



**Minutes of the of Credition Town Council Meeting held on  
Tuesday 02 May 2023 at 18.15 at Old Landscore School, Greenway, Credition.**

**Present:** Cllrs E Brookes-Hocking, J Harris, N Letch, F Letch, G Cochran, D Ross and S Huxtable

**Absent:** Cllrs S Chenore and M Szabo

**Apologies:** Cllrs J Cairney and J Downes

**In Attendance:** Rachel Avery - Town Clerk

**2305/139 Public Question Time**

There were no members of the public present.

**2305/140 To receive and accept apologies**

It was **resolved** to approve apologies from Cllrs J Cairney and J Downes. (Proposed by Cllr Harris).

**2305/141 Declarations of Interest**

Cllr F Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**2305/142 Order of Business**

There were no changes.

**2305/143 Chairman's and Clerk's Announcements**

There were no announcements.

**2305/144 Town Council Minutes**

It was **resolved** to approve and sign the minutes of the Town Council meeting held on 21 March and 30 March 2023 as a correct record. (Proposed by Cllr Cochran).

**2305/145 To receive, and to ratify the decisions therein, the minutes of the following meetings (minutes were issued with the agenda):**

- **Community and Environment Committee held on Tuesday 28 February 2023**  
It was **resolved** to receive and accept the minutes of the Community and Environment Committee. (Proposed by Cllr Brookes-Hocking).
- **Council Affairs and Finance Committee held on Tuesday 14 March 2023**  
It was **resolved** to receive and accept the minutes of the Council Affairs and Finance Committee. (Proposed by Cllr Harris).
- **Planning and Town Strategy Committee held on Tuesday 07 March 2023**  
It was **resolved** to receive and accept the minutes of the Planning and Town Strategy Committee. (Proposed by Cllr Brookes-Hocking).

– **Council Affairs and Finance Committee held on Tuesday 11 April 2023**

It was **resolved** to receive and accept the minutes of the Council Affairs and Finance Committee. (Proposed by Cllr Harris).

**2305/146 To receive the Meeting Management Software Report and to approve the recommendation from the Council Affairs and Finance Committee therein** (report was issued with the agenda)

It was **resolved** to approve the recommendation therein to purchase Meeting Management Software using reserves. (Proposed by Cllr Fawssett).

**2305/147 To receive the Rialtas Finance Package Report and to approve the recommendation therein** (report was issued with the agenda)

It was **resolved** to approve the recommendation therein to approve the purchase of the Rialtas Finance Package using reserves. (Proposed by Cllr Brookes-Hocking).

**2305/148 To receive the Councillor Device Report and to approve the recommendation from the Council Affairs and Finance Committee therein** (report was issued with the agenda)

Cllr Fawssett stated that:

- There was no need to purchase device
- Concerns around data protection were being overplayed and the council has little sensitive data to protect or that a device would help with this issue
- Additional firewalls will be required to protect devices
- Additional cost such as this were not required and could be spent in other areas.

Cllr Cochran stated that:

- The council is open to data breaches, with the electorate not being happy if data is not secured safely
- Any fine would be paid for by this council, with data breach fines can run into thousands of pounds, and the responsibility would be that of the council.

Cllr N Letch stated that this should be a decision made by the newly elected council.

Cllr Huxtable stated that the purchase is important, with possible reputational damage to the council being incurred should data breaches happen. As an alternative, the Town Clerk would have to consider reverting back to printing and posting agendas packs, with the cost far outweighing that of purchasing equipment. This is an operational decision regarding making the council more effective, that must be made by the town council whether there is an election or not.

Cllr Ross stated that she was not on the Council Affairs and Finance Committee and felt that it was unreasonable to expect councillors to make such a big decision.

Cllr F Letch stated that devices are secure, all emails and papers are received through the device, and the importance of data protection must be recognised and covered through the authority.

It was **resolved** to approve the recommendation therein to approve the purchase of Councillor devices from reserves. (Proposed by Cllr Cochran).

**2305/149 To note the date of the next meeting – Tuesday 16 May 2023 at 19.00**

The meeting was closed at 18.47.

Signed .....

Dated.....

Chairman



**Minutes of the of Crediton Town Council Meeting held on  
Tuesday 16 May 2023 at 19.00 at Old Landscore School, Greenway, Crediton.**

**Present:** Cllrs E Brookes-Hocking, J Downes, J Cairney, N Letch, F Letch, G Cochran, G Fawssett, S Huxtable, P Perriman, R Backhouse and G Stone

**Apologies:** Cllr J Harris

**In Attendance:** Rachel Avery - Town Clerk  
Two members of the public

*Before the meeting, Cllr Brookes-Hocking welcomed council members, new and returning, who introduced themselves.*

**2305/001 Public Question Time:**

- **To receive questions from members of the public relevant to the work of the council**

A member of the public congratulated the Liberal Democrats on the recent election and stated that they now have full control and a majority on the Town Council.

They wished to provide clarity of several significant misunderstandings which had taken place over the election period. However, Cllr Brookes-Hocking advised that these issues were not related to the work of the town council and were therefore not suitable to be received at this meeting.

**2305/002 Election of Chair/Mayor for 2023/24:**

- **Retiring Chair/Mayor will make a short speech**

Cllr Brookes-Hocking stated that she has enjoyed her second year as Chair and Mayor, which has been a privilege. She thanked councillors, who had all worked well together and she hoped that this would continue post-election. She reported that there is lots for the council to do and achieve, with things are changing rapidly. There is plenty for every member to do.

- **To seek nominations and elect the Chair/Mayor for the ensuing year**

One nomination had been received.

It was **resolved** to elect Cllr Brookes-Hocking as Chair and Mayor. (Proposed by Cllr Fawssett).

- **New Chair/Mayor to sign the Declaration of Acceptance of Office**

Cllr Brookes-Hocking duly signed the Declaration of Acceptance of Office.

# **Election of Deputy Chair/Deputy Mayor for 2023/24:**

- **Chair/Mayor will seek nominations and elect the Deputy Chair/Deputy Mayor for the ensuing year**  
Whilst three nominations had been received, Cllr Harris had stated to the Town Clerk that she would withdraw her nomination should there be other councillors wishing to take on the role of Deputy Chair/Mayor.  
It was resolved that Cllrs Huxtable and Cochran undertake the role of Deputy Mayor and Deputy Chair, with Cllr Huxtable taking the role for the first six months. It was noted that a
- **New Deputy Chair/Deputy Mayor to sign the Declaration of Acceptance of Office**  
Cllr Huxtable duly signed the Declaration of Acceptance of Office.

## **2305/003**

### **Apologies:**

- **To receive and accept Town Councillor apologies**  
It was **resolved** to approve the apologies of Cllr Harris. (Proposed by Cllr Downes).

## **2305/004**

### **Declarations of Interest and Requests for Dispensations:**

- **To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**  
Cllrs Cairney, Downes, F Letch and N Letch declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.  
Cllr Huxtable declared an interest in item 14 as an employee of Zurich.
- **To consider any dispensation requests**  
There were no dispensation requests.

## **2305/005**

### **Order of Business:**

There were no changes to the order of business.

## **2305/006**

### **Chair's and Clerk's Announcements:**

Cllr Brookes-Hocking thanked all who contributed to events in Crediton over the Coronation Weekend. She thanked the groups, organisations and attendees of the Big Sunday Lunch in the Town Square. She also thanked everyone who volunteered on the Monday Big Help Out, it was great that people got involved and she hoped that some may like to continue such great work.

The Town Clerk made the following statement:

*'In reference to the emails received today regarding the work undertaken as part of the King's Coronation Big Help Out, a huge amount of work took place both by organisations and individuals. As Town Clerk, it is wonderful to see the community coming together. However, as the Proper Officer of the Town Council, it is my responsibility to ensure it acts within its policies and procedures and any requests for council support will be considered within*

*its framework'.*

- 2305/007 Town Council Minutes:**
- **To approve and sign the minutes of the meeting held on Tuesday 02 March 2023, as a correct record** (minutes had been issued with the agenda)  
It was **noted** that the minutes would be approved by the council at the next meeting.
- 2305/008 Town Council Committees and Sub-Committees:**
- **To review and adopt the Committee Terms of Reference** (document had been issued with the agenda)  
It was **resolved** to adopt the Committee Terms of Reference. (Proposed by Cllr F Letch).
  - **To consider and approve nominations for the following committees:**
    - Planning and Town Strategy (8 members)**  
It was **resolved** to appoint Cllrs Perriman, Huxtable, Fawssett, Cairney, Harris, Brookes-Hocking, Cochran and N Letch to serve on the Planning and Town Strategy Committee. (Proposed by Cllr Fawssett).
    - Council Affairs and Finance (8 members)**  
It was **resolved** to appoint Cllrs F Letch, Backhouse, Huxtable, Cairney, Harris, Cochran, Fawssett and Brookes-Hocking to serve on the Council Affairs and Finance Committee. (Proposed by Cllr Cochran).
    - Community and Environment Committee (8 members)**  
It was **resolved** to appoint Cllrs Perriman, Stone, Harris, Cochran, Fawssett, Brookes-Hocking, Downes and N Letch to serve on the Community and Environment Committee. (Proposed by Cllr Fawssett).
    - Climate Emergency Committee (6 members)**  
It was **resolved** to appoint Cllrs Perriman, Cochran, Fawssett and Brookes-Hocking to serve on the Climate Emergency Committee. (Proposed by Cllr Cochran).
  - **Emergency Committee (4 members)**  
It was **noted** that this committee would be made up of the Chair/Mayor, Deputy Chair/Mayor and Chair of the relevant committee.
  - **To consider and approve the nominations for the following sub-committees:**
    - **Christmas in Crediton (4 members)**  
It was **resolved** to appoint Cllrs Brookes-Hocking, Huxtable and Cairney to serve on the Christmas in Crediton Sub-Committee. (Proposed by Cllr Cochran).
    - **Grants (5 members)**  
It was **resolved** to appoint Cllrs Brookes-Hocking, Huxtable, Harris, Fawssett and Cairney to serve on the Grants Sub-Committee. (Proposed by Cllr Cochran).
    - **Parish Paths (4 members)**  
It was **resolved** to appoint Cllrs Brookes-Hocking, Fawssett, Downes and Stone to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Cochran).

