



To All Credition Town Councillors

You are hereby summoned to attend the Annual Meeting of Credition Town Council, which will be held on Tuesday, May 20, 2025, at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA.

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, 15 May 2025

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

2025/001 - Election of Chair/Mayor for 2025/26

2025/001.1 - Retiring Chair/Mayor will make a short speech

2025/001.2 - To seek nominations and elect the Chair/Mayor for the ensuing year

2025/001.3 - New Chair/Mayor to sign the Declaration of Acceptance of Office

2025/002 - Election of Deputy Chair/Deputy Mayor for 2024/25

2025/002.1 - Chair/Mayor will seek nominations and elect the Deputy Chair/Deputy Mayor for the ensuing year

2025/002.2 - New Deputy Chair/Deputy Mayor to sign the Declaration of Acceptance of Office

2025/003 - 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)

2025/004 - Apologies

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

2025/005 - Declarations of Interest and Requests for Dispensations

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

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

2025/006 - 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

2025/007 - Chair's and Clerk's Announcements

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

2025/008 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 18 March 2025**, as a correct record (minutes will be issued with the agenda)

2025/009 - Town Council Committees and Sub-Committees

To receive and ratify the minutes of the following meetings:

Youth Sub Committee held on 15 October 2024

Community Committee held on 04 March 2025

Oversight Committee held on 11 March 2025

Oversight Committee held on 25 March 2025

Community Committee held on 01 April 2025

Oversight Committee held on 08 April 2025

2025/010 - Reports

2025/010.1 - To receive reports from County and District Councillors

2025/010.2 - To receive reports from Outside Bodies Representatives

2025/011 - Committee Structure

To receive the report from Cllr Huxtable regarding Committee Structure and to consider and approve the recommendations therein

2025/012 - Election of Committees and Sub-Committees 2025/26

To consider and approve appoint members to Committees for 2025/26

2025/013 - Representatives on Outside Bodies 2025/26

To appoint representatives on Outside Bodies for the ensuing council year

2025/014 - Annual Governance and Accountability Return 2024/25

2025/014.1 - To receive and note the Annual Internal Audit Report

2025/014.2 - To approve the Annual Governance Statement (section 1 of the Annual Return)

2025/014.3 - To approve the accounting statements (section 2 of the Annual Return)

2025/014.4 - To approve the annual financial statement for year ended 31st March 2025

2025/014.5 - To approve the year end bank reconciliation for 2024/25

2025/014.6 - To approve the dates of 3rd June – 14th July 2025 for the Period for the Exercise of Public Rights

2025/014.7 - To review and approve the current Asset Register

2025/015 - Standing Orders

To review and re-adopt the Standing Orders

2025/016 - Financial Regulations

To review and re-adopt the Financial Regulations

2025/017 - Meeting Schedule

To approve the draft meeting schedule for the period 20 May 2025 - 19 May 2026

2025/018 - Public Discussion

To review the use of Public Discussion prior to each Full Town Council meeting and to consider and agree its continuation

2025/019 - Pulse Hubs

To review the proposed site locations and approve that Pulse Hubs proceed to planning application stage

2025/020 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 16 July 2025**

2025/021 - 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

2025/022 - Investigation Panel findings

To receive the notes of the Investigation Panel meeting and to note the decisions and recommendations therein

2025/023 - Youth Work

To receive the report regarding Youth Work delivery and associated staffing for September 2025-March 2026, and to approve the recommendations therein

2025/024 - Reports Pack

Attachments – for internal use only

[2025-03-18 - Full Council - Minutes\(1\).pdf](#)
[2024-10-15 - Youth Sub-Committee - Minutes.pdf](#)
[2025-03-04 - Community Committee - Minutes.pdf](#)
[2025-03-11 - Oversight Committee - Minutes.pdf](#)
[2025-03-25 - Oversight - Minutes.pdf](#)
[AI 214 - 2025-04-01 - Community Committee - Minutes.pdf](#)
[2025-04-08 - Oversight - Minutes.pdf](#)
[Committee Structure.docx](#)
[Appointments 2025.26 Guy.docx](#)
[Appointments 2025.26 Liz.docx](#)
[Appointments 2025.26 RB.docx](#)
[Appointments 2025.26 Steve.docx](#)
[Giles.pdf](#)
[Jim.pdf](#)
[Joyce.pdf](#)
[Paul.pdf](#)
[Vix.pdf](#)
[Cllr Appointments .xlsx](#)
[2024-25 Crediton Town Council Year End Internal Audit Cover Letter.pdf](#)
[2024-25 Crediton Town Council Year End Internal Audit Observations.pdf](#)
[Annual Governance Statement 24-25 S1.pdf](#)
[Accounting Statements 24-25 S2.pdf](#)
[Balance Sheet as at 31 March 2025.PDF](#)
[Income and Expenditure Account for Year Ended 31st March 2025.PDF](#)
[Bank reconciliation as at 31 March 2025.PDF](#)
[Bank statements 31 March 2025.pdf](#)
[Period for the Exercise of Public Rights.pdf](#)
[Asset Register as at 31 March 2025.pdf](#)
[Asset Register - Report for 24-25.pdf](#)
[Standing Orders - May 2025.docx](#)
[Financial Regulations - May 2025.docx](#)
[2025 - 2026 calendar of meetings.pdf](#)
[Pulse Hubs.pdf](#)



Minutes of the Full Council meeting held on Tuesday, March 18, 2025 at 19:30 at Credition Library, Belle Parade, Credition, EX17 2AA

Present: Cllrs Guy Cochran, Liz Brookes-Hocking, Steve Huxtable, Giles Fawssett, Rachel Backhouse, Paul Perriman, John Downes and Jim Cairney

Apologies: Cllrs Joyce Harris, Frank Letch and Natalia Letch

In Attendance: 1 member of the public
Stuart Jarvis (Devon County Council)
Kate Lock and Rosemary Stephenson (Credition Heart Project)

Minute Taker: Rachel Avery, Town Clerk

MINUTES

2025/102 WELCOME AND INTRODUCTIONS

Cllr Cochran opened the meeting at 19.00 and members introduced themselves.

2025/103 PUBLIC QUESTION TIME

A member of the public made the following comments:

- concern about the visibility of councillors in the town, questioning how many councillors would attend the upcoming event on Saturday
- congratulated the council on choosing a peaceful venue for the meeting
- queried why the Liberal Democrat candidate for the upcoming by-election in Lawrence Ward had not attended a meeting.

2025/104 BONIFACE TRAIL UPDATE

Stuart Jarvis from Devon County Council provided a detailed presentation on the Boniface Trail survey and next steps. He outlined the public engagement conducted last autumn, which received 839 questionnaire responses and 26 emails, indicating strong community interest. The survey presented two route options: quiet lanes north of the A377 and a direct route paralleling the A377. Results showed a slight preference for the direct route, but both options had significant support. He highlighted the technical assessments planned for the three sections of the trail and the intention to present a preferred option to the Devon County Council cabinet in the autumn. He emphasised the importance of funding and phased delivery, noting the potential for interim use of quiet lanes. The presentation concluded with a Q&A session, addressing concerns about safety, funding, and prioritisation of sections based on congestion and accident rates.

The presentation is available for members of the public to view on the town council website.

2025/105 UNION ROAD TOILET BLOCK

Rosemary Stevenson and Kate Locke from the Credition Heart Project presented their vision for the regeneration of the Union Road toilet block site into a community

and arts hub named the Park House. They outlined the project's background, including public consultations and collaborations with local groups. The proposed building would feature a flexible theatre space, café, bar area, outdoor amphitheatre, rehearsal room, and professional facilities. The steering group includes representatives from various local organisations. The next steps will include extensive public consultation. Fundraising efforts will be required to progress to the planning stage. The presentation highlighted the project's potential to enhance community engagement and improve the park's usability. Questions from councillors addressed funding, accommodation of various groups, and the impact on vulnerable individuals in the park.

The presentation would be available for members of the public to view on the town council website in due course.

2025/106 COUNTY AND DISTRICT COUNCILLOR REPORTS

County Cllr F Letch's county report had been circulated to members prior to the meeting.

District Cllr Downes provided updates on economic development in Mid Devon, highlighting the impending end of the Shared Prosperity Fund. The fund, which has supported various community enhancements, is dwindling, and future funding prospects are uncertain. He emphasised the significant reduction in financial support post-Brexit, impacting local economic initiatives.

Councillor Cairney highlighted efforts to increase electric taxis in Mid Devon, noting the challenges posed by limited charging infrastructure in rural areas. The leisure centre's refurbishment was also highlighted, with significant investments in new changing rooms, showers, and lockers, aiming to improve the facility for users.

2025/107 APOLOGIES

Decision: The apologies of Cllrs Harris (holiday) and Cllrs F Letch and N Letch (personal) were **noted**.

2025/108 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/108.1 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.

2025/108.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/109 ORDER OF BUSINESS

There were no changes to the order of business.

2025/110 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk reminded councillors of the civility and respect pledge, urging everyone to adhere to it following a complaint about a member's conduct.

The Town Clerk also apologised to Cllr Backhouse for omitting an agenda item regarding member participation, which would be discussed at the next Full Council meeting.

2025/111 TOWN COUNCIL MINUTES

Decision: The minutes of the meeting held on Tuesday 21 January 2025, were **approved** as a correct record. (Proposed by Cllr Brookes-Hocking)

2025/112 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Decision: It was **resolved** to ratify the minutes of the Community Committee meeting held on 07 January 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Oversight Committee meeting on 14 January 2025. (Proposed by Cllr Huxtable)

Decision: It was **resolved** to ratify the minutes of the Community Committee meeting held on 04 February 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Oversight Committee meeting on 11 February 2025. (Proposed by Cllr Huxtable)

2025/113 REPORTS FROM OUTSIDE BODIES

Crediton Twinning Association: Councillor Huxtable had attended the AGM.

Boniface Link Association: Cllr Huxtable had attended the AGM.

DALC: Cllr Brookes-Hocking advised that a further meeting regarding Devolution had been scheduled. The Town Clerk advised that she could not attend, and requested that members register to attend.

Age Concern: Cllr Cairney advised of the financial pressures due to a lack of grants.

Haywards Educational Foundation: Cllr Cairney reported on recent purchases made by the Foundation to support education at Haywards.

Crediton Chamber of Commerce: Cllr Cochran highlighted a lack of meetings, but that he had been making personal efforts to engage with new and existing retailers.

2025/114 GRANTS 2025/26

Members received and reviewed the Town Clerk's report.

Decision: It was **resolved** to approve the allocation of grants for the financial year 2025/26. (Proposed by Cllr Brookes-Hocking)

2025/115 EARMARKED RESERVES 2024/25

Members received and reviewed the Town Clerk's report.

Decision: It was **resolved** to approve recommendations for the allocation of earmarked reserves for the financial year 2024/25. (Proposed by Cllr Huxtable)

2025/116 STATEMENT OF INTERNAL CONTROL 2024/25

The Statement of Internal Control for the financial year 2024/25 was reviewed with minor amendments made.

Decision: It was **resolved** to approve the Statement of Internal Control for the financial year 2024/25 with minor amendments for clarity. (Proposed by Cllr Huxtable)

2025/117 AUDIT 2024/25**2025/117.1 TO REVIEW AND ADOPT THE AMENDED FINANCIAL REGULATIONS**

The amended Financial Regulations were reviewed.

Decision: It was **resolved** to approve and adopt the amended Financial Regulations. (Proposed by Cllr Huxtable)

2025/117.2 TO APPROVE THE STATEMENT OF INTERNAL CONTROL 2023/24

The Statement of Internal Control for the financial year 2023/24 was reviewed with minor amendments made.

Decision: It was **resolved** to approve the Statement of Internal Control for the financial year 2023/24 with minor amendments for clarity. (Proposed by Cllr Brookes-Hocking)

2025/117.3 TO REVIEW AND ADOPT THE MEMBERS ALLOWANCE POLICY

The Members Allowance Policy was reviewed.

Decision: It was **resolved** to approve and adopt the Members Allowance Policy. (Proposed by Cllr Fawcsett)

2025/118 PULSE HUBS

Documentation regarding the installation of Pulse Hubs was received and **noted**.

2025/119 NEWCOMBES MEADOW PADDLING POOL

The Town Clerk provided a verbal update, noting ongoing discussions with the MDDC Section 151 officer regarding the breakdown of costs and the potential for a splash pool. The Town Clerk confirmed the commitment to investigating proposals for such an asset, pending further information from MDDC. The discussion revolved around the uncertainty of the paddling pool's opening for the summer but expressed frustration with the lack of opportunity to obtain relevant information. The council remains firm on their stance regarding the financial aspect, emphasising the need for detailed costings before proceeding.

It was **noted** that Cllr Downes would contact the S151 Officer.

2025/120 ANNUAL TOWN MEETING

Decision: The date for the Annual Town Meeting was approved for 17th June 2025 at 19.00, on the Town Square.

2025/121 DATE OF NEXT MEETING

The date of the next meeting was **noted** as Tuesday, 20th May 2025.

2025/122 PART II

Decision: It was **resolved** to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, excluding the public and press. (Proposed by Cllr Cochran)

2025/123 COUNCIL OFFICES

The Town Clerk's confidential report was received.

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

2025/124 REPORTS PACK

Signed

Dated.....



