorporate a modest glazed insert, Type C, to introduce borrowed natural light into the corridor.



TYPE A



TYPE B



TYPE C

MANOR OFFICE

Internal Alterations at Manor Office , 6 North Street, Crediton EX17 2BT
For Crediton Town Council



vivian
architecture Ltd.
Registered in England & Wales no. 11034133

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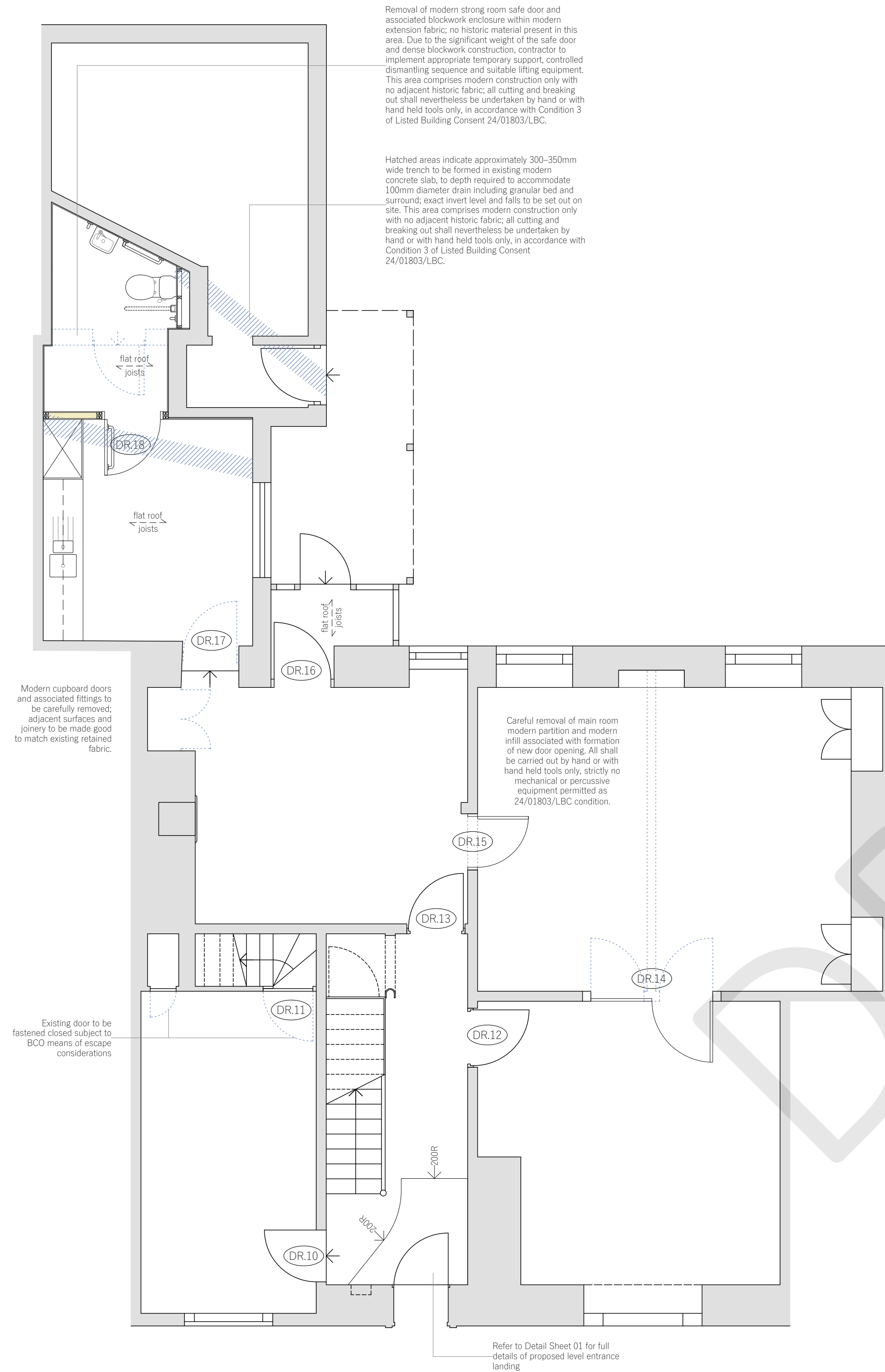
Refer to General Arrangement Plan
Drawing ref.401 for door reference
locations.

¹All new door glazing shall be toughened safety glass in accordance with Approved Document K, with safety glazing to critical locations as required. Vision panels within fire rated doors shall comprise certified fire resisting glass installed strictly in accordance with manufacturer test evidence. Provide frosted lazer cut manifestation of Crediton Town Council logo to new glazing with the heights set out in Approved Document K.

