



To All Credition Town Councillors

You are hereby summoned to attend a **Council Affairs and Finance Committee meeting**, which will be held on **Tuesday, May 14, 2024, at 19:00, at Old Landscore School, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Thursday, 09 May 2024

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

185 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

186 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

187 - Apologies

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

188 - Declarations of Interest and Request for Dispensations

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

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

189 - 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

190 - Chair's and Clerk's Announcements

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

191 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 16 April 2024, as a correct record (minutes will be issued with the agenda)

192 - Finance

192.1 - To receive and approve transactions between 01 April 2024 and 30 April 2024

192.2 - To receive and approve the bank reconciliation to 30 April 2024

192.3 - To note bank account balances to 30 April 2024

193 - Grant Funding

To consider a grant request from CISCO

194 - Parish Charter Review

To consider a response to MDCC regarding a review of their Parish Charters

195 - Crediton Youth Service Update

To receive the report regarding Crediton Youth Service

196 - Review and Adoption of Policies

To review and adopt the following policies:

Accessibility Statement

DBS Handling Policy

Protocol for Meeting with Developers

Investment Strategy

Recruitment of Ex-Offenders

Value for Money Statement

197 - Public Question Time

To receive to report regarding Public Question Time and to consider the recommendations therein

198 - Date of next meeting

To note that the date of the next meeting will be Tuesday 11 June 2024

199 - 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

200 - Vexatious Complaints

To review the enacted Vexatious Complaint Procedure, and to consider any further actions for approval by Full Council

201 - Council Offices

To receive a verbal update from the Town Clerk

202 - Reports Pack

Attachments – for internal use only

[2024-04-16 - Council Affairs - Finance Committee - Minutes.docx](#)

[Grants Application 2024-25 CISCO.docx](#)

[Town and Parish Charter \(Proposed January 24\).doc](#)

[Annex 1 - Planning Charter amended TP.doc](#)

[CYS Update Report.docx](#)

[Access Statement.docx](#)

[DBS Policy.docx](#)

[Meeting with Developers.docx](#)

[Investment Strategy.docx](#)

[Recruitment of Exoffenders Policy.docx](#)

[Statement of Internal Control 2023.docx](#)

[Value For Money Statement.docx](#)

[PQT Report.docx](#)



**Minutes of the Council Affairs & Finance Committee of the Democratic Services held on
Tuesday, April 16, 2024 at 19:00 at Old Landscore School.**

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

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

MINUTES

167 WELCOME AND INTRODUCTION

The meeting was opened at 19:03 and members introduced themselves.

168 PUBLIC QUESTION TIME

The following questions were raised by a member of the public:

- Whether a grant application could be considered for Welcoming Refugees. It was noted that ad-hoc applications for grants can be made subject to a budget still being available for the relevant year
- What benefit to the community the outsourcing of HR and Health and Safety and if the cost will come from reserves.

Cllr Cairney joined the meeting at 19.10

Questions raised by a member of the public not in attendance were read out by the Chair. Responses to all questions would be added to the council's website.

169 APOLOGIES

There were no apologies.

170 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

Cllr Brookes-Hocking declared a DPI relating to item 183.

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

There were no dispensation requests.

171 ORDER OF BUSINESS

It was resolved to move 183 to 180. (Proposed by Cllr Huxtable)

172 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

173 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Item 156: It was noted that enquiries regarding grant applications were made by Cllr Backhouse.

Item 157: Cllr Fawssett clarified that the law regarding co-option was correct, but that he did not agree with it. He reiterated that members should be able to walk to meetings and therefore from the town.

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

174 FINANCE

174.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MARCH 2024 AND 31 MARCH 2024

It was **resolved** to receive and approve transactions between 01 March 2024 and 31 March 2024. (Proposed by Cllr Harris)

174.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MARCH 2024

It was **resolved** to receive and approve the bank reconciliation to 31 March 2024. (Proposed by Cllr Harris)

174.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MARCH 2024

The bank account balances were **noted**.

174.4 TO RECEIVE AND APPROVE THE DIRECT DEBITS FOR 1 APRIL 2024 - 31 MARCH 2025

It was **resolved** to approve the direct debits for 1 April 2024 - 31 March 2025. (Proposed by Cllr Harris)

175 GRANT FUNDING

It was **resolved** to approve the grant application, to support the maintenance of links with Dokkum and Fulda. (Proposed by Cllr Brookes Hocking)

176 GDPR

Cllr Backhouse raised concerns that the training had been intended for the public, which no longer appears to be the case.

Cllr Cairney stated that a member of the public raised a concern. To not act on such a complicated subject would be wrong, but opening to the public would be inappropriate.

Cllr Huxtable agreed that members of the public should not be attending training.

Cllr Fawssett stated that he did not support spending money on this matter.

Cllr Backhouse noted the importance of communicating learning and any actions to the public.

It was **resolved** to recommend quote A, for approval by Full Council. (Proposed by Cllr Harris, Cllr Fawssett voted against)

177 PUBLIC QUESTION TIME

The council acknowledged that the current way of running public question time was not satisfactory and does not reflect the Communication Strategy. A change to standing orders may be required in the future, but some new approaches should be considered and attempted.

Consideration and discussion were given to each proposal within the report written by Cllr Backhouse:

- *Public question time is to be renamed as public question and answer time. The chair is encouraged, when possible, to invite opinion from around the table, from other councillors, when addressing some of the questions. Alternatively, the chair could state that the issue will be placed on SharePoint and be discussed here by a range of councillors on this platform over the coming days*

It was **resolved** to refuse this proposal, but the use of Teams to discuss questions would be investigated. (Proposed by Cllr Harris, Cllr Backhouse voted against)

- *Before each full council meeting, we hold an informal public debate time. This will begin at 1830 and will last 30 mins, and will not follow standing orders. This will not be minuted and will be on camera only if members of the public agree to this. Tea and coffee to be offered. I am happy to organise this. Attendance of this session will be voluntary for councillors. Issues arising will not be followed up in the meeting immediately following, but items can be actioned for the next appropriate agenda. The formal meeting will begin at 1900*

It was resolved to approve this proposal, subject to the Town Clerk's confirmation of agenda setting and ensuring that meetings can commence earlier if there is no attendance. (Proposed by Cllr Fawssett, Cllr F Letch voted against)

- *Regular (dates and times to be discussed) “coffee and conversation” events will be held, aiming to cover different timings and days to allow a wide cross section of the community to attend if they wish*

It was **resolved** to approve this proposal. (Proposed by Cllr Fawssett)

178 EXTERNAL SUPPORT FOR HUMAN RESOURCES AND HEALTH AND SAFETY SUPPORT

Cllr Huxtable advised that he had discussed aspects of this item have been discussed with the Town Clerk. It was **noted** that further information is outstanding, and this item would be considered at a further meeting.