Minutes of the Youth Sub-Committee of the Working Groups held on Tuesday, October 15, 2024 at 18:00, at Old Landscore School, Greenway, Crediton, EX17 3LP

Present: Cllrs Rachel Backhouse, Giles Fawcett and Steve Huxtable

Apologies: Cllr Liz Brookes-Hocking

In Attendance: Cath Kelly – Lead Youth Worker

Minute Taker: Rachel Avery – Town Clerk

MINUTES

15 / WELCOME AND INTRODUCTION

2024 Cllr Backhouse opened the meeting at 18.00.

16 / PUBLIC QUESTION TIME

2024 There were no members of the public in attendance.

17 / APOLOGIES

2024 **Decision:** It was **resolved** to approve apologies from Cllr F Letch, due to illness.
(Proposed by Cllr Huxtable)

18 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2024

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

There were no declarations on interest.

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

There were no dispensation requests.

19 / ORDER OF BUSINESS

2024 There were no amendments to the order of business.

20 / CHAIR'S AND CLERK'S ANNOUNCEMENTS To receive any announcements which
2024 the Chair and Town Clerk may wish to make (for information only)
There were no announcements.

21 / YOUTH SUB-COMMITTEE MINUTES

2024 **Decision:** The minutes from the Youth Sub-Committee meeting held on Tuesday, 23 July, 2024, were **approved** as a correct record. (Proposed by Cllr Fawcett)

22 / ACTION PLAN

2024 The Action Plan covering November 2024 to September 2025 was reviewed.
The following points were made:

- Additional timelines would be useful, with clear separation between 2024/25 and 2025/26
- Name of responsible person using job title rather than name/initial
- Clearer description of some work areas (such as mayoral reception involvement)
- Typographical errors to be amended.

Action: Lead Youth Worker to amend, for approval at next meeting.

23 / GRANT INCOME 2025/2026

2024 The document was **noted**.

24 / NATIONAL YOUTH WORK WEEK AND LAUNCH OF YOUTH STRATEGIC PLAN

2024 The Lead youth Worker outlined the event taking place on Wednesday 07 November, noting that all councillors had received an invitation. The event would include a showcase of artwork, music and presentation of awards.

25 / DATE OF NEXT MEETING

2024 **Decision:** It was agreed that the next meeting would take place on Tuesday 10 December 2024.

26 / PART II

2024 **Decision:** It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Backhouse)

27 / STAFFING

2024 The staffing structure was **noted**.

28 / REPORTS PACK

2024

Signed

Dated.....



**Minutes of the Community Committee of the Democratic Services held on
Tuesday, March 4, 2025 at 19:00 in The Bungalow, 8 North Street, EX17 2BT.**

Present:	Cllrs Liz Brookes-Hocking, Joyce Harris, Steve Huxtable, Giles Fawssett, Natalia Letch, Paul Perriman, Jim Cairney and Guy Cochran
Apologies:	None
In Attendance:	Two members of the public
Minute Taker:	Emma Anderson

MINUTES

165 WELCOME AND INTRODUCTIONS

The meeting was opened at 19:00 by the Chair, who welcomed everyone. Each member introduced themselves briefly.

166 PUBLIC QUESTION TIME

A member of the public raised a question regarding this Committee's role when commenting on planning applications. Cllr Brookes-Hocking clarified that while the council does not make planning decisions, it is invited to comment on applications as a consultee. She explained the importance of the committee's regular engagement with planning applications to reflect local concerns and amenities. Another question was the potential conflict of interest when councillors serve on both the town council and the district council. Councillor Brookes-Hocking acknowledged the issue but noted that it was not on the agenda for detailed discussion at this time.

167 APOLOGIES

None.

168 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None.

169 CLIMATE EMERGENCY

It was noted that all decisions would be made with the climate emergency at the forefront of decision and policy making.

170 ORDER OF BUSINESS

No changes.

171 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Deputy Clerk provided the following updates:

- Devon County Council (DCC) have advised that standard rectangular signs can be issued free of charge, to replace the four "Creditor" signs that have been stolen. We are currently awaiting a quote from DCC's signage contractors with a price to replace the signs with the previous design/shape. The cost of replacing like-for-like would need to be met by the town council.
- Still awaiting advice from Mid Devon District Council regarding Listed Building Consent.
- The contractor due to cut Stonypark has recommended cutting and dropping the grass rather than removing it due to the current condition of the field.

172 COMMUNITY COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Community Committee meeting held on 04 February 2025. (Proposed by Cllr Harris)

173 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications:

[24/01745/HOUSE | Erection of a two storey extension to dwelling | 28 Barnfield Creditor Devon EX17 3HU](#)

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

[25/00017/FULL | Change of use and conversion of vacant coffee shop to laundromat and community warm space \(Sui Generis\) and installation of cover over front door | THPB Ltd 6 High Street Creditor Devon EX17 3AE](#)

Decision: It was **resolved** to recommend no objection, however members requested clarity as to whether the business would be staffed during working hours, as this information is unclear on the application form. A member of staff onsite would be preferable. (Proposed by Cllr Huxtable, Cllr Cochran abstained)

[25/00023/LBC | Listed Building Consent for conversion of vacant coffee shop to laundromat and community warm space, to include the installation of electricity and gas connections, alterations to internal layout and installation of cover over front door | THPB Ltd 6 High Street Creditor Devon EX17 3AE](#)

Decision: It was **resolved** to recommend no objection (Proposed by Cllr Huxtable)

[25/00148/FULL | Variation of condition 2 of planning permission 23/01923/FULL \(Construction and operation of a micro energy storage facility\) to allow substitute plans relating to the change of design and specification of the battery box | Land at NGR 282446 100921 \(Playing Field\) Avranches Avenue Creditor Devon](#)

Decision: It was **resolved** to recommend no objection to the variation of condition 2, as long as the battery box is sited as shown in the original plan. (Proposed by Cllr Brookes-Hocking)

[25/00102/HOUSE | Erection of side and rear extension, installation of dormer window for loft conversion and removal of existing garage | Shongweni Buller Road Creditor Devon EX17 2AX](#)

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

[25/00155/CAT | Notification of intention to crown thin and cut back minor branches of 1 weeping Ash in a Conservation Area | Crediton Youth Centre East Street Crediton Devon EX17 3AX](#)

Decision: It was **resolved** to recommend approval. (Proposed by Cllr Brookes-Hocking)

[24/01803/LBC | Listed Building Consent for alterations to ground and first floor layout to facilitate its reuse as offices | Manor Office 6 North Street Crediton Devon EX17 2BT](#)

Application noted.

[25/00185/RPPS | Removal of public payphone service: Telephone Number 01363 772289 | Public Telephone Box St Lawrence Green Crediton Devon EX17 3LH](#)

Decision: It was **resolved** to recommend no objection. (Proposed by Cllr Brookes-Hocking). It was further **resolved** to adopt the telephone box for £1 (Proposed by Cllr Brookes-Hocking)

[25/00200/HOUSE | Erection of single storey rear extension and side porch | Windfall Threshers Crediton Devon EX17 3NL](#)

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

[25/00207/FULL | Change of use of staff bungalow \(Use Class C3\) to residential care unit \(Use Class C2\) to include the provision of a covered walkway with wheelchair lift | Rosemead & Kenwyn Albert Road Crediton Devon EX17 2BZ](#)

Decision: It was **resolved** to recommend no objection (Proposed by Cllr Cochran)

Task: Submit planning comments to Mid Devon District Council. @Emily Armitage

174 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

Noted.

175 CREDITON URBAN TASKFORCE [CUT!]

The next taskforce event was scheduled for Saturday 8 March, returning to Jockey Hill and a schedule has been put together for the next 6 months.

176 PEOPLES PARK

Councillor Fawssett updated the committee on activities at Peoples Park. He reported that several trees had been planted, including a small copse of oaks. The initiative received positive feedback from the community, with volunteers contributing to the planting efforts.

177 BARNFIELD ALLOTMENTS

Decision: It was **resolved** to make a recommendation to Full Council to instruct Contractor B and request the release of the Allotment earmarked reserve to cover the cost as well as potential additional costs if the water leak is not found during the initial investigation. (Proposed by Cllr Harris). It was emphasised that the council must be made aware if additional work beyond the initial quote is required.

Task: Make recommendation to Full Council to release the allotment earmarked reserve and proceed with contractor B to detect and repair the water leak at Barnfield allotments. @Rachel Avery

178 SCOUT MEMORIAL GARDEN MAINTENANCE CONTRACT

Decision: It was **resolved** to instruct Contractor A (Proposed by Cllr Fawssett)

Task: Instruct Contractor A to maintain the Scout Memorial Garden for the 2025-2026 period.
@Emma Anderson

179 ST BONIFACE STATUE MAINTENANCE

The maintenance of the St Boniface Statue was deliberated, with concerns raised about the cost and frequency of repairs. The committee discussed whether to continue patching the joints or to undertake more extensive work. It was proposed to get quotes for patching the joints that currently need attention but continue to keep an eye on the statue's overall condition.

Decision: It was agreed to obtain quotations for repointing the sections of the St Boniface Statue that currently require attention.

Task: Obtain quotations for repointing the sections of the St Boniface Statue that currently require attention. *@Emma Anderson*

180 GRASS VERGE CUTTING

The Deputy Clerk explained the current situation regarding the Devon County Council (DCC) grass verge cutting scheme. The committee had already approved a contractor for the upcoming season but discussed the limited funding received from DCC for this work. The possibility of DCC taking back the responsibility for cutting visibility splays was considered, with the Deputy Clerk noting that they would only cut areas necessary for road safety. The committee agreed to continue with the current contractor for the upcoming season while awaiting further information from DCC including maps of the visibility splays.

Decision: The committee decided to continue with the current contractor for grass verge cutting for the upcoming season while awaiting further information from Devon County Council.

Task: Request maps from DCC to identify which verges would be cut under DCC contractors.
@Emma Anderson

181 TRAFFIC ISSUES

Cllr Fawssett presented a proposal to address traffic issues on Parliament Street, specifically the road outside The Three Little Pigs. The suggestion was to prevent through traffic in front of the Pigs, to improve pedestrian safety. It was agreed that Councillor Fawssett would meet with Devon County Council (DCC) Highways to discuss the feasibility and implications of the proposal. The committee emphasised the importance of consulting with the highways authority before making any decisions.

Decision: It was agreed that the Deputy Clerk and Cllr Fawssett would meet with DCC Highways to discuss the feasibility and implications of the proposal. All members are welcome to attend.

Task: Schedule a meeting with DCC to discuss traffic management in the town centre. *@Emma Anderson*

182 PLAY STREETS

Cllr Fawssett introduced the idea of 'play streets' on residential roads in Crediton, inspired by similar initiatives in other cities. The concept involves temporarily closing streets to allow children to play safely. The committee discussed the potential benefits and challenges, including costs and resident approval.

It was suggested that Cllr Fawssett gather more information and examples from other towns as well as consulting with DCC Highways on the feasibility and costs. The committee expressed interest in the idea but emphasised the need for detailed proposals and community engagement.

Decision: It was agreed for this proposal to be discussed during the planned meeting with DCC Highways.

Task: Gather more information and examples from other towns regarding 'play streets'.
@Giles Fawssett

183 CREDITON FOOTPATHS COMPETITION

Cllr Fawssett provided a verbal update on the Crediton Footpaths Competition, aimed at encouraging residents to use local footpaths. The competition could include time trials and other activities to promote walking and outdoor exercise. The committee supported the idea and discussed the importance of promoting footpaths for health and wellbeing.

184 BONIFACE TRAIL

Cllr Brookes-Hocking gave a verbal update on the Boniface Trail, noting the consultation results from Devon County Council (DCC). DCC will be presenting the consultation results at a meeting in Newton St Cyres on 13th March. The results will also be presented at Crediton Town Council's meeting on 18th March, at 19:30 in Crediton Library.

185 LAND SOUTH OF BARNFIELD

Cllr Brookes-Hocking provided an update on the proposals for the Land South of Barnfield. A public event is scheduled for 22nd March at the Boniface Centre from 9:30 to 13:00 to present the vision for the land and gather detailed feedback from residents regarding housing, employment opportunities, leisure activities, and environmental initiatives.

Task: Publicise event on 22 March 2025 to consult on the vision for land use south of Barnfield. @Emily Armitage

It was agreed that the next meeting would be held on Tuesday, 1 April 2025. The meeting closed at 20:38.

186 REPORTS

Signed

Dated.....



Minutes of the Oversight Committee of the Democratic Services held on Tuesday, March 11, 2025 at 19:00 in The Bungalow, 8 North Street, Credition, EX17 2BT

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

Apologies: Cllr N Letch

Minute Taker: Rachel Avery, Town Clerk

MINUTES

186 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.02 and members introduced themselves.

187 PUBLIC QUESTION TIME

There were no members of the public in attendance.

188 APOLOGIES

Decision: The apologies of Cllr N Letch (personal) were **noted**.

189 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

189.1 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.

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

There were no dispensation requests.

190 CLIMATE EMERGENCY

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

191 ORDER OF BUSINESS

There were no changes to the order of business.

192 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk reminded members about the Civility and Respect Pledge, urging them to be mindful of their interactions with fellow councillors, staff, and the public.

Cllr Huxtable advised members that an extraordinary Council meeting at Mid Devon District Council would be taking place the following day to discuss the simplification of local government structures, which would be held online via Teams. The link for the meeting could be found on the Mid Devon District Council's website.

193 OVERSIGHT COMMITTEE MINUTES

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 11 February 2025, were **approved** as a correct record. (Proposed by Cllr Harris)

194 FINANCE**194.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 FEBRUARY 2025 AND 28 FEBRUARY 2025**

Decision: The transactions between 01 February 2025 and 28 February 2025 were **approved**. (Proposed by Cllr Backhouse)

194.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 28 FEBRUARY 2025

Decision: The bank reconciliation to 28 February 2025 was **approved**. (Proposed by Cllr Harris)

194.3 TO NOTE BANK ACCOUNT BALANCES TO 28 FEBRUARY 2025

The bank account balances as of 28 February 2025 were **noted**.
It was **noted** that £6000.00 had been received by Crediton Heart Project for the invoice to the architect for Union Road Toilet Block.