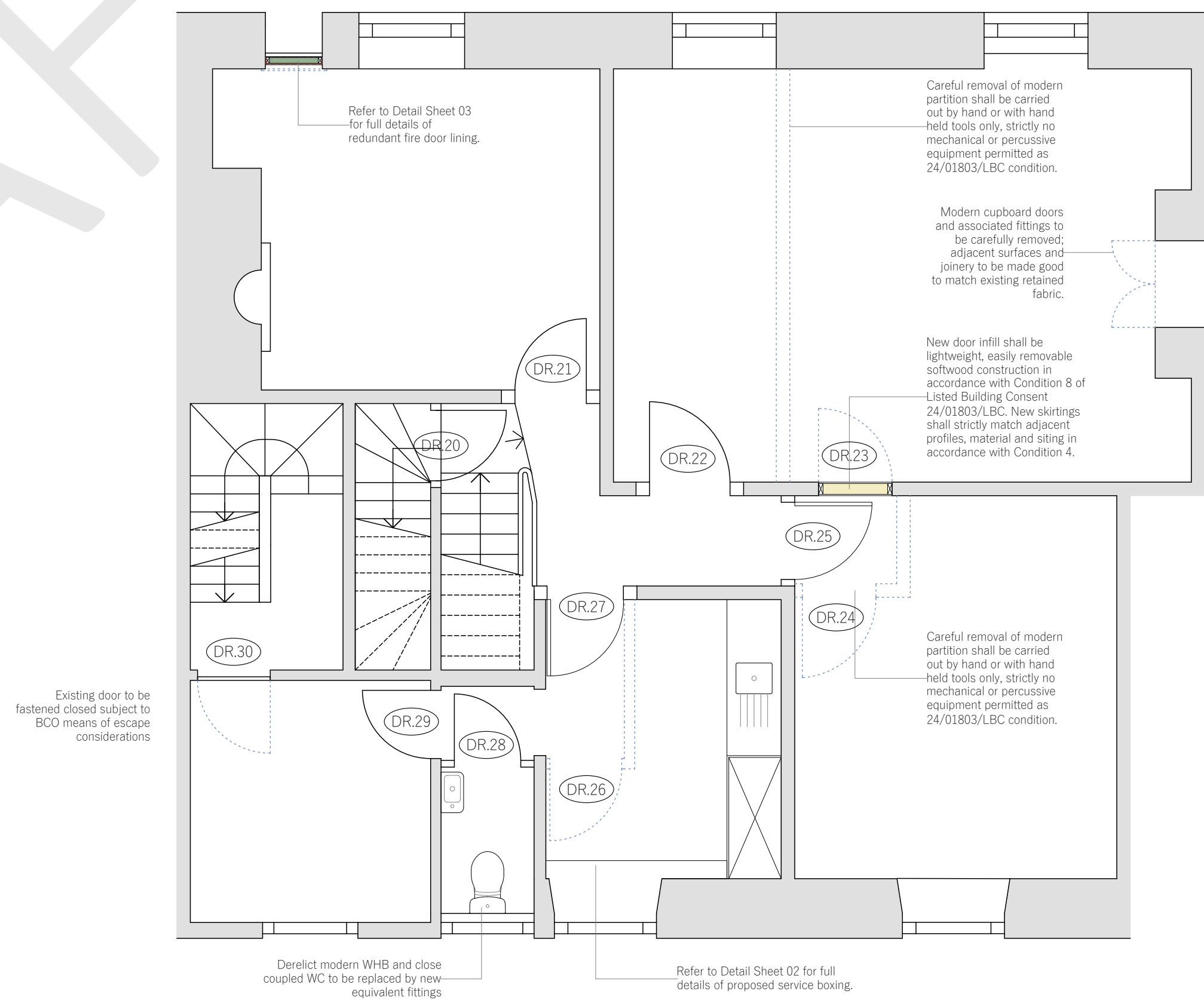
²All newly introduced fire doors shall be minimum FD30 rated and fitted with intumescent and cold smoke seals, self closing devices, appropriate fire rated ironmongery and statutory signage, all supported by relevant third party test certification. Installation shall comply with manufacturer guidance and current Building Regulations. Any alterations to retained doors, including replacement ironmongery, closers or signage, shall not compromise fire integrity, compartmentation or means of escape. The overall fire strategy, including confirmation that existing and altered arrangements remain acceptable for the continued office use and relevant purpose group, shall be agreed with Building Control and coordinated with the Responsible Person in accordance with the Regulatory Reform Fire Safety Order 2005.