2305/009

**Representatives on Outside Bodies:**

- **To consider and approve nominations for the following representatives on Outside Bodies:**  
**Hayward's Educational Foundation (1 member)**  
 It was **resolved** to appoint Cllr Cairney. (Proposed by Cllr F Letch).  
**Crediton United Charities (2 members)**  
 It was **resolved** to appoint Cllr Harris and Hannah Zorlu. (Proposed by Cllr F Letch).
- **Devon Association of Local Councils (& Larger Councils Sub Committee) (1 member)**  
 It was **resolved** to appoint Cllr Brookes-Hocking. (Proposed by Cllr F Letch).
- **Crediton Twinning Association (2 members)**  
 It was **resolved** to appoint Cllr F Letch. (Proposed by Cllr Brookes-Hocking). It was **noted** that the Twinning Committee have stated that the council may elect only one representative.
- **Boniface Link Association (1 member)**  
 It was **resolved** to appoint Cllr Harris. (Proposed by Cllr Cairney).

*Cllr F Letch left the meeting at 19.31*

- **Mid Devon Community Safety Partnership (1 member)**  
 It was **resolved** to appoint Cllr Huxtable. (Proposed by Cllr Brookes-Hocking).
- **Friends of Crediton Station (2 members)**  
 It was **resolved** to appoint Cllr Perriman. (Proposed by Cllr N Letch).
- **Sustainable Crediton (1 member)**  
 It was **resolved** to appoint Cllrs Backhouse and Stone, subject to agreement from Sustainable Crediton. (Proposed by Cllr Cochran).
- **AQMA Steering Group (1 member)**  
 It was **noted** that the AQMA Steering Group no longer exists.
- **Boniface Trail Association (1 member)**  
 It was **resolved** to appoint Cllr Fawcett. (Proposed by Cllr Huxtable).
- **Crediton Chamber of Commerce (1 member)**  
 It was **resolved** to appoint Cllr Cochran. (Proposed by Cllr Brookes-Hocking).
- **Okehampton Rail Forum (1 member)**  
 It was **resolved** to appoint Cllr Perriman. (Proposed by Cllr Brookes-Hocking).
- **League of Friends of Crediton Hospital (1 member)**  
 It was **resolved** to appoint Cllr N Letch. (Proposed by Cllr Brookes-Hocking).
- **Age Concern Trustee (1 member)**  
 It was **resolved** to appoint Cllr Cairney. (Proposed by Cllr Brookes-Hocking).

2305/010

**Standing Orders:**

- **To review and adopt the Standing Orders**  
 It was **resolved** to approve the Standing Orders. (Proposed by Cllr Huxtable).

- 2305/011 Financial Regulations:**
- **To review and adopt the Financial Regulations**  
It was **agreed** to review and adopt the Financial Regulations at the July meeting, subject to review by the Council Affairs and Finance Committee. (Proposed by Cllr Huxtable).
- 2305/012 Risk Register:**
- **To review and approve the Risk Register**  
It was **resolved** to approve the Risk Register. (Proposed by Cllr Cochran).
- 2305/013 Insurance 2023/24:**
- **To review and approve the council's insurance requirements**  
It was **resolved** to approve the requirements. (Proposed by Cllr Brookes-Hocking).
  - **To review the quotations received and approve a provider**  
It was resolved to approve the quotation received from Zurich. (Proposed by Cllr N Letch).  
*Cllr Huxtable did not participate in the debate or vote.*
- 2305/014 Asset Register:**
- **To review and approve the asset register**  
A query was raised regarding youth work supplies. It was **agreed** that the Town Clerk would clarify and the asset register would be reviewed at the July meeting.
- 2305/015 2022/23 Accounts:**
- **To receive and note the contents and recommendations within the internal audit report from the Council's Internal Auditor for the financial year 2022/23** (report will be issued with the agenda)  
The report was **noted**, highlighting that there was an outstanding query relating to pensions which the Town Clerk was investigating. (Proposed by Cllr Brookes-Hocking).
  - **To receive and approve the Council's accounts for the financial year 2022/23** (document will be issued with the agenda)  
It was **resolved** to approve the accounts for the financial year 2022/23. (Proposed by Cllr Cochran).
  - **To consider, approve and sign the Annual Governance Statement 2022/23 (Section One of the Annual Return 2022/23)** (Copy of the annual return will be issued with the agenda)  
It was **resolved** to approve and sign the Annual Governance Statement for the financial year 2022/23. (Proposed by Cllr Cochran).
  - **To consider, approve and sign the Annual Accounting Statements 2022/23 (Section Two of the Annual Return 2022/23)** (Copy of the annual return had been issued with the agenda)  
It was **resolved** to approve and sign the Annual Accounting Statements for the financial year 2022/23. (Proposed by Cllr Cochran).



- 2305/016 General Power of Competence:**
- To resolve that Crediton Town Council confirms that, in accordance with the Localism Act 2011, it hereby considers itself an 'eligible council' to exercise the General Power of Competence having met the following criteria:
    - At the time of this resolution two thirds of the members of the Council have stood for election
    - The Town Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012
- It was **resolved** that Crediton Town Council holds the General Power of Competence (Proposed by Cllr Cochran).
- 2305/017 Councillor Training:**
- To note that new and returning member training has been arranged for Thursday 21 September 2023
- The date of the member training was **noted**.
- 2305/018 Allocated S106 funds:**
- To note and discuss the email from Mid Devon District Council regarding the use of allocated funds to resurface the older children's park and zip wire (copy of email had been issued with the agenda)
- The Town Clerk read the following email received from the MDDC S106 Officer:
- Crediton Town Council have approached Mid Devon District Council about the spending of circa £230K of open space s106 funding at Newcombes Meadow on a community hub facility at the entrance to Newcombes Meadow. Mid Devon District Council have advised that funding would NOT be released for such a community project because it is not compliant with the terms of the legal agreement. The funding was secured via a planning obligation in accordance with the Council's policies on providing open space facilities through development.*
- There was a legal obligation on the developer to pay a contribution towards "provision of play and associated facilities at Newcombes Meadow, Crediton" which has been fulfilled.*
- Furthermore there is a legal obligation (in four parts) on the Council (MDDC) firstly, to ensure that the contribution is spent or committed for spend by the Council (MDDC) within 10 years from the date it was paid towards the purpose for which it was paid (otherwise there is an obligation on the Council to refund the relevant financial contribution together with all interest accrued thereon), and secondly (Schedule 2, part 1; paragraph 4), To ensure any financial contribution paid to the Council (pursuant to this deed) is used solely towards funding the use or works for which it was paid.*
- MDDC has confirmed that whilst it will consider applications from relevant third parties to spend the s106 funding, it will only support applications that are in strict accordance with the terms of the legal agreement and those*



*policies pertaining to the provision of open space, under which the contribution was secured. An application for a community hub is not considered to be a valid open space project and therefore would not be supported as to do so would render the Council (MDDC) in breach of its legal obligation and at risk of having to repay any sum not spent in accordance with the terms of the legal agreement, together with interest accrued.*

Cllr Downes stated that the way S106 agreements are made and spent is unclear. There is an intention from MDDC councillors that allocations will be made clearer and will include meetings with town and parish councils. There is also an intention to simplify understanding of where the funds come from and how it can be used. At the moment, there is no monitoring and reporting process for both MDDC and town and parish councils.

*Standing orders were suspended*

A member of the public asked a question about S106 funds at Copplestone and the way in which contract negotiation takes place at MDDC.

A member of the public asked about control of S106 funds and how Crediton Town Council could support the 'Ark in the Park' which requires a large budget. They asked if S106 could be used for grant funding leverage to obtain additional funding.

*Standing Orders were reinstated*

It was **noted** that the £234,000 allocation had already shrunk by other projects being funded by the district council, including new benches and play area resurfacing.

Cllr Downes explained that the S106 funds were not available as a vehicle for match-funding.

Cllr Huxtable requested that the Town Clerk ask MDDC if the developer to contact the developer to change the remit of the funds.

**2305/019 Date of next meeting: Tuesday 18 July 2023 at 19.00**

The date of the next meeting was **noted**. The meeting was closed at 20.33.

Signed .....

Dated.....



**Christmas in Crediton Sub-Committee Minutes**  
**Tuesday, 07 February 2023 at 10.30 at The Bungalow, 8 North Street, Crediton**

**Present:** Cllr Brookes-Hocking, Cllr Ross, Paul Fallon, Jack Robson and Emma Anderson (Assistant Clerk)

**Absent:** Cllr Cairney

**20. To receive and accept apologies**

It was **resolved** to receive and accept apologies from Alan Quick. (Proposed by Cllr Brookes-Hocking)

**21. Declarations of Interest – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

None declared

**22. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton Sub-Committee Meeting held on 15 November 2022**

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 15 November 2022 (Proposed by Cllr Ross)

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

This was noted.

**24. To review Christmas in Crediton 2022**

Feedback regarding the event and lighting was positive, everyone felt there was a great atmosphere and the lanterns in the parade created the desired effect. Comments were received from the primary schools about the amount of time between the school choir performance and the parade being too long, with little on the square for children to do.

Paul reported that the Rotary Club had received negative comments regarding the condition of the trees along high street.

It was agreed for Cllr Ross to make contact with the Chamber of Commerce with an aim to get feedback from the high street traders regarding the lighting scheme and event generally.

**ACTION: Committee members to bring forward ideas that would appeal to families/young children at the next meeting**

**ACTION: Cllr Ross to contact Crediton Chamber of Commerce**

**25. To receive an update on the finances of Christmas in Crediton 2022 and the budget going forward for 2023**

A copy of the budget sheet for 2022 was circulated to members. The Assistant Clerk advised the budget for 2023/24 is set at £21,500.

**26. To discuss the plans and agree the date for the 2023 event**

It was **AGREED** that the event will take place on Saturday, 25 November 2023. Members discussed the continued phasing out of the Christmas trees and introduction of new lighting on the high street. Cllr Brookes-Hocking suggested inviting the Youth Club to have a stall at the event where they could sell homemade baked goods (cupcakes etc.) to offer a sweet option as well as low cost items.

**ACTION: Assistant Clerk to invite Jo & Ian to the next meeting to discuss lighting ideas for 2023**

**ACTION: Assistant Clerk to speak to Cath about Youth Club having a stall at the 2023 event**

**27. To note the date of the next meeting – 07 March at 10.30**

The date of the next meeting was noted. The meeting closed at 11.40

Signed .....

Date:..... (Chairman)



**Minutes of Credon Town Council's Council Affairs and Finance Committee held on Tuesday 25 April 2023 at 18.00, at Old Landscore School, Greenway, Credon.**

**Present:** Cllrs J Harris, G Cochran, F Letch, S Huxtable, G Fawssett and J Cairney

**Apologies:** Cllr E Brookes-Hocking

**In Attendance:** Rachel Avery, Town Clerk

**152. Public Question Time**

There were no members of the public present.

**153. To receive and accept apologies**

It was **resolved** to accept the apologies of Cllr Brookes-Hocking. (Proposed by Cllr Fawssett).

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

This was **noted**.