194.4 TO NOTE YEAR TO DATE SPEND

The year-to-date report was **noted**. There was a suggestion to improve the readability of the expenditure reports by duplicating the expenditure descriptions on both sides of the report for easier comparison.

194.5 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING END OF YEAR ALLOCATIONS OF EARMARKED RESERVES

The Town Clerk provided a verbal report on the end-of-year allocations of earmarked reserves. It was proposed that £120,000 be allocated to various reserves, including new allocations for events such as the Food Festival and community projects like the telephone box initiative. The detailed proposal would be presented at the full Council meeting next week.

195 INTERNAL AUDIT 2024/25

It was **noted** that the audit, conducted in October, had identified areas for improvement, and updates were provided on the actions taken. Most issues were minor, and progress had been made in addressing them. Specific items such as insurance valuations and cash handling were discussed, and further responses from the insurance company were awaited. The overall progress was satisfactory, and it was anticipated that remaining actions would be completed by the next full Council meeting, for approval.

196 2025 EVENTS

The Events Officer's report was reviewed:

- VE Day - request for £4500.00 from earmarked reserves to fund these events. The recommendation was accepted despite concerns about potential weather disruptions and insurance costs
- Big Boniface Bash – request for £5500.00 with activities including community participation and entertainment. The recommendation was accepted. There was a suggestion to explore alternative sources for the Christmas tree to reduce costs
- Food Festival – it was noted that to ensure the sustainability, additions to earmarked reserves should be considered.

Decision: It was **resolved** to approve the budgets, for approval by Full Council.
(Proposed by Cllr Harris)

197 GRANTS 2025-26

197.1 TO CONSIDER A LARGE GRANT APPLICATION FROM WELCOMING REFUGEES IN CREDITON

The application from Welcoming Refugees in Crediton for £3000.00 was considered, with concerns raised about its compliance with the current grants policy, particularly regarding direct financial support to individuals.

Cllr Cochran joined the meeting at 20.08

Decision: It was **resolved** to invite the applicant to a meeting to discuss options and gather more information, including signed-off accounts. (Proposed by Cllr Huxtable)

197.2 TO CONSIDER A LARGE GRANT APPLICATION FROM CREDITON YOUTH FOOTBALL CLUB

The committee reviewed the application from Crediton Youth Football Club for £1800.00.

Decision: It was resolved to approve the application. (Proposed by Cllr Harris)

197.3 TO NOTE SMALL GRANTS AWARDED

Decision: It was resolved to note the awards of small grants. (Proposed by Cllr Brookes-Hocking)

198 DEVON COUNTY COUNCIL PENSION FUND

Cllr Backhouse provided a verbal report on the Devon County Council Pension Fund. She highlighted ongoing discussions with Brunel representatives and other local government pension scheme funds to ensure investment policies reflect the UN guiding principles on business and human rights. Initial meetings had taken place at the officer level, and further updates would be provided as discussions progressed.

199 REVIEW AND ADOPTION OF POLICIES

The Complaints Policy was reviewed.

Decision: It was **resolved** to review and revise the complaints policy to ensure a logical conclusion to complaints. (Proposed by Cllr Cochran)

200 HIGH STREET BRACKETS

200.1 TO RECEIVE THE TOWN CLERK'S REPORT REGARDING THE FLAG PROJECT AND TO AGREE ANY RECOMMENDATIONS THEREIN

The Town Clerk provided a detailed report on the Flag Project, highlighting the concerns raised by local businesses about the safety of the brackets and the potential impact on Christmas decorations. A further full survey to assess the safety of the brackets, with the

cost and feasibility of replacements also being considered, would be investigated, alongside obtaining legal advice on liability issues and further advice from insurers.

Decision: It was **resolved** to seek quotes for the survey, legal advice on liability issues, and consult with insurers regarding the Flag Project. (Proposed by Cllr Brookes-Hocking)

200.2 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING CHRISTMAS LIGHTS

The Town Clerk provided a brief update on the Christmas lights, noting that Devon County Council were updating their policy on Christmas light infrastructure. The policy update might not be completed in time for the current year, which could impact the installation of Christmas lights. The council discussed the practicality of using existing brackets and the need for legal advice on liability issues.

201 CREDITON YOUTH SERVICE

201.1 TO RECEIVE AND NOTE THE REPORT FROM THE LEAD YOUTH WORKER REGARDING YOUTH WORK ACTIVITIES

The Lead Youth Worker presented a comprehensive report on youth work activities, highlighting the success of various programmes and the challenges faced by the service. The council acknowledged the efforts of the youth service team in managing the move from Old Landscore School to the hub and maintaining reasonable attendance numbers. The importance of qualitative and quantitative data in measuring the success of objectives was discussed, along with the need for ongoing funding.

202 DATE OF NEXT MEETING

The council noted that the next meeting will be held on Tuesday, 8 April 2025.

203 PART II

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

204 YOUTH SERVICE REPORT

The confidential report was **noted**.

205 YOUTH SERVICE REPORT

The confidential report was **noted**.

206 STAFFING REPORT

The confidential report was **noted**.

207 STAFFING REPORT

The confidential report was **noted**.

208 EVENTS AND TOWN CENTRE OFFICER

Decision: It was **resolved** to move this item, in full, to an additional meeting of the Oversight on Tuesday 25 March at 10.00. (Proposed by Cllr Huxtable)

208.1 TO APPROVE THE PROPOSED TITLE OF THE ROLE

208.2 TO RECEIVE AND APPROVE THE RECRUITMENT PACK, TO INCLUDE JOB DESCRIPTION AND PERSON SPECIFICATION

208.3 TO APPROVE THE SALARY COLUMN POINT

208.4 TO APPROVE AN APPLICATION, SHORTLISTING AND INTERVIEW TIMELINE

209 REPORTS PACK

Signed

Dated.....



Minutes of the Oversight of the Democratic Services held on Tuesday, March 25, 2025 at 10:00 in the Bungalow, 8 North Street, Credition, EX17 2BT.

Present: Cllrs Steve Huxtable, Jim Cairney, Giles Fawssett and Guy Cochran

Apologies: Cllrs Brookes-Hocking, Harris and N Letch

Absent: Cllr Backhouse

Minute Taker: Rachel Avery, Town Clerk

MINUTES

210 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 10.04.

211 PUBLIC QUESTION TIME

There were no members of the public in attendance.

212 APOLOGIES

Decision: The apologies of Cllrs Brookes-Hocking (personal), Harris (holiday) N Letch (personal) were **noted**.

213 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

213.1 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.

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

There were no dispensation requests.

214 CLIMATE EMERGENCY

It was noted that decisions will be made with the climate emergency at the forefront of decision and policy making.

215 ORDER OF BUSINESS

There were no changes to the order of business.

216 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

217 OVERSIGHT COMMITTEE MINUTES

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 11 March 2025, were approved as a correct record. (Proposed by Cllr Cochran)

218 DATE OF NEXT MEETING

It was **noted** that the next meeting will be held on Tuesday, 8 April 2025.

219 PART II

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

220 EVENTS AND TOWN CENTRE OFFICER**220.1 TO APPROVE THE PROPOSED TITLE OF THE ROLE**

Decision: It was **resolved** to approve the proposed title of the role. (Proposed by Cllr Cochran)

220.2 TO RECEIVE AND APPROVE THE RECRUITMENT PACK, TO INCLUDE JOB DESCRIPTION AND PERSON SPECIFICATION

Decision: It was **resolved** to approve the recruitment pack, with minor amendments discussed and agreed. (Proposed by Cllr Cochran)

220.3 TO APPROVE THE SALARY COLUMN POINT

Decision: It was **resolved** to approve the salary point. (Proposed by Cllr Fawcett)

Cllr Cairney joined the meeting at 10.12

220.4 TO APPROVE AN APPLICATION FORM, SHORTLISTING AND INTERVIEW TIMELINE

The application form was confirmed to remain unchanged from the previous version. The closing date for applications was set for 25 April, with shortlisting to commence immediately thereafter and interviews to be held from 30 April onwards. The interview panel would be agreed at the next meeting on 08 April.

221 STAFFING REPORT

The contents of the confidential staffing report were **noted** and actions **agreed**.

Decision: It was **resolved** to appoint Cllr Huxtable as the investigator, if required. (Proposed by Cllr Cairney). It was **resolved** to appoint Cllrs Harris, Brookes-Hocking and Cochran to the review panel, if required. (Proposed by Cllr Cairney)

222 REPORTS PACK

Signed

Dated.....



**Minutes of the Community Committee held on Tuesday, April 1, 2025 at 19:00
in The Bungalow, 8 North Street, EX17 2BT.**

Present:	CLLrs Liz Brookes-Hocking, Giles Fawssett, Jim Cairney and Guy Cochran
Apologies:	CLLrs Steve Huxtable, Joyce Harris and Natalia Letch
Absent:	CLLr Paul Perriman
In Attendance:	Three members of the public
Minute Taker:	Emma Anderson

MINUTES

187 WELCOME AND INTRODUCTION

The meeting was opened at 19:00 by the Chair, who welcomed everyone. Each member introduced themselves briefly.

188 PUBLIC QUESTION TIME

During public question time, several questions were raised by members of the public. Appendix One lists the questions submitted by one member of the public prior to the meeting. The following responses were provided:

1: Funding

The Chair confirmed that Credition Town Council (CTC) is not aware of the earmarked use for this money as it is passed to Mid Devon District Council (MDDC) to administer. The Chair outlined previous discussions that had taken place regarding the western gateway including a proposal to take a section out of St Lawrence Green to create a bus stop, which CTC objected to, as well as ideas included in CTC's Traffic & Urban Realm Study to help traffic move more smoothly, which Devon County Council (DCC) objected to.

Further investigation will be carried out into the use of this S106 money.

2: Newcombes Park Paddling Pool

We would not propose any changes without consulting the town and particularly the users of the park and paddling pool. The idea of a splash park came up when looking at more cost-effective options in terms of the ongoing water monitoring, however no decisions have been made at this stage. The paddling pool remains under the ownership of Mid Devon District Council.

3: Road Closures

The Committee suggested Cllr Fawssett approach DCC first as they have the overriding say as the highway authority. Subject to the response from DCC, public consultation would take place before approving any proposals.

4: Tesco Roundabout Lane Markings

The roundabout is under a Section 278 agreement, due to the permanent alterations made to the highway. Within this agreement the First Owner is responsible for the maintenance, the First Owner being Tesco. Discussions are currently taking place between DCC and Tesco regarding responsibility for the ongoing maintenance under this specific agreement. DCC inspect the roundabout monthly and do not consider it to be a safety defect. If DCC deemed it a safety defect, they would report this to Tesco.

5: Buses at St Lawrence Green and the High Street

CTC will contact the bus companies to discuss the long wait times and report back with the findings.

A second member of the public asked the following questions:

1: Will the paddling pool open?

The Chair confirmed we have assurances that the paddling pool will open.

2: What is holding up the installation of the portrait of King Charles?

The Chair explained that the portrait would be put up once a more suitable building was available, which would be very soon.

3: What do members feel about the Heart's Project proposal to put a theatre on the site of the Union Street toilets?

The Chair expressed enthusiasm for the venture and its potential to inject a new facility into the town.

The final member of the public asked the following questions:

1: Referring to the application for a premises licence for Crediton United AFC, has the Council actively sought the views of local residents or is the Council relying on comments put into the MDDC planning portal?

The Chair explained that the Council had not actively sought the views of local residents. Residents often advise the town council if they have concerns and these would be considered, otherwise residents would need to submit comments to Mid Devon District Council themselves.

2: Crediton Library CCTV - Is it with the same supplier and, if it is, what guarantees have we got that it's actually going to work?

The Deputy Clerk confirmed the CCTV maintenance contract is now held with a different supplier and they would be carrying out the installation.

189 APOLOGIES

It was **resolved** to receive and accept apologies from Cllrs S Huxtable, N Letch and J Harris.
(Proposed by Cllr Brookes-Hocking)

190 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None.

191 CLIMATE EMERGENCY

It was noted that all decisions would be made with the climate emergency at the forefront of decision and policy making.

192 ORDER OF BUSINESS

The Chair decided not to adjust the order of agenda items, stating that the current sequence would be maintained to accommodate all participants effectively.

193 CHAIR'S AND CLERK'S ANNOUNCEMENTS

None.

194 COMMUNITY COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Community Committee meeting held on 04 March 2025. (Proposed by Cllr Cochran)

195 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications from Mid Devon District Council.

25/00322/HOUSE | Erection of an extension to garage | Palm Lodge Deep Lane Crediton Devon EX17 2BY

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

25/00148/FULL | Variation of condition 2 of planning permission 23/01923/FULL (Construction and operation of a micro energy storage facility) to allow substitute plans relating to the change of design and specification of the battery box | Land at NGR 282446 100921 (Playing Field) Avranches Avenue Crediton Devon

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

It was noted that this application would be discussed by MDDC's Planning Committee on 9 April.