³The contractor shall measure on site existing openings prior to ordering, noting extended lead in periods for bespoke door leaves. Newly formed openings may adopt standard door sizes with openings formed accordingly.

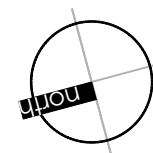
⁴Ironmongery shall be specified in conjunction with a specialist supplier. All in a satin brass finish from a heritage range unless noted otherwise. All hardware to be compatible with the relevant fire & accessibility requirements.



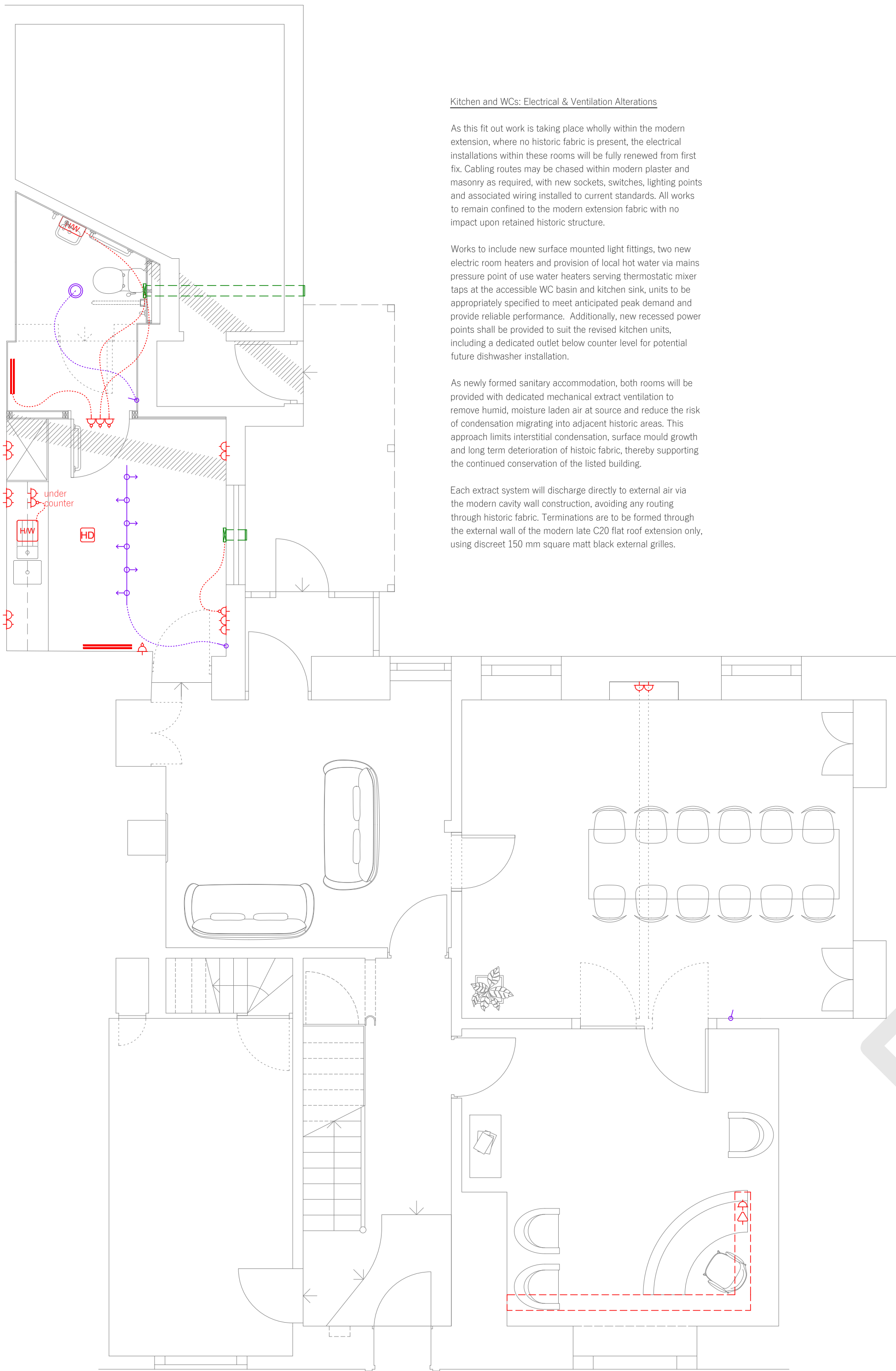
GROUND FLOOR GENERAL ARRANGEMENT PROPOSALS



