



**Minutes of the Annual Meeting of the Town Council of the Democratic Services held on Tuesday, May 21, 2024 at 19:00 in the Old Lanscore School, EX17 3LP.**

**Present:** Cllrs Liz Brookes-Hocking, Guy Cochran, Joyce Harris, Frank Letch, Giles Fawssett, Georgina Stone, Rachel Backhouse, John Downes, Jim Cairney, Paul Perriman, Natalia Letch, Steve Huxtable

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

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

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## MINUTES

### 2024/001 ELECTION OF CHAIR/MAYOR FOR 2024/25

#### 2024/001.1 RETIRING CHAIR/MAYOR WILL MAKE A SHORT SPEECH

The retiring Chair/Mayor made a short speech, expressing gratitude for the support received during their tenure.

#### 2024/001.2 TO SEEK NOMINATIONS AND ELECT THE CHAIR/MAYOR FOR THE ENSUING YEAR

Nominations were sought for the position of Chair/Mayor for the ensuing year. Two candidates, were put forward. Cllr Cochran was proposed by Cllr F Letch and Cllr Huxtable was proposed by Cllr Backhouse. After a vote, Guy Cochran was elected as the new Chair/Mayor. (Votes for Cllr Cochran received from Cllrs Cochran, F Letch, Downes, Perriman, Stone, N Letch and Cairney).

**Decision:** Cllr Cochran was elected as the new Chair/Mayor.

#### 2024/001.3 NEW CHAIR/MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Following his election, the new Chair/Mayor signed the Declaration of Acceptance of Office.

### 2024/002 ELECTION OF DEPUTY CHAIR/DEPUTY MAYOR FOR 2024/25

#### 2024/002.1 CHAIR/MAYOR WILL SEEK NOMINATIONS AND ELECT THE DEPUTY CHAIR/DEPUTY MAYOR FOR THE ENSUING YEAR

The Chair/Mayor sought nominations for the Deputy Chair/Deputy Mayor for the ensuing year. Cllr Huxtable was proposed by Cllr Cairney. As there were no further nominations, a vote was held, and Cllr Huxtable was elected.

**Decision:** Cllr Huxtable was elected as the Deputy Chair/Deputy Mayor.

#### 2024/002.2 NEW DEPUTY CHAIR/DEPUTY MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Following his election, the new Deputy Chair/Deputy Mayor signed the Declaration of Acceptance of Office.

**2024/003 PUBLIC QUESTION TIME**

Questions were raised by two members of the public. The questions and full responses would be provided on the town council's website in due course.

**2024/004 APOLOGIES**

There were no apologies.

**2024/005 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

**2024/005.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations of interest.

**2024/005.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

**2024/006 ORDER OF BUSINESS**

There was no requirement to change the order of business.

**2024/007 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**2024/008 TOWN COUNCIL MINUTES**

The minutes of the previous meetings held on March 19, 2024, and April 23, 2024, were presented for approval.

**Decision:** The minutes of the meeting held on March 19, 2024 were approved. (Proposed by Cllr F Letch).

**Decision:** The minutes of the meeting held on April 23, 2024 were approved. (Proposed by Cllr Harris).

**2024/009 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES MINUTES**

The minutes of committee and sub-committee meetings were presented for ratification.

**Decision:** The minutes of the Community and Environment Committee on January 23, 2024, were ratified. (Proposed by Cllr Cochran)

**Decision:** The minutes of the Planning and Town Strategy Committee on March 5, 2024, were ratified. (Proposed by Cllr Brookes-Hocking)

**Decision:** The minutes of the Council Affairs and Finance Committee on March 12, 2024, were ratified. (Proposed by Cllr Huxtable)

**Decision:** The minutes of the Planning and Town Strategy Committee on April 2, 2024, were ratified. (Proposed by Cllr Brookes-Hocking)

**Decision:** The minutes of the Council Affairs and Finance Committee on April 16, 2024, were ratified. (Proposed by Cllr Huxtable)

**2024/010 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES**

### **2024/010.1 TO RECEIVE THE REPORT REGARDING THE COMMITTEE STRUCTURE AND APPROVE ANY RECOMMENDATIONS THEREIN**

The report regarding the committee structure was discussed, and recommendations were made. The proposed changes to the committee structure were aimed at achieving smoother functioning of the council. Some committees were disbanded, and their responsibilities were delegated to other committees. It was clarified that decisions requiring committee approval regarding allotments would still be brought to the committee. It was suggested that the emergency committee be disbanded and its responsibilities be included in the scheme of delegation. The proposed changes to the committee structure were approved. It was requested that [CUT!] be added to the delegated responsibility of the Planning and Town Strategy Committee.

**Decision:** The proposed changes to the committee structure were approved, subject to amendment and further approval by Full Council.

**Task:** The proposed changes to the committee structure should be implemented, with the reviewed Terms of Reference being approved at the next Full Council meeting.