25/00364/CAT | Notification of intention to fell 2 Leyland Cypress trees within the Conservation Area | 54 East Street Crediton Devon EX17 3BA

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

25/00371/HOUSE | Erection of single storey rear extension following removal of existing conservatory | 9 Meadow Gardens Crediton Devon EX17 1EJ

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

25/00397/FULL | Installation of replacement refrigeration plant and gas coolers | Morrisons Mill Street Crediton Devon EX17 1EY

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

25/00382/FULL | Change of use from highway to car park | Land at NGR 283208 100428 Car Park Market Street Crediton Devon

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

25/00418/FULL | Installation of 3 vehicle wash bays | Mole Avon Country Stores Joseph Locke Way Crediton Devon

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

Task: Submit planning comments to Mid Devon District Council. @Emily Armitage

196 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The committee noted the planning decisions made by Mid Devon District Council.

197 CREDITON URBAN TASKFORCE

A verbal update was provided by the Deputy Clerk. The next action day is taking place on Saturday, 12 April. The planned location is Western Road however the vegetation may have been cut back by DCC already, in which case the location will be changed to Jockey Hill. This will be confirmed and notice sent out of the new location as soon as possible.

198 PEOPLES PARK

Cllr Fawssett provided a verbal update on Peoples Park, highlighting the recent tree planting and progress on the new grass cutting plans. Cllr Fawssett thanked neighbours for their assistance in watering the new trees and the committee expressed appreciation for the efforts and the positive developments in the park.

199 PREMISES LICENCE

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

Task: Submit comments to Mid Devon District Council. @Emily Armitage

200 CREDITON LIBRARY CCTV

The committee received a report and discussed the recommendations therein.

Decision: It was **resolved** to approve the recommendations regarding installation of CCTV at the rear of Crediton Library and a contribution towards electricity costs. (Proposed by Cllr Brookes-Hocking)

Task: Proceed with CCTV installation at Crediton Library @Emma Anderson

201 GRASS VERGE CUTTING

The committee received a report on Devon County Council's grass verge cutting scheme.

Decision: It was **resolved** to continue with the current cutting arrangements and review the scheme prior to the 2026-27 cutting season. (Proposed by Cllr Brookes-Hocking)

Task: Review grass cutting maps prior to 2026-27 cutting season @Emma Anderson

202 BARNFIELD ALLOTMENTS

The Deputy Clerk provided a verbal update on the investigation of the water leak at the Barnfield allotment site. The initial investigation identified the leak in a section of footpath. Once ownership has been established, repair work can begin.

203 CREDITON & HAMLETS WAR MEMORIAL

A verbal update was provided on the request to engrave additional names on the War Memorial. The committee is awaiting a list of names from the Royal British Legion. The process of obtaining quotes and planning the inscriptions was discussed. The committee also considered ways to communicate the project to the public and ensure comprehensive research.

Decision: It was agreed to obtaining quotes for the stone and inscription once a list of names is received.

Task: Obtain quotes for the addition to the War Memorial once the list from the Royal British Legion is received. @Emma Anderson

204 LAND SOUTH OF BARNFIELD

Cllr Brookes-Hocking provided an update. The Community Conversation on the Land South of Barnfield was very well-attended. The notes gathered at the event are currently being typed up and will be formed into a document summarising the progression. The next step involves seeing how local views can be fed into the Local Plan at this early stage. The Chair advised that MDDC's Director of Place has offered to come to Crediton, which will provide an opportunity to discuss the progression of the Local Plan and the potential involvement of the community in shaping development proposals.

205 DATE OF NEXT MEETING

The date of the next meeting will be **Tuesday, 06 May 2025**. Meeting closed at 19:48.

206 REPORTS PACK

Signed

Dated.....



Minutes of the Oversight Committee meeting, held on Tuesday, April 8, 2025 at 19:00 in the Bungalow, 8 North Street, Credition, EX17 2BT

Present: Cllrs Steve Huxtable, Jim Cairney, Guy Cochran, Giles Fawssett and Joyce Harris

Apologies: Cllrs Rachel Backhouse, Liz Brookes-Hocking and Natalia Letch

In Attendance: 3 members of the public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

The meeting commenced with the Mayor, Cllr Cochran, requesting a moment of silence following the news that Cllr Frank Letch MBE had died in the early hours of Tuesday 08 April 2025

223 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.03 and members introduced themselves.

224 PUBLIC QUESTION TIME

One member of the public raised the following items:

- Concerns about the appointment of additional office roles due to high administrative costs and asked whether budgets and level of precept had been considered. Cllr Huxtable responded by affirming that costs, the annual budget, and the precept are taken seriously and are subject to thorough discussions
- Sought confirmation that MDDC is funding the paddling pool rather than the Town Council. Cllr Huxtable clarified that discussions with MDDC are ongoing regarding funding contributions for the paddling pool and potential refurbishment or creation of a splash park
- Whether the paddling pool would be open this year, with Cllr Huxtable confirming that he understood it would open despite funding uncertainties
- Expressed condolences to Cllr F Letch's family.

225 APOLOGIES

Decision: The apologies of Cllrs Backhouse (illness), Brookes-Hocking (holiday) and N Letch (personal) were **noted**.

226 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

226.1 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.

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

There were no dispensation requests.

227 CLIMATE EMERGENCY

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

228 ORDER OF BUSINESS

There were no changes to the order of business.

229 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

230 OVERSIGHT COMMITTEE MINUTES

Cllr Huxtable **noted** a minor amendment to item 221, where the words 'if required' had been omitted but were now included to ensure the minutes read accurately.

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 11 March 2025, were **approved** as a correct record. (Proposed by Cllr Huxtable)

231 FINANCE

231.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MARCH AND 31 MARCH 2025

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

231.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MARCH 2025

Decision: It was **resolved** to **approve** the bank reconciliation to 31 March 2025 was received and approved.

231.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MARCH 2025

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

231.4 TO NOTE YEAR TO DATE SPEND

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

231.5 TO REVIEW AND AGREE THE FIVE YEAR FORECAST

The committee reviewed the five-year forecast, which showed a consistent increase of approximately 3% annually.

Decision: It was **resolved** to approve the five-year forecast showing a consistent increase of approximately 3% annually. (Proposed by Cllr Cochran)

232 REGULAR PAYMENTS 2025/26

The committee reviewed and approved the Schedule of Regular Payments for 2025/26.

Decision: It was **resolved** to approve the Schedule of Regular Payments for 2025/26.
(Proposed by Cllr Harris)

233 SCHEDULE OF FEES 2025/26

The committee reviewed and approved the Schedule of Fees for 2025/26. This document consolidated all charges into one comprehensive list, a requirement noted during the 2023/24 internal audit.

Decision: It was **resolved** to approve the Schedule of Fees for 2025/26. (Proposed by Cllr Harris)

234 EARMARKED RESERVES

234.1 TO APPROVE AN ADDITION OF £920 TO PARISH PATHS EARMARKED RESERVES, FOLLOWING THE RECEIPT OF THE PARISH PATHS MAINTENANCE GRANT

Decision: It was **resolved** to approve the addition of £920.00 to Parish Paths Earmarked Reserves. (Proposed by Cllr Cochran)

234.2 TO APPROVE TO SPEND £680.09 FROM ALLOTMENT EARMARKED RESERVES TO COVER THE COST OF THE WATER LEAK AT THE BARNFIELD ALLOTMENT SITE

Decision: It was **resolved** to approve the spending of £680.09 from Allotment Earmarked Reserves to cover the cost of detecting and addressing a water leak at the Barnfield Allotment site. (Proposed by Cllr Cochran)

235 ASSET TRANSFER WORKING GROUP

235.1 TO RECEIVE THE TOWN CLERK'S REPORT REGARDING THE CREATION OF AN ASSET TRANSFER WORKING GROUP AND TO APPROVE THE RECOMMENDATIONS THEREIN

The Town Clerk's report and recommendations regarding the creation of an Asset Transfer Working Group were received. It was **noted** that the working group aims to proactively address potential asset transfers from the District Council to the Town Council, ensuring readiness for such requests. The terms of reference for the working group were approved, and four councillors were appointed to the group: Councillors Backhouse, Brookes-Hocking, Huxtable and Harris.

Decision: It was **resolved** to **approve** the creation of an Asset Transfer Working Group. (Proposed by Cllr Harris)

Decision: It was **resolved** to **approve** the Terms of Reference for the Asset Transfer Working Group. (Proposed by Cllr Harris)

235.2 TO APPROVE THE ASSET TRANSFER POLICY

Decision: It was **resolved** to **approve** the Asset Transfer Policy. (Proposed by Cllr Harris)

236 LOCAL COUNCIL AWARD SCHEME

The Town Clerk provided a verbal update on the Local Council Award Scheme, citing an aim to working towards new accreditation, with a target submission date in September

to allow adequate preparation time. The Town Clerk and Cllr Huxtable had reviewed the checklist and determined that most criteria were already met, with only minor adjustments required.

237 DEVON COUNTY COUNCIL PENSION FUND

Councillor Backhouse had confirmed, prior to the meeting, that she was unable to provide an update on the Devon County Council Pension Fund due to a lack of information from her contact. This item was noted and would remain on the agenda for the May meeting.

238 YEAR 10 WORK EXPERIENCE

The Town Clerk provided a verbal report on the Year 10 work experience programme. Students will engage in various activities, including setting up a mock council meeting, creating agendas, running the meeting, and minuting the proceedings. The Town Clerk requested councillors to participate in the mock meeting on Thursday, 17 July, to enhance the students' experience. The committee expressed enthusiasm for the programme and agreed to participate, with details to be finalised and communicated via email.

239 EVENTS AND TOWN CENTRE OFFICER

Decision: It was **resolved** to approve the interview panel for the Events and Town Centre Officer position, with Councillors Huxtable and Brookes-Hocking as panel members, alongside the Town Clerk. (Proposed by Cllr Fawssett)

240 DATE OF NEXT MEETING

It was **noted** that the next meeting will be held on Tuesday, 13 May 2025.

241 PART II

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

242 COUNCIL OFFICES

The Town Clerk provided a verbal report on the Council Offices.

Decision: It was **resolved** to seek legal advice and escalate the issue to resolve outstanding issues. (Proposed by Cllr Cochran)

243 REPORTS PACK

Signed

Dated.....



CREDITON TOWN COUNCIL

Committee Structure Report

Report by: Cllr Huxtable
To: Full Council
Date: For consideration on 20 May 2025

1. Purpose

- 1.1 The purpose of this report is to propose a revised committee structure for Crediton Town Council (CTC).

2. Background

- 2.1 CTC has attempted in the recent past to improve both member and public participation with the inclusion of regular public discussion and changes to Standing Orders.
- 2.2 CTC has run a committee system for some time, delegating responsibility to committees to strengthen the transparency of decision-making and expedite the decision-making process.

3. Proposals

- 3.1 That CTC moves to a Full Town Council structure, holding meetings twice a month (first and third Tuesday of each month).
- 3.2 That the clerk for the first meeting will be the Deputy Clerk, focussing on community-related and planning issues.
- 3.3 That the Town Clerk manage the second meeting, focussing on finance, governance and strategy and will include reports from County and District Councillors.
- 3.4 That a HR Committee be created, that will meet at least three times a year, as appropriate, to provide support for staffing matters (a Terms of Reference will be required and will need to be approved before its first meeting).
- 3.5 That sub-committees remain for both Youth and Grants, providing greater scrutiny in these areas, with ultimate decision-making powers staying with Full Council.
- 3.6 That the Scheme of Delegation be amended to reflect the proposed changes.
- 3.7 That the monthly "Chair's meeting" continues with the Town Clerk, with the Chair/Mayor and Deputy Chair/Mayor attending.

4. Financial Implications

- 4.1 The Community and Oversight Committee meetings are held monthly; therefore the Deputy Clerk will be responsible for managing one meeting a month (as now with Full Council taking over from the Community Committee). The Town Clerk will be responsible for one meeting a month (as opposed to the current cycle of one Oversight Committee meeting a month and one Full Council meeting every other month). This would save staff time in preparing agenda packs etc as well as not having to attend as many meetings even allowing for HR Committee meetings.
- 4.2 The short-term costs of hiring a suitable venue is a consideration, certainly whilst the council still resides in the Bungalow, and although the costs of room hire being relatively minimal, suitable venues would be selected whereby the monies stay in Crediton where possible.

5. Climate Implications

- 5.1 Whilst not necessarily significant there will be a reduction in the number of meetings which would potentially result in a reduction in the number of car journeys as well as the heating of premises. Whilst minimal even a small change will make a difference.

6. Conclusion

- 6.1 The intended impact of these proposals is to:
- continue to strengthen transparency and accountability
 - provide a structure whereby all members will be aware of and involved in all matters relating to CTC, providing greater opportunities to use their expertise
 - further improve the speed of decision making by CTC
 - reduce the overall number of meetings requiring staff attendance, and indeed for the majority of members too.



ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

NameGuy Cochran.....

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable	/	

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	/	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	/	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)	/	
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Fawssett, Cochran and Huxtable (4)	/	
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)	/	
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran	/	
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting



ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

NameLiz Brookes-Hocking.....

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable		

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	/	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	/	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)	/	



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)	/	
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Fawssett, Cochran and Huxtable (4)	/	
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking	/	
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting



ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name ...Rachel Backhouse.....

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable	*	

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	*	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	*	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)		Can't attend daytime meetings



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		Can't attend daytime meetings
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Fawssett, Cochran and Huxtable (4)	*	I'm currently chair of this! Fawssett no longer on it.
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		Does this exist?
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (nb. Hannah Zorlu additional rep for CTC)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse	*	Happy to continue if nobody else is desperate to do it
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		



Age Concern Trustee	1	Cllr Cairney		
---------------------	---	--------------	--	--

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting

Supporting Statement – Deputy Mayor Application

I am proud to have served as a committed member of the Town Council for the past two years, during which I have taken on a number of responsibilities that reflect my passion for community service and collaborative leadership. As Chair of the Youth Club Subcommittee and Vice Chair of the Oversight Committee, I have worked hard to champion initiatives that support young people and uphold transparency and good governance within the council.