FIRST FLOOR GENERAL ARRANGEMENT PROPOSALS



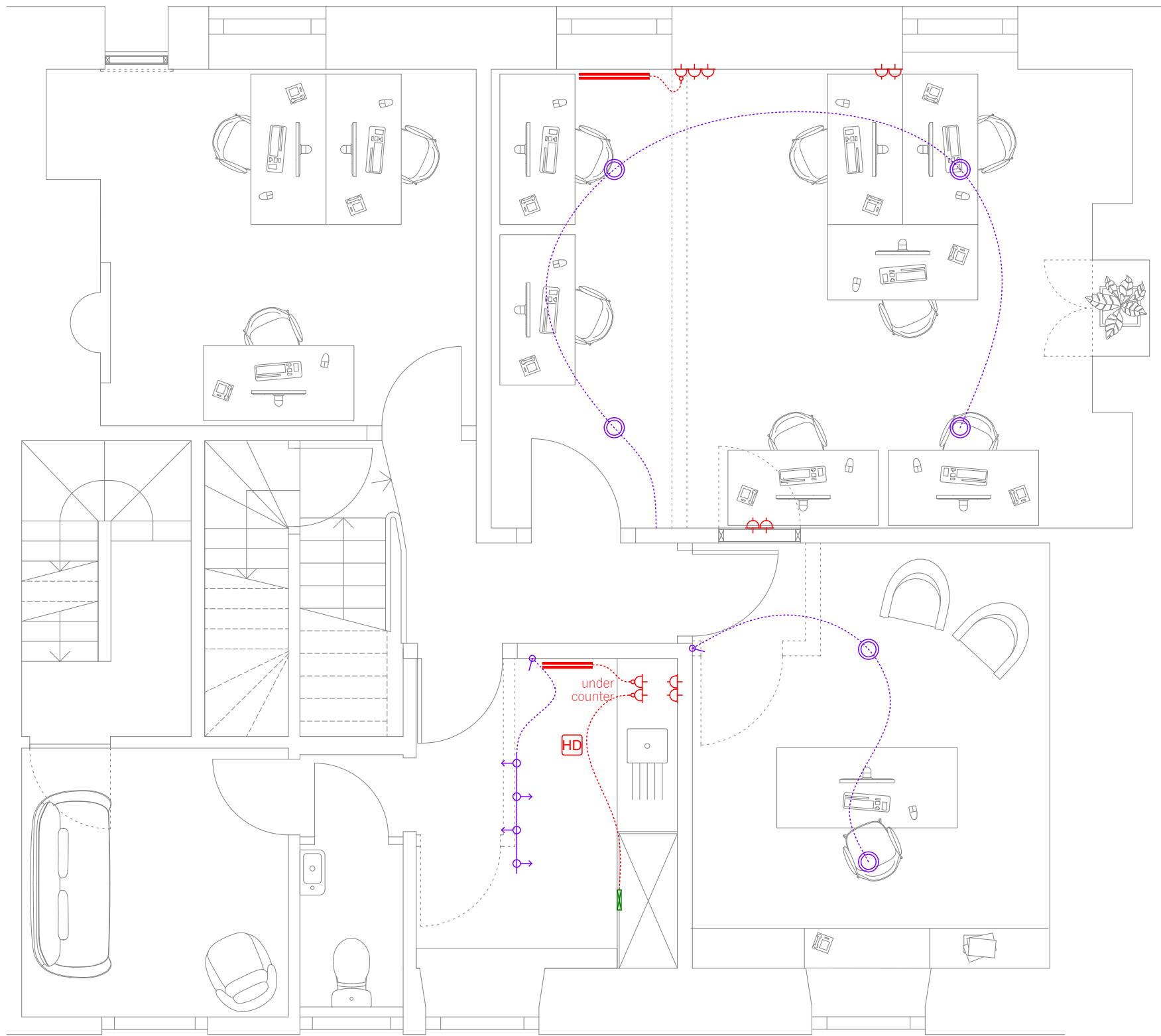
scale
5.0 meters



GROUND FLOOR M&E INTERVENTIONS

DRAWING KEY

- Flush ceiling / wall mounted mechanical extract to discharge to external air via duct sized by electrical contractor
- Electric radiators with programmable digital room stats by specialist's design only, separate switch w. indicator light & self timer to prevent over heating.
- Interlinked mains powered heat detector with battery backup to BS 5839 in kitchen & garages
- Single / multi gang switched DP 13A socket
- Switched DP 13A fuse spur. No indicator light in bedrooms
- Single / multi gang R45 data socket min cat. 6a cable
- Track light / multi spot ceiling light as indicated on drawing, surface mounted
- Ceiling light, surface mounted
- Light switch



FIRST FLOOR M&E INTERVENTIONS

Drawing Notes
Do not scale from this drawing. All dimensions to be checked against actual site data prior to order of fabrication. Not for construction purposes unless expressly stated to control issues. All dimensions shall not be reproduced without the express permission of Vivian Architecture Ltd.