**155. Declarations of Interest**

Cllrs Cairney and F Letch declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**156. Order of Business**

There were no changes.

**157. Chairman's and Clerk's Announcements**

It was **noted** that the quotes from Rialtas had not been received, therefore item 10 would not be discussed.

**158. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 11 April 2023, as a correct record**

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 11 April 2023. (Proposed by Cllr Huxtable).

**159. To consider and approve the grant application received from Credon Area History and Museum Society (application had been issued with the agenda)**

It was **resolved** to approve the grant application. (Proposed by Cllr F Letch).

**160. To receive the Meeting Management Software Report and to approve the recommendation therein (report to be issued with the agenda)**

It was **resolved** to approve the recommendation that Full Council consider the quote from Cloudy IT. (Proposed by Cllr Huxtable).

**161. To receive the Rialtas Finance Package Report and to approve the recommendation therein (report to be issued with the agenda)**

It was **noted** that this item would be considered by Full Council.

**162. To receive the Councillor Device Report and to approve the recommendation therein (report had been issued with the agenda)**

Consideration was given to the report, including environmental and data protection issues. It was **resolved** to approve Quote B for recommendation to Full Council. (Proposed by Cllr Cochran, Cllr Fawcett voted against).

**163. To receive the Gazebo Rental Report and to approve the recommendation therein (report had been issued with the agenda)**

It was **resolved** to approve that the responsibility of the gazebos would be taken from the Town Team, and a hire charge of £20 per gazebo would be implemented, and any damage during use would be chargeable to the hirer. (Proposed by Cllr Cochran).

**164. To agree the date of the next meeting – Tuesday 23 May 2023 at 19.00**

The date of the next meeting was **noted**. The meeting was closed at 18.47.

**PART TWO**

**165. It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**

It was **resolved** to move to Part Two. (Proposed by Cllr Harris).

**166. To Recruitment of Projects and Events Officer:**

- **To approve the recruitment pack** (document had been issued with the agenda)

It was **resolved** to approve the recruitment pack. (Proposed by Cllr Huxtable).

- **To approve the advert** (document had been issued with the agenda)

It was **resolved** to approve the advert. (Proposed by Cllr Huxtable)

- **To approve the shortlisting criteria** (document had been issued with the agenda)

It was **resolved** to approve the shortlisting criteria. (Proposed by Cllr Huxtable)

- **To agree a timescale for appointment**

It was resolved to approve the following timescale (Proposed by Cllr Huxtable):

-Closing date: Friday 19 May 2023

-Shortlisting: Tuesday 23 May 2023

-Interviews: From w/c Monday 29 May 2023.

**167. To approve the Deputy Town Clerk's contract**

It was **resolved** to approve the contract. (Proposed by Cllr F Letch).

Signed .....Chairman

Dated.....



## Minutes of Credition Town Council's Community & Environment Committee Meeting held on Tuesday 25 April 2023, at 19.00 at Old Landscore School, Greenway, Credition.

**Present:** Cllrs J Harris, G Cochran, M Szabo, D Ross and N Letch

**In Attendance:** Emma Anderson, Deputy Clerk  
Penni Tearle, Chairman of the Boniface Allotment Association

**Absent:** Cllr S Chenore

### 157 Public Question Time

No members of the public present.

### 158 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking (Proposed by Cllr Harris)

### 159 Declarations of Interest

None.

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

This was **noted**.

### 161 Order of Business

There were no changes.

### 162 Chair and Clerk's Announcements

None.

### 163 Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Community & Environment Committee meeting held on 28 February 2023

It was **resolved** to approve and sign the minutes. (Proposed by Cllr Cochran)

### 164 Allotments:

- **To receive the report and consider the recommendations therein to improve the top path at Exhibition Road allotments**

It was **resolved** to approve the recommendation within the report to monitor the path and reassess if the condition worsens or concerns are raised. (Proposed by Cllr Harris)

- **To receive the report and consider the recommendations therein for the installation of water troughs at the Exhibition Road allotments**

It was **resolved** to approve the recommendation within the report and make a virement of £497.63 from the Barnfield water maintenance budget to the Exhibition Road water maintenance budget. (Proposed by Cllr Cochran)

- **To consider the following issues and agree a course of action – Vacant plots, Non-Cultivation Notices and Notices to Quit**  
7 non-cultivation notices have been sent since the last meeting.
- **To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions**  
Cllr N Letch raised a concern regarding the vegetation at the bottom of Barnfield allotment site growing into a residential garden. Penni Tearle agreed to look at this and report back.

*Penni Tearle left the meeting at 19.12*

- 165 To receive the report and consider the recommendations therein to relocate the bench situated on the footpath linking the High Street to Brays Close, following reports of antisocial behaviour.**  
Members agreed the bench is vital to those using the steps and needing a resting point. It was **resolved** to send a request to MDDC for a bin to be sited here to try and reduce the amount of litter. It was also agreed to contact the police and express the town council's concerns regarding the antisocial behaviour in this area.
- 166 To receive an update on the toilet door at Newcombes Meadow toilet block following the recent vandalism and agree any actions**  
The door has been replaced with the cost being covered by the council's insurance.
- 167 To receive an update on the installation of litter bins on the paths linking Downeshead Lane and Tarka View and agree any actions**  
The Deputy Clerk provided an update:
- Location 1 – MDDC have advised that there is no vehicle access for the bin to be emptied. The lane is too narrow and the other side of the lane is now private land.
  - Location 2 (End of Downes Close) has been approved by MDDC. The bin will have to be mounted on a slab as there is no hard standing for the bin to be fixed to. This does increase the chance of vandalism and makes it easier for residents to move the bin around. Cost: £416.00 per annum to empty weekly.
  - Location 3 (Entrance to Tarka View) has been approved by MDDC. This will be installed once the path is complete and adopted. Cost: £260.00 per annum to empty weekly.

Members of the committee **noted** the update. It was **agreed** to look at alternative locations in the vicinity of Downeshead Lane and go back to MDDC with another option.

- 168 To note concerns raised by a local resident regarding a bench installed behind Alexander Court**  
The Deputy Clerk explained that a bench had been installed on the new footpath at Tarka View which overlooked the flats at Alexander Court. Cllr Huxtable obtained images showing the bench had been poorly installed and confirmed the flats are very overlooked. The Administrative Officer has contacted Downes Estate and they have confirmed they would consider moving it to a new location.

It was **resolved** to ask Downes Estate to move the bench to a location that does not overlook the residential properties. (Proposed by Cllr Harris)



**169 To note concerns raised regarding the retaining wall at Howards Court**

Item requested by Cllr N Letch. Photos of the wall had been circulated to members. As the wall is the responsibility of MDDC, it was **resolved** to contact MDDC and request that the wall be assessed by a qualified surveyor. (Proposed by Cllr Harris)

**170 To discuss the arrangements for the 2023 Britain In Bloom Pennant Award and It's Your Neighbourhood Competition**

This year, it is anticipated that three groups have entered the IYN competition online. The town has not entered the Pennant Award for 2023, instead the focus will be on effectively delivering the planting schemes under a new regime and preparing ourselves to enter in 2024.

**171 To receive an update on open spaces including the following:**

- **Trees in Peoples Park**

Liquidambar, Viburnum and Sycamores have all been planted.

**172 To note the date of the next meeting – 30 May 2023**

The date of the next meeting was **noted**. The meeting was closed at 19.33

Signed .....

Chairman

Dated.....



**Christmas in Crediton Sub-Committee Minutes**  
**Tuesday, 02 May 2023 at 10.30 at The Bungalow, 8 North Street, Crediton**

**Present:** Cllr Brookes-Hocking, Cllr Ross, Paul Fallon, Alan Quick and Emma Anderson (Deputy Clerk)

**Absent:** Cllr Cairney and Jack Robson

**28. To receive and accept apologies**  
None

**29. Declarations of Interest – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**  
None declared

**30. Christmas in Crediton Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton Sub-Committee Meeting held on 7 February 2023**  
It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 7 February 2023 (Proposed by Cllr Ross)

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

**32. To receive an update on the action points from the previous meeting**  
**ACTION: Committee members to bring forward ideas that would appeal to families/young children at the next meeting**

COMPLETE. Members discussed possible ideas including the following:

- Choir competition - including primary schools from surrounding villages. Each school sings one song and then they join for a group song to finish.
- Christmas-themed hunt on Town Square – finding hidden numbers/Christmas characters before switch-on. Winner could be drawn from a hat and switch on lights.

**ACTION: Paul to approach primary schools outside of town with the idea of a choir competition**

**ACTION: Deputy Clerk to draft an idea for a Christmas hunt for families/young children to take part in between entertainment**

**ACTION: Deputy Clerk to contact nurseries and primary schools for further feedback regarding last year's event and ideas for families/young children**

**ACTION: Deputy Clerk to contact Charlotte Turner to discuss developing the lantern procession this year**

**ACTION: Cllr Ross to contact Crediton Chamber of Commerce**

COMPLETE. Chamber of Commerce do not appear to be actively meeting.

**ACTION: Assistant Clerk to invite Jo & Ian to the next meeting to discuss lighting ideas for 2023**

COMPLETE. Town Clerk and Projects Officer met with Jo and Ian to discuss lighting for 2023.

**ACTION: Assistant Clerk to speak to Cath about Youth Club having a stall at the 2023 event**

ONGOING. Due to be discussed with young people to find out if they would be interested in taking part.

**ACTION: Deputy Clerk to follow up on discussions with Youth Club**

**33. To discuss the lighting infrastructure and agree any actions**

Deputy Clerk reported back on the meeting with Jo and Ian, which included the following:

- Star illuminations will be repaired with existing rope lighting
- 1 new sphere is required for St Lawrence Green
- Quotations are being obtained for new lighting in the high street brackets, to replace the trees that are not fit for purpose

**ACTION: Quotes to be obtained for 1 x illuminated sphere for St Lawrence Green**

**ACTION: Quotes to be obtained for new lighting to add to the brackets on the High Street**

Members discussed the idea of projecting moving Christmas graphics on the Three Little Pigs before Father Christmas appears.

**ACTION: Deputy Clerk to discuss using light projections with Jo and Ian.**

Paul queried hanging rope lighting on the Union Terrace railings.

**ACTION: Deputy Clerk to establish ownership of the Union Terrace railings.**

**34. To consider and agree a consultation questionnaire for the 2023 event**

The questionnaire was approved for circulation.

**ACTION: Deputy Clerk to publish questionnaire w/c 15 May 2023**

**35. To discuss the reimplementation of charging the High Street businesses for a lighting decoration**

Members agreed not to charge high street businesses for a lighting decoration due to the current economic climate and the practicality of only issuing a decoration to those who have paid. Members considered promoting the opportunity for local businesses to sponsor the event in return for varying levels of publicity i.e. social media acknowledgement or logos on the marketing materials.