One of my key contributions has been promoting the Youth Club, including delivering a presentation at the Celebration of Youth evening and working actively with my subcommittee to secure its future. Supporting young people in our town is something I care deeply about, and I believe their voices should be central to our community's future.

Beyond council work, I've rolled up my sleeves to support the local [CUT!] weeding initiative, which has made a visible impact in keeping our town tidy and welcoming. I have also regularly volunteered at key civic and community events such as Remembrance Sunday, the Christmas light switch-on, the Food Festival, Boniface Bash, and the recent VE Day picnic and lunch—events that celebrate our town's spirit and bring people together.

I have shown initiative and integrity through proposals that have led to meaningful change, such as altering our meeting format to allow greater public involvement and leading a successful motion for the council to lobby Devon County over ethical concerns with pension investments.



My dedication, experience, and ability to work constructively with others make me well-suited for the role of Deputy Mayor. I would welcome the opportunity to support the Mayor and serve the people of our town with energy, fairness, and a continued commitment to community engagement.

Supporting Statement – Chair of Youth Sub-Committee

The Youth Work aspect of the Town Council is a vital and challenging area which is rapidly evolving. I think that our committee has made progress towards reaching clarity upon which direction we are to take, but there is still some way to go. I am keen to continue my role and hope to learn more over the next year as I do so. I know that I am a very positive ambassador for the Youth Team and am passionate about publicising the dedication and experience we are blessed to have in our staff, and the achievements of the young people. I believe in it, and I hope this comes across when I meet members of the public and members of other organisations. Our Youth Club is widely recognised as a very well managed group which is agile at adapting to the specific needs of the young people of our town. I am aware of the stresses on the service, and the committee is seeking solutions to reduce these.

Supporting Statement – Vice Chair of Oversight Committee

I am standing for re-election as Vice Chair of the Oversight Committee because I care deeply about ensuring our council truly serves the people of our town.

Over the past term, I have not hesitated to speak up when needed — including pressing Mid Devon for transparency over the management and costs associated with the paddling pool. I've expressed, clearly and publicly, the frustration felt by residents, and have called on Mid Devon councillors to represent our community's interests and to find practical solutions.

As Vice Chair, I've taken seriously the responsibility of scrutinising decisions and advocating for openness, fairness, and efficiency. At the same time, I know there is more to learn, and I am committed to building my knowledge so that I can serve this committee — and our town — even more effectively.



If re-elected, I will continue to challenge where needed, listen carefully to our residents, and work collaboratively with colleagues to ensure our council delivers on its promises.

Supporting Statement – Sustainable Credition representative

Sustainable Credition are an energetic, busy group, who effectively deliver a huge number of opportunities to Credition. I enjoy representing them and have helped set up and attended several of their events including the Seed Share and the Land Use forum (a joint venture with other groups). I have donated an oil filled radiator to help keep their hub warm in the depths of Winter! I'd like to continue representing them, it would be great to do this with another Councillor because the group hold a lot of events and meetings, and I have not had time to attend as many as I'd have liked.



CREDITON TOWN COUNCIL

8 North Street

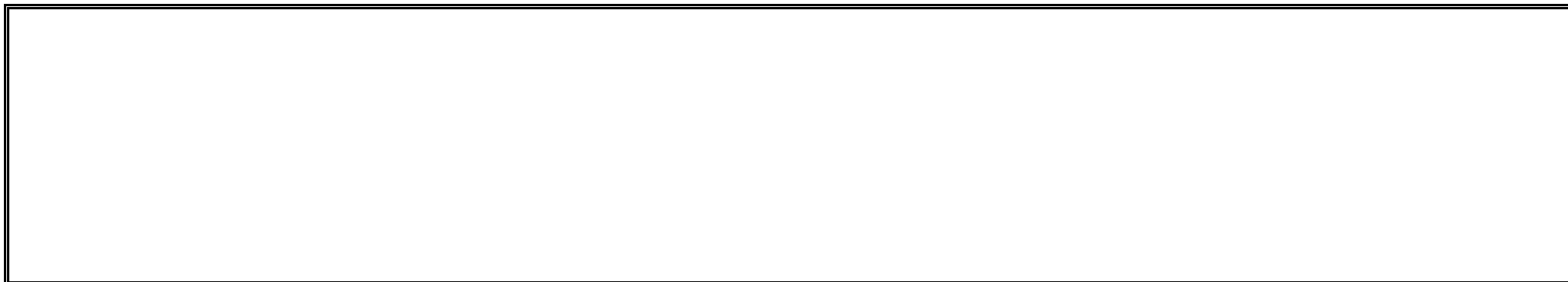
Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk





ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name ...Steve Huxtable.....

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran	✓	Please see below
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable	✓	

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	✓	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	✓	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)	✓	



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Fawssett, Cochran and Huxtable (4)	✓	
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable	✓	
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting

I would like an opportunity to be chair.

My desire to do the right thing for the council, residents, businesses and groups within Credition exist quite deeply – possibly too deeply at times?

I am a simple sole and will fight for equality, consistency and fairness, I maybe too honest and sometimes need to be guided to see the wood for the trees. I have skills and some weaknesses too – I have no shame with my weaknesses – that is because there are members of the council I know I can speak to, obtain their counsel, and indeed have them work with me to create a stronger council where skills are recognised, debate and challenge considered healthy as with the art of listening and respecting each other, even if not agreeing with everyone all of the time.

Nobody likes making mistakes do they? I don't, but know that I can learn from my mistakes too and will strive to make the electorate proud of all of us – they elected us with their votes to be their voices as councillors and to ensure that democracy exists in Credition. We must decisions based on their trust and their votes – but also knowing when and what to consult on, and not be swayed without appropriate additional knowledge.

Should you vote for another candidate and they receive more votes I will totally support them during their term as chair.



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name Giles Fawssett

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable	✓	

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	✓	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)		
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)		



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)	✓	
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Backhouse, Cochran and Huxtable (4)		
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (nb. Hannah Zorlu additional rep for CTC)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett	✓	
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting

Have discussed my Vice-Chair proposal
with RB + SH and happy to share
V-Chair with RB



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name JAMES CAIRNEY

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable		

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)		
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)		
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Backhouse, Cochran and Huxtable (4)		
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney	✓	
Credition United Charities	2	Cllr Harris (<i>nb. Hannah Zorlu additional rep for CTC</i>)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch	✓	
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name JOYCE HARRIS

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable		

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	✓	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	✓	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)	✓	



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Backhouse, Cochran and Huxtable (4)		
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (nb. Hannah Zorlu additional rep for CTC)	✓	
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris	✓	
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717
Email: reception@credition.gov.uk

ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name *Paul Perriman*

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable		

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	✓	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	✓	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)		



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Fawssett, Cochran and Huxtable (4)		
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney		
Credition United Charities	2	Cllr Harris (nb. Hannah Zorlu additional rep for CTC)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman	✓	
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman	X	1 wish to stand down from this role
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney		



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting

I no longer want to attend the Okerail Forum because
... it is rarely relevant to Credition
... any amounts of relevance are usually reported by the Credition County Governor
... some of his mention by Okerail due to the infrequent nature of the meetings
... the management of the meetings is very rigid and the proceedings glacial.
... I have been attending these meetings since I became a councillor in which
time I have learnt nothing except how to stop myself falling asleep
through utter boredom.



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

ANNUAL MEETING OF CREDITON TOWN COUNCIL TUESDAY 20 MAY 2025

To all Councillors

1. Please complete as indicated below any appointment which you would wish to be considered for.
2. Completed forms to be returned to the Town Clerk by Wednesday 14 May 2025 at noon.

Name *Vix Frisby*

Appointment	No.	Current member(s)	Please tick ✓	Remarks
Chair for ensuing year 2025/26	1	Cllr Cochran		
Vice-Chair for ensuing year 2025/26	1	Cllr Huxtable		

Committees & Sub-Committees	No.	Current member(s)	Please tick ✓	Remarks
Community Committee	8	Cllr Brookes-Hocking, Cochran, Fawssett, Harris, Huxtable, Letch, Perriman and Cairney (8)	✓	
Oversight Committee	8	Cllrs Huxtable, Backhouse, Brookes-Hocking, Cairney, Cochran, Fawssett, Harris and Letch (8)	✓	
Grants Sub-Committee	5	Cllrs Huxtable, Brookes-Hocking, Harris, Cairney and Fawssett (5)	✓	



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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

Parish Paths Sub-Committee	4	Cllrs Brookes-Hocking, Huxtable, Fawssett and Cochran (4)		
Youth Sub-Committee	4	Cllrs Brookes-Hocking, Backhouse, Cochran and Huxtable (4)	✓	
Emergency Committee	3	Chair, Vice Chair and Chair of relevant Committee (3)		
<i>Committee chairs will be elected at the first meeting of the committee after the Annual meeting</i>				

Representatives on Outside Bodies				
Hayward's Educational Foundation	1	Cllr Cairney	✓	
Credition United Charities	2	Cllr Harris (nb. Hannah Zorlu additional rep for CTC)		
DALC & Larger Councils Committee	1	Cllr Brookes-Hocking		
Credition Twinning Association	1	Cllr Huxtable		
Boniface Link Association	1	Cllr Harris		
Friends of Credition Station	1	Cllr Perriman		
Sustainable Credition	1	Cllrs Backhouse		
Boniface Trail Association	1	Cllr Fawssett		
Credition Chamber of Commerce	1	Cllr Cochran		
Okehampton Rail Forum	1	Cllr Perriman		
League of Friends of Credition Hospital	1	Cllr Letch		
Age Concern Trustee	1	Cllr Cairney	✓	



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Comments – If you would like to comment on why you would like to be elected to a particular position, please use the space below. Comments will be circulated to members prior to the meeting

Having attended different Committees I am most interested in Oversight, Grants & Youth, but happy to join Community as well.

I would also be able to represent the Council on the outside bodies I've indicated (Haywards Educational Foundation) & (Age Concern) as feel my work experiences within both sectors could be relevant & useful.

Cllr	Community	Oversight	Grants	Youth	Emergency	Chair/Mayor M	Vice Chair
Giles	✓						✓
Guy	✓	✓		✓	✓		✓
Jim							
John							
Joyce	✓	✓	✓				
Liz	✓	✓	✓	✓			
Natalia							
Paul	✓	✓					
Rachel	✓	✓		✓			✓
Steve	✓	✓	✓	✓		✓	✓
Vix	✓	✓	✓	✓			

Outside bodies
Boniface Trail
Chamber of Commerce
Haywards Educational Foundation, Crediton Hospital League of Friends
Crediton United Charities, Boniface Link
DALC
Friends of Crediton Station
Sustainable Crediton
Twinning Association
Haywards Educational Foundation, Age Concern Trustee



Rachel Avery
Town Clerk
Credition Town Council
Council Offices
8 North Street
Credition
Devon
EX17 2BT

26th April 2025

Dear Rachel,

Year End Internal Audit

An audit was carried out by Kevin Rose on Wednesday 23 April 2025. This was the Year End audit following on from the interim audit carried out on 31 October 2024.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 207 items. A total of 90 items were tested during this audit in addition to the 118 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Payroll (Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Summary of tests undertaken this audit

Positive response	43
Negative response	6
Not Applicable to your Council	41
Total tests carried out	<u>90</u>

Of the 49 applicable items tested a Positive response was obtained in respect of 43 tests. There were 6 Negative responses identified and 8 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	129
Negative response	18
Not Applicable to your Council	60
Total tests carried out	<u>207</u>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on my Internal Audit testing I am satisfied that the Council's Internal Controls were effective for the 2024/25 financial year.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

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

Kevin Rose ACMA
Director

Internal Control Objective	Reason for Not Covered Response
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	At present no specific guidance has been provided to Internal Auditors as to what the ‘relevant legislation’ is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
O: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

Crediton Town Council

Financial Year 2024-25

Year End Internal Audit Observations



IAC Audit and Consultancy Ltd

Audit date: 23 April 2025

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Council formally Minuted confirmation of bank signatory arrangements?	No	From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.	Council to formally review and, if appropriate, approve the bank signatory arrangements.	Medium	

D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has reviewed any points raised by the External Auditor as required	No	From a review of Minutes it was not possible verify that the Council formally considered the report of the external auditor during the 2024/25 financial year.	The Council to ensure that, on an annual basis, it formally records a review of the External Auditors report in the Minutes of the relevant meeting.	High	

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?)	No	Income due on investments is not subject to a process of formal, regular, review.	The Council should put in place arrangements for the regular review and reporting of investment performance. This review should be recorded in Minutes of the appropriate meeting.	High	

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	No	<i>It was noted that there was slight difference in the monthly pay computed during the audit visit and that paid for the sample month of January. This was due to a 52 week year used to pay staff rather than the 52.14 week (365/7) which is now the agreed 'Green Book' basis for computing pay.</i>	Council to note the difference in the computed values. Council to compute the values on the correct basis and calculate whether there are any additional amount payable to staff.	High	
2	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	No	<i>It is not currently practice at the Council for all changes in staff terms and conditions (such as hours of work and rates of pay) to be confirmed in writing.</i>	The Council to ensure that all changes to staff terms and conditions are formally confirmed in writing to the member so staff concerned. Letters confirming changes to the Clerks terms and conditions should be signed by either the Chair of Council or the Chair of the appropriate committee.	High	