179 ANNUAL TOWN MEETING AND MAYORAL RECEPTION

It was **noted** that the Annual Town Meeting will take place on Friday 17 May, with the main meeting commencing at 18.30. This will be followed by a Mayoral Reception. It was noted that the agenda would be circulated and invitations have been sent.

180 OLD COUNCIL OFFICE BUILDING, MARKET STREET

It was noted that the Old Council Office Building at Market Street was no longer listed as an Asset of Community Value, and this would be reviewed as required in the future.

181 DATE OF NEXT MEETING

The date of the next meeting was **noted**, Tuesday 14 May 2024.

182 PART II

It was **resolved** to move into Part II. (Proposed by Cllr Brookes-Hocking)

183 COUNCIL OFFICES

Cllr Cairney left the meeting at 20.50

It was **resolved** to approve recommendations, for Full Council approval. (Proposed by Cllr Huxtable)

184 REPORTS PACK

Signed

Dated.....



Grant Application Form 2024-25

<p>The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By completing this form, you will be providing the Council with your consent to this use.</p>
►Name of Organisation:
Devon Credition International Social & Cultural Organisation (CISCO)
►Contact Details:
Title (Mr/Mrs/Miss/Ms/Other) Mrs
First Names Natalia
Last Name LETCH
Position in Organisation Treasurer
Address REMOVED
Postcode
Telephone Number REMOVED
Email Address REMOVED
Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details. <i>I am related to Cllr Frank Letch, I am CTC councillor.</i>
►Purpose/Aims of Organisation:
CISCO aims are to help Credition diversified community to be safe and happy; to build up trust and support between people of different nationalities. As a part of our activities CISCO provides free ESOL lessons to migrants, refugees and Ukrainians who live in Credition and the area. All our teachers advisors and members are volunteer. We do not require membership fees.
►Size of Organisation/Number of Members:
25 – 30 members



► **Purpose for which the Grant is required:** Please include details on who will benefit from the project or scheme requiring funding.

The Grant will give us a possibility to start an additional class on Thursday mornings, from 10 to 11.30 am for new Ukrainian arrivals who cannot follow the curriculum introduced to other classes due to their very low level of English. The Grant will be used to hire a weekly venue in the CTC meeting rooms.

► **Total cost of the project or scheme requiring funding:**

The total cost of the project includes venues' hire for 4 ESOL classes, volunteer teachers' travel expenses and stationery supply. It is anticipated to be about £1,900 per year.

► **Amount of Grant applied for:**

£432 for 48 weeks of 1.30 H lessons, (if the price for CTC meeting rooms stays £6/H in 2024-2025 year; if it is going to be changed, the amount may need to be adjusted accordingly).

► **Annual Budget:** Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.

£1,500 DCC grant is anticipated.

Expense category		comments	price	M/W/Y	budget
Boniface Centre Hire	monthly		£80.00	12	£960.00
CTC rooms hire	monthly	£9x4	£36.00	12	£432.00
Travel expense	weekly	£0.40x20ml	£8.00	48	£384.00
Stationery	yearly	£30x4cls	£120.00	1	£120.00
Total:					£1,896.00

► **Account of Activities over the Previous Year:**

CISCO was created in 2009. Since we run social and cultural events and take part in the community life helping migrants to integrate into the host community of Credition.

CISCO started Advice Centre after intensive CAB training in 2010 and runs it till now.

We occasionally help migrants and Ukrainians with Deposit and first month's payment to start new tenancy successfully (avoiding bureaucratic delays if the financial support is guaranteed by MDDC); £1550 transfer to Helmores was recently returned to our accounts.

CISCO runs from 2012 free community ESOL classes for migrants, refugees and Ukrainians (since the War broke in 2022).

CISCO members give presentations as a part of fundraising activity, telling people about our national history and cultural traditions.

Our latest performance was in Cullompton Spring Fest: Ukrainian traditional songs and dance.



►Account of Plans for Forthcoming Year:

We plan to continue our usual activities as we have done since 2009: run ESOL classes, Advice Centre, social and cultural events, presentations and performances.
We plan to take part in Credition Food Festival and other local public events.

►Previous Applications: Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

CISCO successfully applied for CTC grants to support our free ESOL classes in the past years. The latest application was made before COVID-19, in October 2019; we applied for 2019-2020 budget grant and received £900.

► Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.

As our additional classes are starting from 2nd May 2024, we would be grateful if our grant application is considered as soon as possible.

► **Declaration:**

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed Natalia Letch

Date 25.04.2024

* Due to the Town Council declaring a climate emergency in 2019, we will no longer be making payments by cheque. Therefore, please could you provide your details below.

Account name	Account number	Sort code

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2023.

Your application must be accompanied by a copy of your most recent published financial accounts.

Grant Aid applications for the financial year 2024/25 will be payable in April/May 2024.



Charter

Mid Devon District Council

and

**Town and Parish Councils
in Mid Devon**

JANUARY 2024 (V3)

CHARTER BETWEEN MID DEVON DISTRICT COUNCIL AND THE TOWN AND PARISH COUNCILS IN MID DEVON

Partnership working between town and parish councils (local councils) and the district council will only be successfully achieved if both partners recognise, understand and respect the role that the other plays and work to promote those roles. This Charter has been agreed following consultation between Mid Devon District Council and the local councils and sets out a framework to enable this to happen. The Charter will be reviewed on a three yearly basis, consultation will take place with Town and Parish Councils prior to consideration by the Community Policy Development Group.

The District Council will work in partnership with local councils in its area to promote sustainable social, economic and environmental development for the benefit of local communities.

Mid Devon District Council recognises that local councils:

- 1 Are an important part of local government representing their communities at the most local level.
- 2 Are a primary source of information about the community's opinions and aspirations.
- 3 Provide an opportunity to develop greater engagement with the local community.
- 4 Are heavily reliant on volunteering and goodwill. The differences between smaller and larger local councils in terms of ability to handle information and resources will be respected.

Local Councils recognise that Mid Devon District Council:

- 1 Whilst conscientiously taking account of local views also has to take into account community interests across the Mid Devon District.
- 2 Has strategic roles and responsibilities and has to work within Government financial and other constraints.
- 3 Is able to work most effectively with parishes that are well organised, pro-active, informed and willing.