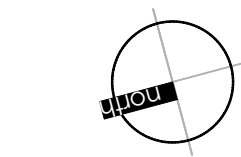
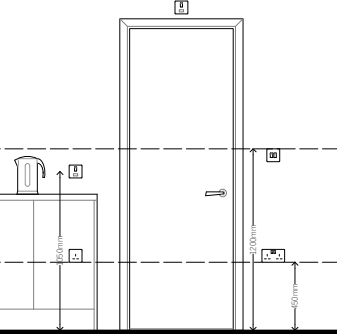
Revision Notes

The drawing indicates the extent of new fixtures required to supplement the existing layout; however, works may also include like for like upgrading and removal of poor quality white plastic fittings, together with removal of redundant fixtures. Where fixtures are removed, surfaces are to be carefully made good using appropriate traditional methods and materials, including lime plaster where required.

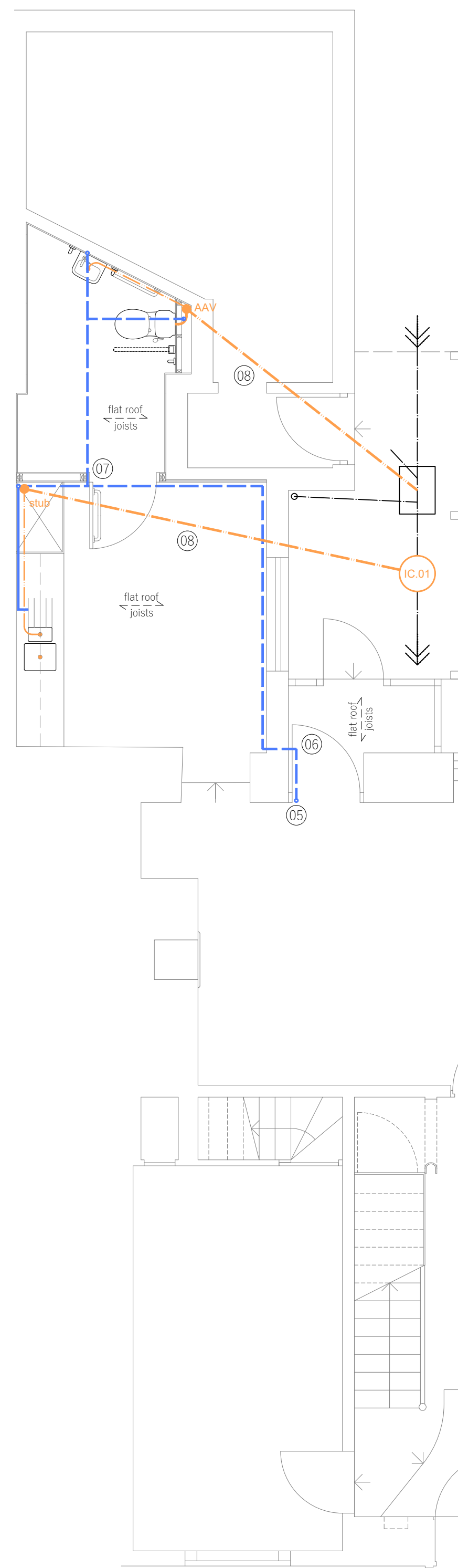
All revised electrical accessories are to be antique or satin brass finish from a heritage range.

Lighting design to comply with the current CIBSE Code for Interior Lighting, with low energy provisions incorporated throughout. Luminaires to utilise replaceable lamps wherever practicable. LED drivers to be integral to fittings or located in accessible concealed positions. Internal lamp colour temperature to be 2700K throughout, unless noted otherwise.