H *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	To Check	<i>It was noted that the Old Schoolhouse, purchased by the Council, is not recorded as an asset on the asset register (it appears it may never have been recorded).</i>	The Council to ensure that this asset is recorded in the asset register. The Council to consider whether it is necessary to restate the 2023/24 asset value in the 2024/25 AGAR Accounting Statements to include the value of this asset.	Medium	
2	Continuing existence of assets is checked on a regular basis (when was last check?)	No	<i>Continuing existence of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	

3	Movement on asset register agrees to additions to disposals made in the year	Yes	<i>It is not currently practice for a schedule of additions and disposals made during the year to be prepared and subject to review and approval by Council.</i>	On an annual basis Council to review and agree additions and disposals of asset made in the current year and agree this to the change in the value of assets from the prior year.	High	
---	--	-----	--	---	------	--

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

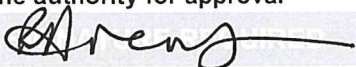
Crediton Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	541,638	630,089	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	450,000	491,499	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39,832 RESTATE D	65,891	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	193,109	205,206	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	208,272	214,141	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	630,089 RESTATE D	768,132	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	633,867	766,172	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	331,060 RESTATE D	335,675	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

13/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

11/04/2025

Crediton Town Council FY2024-25

14:27

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

308	Debtors	178
5,236	VAT Control A/c	4,028
341	Prepayments	275
103,868	Co-Operative C/Account 9217	91,862
93,726	Cambridge & Counties 6951	0
87,128	Nationwide Account 7276	89,004
88,011	United Trust Bank 6692	0
261,135	CCLA	585,306

639,751

770,653

639,751 Total Assets

770,653

Current Liabilities

5,371	Creditors	1,421
3,045	Accruals	0
1,246	Receipts in Advance	1,100

9,662

2,521

630,089 Total Assets Less Current Liabilities

768,132

Represented By

387,435	General Reserves	261,605
0	EMR - Elections	15,000
500	EMR - Citizen Badges	500
5,155	EMR - St.Furniture/Small Work	4,479
10,000	EMR - Economic Development	10,000
597	EMR - P3 Parish Paths	1,966
2,344	EMR - Floral Crediton	2,344
1,000	EMR - Town Clock	1,000
960	EMR - Upper Deck	960
5,950	EMR - Premises	13,950
2,000	EMR - CCTV	25,000
2,280	EMR - Boniface Statue	9,780
2,894	EMR - War Memorial	9,994
600	EMR - Band Stand	10,600
1,000	EMR - Mayors Chain	1,000
1,387	EMR - Allotments	11,936
3,749	EMR - Neighbourhood Planning	3,749
30,000	EMR - Localism Projects	25,000

11/04/2025

Crediton Town Council FY2024-25

14:27

Balance Sheet as at 31st March 2025**31st March 2024****31st March 2025**

6,821	EMR - General Legal/Prof Fees	6,821
100,000	EMR - Council Building Fund	199,934
979	EMR - IT Equipment/Support	5,979
10,000	EMR - Staffing Costs	15,000
6,732	EMR - Newcombes Meadow Money	6,732
3,000	EMR - Tree Works	3,000
51	EMR - FP19 - Repairs	0
12,000	EMR - OLS Project	21,000
9,630	EMR - Christmas in Crediton	9,830
5,000	EMR - Grants	5,843
357	EMR - Civilian Flag Bearer	357
165	EMR - Salt Spreader	165
659	EMR - St Boniface/Devon Day	6,058
190	EMR - DCC Feasibility study	190
130	EMR - PP Wildlife Area	130
40	EMR - Xmas Lights Ren/Repairs	708
878	EMR - Allotment Access Project	878
750	EMR - Diversity Festival	750
713	EMR - P3 Tinpot Handrail	0
350	EMR - Tinpot Lane	0
4,652	EMR - Benches	4,652
142	EMR - Fingerpost	142
9,000	EMR - Project Initiation Fund	9,000
0	EMR - Youth PCC Grant	176
0	EMR - Youth underspend 24/25	1,609
0	EMR - LA services	45,000
0	EMR - Telephone box	2,500
0	EMR - Food Festival	3,088
0	EMR - VE Day	4,600
0	EMR - VJ Day	2,500
0	EMR - Love Your Town Centre	582
0	EMR - Youth subs 24/25	2,045

630,089**768,132**

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Crediton Town Council FY2024-25**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024		31st March 2025
	Income Summary	
450,000	Precept	491,499
450,000	Sub Total	491,499
	Operating Income	
20,899	Administration	32,631
2,556	Council And Councillors	15,363
2,144	Exhibition Road Allotments	2,339
1,775	Barnfield Allotments	2,129
166	Moffats Land Allotments	192
436	Boniface All. Assoc. Member'p	438
150	War Memorial	175
19	Wayleave Payments	19
450	Christmas Lights	3,255
11,238	Localism Project	9,349
489,832	Total Income	557,390
	Running Costs	
193,109	Salaries	205,206
38,024	Administration	36,024
19,622	Council And Councillors	26,055
1,012	Exhibition Road Allotments	956
652	Barnfield Allotments	2,021
113	Moffats Land Allotments	81
273	Boniface All. Assoc. Member'p	168
5,407	Peoples Park	4,139
335	Upper Deck	190
842	Bandstand	118
176	War Memorial	246
1,743	Street Furniture	0
0	Town Clock	240
28,031	Town Council Offices	31,215
400	Stonypark	(400)
150	CCTV	5,898
225	Boniface Statue	0
3,448	General	1,852
3,640	Garage and Storage Rental	1,820
3,350	Public Open Spaces	1,579
3,336	Newcombes Meadow Toilets	(37)
10,515	Old Landscore School	7,182
1,667	Tree Works	484
11,252	Town Maintenance Contract	12,077
9,133	Floral Crediton	7,274
20,638	Christmas Lights	24,592
9,079	Localism Project	9,210
35,210	Annual Grant Funding	41,157
401,381	Total Expenditure	419,347

Crediton Town Council FY2024-25

Income and Expenditure Account for Year Ended 31st March 2025

31st March 2024		31st March 2025
	General Fund Analysis	
303,944	Opening Balance	387,435
489,832	Plus : Income for Year	557,390
<hr/>		<hr/>
793,776		944,825
401,381	Less : Expenditure for Year	419,347
<hr/>		<hr/>
392,395		525,478
4,960	Transfers TO / FROM Reserves	263,874
<hr/>		<hr/>
387,435	Closing Balance	261,605
<hr/>		<hr/>

Crediton Town Council FY2024-25

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Co-Operative Current 15006951	91,862.11
31/03/2025	Nationwide Account 90097276	89,003.67
31/03/2025	CCLA	585,305.99

766,171.77

Receipts not on Bank Statement

0.00

Closing Balance

766,171.77

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	91,862.11
3	Nationwide Account 7276	89,003.67
7	CCLA	585,305.99

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

766,171.77

*phone 03457 213 213



MRS R AVERY

Crediton Town Council
8A North Street
Crediton
Devon
EX17 2BT



037717 40400 B

Charity And Community Bank Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title CREDITON TOWN COUNCIL	25 MAR 25	OPENING BALANCE			215,834.85
Sort code 089299	25 MAR 25	Crediton Community INV-0853	500.00		
Account number 65809217 00	25 MAR 25	Adams Home Hardwar Invoice 9434	36.35		
Statement date 1 April 2025	25 MAR 25	Peck & Strong Invoice 214403	54.82		
Statement number 296	25 MAR 25	Viking Invoice 5580366	84.96		
Page number 1 of 1	25 MAR 25	Prosound Solutions Invoice 10825	157.50		
	25 MAR 25	Crediton Methodist CTC GRANT 24/25	200.00		
	25 MAR 25	[REDACTED] invoice MAR 2125	450.00		
	25 MAR 25	The Turning Tides February 2025	630.00		
	25 MAR 25	[REDACTED] CTC/PPSMG/31032025	700.00		
	25 MAR 25	DEVONCC 5372287		920.00	213,941.22
	26 MAR 25	0752 POST OFFICE C	6.70		
Statement opening balance 215,834.85	26 MAR 25	DD BRITISH GAS BGL0228318-0217443	8.69		213,925.83
	27 MAR 25	401121 0040665138870000	120,000.00		
Total withdrawals 125,089.20	27 MAR 25	DD CONCORDE I LTD 25503CREDITCREDITO	81.45		
	27 MAR 25	DD VALDA ENERGY LIMIT VALDAENERGY	234.57		93,609.81
Total deposits 920.00	31 MAR 25	DD GBC RE CONCORDE I CIL22182	178.37		
	31 MAR 25	DD GOCARDLESS NEXUSOPENSYS-DCBWP	215.86		
	31 MAR 25	Sustainable Credit Reimburse - Bark	17.98		
Statement closing balance 91,665.65 S	31 MAR 25	Window Films Direx Invoice 2025-044	44.99		
	31 MAR 25	RACHEL AVERY Expenses	69.30		
	31 MAR 25	Boniface Centre INVOICE 5876	120.00		
	31 MAR 25	[REDACTED] Kitchen - The Hub	464.00		
	31 MAR 25	Select Electrics L INVOICE 19571	637.20		91,862.11
	1 APR 25	DD EE LIMITED Q19500165608052067	20.71		
	1 APR 25	Andrew Westcott Tr INVOICE NO. 2212	175.75		91,665.65 S
		Statement closing balance			91,665.65 S

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Please note: wef 31.3.2025 account tariff name has changed from 'Community Directplus Account' to 'Charity And Community Bank Account'.

Summary for 21 Mar 2025 - 31 Mar 2025

Start Balance	87,127.56
Total In	1,876.11
Total Out	0.00
End Balance	89,003.67

Private & Confidential
Attn of Rachel Avery
Crediton Town Council
Council Offices
8a North Street
Crediton
EX17 2BT

Client Name Crediton Town Council
Account Type Business Instant Saver Issue 9 - Annual

Account Number 90097276
Statement Number 21
Currency Sterling
Interest Rate as at 31 Mar 2025 2.00%

Date	Description	Details	Payments	Receipts	Balance
21 Mar 2025	Start Balance				87,127.56
31 Mar 2025	Interest Credited	For the period 01 Apr 2024 to 31 Mar 2025		1,876.11	89,003.67
31 Mar 2025	End Balance				89,003.67

Confirmed
17th April
2025

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
Compensation Scheme and the protection that it provides.
Interest paid during the period 1 April 2024 to 31 March 2025 £ 1,876.11

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Statement of Account

Mrs Rachel Avery
Crediton Town Council
8 North Street
CREDITON
Devon
EX17 2BT

5 April 2025

Account name: **CREDITON TOWN COUNCIL**
Account number: **PS3078933-001**
Statement period: **28/02/2025 to 31/03/2025**

Account summary

Total valuation as at 31 March 2025 **£585,305.99**
Total valuation as at last statement at 28 February 2025 **£463,682.43**

Holdings as at 31 March 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	585,305.9900	£1.00	£585,305.99

agut 17 April 2025
Total value
£585,305.99

Transactions for the period from 28 February 2025 to 31 March 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/03/2025	Income Reinvestment	1,623.5600	£1.0000	£1,623.56
28/03/2025	Deposit	120,000.0000	£1.0000	£120,000.00

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

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

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

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Crediton Town Council**

County Area (local councils and parish meetings only): **Mid Devon**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: Tuesday 3 June 2025

and ending on: Monday 14 July 2025

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2025 (i.e. Tuesday 1 July – Monday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Tuesday 3 June – Monday 14 July 2025 The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025.)

Signed: 