Communications and Liaison

Mid Devon District Council will undertake to:

- 1 Arrange and host on at least an annual basis a district-wide meeting of clerks to discuss matters of mutual concern and also to periodically arrange training and meetings for Town and Parish Councillors.

- 2 Provide a liaison officer(s) who will act as the point of contact for local councils, providing support and information, directing enquiries, advising and ensuring that issues are followed up and dealt with in a timely manner.
- 3 Work with the Devon Association of Local Councils to provide more information to towns and parishes about obtaining 'Local Council Award Scheme' and the 'General Power of Competence'.
- 4 Assist Town and Parish Councils with the formulation of an Emergency Plan.
- 5 Encourage District Councillors to attend their local council meetings and ensure that issues raised by District Councillors acting in support of local councils will be responded to.
- 6 Formally add to the role of Chairman of the District Council that of being 'Local Council Lead Member' who will encourage better working across the district.
- 7 Encourage officers and Members to attend local council meetings and speak on issues of concern/interest and provide feedback.
- 8 Ensure District Council key documents, where appropriate, contain a short executive summary or an explanation of their relevance.
- 9 Use plain English in written communications and to explain all acronyms used.

Local Councils will undertake to:

- 1 Be represented at the annual meeting of clerks.
- 2 Use the Council's Liaison Officer for contact with the District Council in the first instance where the name of the appropriate officer is not known, unless responding directly to consultations.
- 3 Welcome District Councillors to town and parish meetings and send them agendas and minutes and invite reports.
- 4 Utilise the services of Customer First where appropriate.
- 5 Invite relevant officers to meetings where there are issues of concern or interest to the local council.

Consultation

Mid Devon District Council will undertake to:

- 1 Consult local councils on all issues which are likely to affect their area.
- 2 Allow five weeks for local councils to respond to consultation. If this is not possible the local council will be given an explanation. (This does not apply to planning applications. These are covered in the attached annexe).
- 3 Provide briefing sessions/workshops to groups of local councils on complex consultation issues.
- 4 Make specific arrangements for consultation on planning (see Annexe 1).
- 5 Have regard to the views of the local councils when making decisions.
- 6 Keep under review the level and quality of consultation.

Local Councils will undertake to:

- 1 Take part in consultation exercises and respond within the given period.
- 2 Notify Mid Devon District Council if they cannot respond to a consultation within the given period, but will be making a response.
- 3 Work with Mid Devon District Council to seek the views of residents on issues of common interest.

Planning

Mid Devon District Council will undertake to:

- 1 Have due regard to the views of the local council in determining all planning applications and where relevant neighbouring parishes.
- 2 Ensure planning notices are prominent for all planning applications and A3 size notices are used for major applications.
- 3 Ensure where practicable, notices in connection with planning policy public consultation meetings are placed prominently and at least 14 days in advance of meeting dates.
- 4 Be willing to advise in the creation of Neighbourhood / Parish Plans.
- 5 Notify the relevant local council(s) of any public meetings and exhibitions organised by Mid Devon District Council about policies and plans affecting the parish.
- 6 Hold separate meetings in the three main towns where matters affecting the preparation of a local plan and specific sites only are being considered.
- 7 Consult with the local councils on planning applications within the Town or parish area in accordance with statutory procedures and on applications in

neighbouring parishes where appropriate and inform the Local Council which Planning Officer is dealing with the application.

(NB. Plans with only minor changes are not subject to re-consultation)

- 8 Consult with local councils with regard to the use of discretionary S106 monies and request that schemes are put forward that would enhance the local area.
9. Allow a representative of local councils to attend and speak at meetings of Mid Devon District Council's Planning Working Group in respect of any planning application within that parish/town and to address the Planning Committee in accordance with the Council's scheme of public participation.
- 10 Explain the reasons for planning decisions within the Officer report and decision notice.
- 11 If staff resources allow, endeavour to have officers available to attend meetings of local councils to clarify the details of significant or controversial applications.
- 12 Endeavour to ensure that the 'Public Access' facility on the website is available at all times.

Please note: A more detailed Planning Charter between MDDC and Town and Parish Councils is attached to this document (Annexe 1).

Local Councils will undertake to:

- 1 Acknowledge that Mid Devon District Council will not always be able to accede to the views of parish/town councils.
- 2 Respond to all consultations on planning applications within the District Council's deadlines, even if it is a 'no comment' response.
- 3 Comment on planning applications on material planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.
- 4 Ensure that all councillors are made aware of the contents of planning decision notices sent to the local council by reference to the reasons for approval / refusal.
- 5 Assist Mid Devon District Council by reporting perceived local breaches of Town and Country Planning Legislation, submitted via the online "alleged planning breach" form..
- 6 Attend relevant meetings, briefings and training to gain a better understanding of the planning process.
- 7 Consider preparing a Parish/Neighbourhood Plan. If they have made one, consider offering their assistance and experience to other councils that have not. Provide Mid Devon District Council with sufficient advance notice of

requests to designate a neighbourhood area, draft neighbourhood plan consultation, or the submission of a neighbourhood plan, so that Mid Devon District Council is able to provide technical support and meet statutory time limits where it is responsible for these stages.

Training and Support

Mid Devon District Council will undertake to:

- 1 Continue to provide regular and ongoing planning and ethical standards training to local councils with particular emphasis on the guidance already provided.
- 2 Endeavour to provide website advice where requested.
- 3 Share training where appropriate.

Local Councils will undertake to:

- 1 Use the services of Customer First and the Parish Liaison Officer.
- 2 Examine the wide range of training and best practice sources available, particularly through the Devon Association of Local Councils.
- 3 Ensure, where possible, the training needs of their councillors, clerks and chairmen are met.
- 4 Consider training requirements when setting their precepts.

Partnership and Financial Arrangements

Mid Devon District Council will undertake to:

- 1 Collect and pay in a timely manner any precept levy requested by the local councils.
- 2 Operate and keep under review the financial arrangements with local councils in respect of services such as public conveniences and street cleaning.

Local Councils will undertake to:

Make any precept requests within the timescale set by Mid Devon District Council.