New fixture heights as indicated on elevation below:



scale
5.0 meters

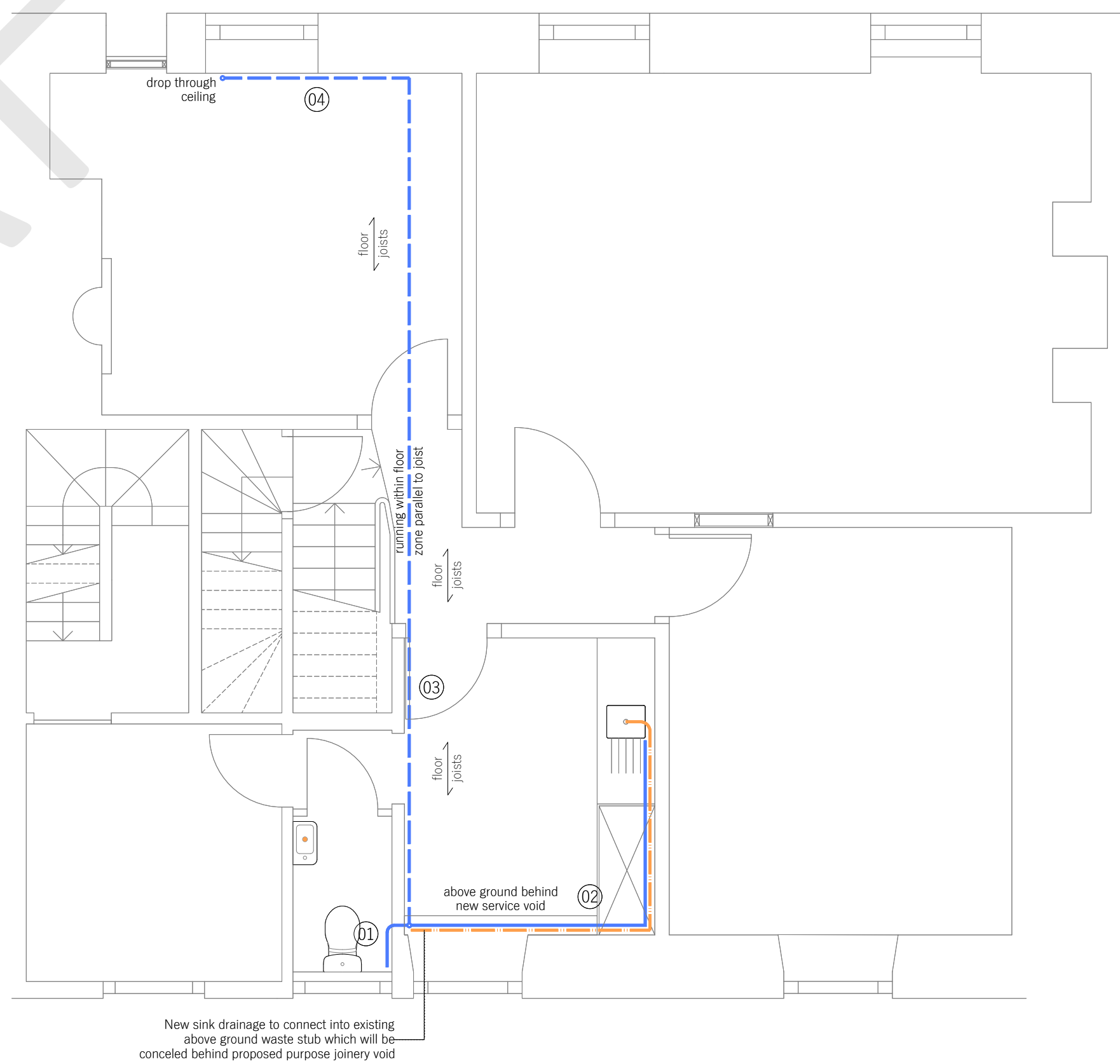


BELOW GROUND DRAINAGE STRATEGY

Existing inspection chamber (450mm invert) combined waste inputs understood as, subject to dye testing: (i) flat roof extension rainwater, (ii) assumed redundant store WC, believed blocked with concrete, (iii) unknown upstream connections, (iv) downstream assumed to run beneath Manor Office to North Street pavement; sleeved repair recommended per Exjet report dated April 2025.

New inspection chamber to be formed to receive incoming below ground drainage, positioned to connect into the existing below ground run without introducing a connection against the direction of flow, which could otherwise give rise to future maintenance and blockage issues.

GROUND FLOOR PLUMBING INTERVENTIONS



FIRST FLOOR PLUMBING INTERVENTIONS

PLEASE NOTE:

Do not scale from this drawing. All dimensions to be checked against actual site data prior to work or fabrication. Not for construction purposes unless otherwise stated. Refer to contract terms. All dimensions of work shall be rounded up to the nearest millimetre. All dimensions shall not be rounded without the express permission of Vivian Architecture Ltd.