Role: TOWN CLERK + RFO

Crediton Town Council Asset Register

	</						

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
44	Property	Litter bin	28/09/2017	28/09/2017	£152	Spinning Path Gardens Play Area	CTC owned
45	Property	Maypole	22/03/2007	22/03/2007	£310	Landscape School	n/a
46	Property	Tables & Chairs	05/04/2022	05/04/2022	£734	Garage No.8, North Street	CTC owned
47	Property	CCTV System (Cameras, Links, NVR, Monitor)	24/09/2021	24/09/2022	£24,763	NVR @ Council Offices, North Street. Cameras and Links at Various Locations	CTC owned
48	Property	Interactive Snowman	03/08/2021	03/08/2021	£400	Garage No.8, North Street	CTC owned
49	Property	Interactive Penguin	03/08/2021	03/08/2021	£545	Garage No.8, North Street	CTC owned
50	Property	Youth Club furniture (table, sofa, blanket box & sofa bed)	08/02/2021	08/02/2021	£288	Old Landscape School	CTC owned
51	Property	Bean bags	20/12/2021	20/12/2021	£248	Crediton Congregational Church (Long term loan)	CTC owned
52	Property	Fairy Lights for East St/Charlotte St	11/11/2021	11/11/2021	£72	Garage No.8, North Street	CTC owned
53	Property	Gas-fuelled Beacon	16/04/2016	16/04/2016	£360	Garage No.8, North Street	CTC owned
54	Property	Indoor pool table	09/11/2022	09/11/2022	£270	The Hub, 8a North Street	CTC owned
55	Property	Outdoor table tennis table	30/01/2023	30/01/2023	£380	Old Landscape School	CTC owned
56	Property	Street snooker	31/03/2023	13/03/2023	£2,454	Council Offices, North Street	CTC owned
57	Property	24 x illuminated rods	30/10/2023	30/10/2023	£2,086	Garage No.8, North Street	CTC owned
58	Property	1 x sphere	30/10/2023	30/10/2023	£154	Garage No.8, North Street	CTC owned
59	Property	LED string lights	06/11/2023	06/11/2023	£606	Garage No.8, North Street	CTC owned
60	Property	Allotment water troughs	01/06/2023	01/06/2023	500	Exhibition Road Allotments	CTC owned
61	Property	Road closure signs	06/10/2023	06/10/2026	£500	Council Offices, North Street	CTC owned
62	Property	Spaceliner - town maintenance trolley	29/01/2024	29/01/2024	£1,500	Garage No.8, North Street	CTC owned
63	Property	Cool white LED lights	01/10/2024	01/10/2024	£500	Garage No.8, North Street	CTC owned
64	Property	Red barriers x 4	02/10/2024	02/10/2024	£200	Council Offices, North Street	CTC owned
65	Property	Illuminated xmas lantern	03/10/2024	03/10/2024	£1,625	Garage No.8, North Street	CTC owned
66	Property	Various tables/chairs	unknown	01/04/2023	£500	Old Landscape School	CTC owned
67	Property	[CUT!] tools & equipment	01/04/2024	01/04/2024	£600	Old Landscape School	CTC owned
68	Property	Cable covers	14/11/2024	14/11/2024	£250	Garage No.8, North Street	CTC owned
69	Property	Old Landscape School	10/02/2022	03/05/2022	£16,000	Old Landscape School, Greenway, EX17 3LP	CTC owned
TOTAL					£244,855		
GATES & FENCING							
69	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Stonypark	n/a
70	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Exhibition Road Allotments	n/a
71	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Barnfield Allotments	n/a
72	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Moffats Land Allotments	n/a
73	Gates & Fencing	Handrail	29/08/2023	29/08/2023	£1,577	FP29 to Tinpot Lane	CTC owned
TOTAL					£4,869		
SIGNS							
74	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Market St & High St	n/a
75	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Outside Congregational Church	n/a
76	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Union Road Bus Shelter	n/a
77	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Dean St & East St	n/a
78	Signs	Heritage Finger Post	unknown	17/04/2012	£2,253	Town Square	n/a
79	Signs	Heritage Finger Post	unknown	17/04/2012	£1	High Street, outside alleyway leading to Silbury Place	CTC acquired
80	Signs	Redvers Ramble Wooden Post	02/11/2018	02/11/2018	£360	Peoples Park	CTC owned
81	Signs	Redvers Ramble Wooden Plaque	02/11/2018	02/11/2018	£96	Downeshead Lane	CTC owned
82	Signs	Allotment & Play area signs	31/07/2023	31/07/2023	£120	Various (Barnfield, Exhibition, SPG and Fulda Crescent Play Area)	CTC owned
83	Siens	Boniface Heritage Panels x 8	01/02/2024	01/02/2024	£25,000	Various	CTC acquired

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
TOTAL					£36,526		
SEATING							
84	Seating	Public Seat	unknown	20/04/2004	£482	Upper Deck	n/a
85	Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a
86	Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a
87	Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a
88	Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a
89	Seating	Public Seats (Various)	unknown	unknown	As insured	Various	Agreed to take on all town benches
90	Seating	Bench	01/04/2018	01/04/2018	£250	Peoples Park	CTC owned
91	Seating	Bench	21/05/2020	21/05/2020	£297	Steps to Brays Close (Footpath 33)	CTC owned
92	Seating	Bench	01/08/2019	01/08/2019	£250	Junction of Peoples Park Road & Deep Lane	CTC acquired
93	Seating	Bench	10/12/2021	10/12/2021	£297	Outside Hillbrow Care Home	CTC owned
94	Seating	Picnic benches	30/01/2023	30/01/2023	£288	8 North St & Wildlife Area	CTC owned
95	Property	Steel bench	10/05/2023	10/05/2023	£348	Outside Crediton Library	CTC owned
TOTAL					£6,176		
MEMORIABILIA							
96	Memoriabilia	Mayoral Chain of Office	unknown	As insured	£10,184	Mayor's residence/Council Offices	CTC owned
97	Memoriabilia	Deputy Mayors/Consort Badge of Office	07/01/2014	07/01/2014	£948	Council Offices, North Street	CTC owned
98	Memoriabilia	Westcountry Class Locomotive Nameplate and Coat of Arms	unknown	29/09/2016	£1	Crediton Musuem, High Street	CTC acquired
99	Memoriabilia	Crediton Railway Coffee Table	unknown	17/01/2016	£1	Council Offices, North Street	CTC acquired
100	Memoriabilia	2 x Past Mayor Badges	03/08/2021	07/07/2021	£230	1 x Cllr Letch 1 x Council Office	CTC owned
TOTAL					£11,364		
OFFICE							
101	Office	Desks x 3	unknown	19/07/2005	£320	Council Offices, 8 North Street	CTC acquired
102	Office	Office Chairs x 3	unknown	19/07/2005	£450	Council Offices, 8 North Street	CTC owned
103	Office	Office Visitor Chairs x 5	unknown	19/07/2005	£120	Council Offices, 8 North Street	CTC acquired
104	Office	Whiteboards x 2	unknown	19/07/2005	£100	Council Offices, 8 North Street	CTC acquired
105	Office	Filing Cabinets/Cupboards x 4	unknown	19/07/2005	£450	Council Offices, 8 North Street	CTC acquired
106	Office	1 x 15.6" Screen Laptop (for Youth)	28/07/2016	28/07/2016	£289	Council Offices, 8 North Street	CTC owned
107	Office	1 NAS RAID1 Storage Device + 3 External USB Backup drives	29/07/2016	29/07/2016	£395	Council Offices, 8 North Street	CTC owned
108	Office	Office Supplies Stock	various	29/07/2005	£500	Council Offices, 8 North Street	n/a
109	Office	Gigaset Telephones	01/07/2015	01/07/2015	£30	Council Offices, 8 North Street	CTC owned
110	Office	Dell Laptop (for Rialtas)	18/11/2021	18/11/2021	£503	Council Offices, 8 North Street	CTC owned
111	Office	Laptop (for Youth)	18/11/2021	18/11/2021	£499	Council Offices or staff residence	CTC owned
112	Office	VOIP Phone System			£0	Council Offices, 8 North Street	CTC leased
113	Office	Fridge Freezer	25/10/2019	25/10/2019	£270	Old Landscore School, Kitchen	CTC owned
114	Office	Mobile Phone - Youth Worker	24/07/2021	24/07/2021	£0	CTC Youth Worker	CTC contract
115	Office	4 x Plastic Folding Tables	05/05/2021	05/05/2021	£196	Various	CTC owned
116	Office	Livestreaming Equipment (Webcam & 4 port USB hub)	01/07/2021	28/06/2021	£36	Various (Council Offices, North Street)	CTC owned
117	Office	4 x LED flood lights	12/10/2021	12/10/2021	£60	Council Offices, 8 North Street	CTC owned
118	Office	Apple TV & Mount	12/10/2021	12/10/2021	£150	Council Offices, 8 North Street	CTC owned
119	Office	1 x Jabra Speaker	11/05/2021	11/05/2021	£292	Old Landscore School	CTC owned
120	Office	Projector & screen	01/09/2021	01/09/2021	£574	Council Offices, 8 North Street	CTC owned
121	Office	4 x portable speakers 1 x subwoofer	25/06/2021	25/06/2021	£552	Council Offices, 8 North Street	CTC owned
122	Office	JAM speakers	27/09/2021	27/09/2021	£67	Council Offices, 8 North Street	CTC owned

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
123	Office	Youth Work Supplies	Various	01/06/2021	400	The Hub, 8a North Street	CTC owned
124	Office	iPad, Keyboard & Tripod	27/01/2021	27/01/2021	£593	Various (Council Offices, North Street)	CTC owned
125	Office	Henry Hoover	24/03/2022	24/03/2022	£119	Council Offices, 8 North Street	CTC owned
126	Office	A1 Easel	06/05/2022	06/05/2022	£62	Council Offices, 8 North Street	CTC owned
127	Office	2 x 15ltr urns	06/05/2022	06/05/2022	£158	Various (Council Offices, North Street)	CTC owned
128	Office	5 x Dell Latitude 3520 Laptop	30/07/2022	15/11/2022	£2,381.00	Council Offices or staff residence	CTC owned
129	Office	5 x Dell Docking Station	31/07/2022	16/11/2022	£995.00	Council Offices, 8 North Street	CTC owned
130	Office	10 x Dell P2322H LED monitor	01/08/2022	17/11/2022	£1,700.00	Council Offices, 8 North Street	CTC owned
131	Office	CCTV monitor and recorder	02/08/2022	18/11/2022	£10,000.00	The Hub, 8a North Street	CTC owned
132	Office	Projector screen	21/10/2022	21/10/2022	£113.00	Council Offices, 8 North Street	CTC owned
133	Office	Electric Cooker	29/11/2022	29/11/2022	£229	Old Landscore School	CTC owned
134	Office	Fridge	29/11/2022	29/11/2022	£149	The Hub, 8a North Street	CTC owned
135	Office	Freezer	29/11/2022	29/11/2022	£159	The Hub, 8a North Street	CTC owned
136	Office	Dehumidifiers	06/02/2023	06/02/2023	£206	The Hub, 8a North Street	CTC owned
137	Office	Kitchen equipment - OLS	09/02/2023	09/02/2023	£200	Old Landscore School	CTC owned
138	Office	iPads - Councillors	12/05/2023	12/05/2023	£5,220	Various (in Councillor residences)	CTC owned
139	Office	Projector screen	12/06/2023	12/06/2023	£40	Council Offices, 8 North Street	CTC owned
140	Office	Hoover	28/06/2023	28/06/2023	£82	Council Offices, 8 North Street	CTC owned
141	Office	1 x Laptop	28/07/2023	28/07/2023	£761	Council Offices, 8 North Street	CTC owned
142	Office	Meeting owl	28/07/2023	28/07/2023	£1,225	Council Offices, 8 North Street	CTC owned
143	Office	Karaoke Machine	22/11/2023	22/11/2023	£31	The Hub, 8a North Street	CTC owned
144	Office	Cups & Saucers	16/01/2024	16/01/2024	£66	Council Offices, 8 North Street	CTC owned
145	Office	Microwave	29/01/2024	29/01/2024	£60	The Hub, 8a North Street	CTC owned
146	Office	Craft supplies - Lino art	16/02/2024	16/02/2024	£50	The Hub, 8a North Street	CTC owned
147	Office	Craft supplies - Soldering iron	23/02/2024	23/02/2024	£50	The Hub, 8a North Street	CTC owned
148	Office	Silent keyboard	14/03/2024	14/03/2024	£39	Council Offices, 8 North Street	CTC owned
149	Office	Youth sports supplies	25/03/2025	25/03/2025	£200	The Hub, 8a North Street	CTC owned
150	Office	Displays boards	26/11/2024	26/11/2024	£150	Council Offices, 8 North Street	CTC owned
151	Office	Flipcharts	13/02/2025	13/02/2025	£100	Council Offices, 8 North Street	CTC owned
152	Office	Wine glasses	17/05/2024	17/05/2024	£30	Council Offices, 8 North Street	CTC owned
153	Office	Youth portable sink	12/11/2024	12/11/2024	£60	The Hub, 8a North Street	CTC owned
154	Office	Youth folding tables	04/12/2024	04/12/2024	£400	The Hub, 8a North Street	CTC owned
155							
				TOTAL	£31,878		
			Totals (excluding land)		£335,675		

N.B. Where a nominal value of £1 has been provided the insurance value will be different to this.

Updated/Reviewed Date:

Reviewed by:.....

ID	Description		Aquired Date	Insured Date	Purchase Cost/Item Value £	Location	
Asset Register as at 31 March 2024:							315,060
69	Property	Old Landscore School	10/02/2022	03/05/2022	£16,000	Old Landscore School, Greenway, EX17 3LP	£16,000
Restated as at 31 March 2024:							£331,060
63	Property	Cool white LED lights	01/10/2024	01/10/2024	£500	Garage No.8, North Street	£500
64	Property	Red barriers x 4	02/10/2024	02/10/2024	£200	Council Offices, North Street	£200
65	Property	Illuminated xmas lantern	03/10/2024	03/10/2024	£1,625	Garage No.8, North Street	£1,625
66	Property	Various tables/chairs	unknown	01/04/2023	£500	Old Landscore School	£500
67	Property	[CUT!] tools & equipment	01/04/2024	01/04/2024	£600	Old Landscore School	£600
68	Property	Cable covers	14/11/2024	14/11/2024	£250	Garage No.8, North Street	£250
149	Office	Youth sports supplies	25/03/2025	25/03/2025	£200	The Hub, 8a North Street	£200
150	Office	Displays boards	26/11/2024	26/11/2024	£150	Council Offices, 8 North Street	£150
151	Office	Flipcharts	13/02/2025	13/02/2025	£100	Council Offices, 8 North Street	£100
152	Office	Wine glasses	17/05/2024	17/05/2024	£30	Council Offices, 8 North Street	£30
153	Office	Youth portable sink	12/11/2024	12/11/2024	£60	The Hub, 8a North Street	£60
154	Office	Youth folding tables	04/12/2024	04/12/2024	£400	The Hub, 8a North Street	£400
Total additions 24-25:							£4,615
Asset Register as at 31 March 2025:							£335,675



**CREDITON
TOWN COUNCIL**

STANDING ORDERS

First adopted: 18 October 2011

Last amended: June 2024 minute no. 2024/034

Review date: January 2025

Preface

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

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

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

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

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

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

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

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

Index of Crediton Town Council Standing Orders

1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS.....	6
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	13
7. PREVIOUS RESOLUTIONS	13
8. VOTING ON APPOINTMENTS.....	13
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	13
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	14
11. MANAGEMENT OF INFORMATION.....	15
12. DRAFT MINUTES.....	16
13. CODE OF CONDUCT AND DISPENSATIONS	17
14. CODE OF CONDUCT COMPLAINTS	18
15. STAFF ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT	19
16. PROPER OFFICER	19
17. RESPONSIBLE FINANCIAL OFFICER	21
18. ACCOUNTS AND ACCOUNTING STATEMENTS	21
19. FINANCIAL CONTROLS AND PROCUREMENT	22
20. HANDLING STAFF MATTERS.....	24
21. RESPONSIBILITIES TO PROVIDE INFORMATION.....	24
22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	25
23. RELATIONS WITH THE PRESS/MEDIA	25
24. EXECUTION AND SEALING OF LEGAL DEEDS	25
25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	26
26. GENERAL POWER OF COMPETENCE.....	26
27. UNDUE INFLUENCE ON COUNCILLORS	26
28. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	27
29. CREDITON CLOSED CIRCUIT TELEVISION SYSTEM (CCTV).....	27
30. GRANT OF CREDITON CITIZEN AWARD.....	27
31. STANDING ORDERS GENERALLY	27

1. **RULES OF DEBATE AT MEETINGS**

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

substantive motion.