January 2005 January 2005



Planning Charter for Parish & Town Councils

Proposed January 2024

Planning Charter for Parish & Town Councils

Proposed January 2024

PLANNING CHARTER FOR TOWN and PARISH COUNCILS (TPC's)

1. The Planning Team of Mid Devon District Council will consult with its constituent Town and Parish Councils on all applications for planning permission, Advertisement Consent, Listed Building Consent, , deemed applications from Devon County Council and Government Departments, and some notifications (for example, telecommunications).
2. In order to aid the decision making process, we will make every effort to forward full and adequate details of applications to Town and Parish Clerks within **three working days** of their validation, together with a link to application drawings and other relevant information. All information will be provided in electronic format. Weekly email alerts of new applications can be sent to Parish and Town Clerks if an email address is provided.

3. Planning will consider any reasonable requests for additional information from Town and Parish Councils whilst having regard to the statutory, fifty-six day period (8 weeks) for determining most planning applications., ninety-one days (13 weeks) for Major applications and one hundred and twelve days (16 weeks) for applications accompanied by an Environmental Impact Assessment (EIA).
4. The Planning Team will wait **twenty-one days** for receipt of Town and Parish Councils views on the above noted applications (a week in excess of the fourteen day period provided by statute) before determining applications and issuing the relevant Decision Notice.
5. Any reasonable requests to delay consideration of applications so as to allow full comment to be made by Town and Parish Councils will be at the discretion of the Development Management Manager or relevant case officer. In the majority of cases, Town and Parish Councils will be expected to respond to notification on planning applications within twenty-one days of receipt of an application.
6. Representations received from Town and Parish Councils will be considered in accordance with the Council's Planning Scheme of Delegation.

An electronic alert of your Planning Application(s) on Weekly List will automatically be sent every Friday (if an email address is provided) with web links to associated documents.

7. The Planning Team will continue to advertise details of applications in accordance with the Statement of Community Involvement (SCI). It should be noted that further neighbour notifications may be sent according to the case officer's assessment of who may be affected materially and directly by the development following a site visit.
10. At the discretion of the Development Management Manager or relevant case officer, Town and Parish Councils will be notified of planning application revisions (unless of a minor nature), and copies of revised plans will be forwarded.
11. We will ensure that the opportunity is given for Town and Parish Councils to attend and speak at Planning Committee. A representative of the Town or Parish Council may also attend and speak at meetings of the Planning Working Group on site.
12. We will report, in full, representations received from Town and Parish Councils on applications that are presented to Planning Committee. The views will be included on the agenda report, but if received after printing, views will either be tabled or verbally reported.
13. The Planning Team will advise Town and Parish Councils of the relevant date it is anticipated a deferred application will be presented back to Planning Committee.
14. The Planning Team will provide full, unrestricted access to all public information held on planning application files and on the Council website www.middevon.gov.uk/index.aspx?articleid=113 via the <https://planning.middevon.gov.uk/online-applications/> link for Planning, an on-line service that allows you to view Mid Devon applications. You can also search and view

property details, submit comments (within 21 days) on individual applications, view weekly lists of applications, the decision, reasons for the decision and a copy of the officer report.

- 15.** Within five working days of issuing the decision to the applicant, we will notify Town and Parish Councils of that decision and by email alert on a weekly basis if subscribing to the service.
- 16.** The Planning Team will undertake full consultation where appeals are lodged in order to provide Town and Parish Councils with an opportunity to make their views known or to be taken into account by the Planning Inspectorate. (Please note this does not apply to Householder Appeals where only the comments made at application stage can be taken into account).
- 17.** The Planning Team will respond to all reasonable requests for appropriate officers to attend Town and Parish Council meetings to discuss planning matters or development proposals where resources allow.
- 18.** We will act promptly on high priority breaches of unauthorised development, submitted via the online 'alleged planning breach' form, , and will keep them informed of the progress and outcome of subsequent enquiries and action proposed. The alleged planning breach form can be found on the Council's website at <https://www.middevon.gov.uk/residents/planning/planning-enforcement/>
- 19.** The Planning Team will seek to involve Town and Parish Councils regarding matters which could have implications on land use, community development and environmental / enhancement initiatives, etc. This will include the preparation of Supplementary Planning Documents and Conservation Area Appraisals.
- 20.** The Council will consult with and take into account all views received from Town & Parish Councils in the preparation and review of the Development Plan documents (e.g. Local Plan) in accordance with details set out in the Statement of Community Involvement (SCI). The current Local Plan and Local Development Scheme are available on the Councils web site, www.middevon.gov.uk
- 21.** Copies of the Mid Devon Local Plan 2013-2033 are available for purchase. Again, please see the web site noted above
- 22.** The Planning Team will continually review the information it holds on its web pages to improve access to information by all its customers including Town and Parish Councils. This includes its Planning Handbook, formal Supplementary Planning Documents, and informal advice leaflets. We are also looking to extend this to include other relevant information.
- 23.** Should Town and Parish Council's have any suggestions for items which could be introduced on to the web site or as new leaflets / information sheet then please do not hesitate to feed this back to the Planning Section.

Contacting Us:

If visiting, the Reception is on the Ground Floor, and Development Control is on the First Floor of Phoenix House.

Our postal address is:

Mid Devon District Council, Development Control, Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP ☎ 01884 255255

Direct Line(s) into Planning Section 01884 234260 / 01884 234262

Generic email address: devcon@middevon.gov.uk

MID DEVON DISTRICT COUNCIL - PLANNING SECTION

GUIDANCE NOTE 1 (Ver 1.1)

Treatment of Town and Parish Council Responses on Planning Applications

Schedule 1 (paragraph 8) of the Town and Country Planning Act 1990 (as amended) states that Parish Councils (or Town Councils) may request District Councils to send them details of planning applications for their areas. Mid Devon District Council aim to work closely with the community and will formally consult the appropriate Town and Parish Council on all applications that require consultation as per the Act.

The Planning Team will use its best efforts to ensure that consultations are carried out within three working days of validation of the application.

The Planning Team is continually trying to develop the delivery of its service. To this end, we will consider ways of improving electronic access to information by Town and Parish Council's through e-mail and its web site www.middevon.gov.uk, in addition to officers attending council meetings (if necessary) to advise on procedures and developments, etc.

Article 21 of the Town and Country Planning Act – General Development Procedure Order 1995 states that District Councils do not make a decision on a planning application until after fourteen days have elapsed from the date of notification to Town and Parish Councils. The Planning Team has extended the consultation period to twenty-one days from the date of notification in order to provide Town and Parish Council's an opportunity to consider planning applications for a time greater than the statutory minimum period.