**ACTION: Deputy Clerk to devise a sponsorship leaflet for the next meeting.**

**ACTION: Traders list to be obtained for Lords Meadow industrial estate.**

**36. To discuss the decoration options for the tree at East Street/Charlotte Street junction and agree any actions**

It was agreed to investigate uplighting the tree from the ground (preferably solar-powered lights) as well as using Christmas projector lights.

**ACTION: Obtain quotations for solar-powered uplighting for the tree at East Street and projector lights.**

**37. To note the date of the next meeting – 06 June at 10.30**

The date of the next meeting was noted. The meeting closed at 11.40

Signed .....

Date:..... (Chairman)



## Minutes of Credition Town Council's Planning & Town Strategy Committee held on Tuesday 02 May 2023 at 19.00 at Old Landscore School, Greenway, Credition

**Present:** Cllrs E Brookes-Hocking, J Harris, J Downes, S Huxtable, D Ross and N Letch

**Apologies:** Cllr Cairney

**In Attendance:** Emily Armitage, Administrative Officer  
4 members of public

**165. To receive and accept apologies**

The meeting was opened at 19.00.

It was **resolved** to receive and accept apologies from Cllr Cairney. (Proposed by Cllr Downes)

**166. Declarations of Interest**

Cllr Downes declared that as members of both the Credition Town Council Planning and Town Strategy Committee and Mid Devon District Council (MDDC) Planning Committee, they reserve the right to change the way in which they vote in relation to any planning application on the basis that further information may become available. Furthermore, they will not declare to Credition Town Council what any future voting intention will be when the matter is considered by Mid Devon District Council.

**167. Public Question Time**

Members of public were present to discuss item 10 'To note an email received from a member of public regarding Credition skatepark and agree any action' The following comments were made:

- Surface of skate park is gravelly which restricts movement
- Injury can occur when falling on gravel
- Location is not suitable for younger users and not family friendly
- Skating has a positive impact on health which is important
- Neighbouring towns have better skateparks than Credition
- Is there funding available for it to be moved to a more suitable location.

Cllr N Letch commented that she had raised this with MDDC previously, however nothing has been done. Members of public suggested Newcombes Meadow as an alternative. Cllr Brookes-Hocking commented that the park has unlit areas and some anti-social behaviour, which could be an issue and nearby residents might have an opinion. It was **resolved** to investigate Section 106 money being used to fund a new skatepark and for a working group to be set up to discuss a suitable location involving MDDC. (Proposed by Cllr Downes)

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

This was **noted**.

## 169. Order of Business

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Cllr Brookes-Hocking proposed to change the order of business:

- To discuss item 10 during public question time
- To discuss item 11 during public question time.

Members of Moto-Velo were present to discuss item 11 'To note concerns raised by a member of public regarding various issues about organised events at Moto-Velo, Union Road'.

*Cllr Downes declared a personal interest as he is a user of Moto-Velo.*

The Administrative Officer advised that a local resident had visited the office to complain of incidents of excessive noise caused by large gatherings of motorbikes mainly during the week and that it was having a negative impact on his life. They were also concerned generally about pollution, amenity, and accessibility issues caused by motorbikes, which could potentially escalate over the summer.

The following comments were made:

- Social evening is Thursdays only
- Busiest time from 18.30 to 21.30
- Maximum of 30 bikes might be present
- Further parking space obtained reducing accessibility issues
- Would be happy to engage with local residents

Cllr Downes commented that the restoration of the building has improved the street scene and is a benefit to the town. It was agreed for the Administrative Officer to contact the resident to advise them of the response.

## 170. Chairman's and Clerk's Announcements

None.

## 171. Town Strategy Committee Minutes – To approve and sign the minutes of the Planning & Town Strategy Committee Meeting held on 04 April 2023, as a correct record

It was **resolved** to approve and sign the minutes of the meeting held on 04 April 2023.  
(Proposed by Cllr Harris)

## 172. Mid Devon District Council - Planning Applications [MDDC Planning Public Access Portal](#) Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Ref: 23/00326/FULL

Proposal: Erection of replacement clubhouse with additional changing and toilet facilities following demolition of existing buildings

Location: Crediton United AFC, Commercial Road, Lords Meadow Industrial Estate

It was **resolved** to recommend no objection. (Proposed by Cllr Harris)

Ref: 23/00501/HOUSE

Proposal: Installation of 6 solar PV panels on garage roof

It was **resolved** to recommend no objection. (Proposed by Cllr Harris)

Ref: 23/00599/LBC

Proposal: Listed Building Consent for removal of part of ground floor external wall, erection of single storey extension to form new kitchen and utility, alterations to master bedroom to form new shower room and new floor alteration to ensure structural stability  
Location: 9 Park Street, Crediton, Devon

It was **resolved** to recommend objection due to materials not being suitable and no advice received from the Conservation Officer or discussion with MDDC. (Proposed by Cllr Brookes-Hocking)

Ref: 23/00481/HOUSE

Proposal: Erection of single storey extension  
Location: St Marys, Barnfield, Crediton

It was **resolved** to recommend no objection. (Proposed by Cllr Harris)

Ref: 23/00626/HOUSE

Proposal: Conversion of garage to dining/utility rooms  
Location: 16 Glen Creedy Court, Crediton, Devon

It was **resolved** to recommend no objection, however there would be a loss of carparking space. (Proposed by Cllr Harris)

Ref: 23/00643/CAT

Proposal: Notification of intention to fell 6 Leylandii within the Conservation Area  
Location: 3 Manor House, Parliament Street, Crediton

It was **resolved** to recommend objection as the removal of trees goes against Neighbourhood Plan policies to retain tree canopy within town. Cllr Brookes-Hocking commented that there is no mechanism to force applicants to replant a suitable alternative. Cllr Downes expressed concern regarding increasing applications for tree felling. (Proposed by Cllr Downes)

Ref: 23/00652/CAT

Proposal: Notification of intention to reduce crown of 2 Lime trees by 50% and pollard 1 Lime tree within a Conservation Area  
Location: Holy Cross Church, East Street, Crediton/CAT

It was **resolved** to recommend no objection provided the tree officer considers it reasonable. (Proposed by Harris)

**173. Mid Devon District Council - Planning Decisions**

**Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:**

Ref: 23/00331/TPO

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Proposal: Application to lift the crowns of 7 Red Cedar trees to approximately 10-12m above ground level, and reduce the branches back from the property by 3-4m, protected by Tree Preservation Order 99/00007/TPO

Location: Woodland at NGR 282821 100674 Alexandra Road, Crediton, Devon

Ref: 23/00447/CAT

Proposal: Notification of intention to remove one Cherry tree within a Conservation Area

Location: Haywards County Primary School, East Street, Crediton, Devon

Ref: 23/00374/CAT

Proposal: Notification of intention to fell 1 Apple, 2 Hazel and 3 Sycamore trees within a Conservation Area

Location: Orchard House, Brays Close, Crediton Devon

Ref: 23/00282/HOUSE

Proposal: Erection of an office/study building

Location: West Park, Alexandra Road, Crediton, Devon

Ref: 23/00428/PNHH

Proposal: Prior Notification for the erection of an extension, extending 5.30m to the rear, maximum height of 3.90m and eaves height of 2.50m

Location: Cresthaven, Buller Road, Crediton, Devon

To note the following application has been WITHDRAWN:

This was **noted**.

Ref: 23/00273/FULL

Proposal: Erection of children's home with associated amenity and parking

Location: Development Site at NGR 283549 100518, Newcombes, Crediton

- 174. To note an email received from a member of public regarding Crediton skatepark and agree any action.** Further information had been issued with the agenda.  
This item was discussed in public question time.
- 175. To note concerns raised by a member of public regarding various issues about organised events at Moto-Velo, Union Road**  
This item was discussed in public question time.
- 176. To note an email received from a member of public regarding traffic concerns at Jockey Hill and to agree any action.** Further information had been issued with the agenda.  
Cllr Brookes-Hocking commented that bollards would probably not stop any damage occurring should this happen again but might reduce impact. Cllr N Letch suggested a flashing light be installed at the bottom of Jockey Hill to warn motorist going over 30mph. It was **resolved** to contact Michelle Woodgate from DCC to make this recommendation. (Proposed by Cllr Brookes-Hocking)



177. **To review the Anti-Social Behaviour Policy and Procedures Consultation from MDDC and to agree any comments.** Further information had been issued with the agenda.  
This was **noted**.
178. **To note the Air Quality SPD Adoption Statement from MDDC.** Further information had been issued with the agenda.  
This was **noted**.
179. **To receive an update on the removal of benches at Newcombes Meadow and to agree any further action.** The Administrative Officer advised that MDDC purchase benches in a bulk order of 25. Cllr Brookes-Hocking commented that the park belongs to the people of Crediton but is the responsibility of MDDC to replace them. It was not the concern of the town council if a minimum order is stipulated. It was **resolved** for the Administrative Officer to contact MDDC to request the two benches that were removed, be replaced. (Proposed by Cllr Brookes-Hocking)
180. **To note the date of the next meeting – Tuesday 06 June 2023 at 19.00**  
The date of the next meeting was **noted**. The meeting was closed at 19.50.

Signed.....  
(Chairman)

Date:.....



**Minutes of Credition Town Council's Council Affairs and Finance Committee held on  
Tuesday 23 May 2023 at 19.00, at Old Landscore School, Greenway, Credition**

**Present:** Cllrs E Brookes-Hocking, J Cairney, F Letch, G Fawssett, S Huxtable, R Backhouse and J Harris

**Apologies:** Cllr G Cochran

**In Attendance:** Rachel Avery - Town Clerk  
One member of the public

**1. Election of Chair for 2023/24**

It was **resolved** to elect Cllr Huxtable as Chair. (Proposed by Cllr F Letch).

**2. Election of Deputy Chair for 2023/24**

It was **resolved** to elect Cllr Fawssett as Deputy Chair. (Proposed by Cllr F Letch).

**3. Public Question Time**

A member of the public asked the town council to consider and approve the concept of an 'Ark in the Park' with Cllr Fawssett leading the project, and to allocate a £3000 budget. The Town Clerk advised that Full Council will be required to consider this request, and that Cllr Fawssett had agreed to provide a report for the July meeting.

**4. Apologies:**

- **To receive and accept Town Councillor apologies**

It was **resolved** to approve the apologies of Cllr Cochran. (Proposed by Cllr F Letch).

**5. Declarations of Interest and Requests for Dispensations:**

Cllr F Letch and Cairney

**6. Order of Business:**

There were no changes to the order of business.