REVISION HISTORY:

PIPEWORK KEY:

Cold Water Supply: Narrow bore cold water feed, circa 15-18mm diameter, taken from the existing exposed supply within the first floor WC, which is the only sanitary accommodation in the building, and re routed to serve the newly formed sanitary installations at first floor kitchen level and within the rear ground floor extension.

Waste Drainage: New above and below ground gravity waste installations to take discharge from the newly formed sanitary installations at first floor kitchen level and within the rear ground floor extension, connecting into (i) the existing exposed waste stub at first floor level and (ii) the nearby below ground drainage system at the rear of the property.

PIPE WORK ROUTE:

01. New water supply to 'T' off from the existing surface mounted pipe supply within the corner of the first floor WC stall. The supply shall pass beneath the WC partition into a newly created purpose made joinery service void in the adjacent room. This may require controlled drilling through one historic joist, with drilling limited to the minimum diameter necessary for the narrow bore feed to pass through.

02. (a) Water feed to split to supply the new kitchen sink nearby, all above floor level but fully concealed within the new purpose formed service void and kitchen units.
(b) A 40mm diameter sink waste pipe shall also run from the sink location via the same rC20s within the purpose built joinery service void. This fully reversible void, refer Detail Sheet 02, has been conceived to avoid larger diameter drilling of historic joists or prominent boxing at ceiling level above the entrance door, and to avoid visible pipework bridging the circa 2m gap to the new kitchen units.

03. Alternate split feed, supplying rear ground floor installations, to drop within the first floor zone and run parallel with the main joist spans; no further joist drilling required and no harm to historic fabric anticipated for this longer run.

04. The final leg of the pipework within the first floor zone, prior to dropping to the floor below, will necessitate limited drilling through historic floor joists, anticipated 3-4 no., with all holes restricted to the minimum diameter required to accommodate the narrow bore pipe. Any lifted floorboards shall be reinstated in their original positions following completion of the services installation.

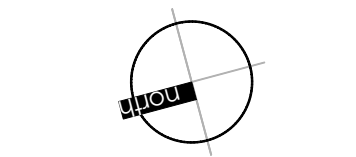
05. Narrow bore water feed pipe to drop from the first floor zone through the ceiling into the room below. A short vertical drop at high level, approximately 300-500mm, shall be carefully chased into the solid wall and made good in lime plaster following installation. The pipe shall then pass through the external wall at high level into the flat roof zone of the rear porch. This location has been selected as the point of least impact for penetrating the substantial external walls, within an area where historic significance has already been reduced by the formation of the late C21 flat roof rear porch, the larger extension and associated access alterations. Although the initial vertical chase is regrettable, it is limited in extent and positioned where no surviving historic joinery, such as cornices or picture rails, will be affected.

06. Once within the modern flat roof zone, the cold water feed shall route briefly through the porch roof construction before penetrating the modern cavity wall of the larger rear extension.

07. Remaining within the ceiling zone of the larger extension, the water feed shall then split and drop vertically to supply the kitchen sink, accessible wash hand basin and WC, all fully concealed within modern construction.

08. Ground floor sanitary installations to discharge into the existing below ground drainage system at the rear of the property. This will involve formation of an approximately 300-350mm wide trench within the modern concrete floor slab to accommodate a 100mm diameter drain, including granular bed and surround beneath the slab.

All above ground pipework shall be concealed behind new kitchen units and within the new WC vertical service duct, entirely within modern construction. No historic fabric lies within the vicinity of these works and none will be affected by the intervention.



drawing title & project name:
Ground & Second Floor
Mechanical & Electrical Interventions
PLANNING CONDITIONS

1:50 / A1

075.PRE



BY EMAIL: lgrconsultationresponse@communities.gov.uk

17 March 2026

To whom it may concern

Local Government Reorganisation in Devon, Plymouth and Torbay – Credition Town Council Representation

Credition Town Council (CTC) welcomes the opportunity to respond to the Government's consultation on proposals for Local Government Reorganisation (LGR) across Devon, Plymouth and Torbay.

Credition is a historic market town at the heart of Mid Devon, serving a broad rural hinterland. CTC is the level of local government closest to the community, and works for and with residents, businesses, voluntary and community organisations, and statutory partners to support its wellbeing, economic vitality and resilience.

CTC recognises the objective to simplify local government structures and strengthen financial sustainability through LGR. Structural reform of this scale can shape and future-proof governance and public service delivery; it is essential that the perspectives of towns and communities such as Credition are fully considered.

Having reviewed the proposals currently under consultation, CTC has focused its response on the principles that will determine whether any new arrangements succeed in strengthening local democracy and improving service delivery, rather than the merits of each option put forward in the consultation.