The twenty-one day period starts from the date of consultation with Town and Parish Council's as recorded on the application file and electronic planning application database.

Town and Parish Councils are encouraged to discuss applications with the Case Officer who will be pleased to clarify any details necessary.

The Planning Team will consider any reasonable requests for additional information for Town and Parish Council's whilst having regard to the statutory fifty-six day period for determining planning applications.

The twenty-one day period ends on receipt of post on day twenty-two (to enable any last minute responses to be cleared).

A written response via the Public Access system or by telephone message; e-mail to devcon@middevon.gov.uk will all be considered as a valid consultation response. All consultation responses are posted on our website (Public Access) in line with the Local Government (Access to Information) Act 1985 which requires that such correspondence be available for public inspection.

If the application is not a Delegated item (can be processed without the need for Committee approval), all Town and Parish Councils responses will be noted on the application file and reported to the Councils Planning Committee

Scheme of Delegation to the Development Management Manager

To exercise all the powers of the Council as Local Planning Authority (including the conduct of appeals and enquiries) under the Planning Acts, (unless expressly delegated to another officer) except where: **-In the case of all Applications:**

1. In the opinion of the Development Management Manager or the Area Planning Officer, the application is of a significant controversial or sensitive nature;
2. The application has been submitted by or on behalf of the Council;
3. The application is from an Elected Member or Officer
4. The application is accompanied by an Environment Impact Assessment (EIA);
5. The application is a significant or major departure and is recommended for approval;
6. The Ward Member; Chairman or Vice-Chairman of Planning Committee requires that the Committee consider an application having given clear planning reasons;
7. Applications will be delegated to the Development Management Manager to refuse if Section 106 Agreements are not signed and completed within 8 or 13 week time-scale.

In the case of re-negotiations on a planning obligation (S106 Agreements and Undertakings);

1. The Ward Member, Chairman and Vice-Chairman of Planning Committee and Cabinet Member for Housing (the latter in the case of amendments to affordable housing only) requires that the Committee consider the proposed changes having given clear planning reasons
2. In the case of renegotiations on another planning obligation issue the Ward Member, Chair and Vice Chair of Planning requires that the Committee consider the proposed changes having given clear planning reasons, otherwise they be delegated to the Development Management Manager

In the case of Formal Enforcement action:

1. In the opinion of the Development Management Manager, the proposed enforcement action raises matters of significant public interest and /or significant cost to the Council for which there is no budget and/or would prevent a person from residing or continuing to reside on land within the district;
2. The action relates to land in which the Council, a Member or an Officer has an interest;
3. The action is the issue of an enforcement notice, stop notice, temporary stop notice or legal proceedings, in which case the notice or proceedings will be issued by the District Solicitor (Monitoring Officer) or a solicitor employed by the Council, in consultation with the Head of Planning Economy and Regeneration or the Group Manager for Development.

(Note: Formal action does not include the service of a Planning Contravention Notice or Section 330 requisition for information)

In the case of Conservation:

1. It requires the issue of repair and urgent work notices
2. It involves the submission of funding bids or schemes that have budgetary implications

In the case of the Local Plan:

Local Plan proposal's and policies with reasoned justification for publication and consultation or adoption at the following stages (other than where minor modifications and other minor changes are made).

- Local Plan options consultation
- Publication and consultation of the 'submission' Local Plan
- Local Plan adoption

(or the equivalent stages of processes of successors to Local Plans).

- **In the case of Planning Guidance or other strategic development plans** strategic development plans and policies at a larger than district scale will be consulted on.
- Supplementary Planning Documents dealing with Mid Devon wide guidance and sites/areas for publication prior to consultation and for adoption (other than where minor modifications and other changes are made).

Notes

The above procedure should be read alongside the Town and Parish Council Charter which is available from the Planning Team.

Training workshops in the operation of the Planning System will continue to be offered to Town and Parish Councils.



CREDITON TOWN COUNCIL

Credition Youth Service Report

Report by: Lead Youth Worker
To: Council Affairs and Finance Committee
Date: For consideration on 14 May 2024

1. Purpose

To note the contents of the report.

2. Update

Staffing and training

Credition Youth Service hosted over 20 youth workers from across Devon who attended Space's outstanding Introduction to Youth Work, which included 5 of our staff and volunteers. The day has fired up the enthusiasm of our team and many new ideas have already been implemented or are in the pipeline.

Current work Spring 2024

Our current work includes our Junior and Senior Youth Club, Girls Group, Quiet Club and Outdoor Youth Club (based in the Outdoor Learning Space at Barnfield).

Credition Youth Service Transition Project (May, June & July)

We received Tesco Blue Tokens grant funding to deliver a transition project – now in its 4th year! All pupils in Year 6 at Landscore and Haywards will be offered a full day activity:

Building Resilience through Abstract Art

This day would cover change, exploring feelings about change through abstract art and building resilience through understanding the NHS 5 Ways to Wellbeing. At the end of the day young people will have created an art journal and identified tools to support their wellbeing. If young people want, they can join additional sessions in the school holidays, developing their journal and completing an Arts Award. A small number of GCSE Art pupils from QE in years 10 and 11 will support the Transition Days as part of a work experience opportunity to support their transition.

Lark in the Park

Credition Youth Service will be bringing youth work to Newcombes Meadow Park this summer, in response to requests for a more visible and high-profile presence in the park. We'll engage young people in a range of sport, art, and cooking opportunities, one evening a week in June and July. We are currently seeking additional funding to run full activity days in the park during the school summer holidays in August. The additional days will work in partnership with The Heart Project, Kicks Project (City Community Trust) and Involve Mid Devon.

Strategically for the future

The Town Clerk and Lead Youth Worker are working on a strategic plan for youth work in Credition which will include purpose, priorities, partnerships and locations. We will also consider funding and a new project name.

Date of next Youth Sub-Committee Meeting

The date of the next meeting of the Youth Sub-Committee will be either Tuesday 09 July 2024 at 18.00 or Thursday 11 July 2024 at 10.30. A further option of Tuesday 30 July 2024 at 19.00 is available.