**7. Chair's and Clerk's Announcements:**

There were no announcements.

**8. Town Council Minutes:**

- **To approve and sign the minutes of the meeting held on Tuesday 25 April 2023, as a correct record**

It was **resolved** to approve the minutes. (Proposed by Cllr F Letch).

**9. Youth Service:**

- **To receive a verbal report from Cath Kelly (Lead Youth Worker) regarding the**

### current youth service

The verbal report forms part of minutes as appendix A.

The following comments were made:

- Resentment regarding town council youth work delivery is due to the service being the responsibility of DCC and funding cuts means communities miss out. It was suggested that Mel Stride MP be contacted, but it was asked whether this issue is discussed with youth service users. It was noted that older service users are engaged and are supported in researching, but the younger service users are supported through the existing curriculum. Open conversations take place without being political.
- Advantage of town council funding the service allows it to find the right way forward for young people, rather than attempting to deal with youth needs with no budget. It is the responsibility of the council and will eventually be a service belonging to the town. A future sustainable funding strategy is particularly important.
- The town council should be delighted that we have this provision, moving forward to build a viable service which will benefit the entire community long term.
- Further funding streams were suggested, including the Rotary Youth Fund, the Lions, Freemasons and DCC Locality Fund.
- That the youth club nurturing and positive environment. It was asked if there was concrete backing from town council, say funding for five years, could additional external funding then be secured? Whilst there are already good case studies for the youth service, it has not been established for long enough. Youth workers are on short term contracts, meaning time and training could be lost. The creation of a Sub-Committee suggests commitment.
- That the use of the word 'ant-social behaviour' is a negative way to describe behaviour that is happening because young people's needs aren't being met.
- The report had generated useful discussion, comment and debate. Thanks were extended to Cath Kelly for such an informative report.
- **To consider the creation of a Crediton Youth Service Development Sub-Committee**  
It was **resolved** to approve the creation of the Crediton Youth Service Development Sub-Committee. (Proposed by Cllr Brookes-Hocking).
- **To approve the terms of reference for the Sub-Committee**  
It was **resolved** to approve the terms of reference. (Proposed by Cllr Brookes-Hocking).
- **To appoint members to the Sub-Committee**  
It was **resolved** to appoint Cllr Brookes-Hocking, Backhouse, Fawssett and F Letch as members of the sub-committee. (Proposed by Cllr Huxtable).

- **To discuss any other matters relating to the report and agree a course of action**  
It was **noted** that funding for the core delivery is particularly important.

#### 10. Policies:

- **To approve the following:**

##### **Youth Work Safeguarding Policy**

It was **resolved** to approve the Youth Work Safeguarding Policy. (Proposed by Cllr Brookes-Hocking).

##### **Youth Work Behaviour Policy**

It was **resolved to** approve the Youth Work Behaviour Policy. (Proposed by Cllr Brookes-Hocking).

##### **Accessibility Statement**

It was **resolved to** approve the Accessibility Statement. (Proposed by Cllr Harris).

##### **DBS Handling Policy**

It was **resolved to** approve the DBS Handling Policy. (Proposed by Cllr Brookes-Hocking).

##### **Protocol for Meeting with Developers**

It was **resolved to** approve the Protocol for Meeting with Developers. (Proposed by Cllr Brookes-Hocking).

##### **Investment Strategy**

It was **resolved to** approve the Investment Strategy. (Proposed by Cllr Harris).

##### **Recruitment of Ex-Offenders Policy**

It was **resolved to** approve the Recruitment of Ex-Offenders Policy. (Proposed by Cllr Harris).

##### **Members Allowance Policy**

It was **noted** that this policy would be considered at the next meeting.

##### **Statement of Internal Control**

It was **resolved to** approve the Statement of Internal Control. (Proposed by Cllr Brookes-Hocking).

##### **Statement on Biodiversity**

It was **resolved to** approve the Statement on Biodiversity. (Proposed by Cllr Harris).

##### **Value for Money Statement**

It was **resolved to** approve the Value for Money Statement. (Proposed by Cllr Harris).

#### 11. Finance (associated papers issued with the agenda):

- **To receive and approve transactions between 01 April 2023 – 30 April 2023**  
It was **resolved** to approve the transactions. (Proposed by Cllr Harris).
- **To receive and approve the bank reconciliation to 30 April 2023**  
It was **resolved** to approve the bank reconciliations. (Proposed by Cllr F Letch).
- **To note bank account balances to 30 April 2023**  
It was **resolved** to note the bank account balances. (Proposed by Cllr Harris).

**12. Office carpets at 8A North Street:**

- **To receive the report regarding the replacement of office carpets following flood damage and to approve a contractor**

It was **resolved** to approve the quote from Contractor B (Market Carpets). (Proposed by Cllr Brookes-Hocking).

**13. Utility Contracts:**

- **To receive the report regarding the Town Council's current utility contracts and to approve any amendments to suppliers detailed within**

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

**14. Reception Door at The Bungalow, 8 North Street:**

- **To receive the report regarding the reception door and to approve the quotation therein**

It was **resolved** to approve the quote, subject to the work being undertaken with six weeks. (Proposed by Cllr F Letch).

**15. Sustainable Crediton Hub:**

- **To receive the report regarding the creation of a Hub at 8 North Street and to approve the recommendations therein**

It was **resolved** to approve the use of 8A North Street as a Sustainable Crediton Hub. (Proposed by Cllr Brookes-Hocking).

**16. Strategic Plan Review:**

- **To consider the creation of a Strategic Plan Review Sub-Committee**

It was **resolved** to approve the creation of a Strategic Plan Review Sub-Committee. (Proposed by Cllr Brookes-Hocking). It was agreed that all members would review the current Strategic Plan, with a view to providing comments to the Town Clerk by Tuesday 06 June.

- **To approve the Terms of Reference for the Strategic Plan Sub-Committee**

It was **resolved** to approve the Terms of Reference for the Strategic Plan Sub-Committee. (Proposed by Cllr Brookes-Hocking)

- **To appoint members to the Sub-Committee**

It was **resolved** to appoint Cllr Brookes-Hocking, Fawssett, Huxtable and Cochran to the Strategic Plan Review Sub-Committee. (Proposed by Cllr F Letch).

**17. Date of next meeting: Tuesday 13 June 2023 at 19.00**

The date of the next meeting was **noted**. The meeting closed at 21.58.

**PART II**

**18. 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**

It was **resolved** to move to Part Two. (Proposed by Cllr Huxtable).

**19. Events and Projects Officer Vacancy:**

- **To receive applications and approve a shortlist**

Applications were considered and a shortlist was approved.

- **To approve the interview format**

**It was resolved that the interview would consist of a presentation and questions, with Cllrs Huxtable, Brookes-Hocking and the Town Clerk making up the interview panel.**

- **To agree dates and times for interviews**

It was **resolved** that the interviewing panel would arrange times, with the intention of the decision being reported to the next meeting of this committee. (Proposed by Cllr Harris).

**20. To receive the report regarding the Council Offices and to consider the recommendations therein**

It was **resolved** to approve the recommendations set out in the report. (Proposed by Cllr Brookes-Hocking).

Signed .....

Dated.....



**Minutes of Credition Town Council's Planning and Town Strategy Committee held on  
Tuesday 06 June 2023 at 19.00, at Old Landscore School, Greenway, Credition**

**Present:** Cllrs E Brookes-Hocking, J Harris, G Cochran, J Cairney, N Letch, S Huxtable and P Perriman

**Apologies:** Cllr Fawssett – personal

**In Attendance:** Emily Armitage – Administrative Officer  
One member of public

**1. Election of Chair for 2023-2024:**

- **To seek nominations and elect the Chair for the ensuing year**

The meeting was opened at 19.00.

It was **resolved** to elect Cllr Brookes-Hocking as Chair. (Proposed by Cllr Harris)

**2. Election of Deputy Chair for 2023-2024:**

- **To elect the Deputy Chair for the ensuing year**

It was **resolved** to elect Cllr Cochran as Deputy Chair. (Proposed by Cllr Cochran)

**3. Public Question Time:**

- **To receive questions from members of the public relevant to the work of the council**

*Will you consider whether you will now decide and/or recommend:*

*A) committing resources to the ongoing daily maintenance and provision of hospitality on the Town Square, and to agree that this would be part of the job description of your incoming Projects & Events Officer?*

Cllr Brookes-Hocking responded:

- The town square is owned by MDDC, Credition Town Council has no resources available for maintaining it. It is unclear if MDDC currently do any maintenance work on the town square, the town council will make contact to enquire. We will need to wait until there is a response to this. The town square is not a project, it is an asset and would not be included in the Projects & Events Officer's job description.

*B) recognising the benefits to residents, visitors and local economy of keeping our High Street and other prominent areas of the town clean and well-swept, and take action to ensure this happens; and, following its success as a community event, institute the High Street Sweep event as an annual deep-clean community Town Council-led initiative?*

-



- Street cleaning is the responsibility of MDDC, and the level of their cleansing has decreased. Any voluntary effort from groups and individuals would be very welcome. The town council do not have capacity to take it on as an annual project.

*C) to recommend that Full Council allocates the sum of £3000 to engage a consultant architect/project consultant to compile a first brief and draw up conceptual drawings for a Newcombes Meadow of sufficient merit to present to the planning authority and to use for community consultation?*

- Newcombes Meadow is the property of MDDC, although planning applications can be made on another person's property, it would potentially be a waste of money and resources if unlikely to be accepted. MDDC are not interested in the plans. The town council is due to hear Cllr Fawssett's proposal at the Full Council meeting in July.

#### 4. Apologies:

- **To receive and accept Town Councillor apologies**

It was **resolved** to accept the apologies of Cllr Fawssett. (Proposed by Cllr Huxtable)

#### 5. Declarations of Interest and Requests for Dispensations:

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

Cllrs Cairney, Cochran and N Letch declared that as members of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

##### **To consider any dispensation requests**

None.

#### 6. 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**

There was no requirement to change the order of business.

#### 7. Chair's and Clerk's Announcements:

- **To receive any announcements which the Chair and Town Clerk may wish to make**

The Administrative Officer advised she had received the following update regarding application: 21/00094/URBAN - Westcountry Distribution Ltd.

- Tenant operating milk deliveries scheduled to vacate premises by end of August.
- Cold storage unit should also be removed simultaneously, but this will be monitored by MDDC.
- No enforcement action to be taken as any notice would have to give a reasonable compliance period, which could potentially generate a right to appeal and prolong matters.

She advised that emails had been sent to members regarding two applications going to MDDC planning committee on 14 June - 23/00326/FULL (Crediton United AFC) and 22/00067/MFUL (Wellparks).