### **2024/010.2 TO CONSIDER AND APPROVE NOMINATIONS FOR THE COMMITTEES AND SUB-COMMITTEES APPROVED AT ITEM 2024/010.1**

**Decision:** The following councillors were elected as follows:

Planning and Town Strategy: Cllrs Huxtable, Cochran, Fawssett, Brookes-Hocking, Perriman, Harris, N Letch and Cairney with Cllr Downes acting as a substitute. (Proposed by Cllr F Letch)

Oversight: Cllrs Huxtable, Cochran, F Letch, Fawssett, Cairney, Brookes-Hocking, Harris, Backhouse with Cllr Downes acting as a substitute. (Proposed by Cllr N Letch)

Grants Sub-Committee: Cllrs Huxtable, Fawssett, Cairney, Brookes-Hocking, Harris). (Proposed by Cllr Harris)

Parish Paths Sub-Committee: Cllrs Fawssett, Brookes-Hocking, Huxtable, Huxtable and Cochran. (Proposed by Cllr Cairney)

Youth Delivery Sub-Committee: Cllrs Brookes-Hocking, Fawssett, F Letch and Backhouse. (Proposed by Cllr Cairney)

### **2024/011 REPRESENTATIVES ON OUTSIDE BODIES**

**Decision:** The representatives were approved as follows:

Hayward's Educational Foundation – Cllr Cairney (Proposed by Cllr Downes)

Crediton United Charities – Cllr Harris (Proposed by F Letch)

Devon Association of Local Councils – Cllr Brookes-Hocking (Proposed by Cllr F Letch)

Crediton Twinning Association – Cllr Huxtable (Proposed by Cllr F Letch)

Boniface Link Association – Cllr Harris (Proposed by Cllr F Letch)

Friends of Crediton Station – Cllr Perriman (Proposed by Cllr Cochran)

Sustainable Crediton – Cllr Backhouse (Proposed by Cllr Cochran)

Boniface Trail Association - Cllr Fawssett (Proposed by Cllr Cairney)

Crediton Chamber of Commerce, - Cllr Cochran (Proposed by Cllr Downes)

Okehampton Rail Forum – Cllr Perriman (Proposed by Cllr Downes)

League of Friends of Crediton Hospital – Cllr N Letch (Proposed by Cllr F Letch)

Age Concern Trustee – Cllr Cairney (Proposed by Cllr Brookes-Hocking)

**Task:** The Town Clerk would advise organisations of the representatives nominated.

## 2024/012 PUBLIC QUESTION TIME

### 2024/012.1 TO RECEIVE THE REPORT REGARDING PUBLIC QUESTION TIME AND TO APPROVE ANY RECOMMENDATIONS THEREIN

A report was presented regarding Public Question Time, and recommendations were approved. The aim was to increase public participation during meetings by allowing them to contribute to the discussion rather than just asking questions. Changes to the Standing Orders were proposed to encourage public engagement and remove the need to suspend and reinstate the orders during the meeting. Members discussed the importance of respectful and constructive contributions from the public. Concerns were raised about disruptive behaviour and the need to maintain a respectful environment. The proposal was made to have a designated period of up to 30 minutes for public questions related to the business of the council. The debate about the inclusion of Public Question Time on the agenda continued, with some members suggesting it may not be necessary if public engagement is encouraged throughout the meeting. The importance of considering the reasons for public frustration and the need for self-reflection by the council members was emphasized.

**Decision:** The recommendations regarding Public Question Time were approved, with Standing Orders being amended to reflect the changes for approval at the next meeting.

## 2024/013 SCHEME OF DELEGATION

**Decision:** The Scheme of Delegation was adopted. (Proposed by Cllr Brookes-Hocking)

## 2024/014 GOVERNING DOCUMENTS REVIEW

It was **noted** that the Standing Orders and Financial Regulations would be adopted at the next Full Council meeting.

## 2024/015 ASSET REGISTER

The Asset Register as of March 31, 2024, was presented for approval. It was **noted** that the equipment purchased after March 31, 2024, would be included in the next asset register.

**Decision:** The Asset Register as of March 31, 2024, was approved.

**Task:** The equipment purchased after March 31, 2024, should be included in the next asset register.

## 2024/016 GOVERNANCE AND MANAGEMENT RISK REGISTER

The Governance and Management Risk Register was presented for approval. The register was approved.

**Decision:** The Governance and Management Risk Register was approved.

**2024/017 INSURANCE 2024/25**

The renewal documents for insurance in the year 2024/25 were **noted**.

**Decision:** The renewal documents for insurance in the year 2024/25 were noted.

**2024/018 ANNUAL ACCOUNTS 2023/24**

A date for a Full Council meeting to receive the documents relating to the Annual Accounts was discussed and agreed upon. The meeting should take place before June 30, 2024, to approve and sign the Annual Governance Accounting Statement.

**Decision:** A Full Council meeting will be held on June 25, 2024, to approve and sign the Annual Governance Accounting Statement.

**2024/019 JUNE EVENTS****2024/020 CREDITON MASTERPLAN**

The report regarding the Crediton Masterplan was received. Specific concerns were raised about the need for regeneration and the accuracy of statements regarding the Neighbourhood Plan. Issues related to pedestrian safety, missing pavements, and traffic flow were also highlighted. It was agreed to arrange a meeting with cabinet member Cllr Steve Keeble and the head of the economy team to discuss these points further.

**Decision:** The proposed comments regarding the Crediton Masterplan were approved to be submitted to MDDC. (Proposed by Cllr Brookes-Hocking)

**Task:** Arrange a meeting with the cabinet member for Regeneration Scheme Keyboard and the head of the economy team to discuss concerns and proposed comments regarding the Crediton Masterplan.

**2024/021 DATE OF NEXT MEETING**

**Decision:** The date of the next meeting was confirmed as Tuesday, July 16, 2024.

**2024/022 PART II****2024/023 VEXATIOUS COMPLAINANT**

**Decision:** It was resolved to approve the recommendations within the report. (Proposed by Cllr Huxtable)

**2024/024 COUNCIL OFFICES**

The verbal report from the Town Clerk was received.

**2024/025 REPORTS PACK**

Signed .....

Dated.....