Scale and Structural Considerations

CTC acknowledges that the proposals seek to balance financial sustainability, administrative efficiency, and geographic coherence.

Across all published proposals, there is limited clarity regarding localised neighbourhood governance structures and the role of town and parish councils within any future system.

Role of Town and Parish Councils

Town and parish councils provide the most local tier of democratic governance and maintain close relationships with residents, offering a voice within wider public services.

CTC already plays an important role in community engagement, delivery of local services, place-based partnership working, supporting wellbeing, local economic activity, environmental initiatives, and community resilience.

CTC anticipates that the role of town and parish councils will only continue to grow through the process of LGR and beyond. Whilst it is willing to step forward in supporting stronger community engagement and partnership activity where it contributes to effective service delivery, this expanded role must be recognised through appropriate structures and associated financial support.

Governance and Partnership

The success of any new local government structure will depend on the quality of governance relationships between different tiers.

CTC believes that any new system should include:

1. Clearly defined local governance arrangements, such as area committees, with meaningful delegated powers and budgets
2. Formal partnership structures between unitary authorities and town and parish councils
3. A commitment to involve town and parish councils in strategic discussions affecting their communities
4. Early agreement of a Parish Charter or similar, setting out expectations around communication, engagement and information sharing.

Without these mechanisms, decision-making risks becoming remote from communities, disengaging and removing the important collective voice of local people.

Funding and Capacity

Town and parish councils across Devon have already demonstrated willingness to take on greater responsibilities. An example for CTC is the delivery of a youth service; youth services have received increasingly reduced government and County Council funding, which has placed additional expenditure responsibilities on CTC without meaningful financial support from higher authorities. Any transfer of services, assets or additional expectations must be fully and sustainably funded.

There is genuine sector-wide concern that responsibilities could be devolved without appropriate financial resources. Clear financial frameworks must accompany any expanded local role.

Protecting Local Democratic Voice

As authorities grow in size, it becomes increasingly important to ensure that community voices remain strong.

Crediton has a strong identity, which includes a central role in surrounding rural parishes. Structural reform should strengthen the democratic connection between communities and decision-making structures.

Mechanisms for local representation and community involvement must be embedded from the outset.

Conclusion

Crediton Town Council submits this response constructively and respectfully, recognising the opportunity presented by structural reform to modernise governance arrangements across Devon.

However, the long-term success of any new structure will depend on its democratic foundations. Town and parish councils must be recognised as essential partners, with clearly defined roles in representation, engagement and accountability.

CTC would welcome continued dialogue as Government considers the proposals and develops the next stages of reform, and respectfully requests that Devon County Council and all Devon District Councils engage meaningfully and positively with town and parish councils.

Yours faithfully

Rachel Avery FSLCC
Town Clerk

CC. Mel Stride MP (Central Devon)

Steve Read MP (Secretary of State for Housing, Communities and Local Government)

Angela Rayner MP

Baroness Taylor of Stevenage

Donna Manson (CEO, Devon County Council)

Stephen Walford (CEO, Mid Devon District Council)



CREDITON TOWN COUNCIL

Credition Area Association of Local Councils Report

Report by: Town Clerk
To: Full Council
Date: For noting on 17 March 2026

Recommendation

Full Council is requested to note the contents of the report.

1. Purpose

- 1.1 This report provides information on the current body of work undertaken by the Credition Area Association of Local Councils (CAALC).

2. Background

- 2.1. Credition Town Council (CTC) supported the creation of CAALC in 2024, convening Credition Town Council and parish councils in the local area to support the coordination of local position on district/county policy, sharing operational information and local governance, and progress joint priorities around spanning planning, transport and infrastructure.

3. Information for noting

- 3.1 CAALC's main areas of work in the last 12 months have been in relation to the use of S106 funds and shaping infrastructure funding, active travel (Boniface Trail), addressing highways concerns, and preparing for local government reorganisation (LGR) and budgets.
- 3.2 CAALC provides a forum for CTC and parishes in the local area to work together on various issues. It has sent letters to MDDC/Mel Stride MP regarding S106 money, worked with DCC to review areas of concern such as Higher Road and Raddon Down (Colebrooke).
- 3.3 CAALC offers value in terms of a collective voice for the area.

4. Financial Implications

- 4.1 CTC received a grant of £400.00 from Devon Association of Local Councils for the setting up and costs relating to meetings (refreshments/hall hire).

5. Conclusion

- 5.1. Full Council is requested to note the contents of the report.