**8. Climate Emergency Commitment:**

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

This was **noted**.

**9. Planning & Town Strategy Committee Minutes**

- **To approve and sign the minutes of the Planning & Town Strategy Committee meeting held on 02 May 2023, as a correct record.**

It was **resolved** to approve the minutes. (Proposed by Cllr Harris)

**10. Section 106 funds:**

- **To receive a presentation from the Town Clerk regarding S106 funds and to discuss and agree any actions arising**  
Presentation attached to these minutes as Appendix One.
- It was noted that a new toilet facility would potentially be close to residential property and that a consultation would be needed regarding security and lighting.
- A full analysis has been requested to MDDC on benches in Newcombes Meadow
- It was noted that the inclusion of one new basket swing was not providing sufficient equipment for older children using the park. The Town Clerk commented that equipment was limited due to cost and space.
- Expiry dates for Section 106 is available on MDDC website.

*Standing Orders were suspended to allow a member of public to speak.*

- A member of public commented that public toilets should be available for users of the library and town square not just Newcombes Meadow.
- The town clerk advised there are toilets on Market Street for users of the town square.

*Standing Orders were reinstated.*

- It was noted that a new toilet block could provide a facility for a water fountain should it be a viable option.

Cllr Cairney wished to thank the town clerk for her work on the presentation.

## 11. Mid Devon District Council - Planning Applications [MDDC Planning Public Access Portal](#)

- **To make comments to Mid Devon District Council, the determining Authority, on the following planning applications:**

Ref: 23/00647/FULL

Proposal: Erection of extension to industrial building and associated works amenity block following demolition of former offices

Location: S W Galvanizers Ltd, Marsh End, Lords Meadow Industrial Estate

It was **resolved** to recommend no objection; however, Cllr Brookes-Hocking advised the removal of the tree is to facilitate industrial development and so will affect green corridors, biodiversity and wildlife. A replacement tree should be planted at another site to compensate for the loss. (Proposed by Cllr Brookes-Hocking)

## 12. Mid Devon District Council - Planning Decisions

- **To note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:**

Reference No: 23/00422/TPO

Proposal: Application to carry out works to 1 Elm, 1 Common Ash, 1 Eucalyptus, 1 Norway Maple, 1 Western Red Cedar, 1 Hazel, 1 Monterey Cypress, 1 Common Beech, 1 Sycamore, 1 Larch, 1 English Yew, 1 Douglas Fir, 1 Monterey Pine, 1 Scots Pine, 1 Elder, 1 Himalayan Birch, 1 Horse Chestnut to give a minimum 5.6m clearance over highway; pruning works to 1 Silver Birch, 1 Sycamore and 1 Monterey Pine to give minimum 2.2m vertical clearances; fell 1 Himalayan Birch; remove snapped, partially attached branches and flattened stem on 1 Monterey Cypress; remove branches and fell a group of Monterey Cypress; remove branches on 1 Red Oak; remove branches on 1 Horse Chestnut; dismantle 1 Monterey Cypress to approximately 4m in height and fell 3 Larch and 4 Spruce trees protected by Tree Preservation Order 99/00007/TPO

Location: Woodland at NGR 282821 100674 (West of Southfield), Alexandra Road, Crediton, Devon

Reference No: 23/00475/CAT

Proposal: Notification of intention to reduce the height of 2 Beech trees by 6m and reduce lateral branches by 2-3m within the Conservation Area

Location: Three Corners, Pounds Hill, Crediton, Devon

Reference No: 23/00458/ADVERT

Proposal: Advertisement Consent for the display 1 illuminated fascia signs, 2 non-illuminated fascia signs, 2 projecting illuminated signs, 1 vinyl, 1 dibond and 3 frosting signs

Location: Tesco Stores Ltd, 36 High Street, Crediton, Devon

Reference No: 23/00501/HOUSE

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Proposal: Installation of 6 solar PV panels on garage roof

Location: Fircroft, George Hill, Crediton, Devon

To note the following application has been WITHDRAWN: **Noted.**

Ref: 23/00599/LBC

Proposal: Listed Building Consent for removal of part of ground floor external wall, erection of single storey extension to form new kitchen and utility, alterations to master bedroom to form new shower room and new floor alteration to ensure structural stability

Location: 9 Park Street, Crediton, Devon

### **13. Highways and Traffic Order Committee:**

- **To consider the Mid Devon HATOC TRO proposal ENV6033 [DPS:NL:DEV001/336:D]**

Cllr Harris commented that DCC need to supply a better plan for clarity.

- Church Street, Crediton – approve.
- St Martins Lane, Crediton – approve, however, Cllr Brookes-Hocking advised the removal of car parking space will increase traffic speed.
- Churchill Drive, Crediton –approve.

Administrative Officer to send comments to HATOC.

### **14. Crediton Masterplan:**

- **To receive an update on the Crediton Masterplan following a meeting held on 25 May**

Cllr Brookes-Hocking and the Town Clerk attended along with stakeholders and some high street traders. No members of MDDC were present.

- A disappointing lack of progression and clarity surrounding its purpose.
- MDDC treating Crediton like other towns and not focusing on specific needs.
- There is no funding attached to the Masterplan, so what will it achieve.
- Facilities need improving that are not owned by the town council.
- Town clerk will feedback concern to MDDC and request another meeting.

Cllr Brookes-Hocking suggested members relook at the plan and how the town council could collaborate with local authorities. It was noted that ownership of facilities will need negotiation after Section 106 money is spent. A discussion around infrastructure and air quality issues would be more useful and for MDDC to talk to the town council directly. Cllr Brookes-Hocking advised the Masterplan is available in the 'Members Area' on Sharepoint.

### **15. Lords Meadow Skatepark:**

- **To receive an update on the skatepark at Lords Meadow and agree any action**

No update.

**16. Traffic concerns at Jockey Hill:**

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- **To receive an update regarding traffic concerns at Jockey Hill and to agree any action**

The Administrative Officer reported that DCC would be assessing the location, after safety concerns were raised by residents and anticipated completion of the assessment by 14 June. Administrative Officer to chase after this date.

**17. Newcombes Meadow:**

- **To receive an update on the removal of benches at Newcombes Meadow and to agree any further action.**

Town Clerk to give an update at a future meeting.

- **To note that MDDC will obtain a quote for a cantilever basket swing to be sited outside the play area for use by older young people using S106 funds**  
**Get more detail.**

This was **Noted**.

**18. To note the date of the next meeting – Tuesday 04 July 2023 at 19.00**

The date of the next meeting was **noted**. The meeting closed at 20.23.

Signed .....

Dated.....



**Minutes of Credition Town Council's Council Affairs and Finance Committee held on  
Tuesday 13 June 2023 at 19.00, at The Bungalow, 8 North Street, Credition**

**Present:** Cllrs S Huxtable, E Brookes-Hocking, J Cairney, F Letch, G Fawssett, R Backhouse, G Cochran and J Harris

**In Attendance:** Rachel Avery - Town Clerk  
One member of the public

**21. Public Question Time**

There were no questions.

**22. Apologies:**

- **To receive and accept Town Councillor apologies**

There were no apologies.

**23. Declarations of Interest and Requests for Dispensations:**

Cllr F Letch, Cochran and Cairney declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**24. Order of Business:**

There were no changes to the order of business.

**25. Chair's and Clerk's Announcements:**

There were no announcements.

**26. Council Affairs and Finance Committee Minutes:**

- **To approve and sign the minutes of the meeting held on Tuesday 23 May 2023, as a correct record**

It was **resolved** to approve the minutes. (Proposed by Cllr F Letch).

**27. Policies:**

- **To approve the following:**

**Members Allowance Policy**

It was **resolved** to approve the Members Allowance Policy. (Proposed by Cllr Harris).

**Anti-fraud and Corruption Strategy**

It was **resolved** to approve the Anti-fraud and Corruption Policy. (Proposed by Cllr Harris).

**Seating Policy**

It was **resolved** to approve the Seating Policy. (Proposed by Cllr Harris).

### **Community Engagement**

It was **noted** that this policy would be considered once the Communication Strategy has been finalised.

### **Complaints Procedure**

It was **resolved** to approve the Complaints Procedure. (Proposed by Cllr Cochran).

### **Crime and Disorder Statement**

It was **resolved** to approve the Crime and Disorder Statement. (Proposed by Cllr Harris).

### **Discretions Policy**

It was **resolved** to approve the Discretions Policy. (Proposed by Cllr Harris).

### **Leadership in Planning for the Future**

It was **resolved** to approve the Leadership in Planning Statement, subject to the amendment to 'undertaking community consultation' instead of 'Council surgeries held on the Town Square'. (Proposed by Cllr Harris). It was **noted** that consultations, including Town Council surgeries, would be added to the agenda for the next meeting.

## **28. Finance (associated papers issued with the agenda):**

### **- To receive and approve transactions between 01 May 2023 – 31 May 2023**

Cllr Brookes-Hocking queried one invoice, which the Town Clerk would check and provide information on.

It was **resolved** to approve the transactions. (Proposed by Cllr Cochran).

### **- To receive and approve the bank reconciliation to 31 May 2023**

It was **resolved** to approve the bank reconciliations. (Proposed by Cllr Cochran).

### **- To note bank account balances to 31 May 2023**

It was **resolved** to note the bank account balances. (Proposed by Cllr F Letch).

An update on the transfer of funds to CCLA and account closures was requested, which the Town Clerk would check and provide information on.

## **29. Strategic Plan Review:**

### **- To receive an update from the Strategic Plan Review Sub-Committee**

It was **noted** that a meeting had taken place to discuss initial amendments and updates. An updated draft document will be available to all members of the committee for consideration.

## **30. Date of next meeting: Tuesday 11 July 2023 at 19.00**

The date of the next meeting was **noted**. The meeting closed at 19.42.



**PART II**

**31. 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**

It was **resolved** to move to Part Two. (Proposed by Cllr Huxtable).

**32. Events and Projects Officer Vacancy:**

- **To approve the appointment of the Events and Projects Officer**

It was **resolved** to approve the appointment, as recommended by the Interview Panel. (Proposed by Cllr Harris).

- **To approve the contract for the Events and Projects Officer**

It was **resolved** to approve the contract for the Events and Projects Officer. (Proposed by Cllr Harris).

**33. Staffing:**

- **To receive the staffing report and consider the recommendations therein**

It was **resolved** to approve the recommendations for Full Council. (Proposed by Cllr Harris).

**34. Council Offices:**

- **To receive an update on the Council Offices**

The Town Clerk provided a brief verbal report on the current progress.

Signed .....

Dated.....