Accessibility Statement for www.crediton.gov.uk

This website is run by Credition Town Council (CTC). We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software (Browser Plugin: Text to Speech)
- navigate most of the website using headings (Browser Plugin: Headings Map)
- change colours and contrast levels (Browser Plugin: High Contrast)
- listen to most of the website using a screen reader (including the most recent version of JAWS)
- follow clear page titles
- images have alt tags
- skip to main content when using a screen reader
- most hyperlinks are determinable by the text alone

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- some PDF documents are not fully accessible to screen reader software

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email deputy@crediton.gov.uk
- call 01363 773717
- Emma Anderson, Deputy Clerk
Council Offices, 8 North Street, Credition, EX17 2BT

We'll consider your request and get back to you in 10 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please use the following contact details:

- email deputy@crediton.gov.uk
- call 01363 773717
- Emma Anderson, Deputy Clerk
Council Offices, 8 North Street, Crediton, EX17 2BT

Please note, CTC is continuously working to comply with WCAG 2.1 and this statement will be updated.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Contacting Us By Phone Or Visiting Us In Person

Our office has audio induction loops, or if you contact us before your visit we can arrange a British Sign Language (BSL) interpreter.

Find out how to contact us <http://www.crediton.gov.uk/Contacts>

Technical Information About This Website's Accessibility

CTC is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non Accessible Content

The content listed below is non-accessible for the following reasons.

Non compliance with the accessibility regulations

Contrast

Some elements of the website have poor colour contrast, so will be less accessible to some users. This fails WCAG 2.1 success criterion 1.4.3 (Contrast minimum). Contrast plugins such as High Contrast have been used to improve this.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

Some of our PDFs and Word documents are essential to providing our services. The majority of these were fixed by September 2020, however some PDF's are scanned documents and cannot be amended therefore these may not be fully accessible. Users that need accessible versions of these documents, or any historical documents, can contact the council via the details provided at the top of this statement.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix agendas and minutes dated prior to 23 September 2018.

Any new PDFs or Word documents we publish will meet accessibility standards.

How We Tested This Website

This website was last tested on 09 May 2024, where ~~85%~~ 86% compliance was achieved. The test was carried out by the Town Clerk.

We are testing:

- our main website platform, available at www.crediton.gov.uk, including the following pages
 - Homepage - as this is the first page accessed by website visitors
 - Meetings page - ensuring agendas and minutes are accessible to users
 - Councillor page - ensuring all councillor contact details are accessible, which also includes navigating through a table format with images and links
 - Contact page - ensuring visitors can use interactive contact form

What We're Doing To Improve Accessibility

CTC will regularly check its website and action any areas of accessibility, where possible.

This statement was updated on 09 May 2024.



HANDLING OF DBS CERTIFICATE INFORMATION POLICY

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Credition Town Council complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: organisations which are inspected by the Care Quality Commission (CQC) or Ofsted, may be legally entitled to retain the certificate for the purposes of inspection.

In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example in confidential waste. While awaiting destruction, certificate information will be kept in a secure receptacle.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an umbrella body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



Protocol for Meeting with Developers

Introduction

Credition Town Council (CTC) acknowledges that developers may wish to present proposals at different planning application stages to seek its views and recognises that discussions play an important role in major developments. CTC welcomes the desire of developers to consult both the council and the local community more widely. However, CTC is aware of the importance of public perception in planning and the need to avoid any appearance that they are conducting secretive negotiations or colluding with developers. To avoid improper lobbying by a developer or creating a perception that CTC has a predetermined position about a proposed development, it will follow this protocol.

Scope

This document applies to all members, committees, employees of CTC, contractual third parties and agents who work and act on behalf of CTC.

This document applies to all developers, landowners, their employees and agents that act on their behalf.

Procedure

1. The developer must provide information about the proposed development in writing.
2. If the developer considers that any information provided to CTC is sensitive, this will not require it to be treated as confidential. The developer must identify information that they want to be treated as confidential and explain the reasons in writing. If the developer has a legitimate expectation for confidentiality about the proposed development, CTC will keep a written record of the confidential and non-confidential issues.
3. Information held by CTC about a proposed development is subject to disclosure under the Data Protection and Freedom of Information legislation.
4. Communications (including informal and formal meetings) between the developer and CTC (or with individual members and officers) about a pre-planning application development will not bind CTC to making a particular decision. Any views expressed will be provisional, because not all the relevant information will be available and formal consultations will not have taken place.
5. Informal meetings and telephone conversations between a developer and individual members or officers will be documented in writing and are subject to disclosure under Data Protection and Freedom of Information legislation. Council officers may arrange and attend meetings with members and send a follow-up in writing.

6. Official meetings of the council and its committees are open to the public¹ and developers may attend.
7. The developer may not speak at any meeting of CTC unless they are invited to address the meeting or do so during public participation. The developer may regard information about the proposed development as either confidential or “sensitive” and therefore not suitable for discussion at a meeting open to the public. However, members will consider if there are grounds to exclude the public from the meeting when the proposed development is being discussed and considered. CTC may do this if the matter being considered at the meeting would prejudice the public interest due to its confidentiality or for other special reasons².
8. The minutes of all council meetings which record decisions made are available on the CTC website or by request to the Town Clerk.
9. It is an offence for a developer or their agent to promise or give a financial or other advantage to a council with the expectation of an improper consideration of a planning application³. If the developer is an organisation, such as a charity or company, CTC may request sight of the developer’s anti-bribery policy.

Context of protocol within existing legislation

Within existing legislation, a developer must consult with a local authority⁴ if the land to be developed is in the local authority's area before the submission of a planning application. Before the submission of a planning application, a developer is required to liaise with a range of bodies⁵. These are persons whom the developer, after ‘making diligent inquiry’, knows to be the owner, lessee, tenant (whatever the tenancy period) or occupier of the land and a person who (a) is interested in the land, or (b) has power (i) to sell and convey the land, or (ii) to release the land⁶.

The National Planning Policy Framework (NPPF), published in March 2012, encourages developers to liaise with the local planning authority (and others but with **NO** specific reference to Town/Parish councils) before the submission of a planning application.

Below is an extract from the NPPF:

‘Pre-application engagement and front loading’:

188. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

189. Local planning authorities have a key role to play in encouraging other parties

¹ Public Bodies (Admission to Meetings) Act 1960 S.1(1)

² Public Bodies (Admission to Meetings) Act 1960 S.1(2)

³ Bribery Act 2010 S.1

⁴ Planning Act 2008 S.42, not including a Town/Parish Council by virtue of Planning Act 2008 S.43

⁵ Planning Act 2008 S.42-44

⁶ Planning Act 2008 S.44 includes Town/Parish Council

to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications.

