



CREDITON TOWN COUNCIL

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Minutes of the Full Council meeting held on Friday, June 20, 2025 at 13:00 at The Bungalow,
8 North Street, EX17 2BT

Present: Cllrs Steve Huxtable, Joyce Harris, Liz Brookes-Hocking, Guy Cochran, Rachel Backhouse (part meeting),

Apologies: Cllrs Natalia Letch, Giles Fawssett, Paul Perriman, John Downes and Vix Frisby

Absent: Cllr Jim Cairney

Minute Taker: Rachel Avery, Town Clerk

MINUTES

2025/031 PUBLIC QUESTION TIME

There were no members of the public in attendance.

2025/032 APOLOGIES

Decision: The apologies of Cllrs Letch, Fawssett, Perriman (personal) and Downes and Frisby (work) were **noted**.

2025/033 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/033.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations on interest.

2025/033.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/034 ORDER OF BUSINESS

There were no changes to the order of business.

2025/035 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/036 TOWN COUNCIL MINUTES

The minutes from the meeting held on 03 June 2025 were not included in the meeting pack as intended. Consequently, the approval and signing of these minutes were deferred to the next meeting scheduled for 01 July 2025.

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2025/037 FINANCE

2025/037.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MAY AND 31 MAY 2025

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

2025/037.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MAY 2025

Decision: It was **resolved** to **approve** the bank reconciliation to 31 March 2025 was received and approved. (Proposed by Cllr Harris)

2025/037.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MAY 2025

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

2025/037.4 TO NOTE YEAR TO DATE SPEND

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

2025/037.5 TO NOTE EARMARKED RESERVES AS AT 31 MAY 2025

The earmarked reserves as at 31 May 2025 were **noted**.

2025/038 EAR MARKED RESERVES

2025/038.1 TO APPROVE SPENDING £299.00 FROM P3 PARISH PATHS EMR (324) ON 1000 REDVERS RAMBLE LEAFLETS

Decision: It was **resolved** to **approve** the spending of £299.00 from the P3 Parish Paths EMR (324) on 1000 Redvers Ramble leaflets. (Proposed by Cllr Harris)

2025/039 SCHEDULE OF REGULAR PAYMENTS 2025/26

Decision: It was **resolved** to **note** and **approve** the spending the Schedule of Regular Payments. (Proposed by Cllr Harris)

2025/040 AUDIT 2024/25

2025/040.1 TO NOTE THAT THE FIDELITY INSURANCE HAS BEEN REVIEWED AND DEEMED APPROPRIATE AT £500,000.00

The Fidelity Insurance had been reviewed and deemed appropriate at £500,000.00. This was **noted**.

2025/040.2 TO REVIEW AND APPROVE THE RISK MANAGEMENT REGISTER

The Risk Management Register was reviewed, and several amendments were discussed. These included changing the approved budget forecast to 2025-2029 instead of 2021-2026, adding regular event reports alongside regular project reports, and addressing the lack of a trigger for item 5 which would be monitored.

Decision: It was **resolved** to **approve** the Risk Management Register was reviewed and approved with amendments as discussed. (Proposed by Cllr Brookes-Hocking)



2025/041 DATE OF NEXT MEETING

It was **noted** that the date of the next meeting will be Tuesday, 01 July 2025.

Cllr Backhouse joined the meeting at 13.38

2025/042 PART II

Decision: It was **resolved** to **approve** the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

2025/043 CREDITON YOUTH SERVICE REPORT

Decision: It was **resolved** to **approve** the recommendations in the Town Clerk's report regarding Crediton Youth Service, and that Cllrs Backhouse and Huxtable would attend the relevant meetings. (Proposed by Cllr Harris)

2025/044 YOUTH WORK RECRUITMENT

2025/044.1 TO RECEIVE AND APPROVE THE APPLICATION PACKS FOR YOUTH SUPPORT WORKERS (PROJECT-BASED) AND PEER EDUCATIONS (PROJECT-BASED)

Decision: It was **resolved** to **approve** the application packs for Youth Support Workers (project-based) and Peer Educators (project-based) were received and approved by the council, with an amendment relating to qualifications which the Town Clerk would enact prior to advertisement.

2025/044.2 TO APPROVE THE SHORTLISTING AND INTERVIEW PANELS AND ASSOCIATED TIMELINES

Decision: It was **resolved** to **approve** the membership of the shortlisting and interview panels.
It was **agreed** that the shortlisting would commence the week of the 14th of July, with interviews starting from the 23rd of July.

2025/045 REPORTS PACK

Signed ..

[Redacted Signature]

Dated.....

31 July 25