# *Credition Town Council*

## *Financial Regulations*



Review: May 2023

# Crediton Town Council

The Financial Regulations were most recently approved and adopted for use on 27 April  
2021 minute number 2104/213

By Resolution of the Town Council

**Rachel Avery PSLCC**  
**Town Clerk & Responsible Financial Officer**

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## 1. General

- 1.1. These financial regulations govern the conduct of financial transactions of the Town Council and may only be amended or varied by resolution of the Town Council. Financial regulations are one of the Town Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Town Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Town Council is responsible in law for ensuring that its financial management is adequate and effective and that the Town Council has a sound system of internal control which facilitates the effective exercise of the Town Council's functions, including arrangements for the management of risk.
- 1.3. The Town Council's accounting control systems must include measures:
  - for the timely production of accounts
  - that provide for the safe and efficient safeguarding of public money
  - to prevent and detect inaccuracy and fraud
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Town Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Town Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Town Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Town Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Town Council. The Town Clerk has been appointed as RFO for this Town Council and these regulations will apply accordingly.
- 1.9. The RFO:
  - acts under the policy direction of the Town Council
  - administers the Town Council's financial affairs in accordance with all Acts, Regulations and proper practices
  - determines on behalf of the Town Council its accounting records and accounting control systems
  - ensures the accounting control systems are observed
  - maintains the accounting records of the Town Council up to date in accordance with proper practices
  - assists the Town Council to secure economy, efficiency and effectiveness in the use of its resources

- produces financial management information as required by the Town Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Town Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Town Council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Town Council and the matters to which the income and expenditure or receipts and payments account relate
  - a record of the assets and liabilities of the Town Council
  - wherever relevant, a record of the Town Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Town Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Town Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records
  - measures to ensure that risk is properly managed.
- 1.13. The Town Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement)
  - approving accounting statements
  - approving an annual governance statement
  - borrowing
  - writing off bad debts
  - declaring eligibility for the general power of competence
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. In addition the Town Council must:
- determine and keep under regular review the bank mandate for all Town Council bank accounts
  - approve any grant or a single commitment in excess of £5,000
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance

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<sup>1</sup> In England - Accounts and Audit (England) Regulations 2011/817

with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and Audit (Internal and External)**

- 2.1. All accounting procedures and financial records of the Town Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Town Council will verify bank reconciliations (for all accounts) produced by the RFO. The Chair of the Town Council shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Town Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Town Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Town Council within the timescales set by the Accounts and Audit Regulations, for approval by resolution no later than 30 June each year.
- 2.4. The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Town Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Town Council shall, if the RFO or Internal Auditor requires, make available such documents of the Town Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 2.5. An internal auditor, who shall be competent and independent of the operations of the Town Council, shall be appointed by the Town Council. The Internal Auditor will report to the Town Council in writing as required.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Town Council
  - report to Town Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships

- have no involvement in the financial decision making, management or control of the Town Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Town Council
  - initiate or approve accounting transactions
  - direct the activities of any Town Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers required by the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, unless it is purely of an administrative nature.

### **3. Annual Estimates (Budget) and Forward Planning**

- 3.1. Each committee, if appropriate, shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Town Council, no later than the end of November each year including any proposals for revising the forecast.
- 3.2. The Council Affairs and Finance Committee shall receive the proposed budgets of all other Standing Committees before the full budget is presented for adoption by the Town Council and shall make recommendations to the Town Council regarding adoption or otherwise.
- 3.3. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Town Council.
- 3.4. The Town Council shall consider annual budget proposals in relation to the Town Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Town Council shall review the budget not later than the end of December each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. Budgetary Control and Authority to Spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Town Council for all items over £5,000
- a duly delegated committee of the council for items over £3000 and up to £5000
- the Town Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items up to £3000
- the Town Clerk, for items up to £2000

Such authority is to be evidenced by a tabled minute reference or an authorisation slip signed by the Town Clerk, and where necessary the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Town Council, or duly delegated committee. During the budget year and with the approval of Town Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Expenditure on Revenue items may be incurred up to the amounts included in the approved budget.

4.4. Unspent provisions in the revenue budget for shall be carried forward to a subsequent year by the approval of the RFO.

4.5. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.6. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the Town Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000. The Town Clerk shall report such action to the Chair as soon as possible and to the Town Council as soon as practicable thereafter.

4.7. The committee nominated in the Scheme of Delegation shall be authorised under extreme urgency to incur such expenditure up to the sum of £5000. Such decisions, either by the RFO alone of the nominated committee, will be reported to the Town Council at the earliest opportunity.

4.8. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Town Council is satisfied that



the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.9. All capital works shall be administered in accordance with the Town Council's standing orders and financial regulations relating to contracts.
- 4.10. The RFO shall provide the Town Council with a quarterly statement of Income and expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 4.11. The RFO shall regularly provide the Town Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.12. Changes in earmarked reserves shall be approved by Town Council as part of the budgetary control process.

## **5. Banking Arrangements and Authorisation of Payments**

**4.13.5.1.** The Town Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Town Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

**4.14.5.2.** The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Town Council. The Town Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Town Council. The approved schedule shall be initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

**4.15.5.3.** All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Town Council.

**4.16.5.4.** The RFO shall scrutinise invoices in relation to arithmetical accuracy and shall code them as to the appropriate expenditure heading.

**4.17.5.5.** The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Town Council, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Town Council;

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- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Town Council; or
- c) fund transfers within the Town Councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Town Council.

4.18-5.6. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Town Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Town Council.

4.19-5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Town Council.

4.20-5.8. Members are subject to the Code of Conduct that has been adopted by the Town Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

4.21-5.9. The Town Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

4.22-5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **5.6. Instructions for the Making of Payments**

5.1-6.1. The Town Council will make safe and efficient arrangements for the making of its payments.

5.2-6.2. Following authorisation under Financial Regulation 4 above, the Town Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

5.3-6.3. All payments shall be effected by cheque or other instructions to the Town Council's bankers, or otherwise, in accordance with a resolution of Town Council or duly delegated Committee.

5.4-6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Town Council or committee shall be signed by two members of the Council, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question. The Town Council will not

appoint members of the same family to sign cheques.

5.5.6.5. To indicate agreement of the details shown on the cheque or order for payments the signatories shall also each sign the schedule presented with the cheques for signature.

5.6.6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Town Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Town Council at the next convenient meeting.

5.7.6.7. If thought appropriate by the Town Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Town Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Town Council at least every two years.

5.8.6.8. If thought appropriate by the Town Council, payment for certain items (principally Salaries) may be made by Bank Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Town Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Town Council at least every two years.

5.9.6.9. If thought appropriate by the Town Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Town Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Town Council at least every two years.

5.10.6.10. If thought appropriate by the Town Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

5.11.6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Town Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Town Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

5.12.6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Town Council or its bank accounts, to any person not authorised in writing by the Town Council or a duly delegated committee.

~~5-13-6.13.~~ Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

~~5-14-6.14.~~ The Town Council, and any members using computers for the Town Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

~~5-15-6.15.~~ Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the Town Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

~~5-16-6.16.~~ Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Town Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations and may be deemed to be a disciplinary matter.

~~5-17-6.17.~~ Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.

~~5-18-6.18.~~ Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Town Council in writing before any order is placed.

~~5-19-6.19.~~ A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Council. Transactions and purchases made will be reported to the Town Council and authority for topping-up shall be at the discretion of the Town Council.

~~5-20-6.20.~~ Any corporate credit card or trade card account opened by the Town Council will be specifically restricted to use by the Town Clerk and shall be subject to automatic payment in full at each month-end.

~~5-21-6.21.~~ There is no petty cash provision.

## **~~6.7.~~ Payment of Salaries**

~~6-1-7.1.~~ As an employer, the Town Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Town Council, or duly delegated committee.

~~6-2-7.2.~~ Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or

discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Town Council meeting, as set out in these regulations above.

~~6.3.7.3.~~ No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Town Council.

~~6.4.7.4.~~ Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know
- b) by the internal auditor
- c) by the external auditor
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

~~6.5.7.5.~~ The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

~~6.6.7.6.~~ An effective system of personal performance management should be maintained for the senior officers. Two members of the Council Affairs and Finance Committee will undertake at least annual appraisals of the Town Clerk. Responsibility for additional staff is delegated to the Town Clerk.

~~6.7.7.7.~~ Any termination payments shall be supported by a clear business case and reported to the Town Council. Termination payments shall only be authorised by Town Council.

~~6.8.7.8.~~ Before employing interim staff the Town Council must consider a full business case.

## **7.8. Loans and Investments**

~~7.1.8.1.~~ All borrowings shall be effected in the name of the Town Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Town Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.

~~7.2.8.2.~~ Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided in respect of value for money for the proposed transaction.

~~7.3.8.3.~~ The Town Council will arrange with the Town Council's Banks and Investment providers for the sending of a copy of each statement of account to the Town Clerk or RFO.

~~7.4.8.4.~~ All loans and investments shall be negotiated in the name of the Town Council and shall be for a set period in accordance with council policy.

~~7.5-8.5.~~ The Town Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed at least annually.

~~7.6-8.6.~~ All investments of money under the control of the Town Council shall be in the name of the Town Council.

~~7.7-8.7.~~ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~7.8-8.8.~~ Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **8.9. Income**

~~8.1-9.1.~~ The collection of all sums due to the Town Council shall be the responsibility of and under the supervision of the RFO.

~~8.2-9.2.~~ Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Town Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Town Council.

~~8.3-9.3.~~ The Town Council will review all fees and charges at least annually, following a report of the Town Clerk.

~~8.4-9.4.~~ Any sums found to be irrecoverable and any bad debts shall be reported to the Town Council and shall be written off in the year. Any bad debts amounting to less than £250 may be written off by the RFO but reported to the Town Council at the next appropriate meeting.

~~8.5-9.5.~~ All sums received on behalf of the Town Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

~~8.6-9.6.~~ The origin of each receipt shall be entered on the paying-in slip.

~~8.7-9.7.~~ Personal cheques shall not be cashed out of money held on behalf of the Town Council.

~~8.8-9.8.~~ The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly.

~~8.9-9.9.~~ Where any significant sums of cash are received by the Town Council, the RFO shall take such steps as are agreed by the Town Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **9.10. Orders for Work, Goods and Services**

~~9.1-10.1.~~ An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall

be retained.