190. *The more issues that can be resolved at pre-application stage, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs.*
191. *The participation of other consenting bodies in pre-application discussions should enable early consideration of all the fundamental issues relating to whether a particular development will be acceptable in principle, even where other consents relating to how a development is built or operated are needed at a later stage. Wherever possible, parallel processing of other consents should be encouraged to help speed up the process and resolve any issues as early as possible.'*

There are circumstances when a developer may consult with a town/parish council before the developer has submitted a planning application to the local planning authority and the town/parish council is asked by the planning authority to make representations about the application⁷.

A developer may also want to consult with a town/parish council if a proposed development relates to the development or submission of proposals within a Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO). Town/Parish Councils are required to advertise its proposals for a NPO or a NDO with its local community and to consult with certain bodies to ascertain their views on the proposals before these are submitted to the planning authority. In the periods when such proposals are being developed and before such proposals are submitted to the local planning authority, it is anticipated that developers in the private or public sector may wish to disclose or discuss a proposed development so that this may be accounted for in the proposals for a NDP or NDO order to be submitted.

The Localism Act 2011 restricts the impact of the acts of, or verbal or written statements or views expressed by members prior to a decision that might suggest pre-determination⁸. A decision-maker (i.e. a member) is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because:

- a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and

⁷ Town and Country Planning Act 1990 Sch.1 Para.8

⁸ Localism Act 2011 S.25(1)

b) the matter was relevant to the decision⁹.

⁹ Localism Act 2011 S.25(2)



Investment Strategy

Introduction

The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.

The guidance applies to Credition Town Council (CTC) should total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where the expectation is for total investments to be between £10,000 and £100,000 it is encouraged to adopt the principles in the Guidance.

The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing its investments giving priority to two underlying objectives:

- Security – protecting the capital sum invested from loss
- Liquidity – ensuring the funds invested are available for expenditure when needed.

Financial Investments can fall into one of three categories:

- Specified Investment – one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
- Loans – these can be made to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth, even though those loans may not be seen as prudent if adopting a narrow definition of prioritising security and liquidity
- Non-specified investments – any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.

Local authorities should keep strategies simple and maintain prudence at all times.

CTC has adopted the following Investment Strategy, which establishes formal objectives, policies, practices and reporting arrangements for the effective management and control of treasury management activities, and the associated risks, and should be read in conjunction with the Council's Financial Regulations.

Investment Objectives

- 1.1 CTC acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the Credition community.
- 1.2 CTC's priorities will be centred on the security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed) of its reserves.

- 1.3 To comply with the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3rd Edition updated February 2018).
- 1.4 Carry out an annual cash flow forecast to ascertain expenditure commitments for the coming financial year.

Specified Investments

- 2.1 On the basis of the cash flow forecast CTC will only invest in:
 - Specified Investments
 - Bodies with high credit ratingsThe type of investments used will be:
 - Deposits with banks, building societies, local authorities or other public authority
 - Other approved public sector investment funds.

Loans

- 3.1. Loans are not currently included in the Investment Strategy as they are considered unacceptable due to their potential risk.
- 3.2 Should CTC choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth, it should be noted that in considering loans CTC must have regard to the Guidance and must be able to demonstrate that:
 - Total financial exposure to these types of loans are proportionate
 - They must use an allowed "expected credit loss" model for loans as set out in the "International Financial Reporting Standard (IFRS) 9 Financial Instruments" as adopted by proper practices to measure the credit risk of the loan portfolio
 - There are appropriate credit control arrangements to recover overdue repayments in place
 - The Town Council has formally agreed the total level of loans by type that it is willing to make and that the total loan book is within self-assessed limits.

Non Specified Investments

- 4.1 Non-specified investments are not currently included in this Investment Strategy as these investments are considered unacceptable due to the higher potential risk.

Borrowing in Advance of Need

- 5.1 CTC cannot borrow more than, or in advance of their needs, purely in order to profit from the investment of the extra sums borrowed.
- 5.2. In exceptional circumstances where CTC chooses to disregard the Prudential Code, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), the Guidance and borrows/has borrowed purely to profit from the investment of the extra sums the Council must explain:

- a) Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance
 - b) The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.
- 5.3 The purpose of this disclosure is to allow external auditors, taxpayers and other interested parties to understand why the Council has chosen to disregard the Guidance, and to be able to hold CTC to account.

Use of Investment Managers

- 6.1 CTC does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.
- 6.2. If external investment managers are used, they will be contractually required to comply with this strategy.

Governance & Risk

- 7.1 There will be due regard to the Financial Services Compensation Scheme and CTC will aim to spread 'specified investments' over a range of different providers in such a way as to limit exposure and minimise risk.
- 7.2 The Responsible Finance Officer (RFO) in consultation with the Council Affairs Committee and/or Full Council (as applicable) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 7.3 CTC will only invest in institutions of "high credit quality" as set out in point 2.1 of this strategy.
- 7.4 CTC will monitor the yield on investments by having regard to the general financial, economic and political environment nationally.
- 7.5 Only Full Council has the authority to make and approve any short-term investments (maximum of twelve months), in accordance with the Annual Investment Strategy, based upon recommendations from the Council Affairs Committee and Responsible Finance Officer.
- 7.6 All resolutions relating to investments will be noted in the minutes.
- 7.7 All members do not necessarily need formal training to understand investment or the potential risks to satisfy the Guidance. However, it may be appropriate for the RFO to prepare a report/presentation setting out the opportunities and risks in such terms that a member can understand and therefore make an informed decision.

Review & Amendment

- 8.1 CTC's investment position will be reviewed regularly (as a minimum every six months) by the Responsible Financial Officer and reported to the Council Affairs Committee and/or Full Council for consideration.
- 8.2 This Investment Strategy will be reviewed annually.
- 8.3 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be minuted and made available to the public.



RECRUITMENT OF EX-OFFENDERS POLICY

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Crediton Town Council (CTC) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. CTC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. CTC can only ask an individual to provide details of convictions and cautions that CTC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. CTC can only ask an individual about convictions and cautions that are not protected.
5. CTC is committed to the fair treatment of its officers, potential officers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. This policy on the recruitment of ex-offenders, shall be made available to all DBS applicants at the start of the recruitment process.
7. CTC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. CTC select all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. CTC ensures that all those in CTC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.



Crediton Town Council

11. CTC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
12. At interview, or in a separate discussion, CTC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
13. CTC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
14. CTC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.



Credition Town Council

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EX17 2BT

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

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2024

SCOPE OF RESPONSIBILITY

Credition Town Council (CTC) is a local authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, CTC is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CTC's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place for the year ending 31 March 2023 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Governance and Accountability for Local Councils Practitioners' Guide (England).