**9.2.10.2.** Order books shall be controlled by the RFO.

**9.3.10.3.** All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 10 (I) below.

**9.4.10.4.** A member may not issue an official order or make any contract on behalf of the Town Council.

**9.5.10.5.** The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **10.11. Contracts**

**10.1.11.1.** Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Town Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £30,000 in value for the supply of goods or materials or for the execution of works or specialist services the Town Council must comply with the Public Contract Regulations 2015<sup>2</sup> and will procure on the basis of a formal tender.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise opportunities, set of procedures to be followed in awarding new contracts and to publicise the award of contracts

<sup>3</sup> Current thresholds:

- a) For public supply and public service contracts £213,477.00
- b) For public works contract £5,336,937

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- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Town Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least three members. Those present shall sign and date a list of those tenders received.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Town Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order 18, <sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 9 (3) above shall apply.
- j. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **44.12. Payment Under Contract for Building or Other Construction Works**

**44.12.1.** Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

**44.12.2.** Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Town Council.

<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils



~~41.3.12.3.~~ Any variation to a contract or addition to or omission from a contract must be approved by the Town Council and Town Clerk to the contractor in writing, the Town Council being informed where the final cost is likely to exceed the financial provision.

## **~~42.13.~~ Stores and Equipment**

~~42.4.13.1.~~ The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

~~42.2.13.2.~~ Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~42.3.13.3.~~ Stocks shall be kept at the minimum levels consistent with operational requirements.

~~42.4.13.4.~~ The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **~~43.14.~~ Assets, Properties and Estates**

~~43.4.14.1.~~ The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Town Council. The RFO shall ensure a record is maintained of all properties held by the Town Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

~~43.2.14.2.~~ No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Town Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100, in which case the Town Clerk may make the decision to dispose.

~~43.3.14.3.~~ No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Town Council, together with any other consents required by law, In each case a Report in writing shall be provided to Town Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~43.4.14.4.~~ No real property (interests in land) shall be purchased or acquired without the authority of the full Town Council. In each case a Report in writing shall be provided to Town Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~43.5.14.5.~~ Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Town Council. In each case a Report in writing shall be provided to Town Council with a full business case.

~~43.6.14.6.~~ The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the

Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **14.15. Insurance**

14.1.15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Town Council's insurers.

14.2.15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

14.3.15.3. The RFO shall keep a record of all insurances effected by the Town Council and the property and risks covered thereby and annually review it.

14.4.15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Town Council at the next available meeting.

14.5.15.5. All appropriate members and employees of the Town Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Town Council, or duly delegated committee.

## **15.16. Charities**

15.1.16.1. Where the Town Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **16.17. Risk Management**

16.1.17.1. The Town Council is responsible for putting in place arrangements for the management of risk. Annually, the RFO shall carry out Risk Assessment and Management, using a robust, proportionate and appropriate method, across all activities of the Town Council together with a Risk Management Policy. Risk policy statements and consequential risk management arrangements shall be reviewed by the Town Council at least annually.

16.2.17.2. All reports prepared for a decision by the Town Council shall include sections on "Financial Implications" and "Risk Assessments", where applicable. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Town Council.

## **17.18. Suspension and Revision of Financial Regulations**

17.1.18.1. It shall be the duty of the Town Council to review the Financial Regulations of the Town Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Town Council of any requirement for a consequential amendment to these financial regulations.

17.2.18.2. The Town Council may, by resolution of the Town Council duly notified prior to the relevant meeting of Town Council, suspend any part of these Financial Regulations provided

that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Town Council.





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### QUOTATION FOR

Crediton Town Council - QH-02327-0

23/06/2023



# Commercial Summary

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
1	General Labour Remote Setup and configuration Training and support	0.50	One Off	£550.00	£275.00
<b>Labour</b>					<b>£275.00</b>
4	Meeting Owl 3 360-Degree 1080p HD Smart Camera Owl Labs Meeting Owl 3-360-Degree, 1080p HD Smart Video Conference Camera, Microphone and Speaker (Automatic Speaker Focus & Smart Zooming and Noise Equalizing)  Features intelligent autofocus on whoever is speaking, compatibility with most video conferencing platforms and Plug-and-Play simplicity.  Built for conference rooms and classrooms with 1080p HD resolution and an 18-foot (5.5-meter) microphone pickup range.	1.00	One Off	£874.17	£874.17
5	AV Cable Pack Includes - 1 x 10m long HDMI - 1 x 10m long USB - 1 x 5m Extension cable	1.00	One Off	£60.00	£60.00
6	Secure Postage Secure and insured, next day delivery	1.00	One Off	£26.00	£26.00
<b>Hardware</b>					<b>£960.17</b>
9	Owl Labs Expansion Mic for Meeting Owl 3 - extend audio reach by 2.5 Mtrs Extends the audio pick-up range of the Meeting Owl 3 from 5.5 m to 8 m in the direction of the mic to ensure that the Meeting Owl 3 recognises voices that are quieter or further away from the Owl.	1.00	One Off	£249.00	£249.00
10	Tripod Stand for Owl Tripod Stand for Owl 200cm, includes carry case	1.00	One Off	£89.89	£89.89
<b>Optional Extra</b>					<b>£338.89</b>

## Payment Terms Summary

One-Time Total	£1,574.06
Monthly Total	N/A
Annual Total	N/A
VAT	£314.81
Total	£1,888.87

**\*\*Please note\*\***

The project will not progress further than the architecture call until 50% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

DRAFT

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## Councillor Report – Ark in the Park

**Report by:** Cllr G Fawssett  
**To:** Full Council  
**Date:** For consideration on 18 July 2023

### **Recommendation**

Credition Town Council (CTC) is recommended to consider the contents of the report and consider the following recommendations for approval:

- continuing to liaise with Mid Devon District Council (MDDC) to investigate how to best improve Newcombes Meadow, earmarking a budget of £5000 from unallocated reserves for future use once full investigation and consultation has been undertaken
- work with MDDC to install a much needed toilet block next to the paddling pool.

### **1. Purpose**

- 1.1 This report sets out considerations to creating an Ark in the Park (Ark) in Newcombes Meadow. The Ark was a conceptual idea to improve community facilities in the park.

### **2. Background**

- 2.1 The idea of an Ark was discussed by CTC, brought forward by myself, before the May elections. Further to that discussion, it was agreed that I would formalise a proposal in the form of a report.
- 2.2 Newcombes Meadow is owned by MDDC.
- 2.3 S106 money allocated to Newcombes Meadow will be returned to developers should it not be spent on improvements that fit with the legal document. Renegotiation of the agreements is likely to take time and may not be successful, with the delay being in the interest of the developer.
- 2.4 Information from MDDC has been provided with regards to restrictive covenants on Newcombes Meadow (appendix A).

### **3. Proposals**

- 3.1 How to improve Newcombes Meadow is key. The Ark project could be used as a study in how we can improve our main park and how it can best be utilised to respond to the climate and ecological crisis. Humanity depends on **nature** for food and water. Like Noah we face an extinction event and need to take action now. Perhaps the church rewilding project is showing us what is needed. It is well underway and showing extraordinary promise. We should perhaps aim to link up with this and look to develop a green corridor from "Park to the Churchyard". This approach fits it with our Local Plan Policy En1 and En4.
- 3.2 Further "Green Links" with the Town Square could be incorporated, and is part of Local Plan Policy TC1.
- 3.3 Projects like these take time and shouldn't be rushed. Interestingly, the Bandstand was rather a vain project, in hindsight, which has left us with less green space and a bit of an elephant in the park.





3.4 Having spent time at Heavitree Park in Exeter I do not rule out this type of community space. However, the climate and ecological crisis has to be in the forefront of our minds.

3.5 It is recommended that the Projects and Events Officer be tasked with the following responsibilities to investigate ideas for the park:

- Liaising with MDDC to have modular toilets installed near the paddling pool utilising S106 monies
- Consulting with community groups, businesses, residents and park users to understand the needs and desires to improve Newcombes Meadow and publishing the results.

The results will allow CTC to consider options, which will have to pass key tests:

- Green space isn't lost – whilst we are potentially adding a new toilet block we are also looking to remove one
- The safety for all users is paramount and should be improved, or at worst maintained at its current level
- Any new structures, buildings, trees and shrubs enhances the immediate vicinity and Newcombes Meadow, and reduces the likelihood of anti-social behaviour
- The proposals adhere to the local planning policies, the CTC Strategic Plan and the Local Plan and be agreeable to MDDC to ensure partnership working.

3.6 It is recommended that a budget of £5000 is earmarked to facilitate concepts to be delivered once ideas and requirements are compiled and deemed acceptable for Newcombes Meadow.

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

4.1 As set out above, £5000 should be earmarked from reserves to enable facilitation of concepts once the consultation process is undertaken.

#### **5. Conclusion**

- 5.1 Whilst CTC recognises that Newcombes Meadow is owned by MDDC, its biodiversity, social space and play provision is an important part of Credition.
- 5.2 Providing well maintained, accessible community spaces is an integral part of the emerging Strategic Plan.
- 5.3 Community-led development will ensure projects are appropriate and represent good value.



## **Newcombes Meadow – Title Review**

I have retrieved the deed packet and obtained up to date title documents in respect of the site. There are no registered restrictive covenants on the title. However, there is mention in the sale particulars relating to land adjacent to the site (formally 'The Newcombe Estate') which makes reference to the property having the benefit of the following covenant contained in a Conveyance:- "The Purchaser will have the benefit of a covenant contained in a Conveyance dated 19<sup>th</sup> April 1920, of the restriction of any building being placed on Ordnance No. 96 immediately to the south of lot 2'. The Council does not have a copy of this deed with its records and it was not produced to the Land Registry upon first registration so they do not hold a copy either. The 1920 Conveyance is referred in the Land Registry Charges Register for MDDC's title and does state that the land is subject it. I have searched the Land Charges Register against the names of transferee in the 1920 Conveyance (William Henry Thomas) and the Council to see if there are any restrictive covenants registered on the Land Charges Register at the Land Register and each name has revealed no subsisting entries. There is a later conveyance in the deed packet to MDDC which also makes reference to the provisions in the 1920 Conveyance and an older conveyance dated 1838.

The provisions, with reference to the attached plan, are stated as follows:-

'As to the central position of that part of the said field coloured pink on the said plan subject to a covenant contained in a Conveyance dated the fourteenth day of July one thousand eight hundred and thirty eight so far as the same is now operative and capable of being enforced not to build or to plant any trees thereon.'

### **AND**

'As to the position of the said field coloured blue on the said plan subject to a covenant in favour of the owner for the time being of the mansion house and premises known as "Newcombes" restricting the erection of any building thereon contained in an indenture of Conveyances dated the nineteenth day of April one thousand nine hundred and twenty and made between ...'

It appears there are historic restrictive covenants affecting the land which may still be enforceable, despite them not being registered against the title register or the land register. This is because the original documents have not been produced.

I would therefore advise that an insurance policy is obtained as a precautionary measure if the Council is considering building any structures in any part of the Newcombes Meadow site. Whilst the restrictive covenants have not been registered this may be as a result of them being lost at some point in time. Further the Council does not own the original benefitting land on the adjacent side of Belle Parade (Mansion site) and the owners of that land may be entitled to enforce the covenants.

Martin Hardie

09 February 2022