THE INTERNAL CONTROL ENVIRONMENT

The Council

CTC has appointed a Chair, who is also the Mayor, who is responsible for the smooth running of meetings. For the year ending 31 March 2024 this was Councillor Liz Brookes-Hocking.

CTC reviews its obligations and objectives and approved a budget for the financial year 2024/25 at its meeting held on Tuesday 16 January 2024 (minute number 2024/012.1). This meeting of the Council also approved the level of precept for the financial year 2024/25 at its meeting held on Tuesday 16 January 2024 (minute number 2024.012.3).

CTC and its Committees monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings are circulated to all members of the Council and are published on the Town Council's website: www.crediton.gov.uk.

Full Council meets on a bi-monthly basis and receives the minutes of all Committees and ratifies the decisions therein. CTC also monitors progress by receiving relevant reports from Council Committees, members and the Town Clerk & Responsible Financial Officer.

No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the Council. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000 as per CTC's adopted Financial Regulations. The Clerk shall report the action to the appropriate Committee or Council as soon as practicable thereafter.

CTC has appointed specific members to review its internal controls, systems and procedures by way of random internal control checks conducted on a monthly basis.

Clerk to the Council / Responsible Financial Officer

CTC has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Town Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Town Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Town Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments

All expenditure must be authorised by CTC or by a Committee having delegated authority, or by the Town Clerk after consultation with the appropriate Chair. The list of orders is available for inspection by any member of the Council on demand.

All payments and receipts are entered onto the Rialtas Omega Accounting System.

All receipts and payments are reported to CTC. A copy of all receipts and payments is kept with the minutes of the Council meeting when they are approved, together with the bank reconciliation and year to date budget sheet. Two members of the Council must sign off every order for payment. The signatories check each order for payment against the relevant invoice and initial the invoice where indicated by the certification stamp. Payments are either made by BACS or by cheque.

CTC also checks the bank reconciliation against the bank account and the year to date budget sheet at each Council meeting.

Income

All income is received and banked in CTC'S name in a timely manner and reported to the Council.

A copy of all payments and receipts is also separately published on CTC's website: www.crediton.gov.uk.

Contracts

Procedures as to contracts are laid down in the Council's Standing Orders and Financial Regulations, and oversee all contract procedures.

Risk Assessments / Risk Management

CTC carries out regular risk assessments to record risks and related health and safety, employment and insurance issues. The Town Clerk will report on risk assessments for consideration and action.

Internal Audit

The Council appointed Auditing Solutions Ltd as its independent internal auditor for 2023/24 who has reported on the adequacy of its records, procedures, systems, internal control and risk management.

External Audit

The Council's appointed external auditor for 2023/24 is PKF Littlejohn LLP. Following completion of external audit the annual Certificate of Audit is provided, which is presented to Full Council. The notice of conclusion of audit & annual return is also published on the Council's website.

REVIEW OF EFFECTIVENESS

CTC has responsibility for conducting an annual review of the effectiveness of its systems of internal control. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Town Clerk/Responsible Financial Officer
- The work of officers reporting to the Town Clerk (The Responsible Financial Officer)
- The work of the Independent Internal Auditor
- The External Auditors in their annual letter
- Those elected Members with designated responsibility within this area

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

We are satisfied on all accounts that our arrangements are effective and meet expected standards. Council approved the Statement of Internal Control on 09 May 2024.

(Chair)

Date

(Town Clerk & Responsible Financial Officer)

Date



Statement on Value for Money

Crediton Town Council (CTC) is mindful of its responsibilities and duties to the community. This includes ensuring that best value for money is always obtained with income, including taxpayer's precept contributions, being spent to best advantage for the town and its residents.

In setting its annual budget, CTC considers the cost of ongoing projects and services, as well as the costs involved in maintaining the assets of the town, such as (but not limited to) parks, open spaces and public conveniences.

Provision is also made in the budget for new projects or objectives as identified following consultation with residents or to meet the clear needs of the community.

Budget proposals are reviewed each year by standing Committees, prior to ratification by Council each January. Several policies and procedures exist to ensure best value, most notably in the Council's Financial Regulations.

Any requests for approval of expenditure must include evidence of having sought best value, usually by sourcing at least three quotations for goods and services. In instances of significant expenditure, a formal tender process will be followed.

Expenditure must be authorised by the Town Clerk, the Town Clerk and the Chair, or by Committee, depending on the level of funds involved in each case. Any significant expenditure and all tenders sought will be brought to the relevant Committee for review and authorisation to proceed. The Committee will need to be satisfied that the recommended provider meets a number of criteria, including value for money.

In addition to the ongoing monitoring of budgets by officers, each standing Committee receives a budget monitoring report on a quarterly basis. This enables the Committee to review and monitor expenditure compared to budget throughout the year and provides an opportunity for questions to be raised. The Council's Responsible Finance Officer will maintain an overarching responsibility for ensuring income and expenditure are clearly and correctly reported to Council.

One of the Council's most significant costs is that of staffing. Officer salaries are based on national scales across the sector and all job descriptions are evaluated regularly by the Council Affairs Committee. This ensures that salaries are fair and in line with national standards within the sector.



CREDITON TOWN COUNCIL

Annual Town Meeting Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 12 March 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the report below in relation to the arrangements for the Annual Town Meeting.

1. Purpose

1.1 This report sets out a proposal from Cllr Brookes-Hocking to hold the Annual Town Meeting in conjunction with the Mayoral Reception.

2. Background

2.1 All parishes and towns in England must hold an Annual Parish or Town Meeting. This is an annual statutory public meeting of electors and is therefore not used to address standard Council business¹.

3. Proposals

- 3.1 That the Annual Town Meeting be held on Friday 17 May 2024 at the Town Hall, incorporating both the Mayoral Reception and Annual Town Meeting.
- 3.2 That community groups and organisations will be invited to attend to celebrate achievements in the council year 2023/24.
- 3.3 That an opportunity will be provided for free debate for members of the public.
- 3.4 Food and drink will be provided.

4. Financial Implications

4.1 The following budgets will be used as necessary to pay for catering and hall hire:
Annual Town Meeting
Mayoral Reception

5. Climate Implications

5.1 Local catering quotes will be obtained and local produce will be used where possible.

6. Conclusion

6.1 The Mayor is yet to hold their annual reception, and would like to take the opportunity to hold both events as an opportunity to bring the community together.

¹ Local Government Act 1972 s9