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

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

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

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

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

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

- d Subject to standing order 3(c), members of the public are encouraged to contribute to the discussion and may speak once on a topic being debated.
- e The period of time public participation at a meeting in accordance with standing order 3(d) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- f In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- g A person shall raise their hand when requesting to speak, except when a person has a disability or is likely to suffer discomfort.
- h In accordance with standing order 3(d) and (e), a member of the public shall not speak for more than 3 minutes, unless the Chair permits otherwise.
- i A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

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

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

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

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

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

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

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

meetings

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

5. **ORDINARY COUNCIL MEETINGS**

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

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

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

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

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

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

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

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

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

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

12. **DRAFT MINUTES**

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

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

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

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

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

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

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

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

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

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

days before the meeting confirming their withdrawal of it:

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

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

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

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

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls
 - ii. the assessment and management of financial risks faced by the Council
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up

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

19. **HANDLING STAFF MATTERS**

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

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 22.

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

(England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

See also standing order 11.

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

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

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

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

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

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

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

25. **GENERAL POWER OF COMPETENCE**

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

26. **UNDUE INFLUENCE ON COUNCILLORS**

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

27. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

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

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

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

29. **GRANT OF CREDITON CITIZEN AWARD**

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

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

30. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (in **bold**), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9. It will be carried if two-thirds of the councillors at a meeting of the council vote in favour.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

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



CREDITON
TOWN COUNCIL

FINANCIAL REGULATIONS

First adopted:

Last amended: June 2024 minute no. 2024/035

Review date: May 2025

CREDITON TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General	3
2. Risk management and internal control	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments	9
7. Electronic payments.....	10
8. Cheque payments	11
9. Payment cards.....	11
10. Petty Cash	12
11. Payment of salaries and allowances.....	12
12. Loans and investments	12
13. Income.....	13
14. Payments under contracts for building or other construction works	13
15. Stores and equipment	14
16. Assets, properties and estates.....	14
17. Insurance	15
18. Suspension and revision of Financial Regulations	15
Appendix 1 - Tender process	16

1. General

- 1.1. These Financial Regulations govern the financial management of the Crediton Town Council (CTC) and may only be amended or varied by resolution of full council. They are one of CTC's governing documents and shall be observed in conjunction with the adopted Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by CTC, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation CTC cannot change.
 - 'Shall' refers to a non-statutory instruction by CTC to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by CTC . The Town Clerk has been appointed as RFO and these regulations apply accordingly. CTC has appointed the Town Clerk and where RFO is referred to, this indicates the Town Clerk. Both titles are referred to within this document. The RFO;
 - acts under the policy direction of CTC;
 - administers CTC's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of CTC its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of CTC resources; and
 - produces financial management information as required by CTC.
- 1.6. **CTC must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, CTC shall:

- Delegate responsibility of determining and regularly reviewing the bank mandate for all CTC bank accounts to the Oversight Committee;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

- 2.1. CTC must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Town Clerk shall prepare, for approval by the Oversight Committee, a risk management policy covering all activities of CTC. This policy and consequential risk management arrangements shall be reviewed by the Oversight Committee at least annually.
- 2.3. When considering any new activity, the Town Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by CTC.
- 2.4. At least once a year, CTC must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed**
 - **ensure the prompt, accurate recording of financial transactions**
 - **prevent and detect inaccuracy or fraud**
 - **allow the reconstitution of any lost records**
 - **identify the duties of officers dealing with transactions**
 - **ensure division of responsibilities.**
- 2.6. At least quarterly, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all bank accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Oversight Committee.

- 2.7. Regular back-up copies shall be made of the records on any CTC-owned computer and stored in the cloud. CTC shall put measures in place to ensure that the ability to access any CTC owned computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of CTC shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain CTC's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by CTC and the matters to which they relate;**
 - **a record of the assets and liabilities of CTC.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to CTC, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **CTC must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of CTC must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by CTC, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by CTC and shall carry out their work to evaluate the effectiveness of the adopted risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. CTC shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to CTC in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of CTC.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for CTC;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any CTC employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, CTC must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by CTC at least annually the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Oversight Committee. The Oversight Committee will be informed of any salary implications before they consider draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of CTC.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Oversight Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Oversight Committee and a recommendation made to CTC.

- 4.7. Having considered the proposed budget and four-year forecast, CTC shall determine its council tax requirement by setting a budget. CTC shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget. The deadline is set by Mid Devon District Council.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Oversight Committee, or CTC whichever meeting date fall sooner.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes, if not using the General Power of Competence.
- 5.3. Every contract shall comply with CTC Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, CTC shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- i. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1;
 - ii. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts;

iii. For contracts greater than £5,000 excluding VAT the Town Clerk shall seek at least 3 fixed price quotes;

iv. where the value is between £500 and £5,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

vi. For smaller purchases, the Town Clerk shall seek to achieve value for money.

vii. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.6. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.7. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Oversight Committee. Avoidance of competition is not a valid reason.

5.8. CTC shall not be obliged to accept the lowest or any tender, quote or estimate.

5.9. Individual purchases within an agreed budget for that type of expenditure may be authorised, in line with adopted Scheme of Delegation and the amounts below by:

- the Town Clerk, for any items up to £2,000 excluding VAT
- the Town Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items up to £3,000 excluding VAT.
- a duly delegated committee of CTC for all items of expenditure within their delegated budgets for items up to £10,000 excluding VAT.
- in respect of grants, the Oversight Committee within any limits set by CTC and in accordance with the adopted Grants policy.
- CTC for all items over £10,000.

Such authorisation must be supported by a minute (in the case of CTC or committee decisions) or other auditable evidence trail.

5.10. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement, or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town

Clerk shall report such action to the Chair as soon as possible and to CTC or Oversight Committee as soon as practicable thereafter.

- 5.11. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of CTC or make any contract on behalf of CTC.
- 5.12. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the CTC, except in an emergency.
- 5.13. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless CTC is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.14. Written communication shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.15. Any ordering system can be misused and access to them shall be controlled by the Town Clerk.

6. Banking and payments

- 6.1. CTC's banking arrangements, including the bank mandate, shall be recommended by the RFO and authorised by CTC; banking arrangements shall not be delegated to a committee. CTC has resolved to bank with the Cooperative Bank for day-to-day banking. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. CTC must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave CTC's bank account.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Town Clerk
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, or in extreme circumstances, by cheque, in accordance with a resolution of CTC, delegated committee or a delegated decision by the Town Clerk, unless CTC resolves to use a different payment method.
- 6.6. For information only - a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension

contributions, rent, rates, regular maintenance contracts and similar items), which the Oversight Committee} may authorise in advance for the year, will be provided in April each year. The schedule may not include payment amounts, which can be subject to change.

- 6.7. Regular payments shall be reported to the next appropriate meeting of the Oversight Committee for information only.
- 6.8. The Town Clerk shall have delegated authority to authorise payments only in line with the adopted Scheme of Delegation and Financial Regulation 5.15.
 - i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Oversight Committee or CTC, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
 - ii. Fund transfers within CTC's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, of the Oversight Committee. The Oversight Committee shall review the schedule for compliance and, having satisfied itself, shall note payments. A detailed list of all payments made shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The bank mandate agreed by CTC shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. An officer may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view CTC's Cooperative bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to CTC or its banking under any circumstances.
- 7.4. A member of staff shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to at least two authorised signatories for their approval to pay.
- 7.5. Authorised users shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which users approved the payment online in the form of an online audit trail which will be saved on a CTC-owned computer.

- 7.7. A full list of all payments made in a month shall be provided to the next Oversight Committee meeting and included in the meeting pack.
- 7.8. With the approval of the Oversight Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, non-domestic rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed and approved online by two authorised signatories or approvers as appropriate. The approval of the use of each variable direct debit shall be reviewed by Oversight Committee at least every two years.
- 7.9. Payment may be made by BACS or CHAPS provided that each payment is approved online by two approvers and evidence is retained and any payments are reported to the Oversight Committee at their next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Oversight Committee or CTC at least every two years.
- 7.10. If thought appropriate by the Oversight Committee, regular payments of fixed sums may be made by standing order, provided that the instructions are signed by two authorised signatories, evidence of this is retained and any payments are reported to the Oversight Committee when made. The approval of the use of a standing order shall be reviewed by the Oversight Committee at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two approvers. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for CTC's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for CTC banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by CTC or the Oversight Committee in writing before any order is placed.

- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Oversight Committee. Transactions and purchases made will be reported to the Oversight Committee and authority for topping-up shall be at the discretion of the Oversight Committee.
- 9.3. Any corporate credit card or trade card account opened by CTC will be specifically restricted to use by the Town Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £50 including VAT, incurred in accordance with CTC policy and budgets.

10. Petty Cash

- 10.1. Whilst CTC does not hold petty cash, Crediton Youth Service receives cash for subscriptions and provision of a tuck shop.
 - a) No payments are made from cash held.
 - b) All cash is banked promptly and clearly defined for accounting purposes.
- Failure to comply with any aspect of section 10 (Petty Cash) may result in disciplinary action.

11. Payment of salaries and allowances

- 11.1. **As an employer, CTC must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Oversight Committee or CTC where required. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Oversight Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account, with the total of such payments each calendar month reported in the financial management system. Payroll reports will be reviewed by the Oversight Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Oversight Committee, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the Oversight Committee must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by CTC and recorded in the minutes. All borrowing shall be in the name of CTC, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by CTC, following a written report on the value for money of the proposed transaction.
- 12.3. CTC shall approve an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Oversight Committee annually.
- 12.4. All investment of money under the control of CTC shall be in the name of CTC.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to CTC shall be the responsibility of and under the supervision of the RFO.
- 13.2. CTC will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to CTC.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Oversight Committee by the Town Clerk and shall be written off in the year. CTC's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of CTC shall be deposited intact with the Cooperative Bank, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of CTC.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where any cash is received by CTC other than in accordance with Section 10 (Petty Cash), the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with CTC being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Town Clerk shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by CTC, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the above Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets and reported to the relevant committee.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of CTC, together with any other consents required by law. In each case a written report shall be provided to CTC in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of CTC, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to CTC with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by CTC and the property and risks covered, reviewing these annually before the renewal date in conjunction with CTC's review of risk management.
- 17.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of CTC shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by CTC, or the Oversight Committee.

18. Suspension and revision of Financial Regulations

- 18.1. CTC shall review these Financial Regulations annually and following any staffing change. The Town Clerk shall monitor changes in legislation or proper practices and advise CTC or Oversight Committee of any need to amend these Financial Regulations.
- 18.2. CTC or the Oversight Committee may, by resolution duly notified prior to the relevant meeting of CTC or Oversight Committee as appropriate, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit CTC to act unlawfully.
- 18.3. CTC or the Oversight Committee council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post unless an electronic tendering process has been agreed by CTC.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of CTC.
- 4) Where an electronic tendering process is used, CTC shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 and shall refer to the terms of the Bribery Act 2010.
- 6) Where CTC, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and CTC requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

MAY				
20	Annual Meeting of the Town Council			19.30
JUNE				
03	Community			19.00
10	Youth	Oversight	18.20	19.00
JULY				
01	Community			19.00
08	Oversight			19.00
15	Full Council			19.30
AUGUST RECESS				
SEPTEMBER				
02	Community			19.00
09	Oversight			19.00
16	Full Council			19.30
OCTOBER				
07	Community			19.00
14	Oversight			19.00
NOVEMBER				
04	Community			19.00
11	Oversight			19.00
18	Full Council			19.30
25	Grants			13.00
DECEMBER				
02	Community			19.00
09	Oversight			19.00

FESTIVE BREAK		
JANUARY 2026		
06	Community	19.00
13	Oversight	19.00
20	Full Council	19.30
FEBRUARY		
03	Community	19.00
10	Oversight	19.00
MARCH		
03	Community	19.00
10	Oversight	19.00
17	Full Council	19.30
APRIL		
07	Community	19.00
14	Oversight	19.00
MAY		
05	Community	19.00
12	Oversight	19.00
19	Annual Meeting of the Town Council (new council year)	19.30

*Please refer to individual agenda for meeting venue.



-pulse

Crediton, Devon

April 2025

"Pulse Smart Hub is the smartest of street furniture. A network of beautifully designed and engineered hubs that digitally enable their environment and deliver next generation connectivity. Tailored to meet the specific needs of their locality, they promote the vitality of towns and cities, well-being of residents and are free of charge for both user and taxpayer."

Patrick Fisher, CEO



Keeping People
Connected



Smart City platform



Saving lives

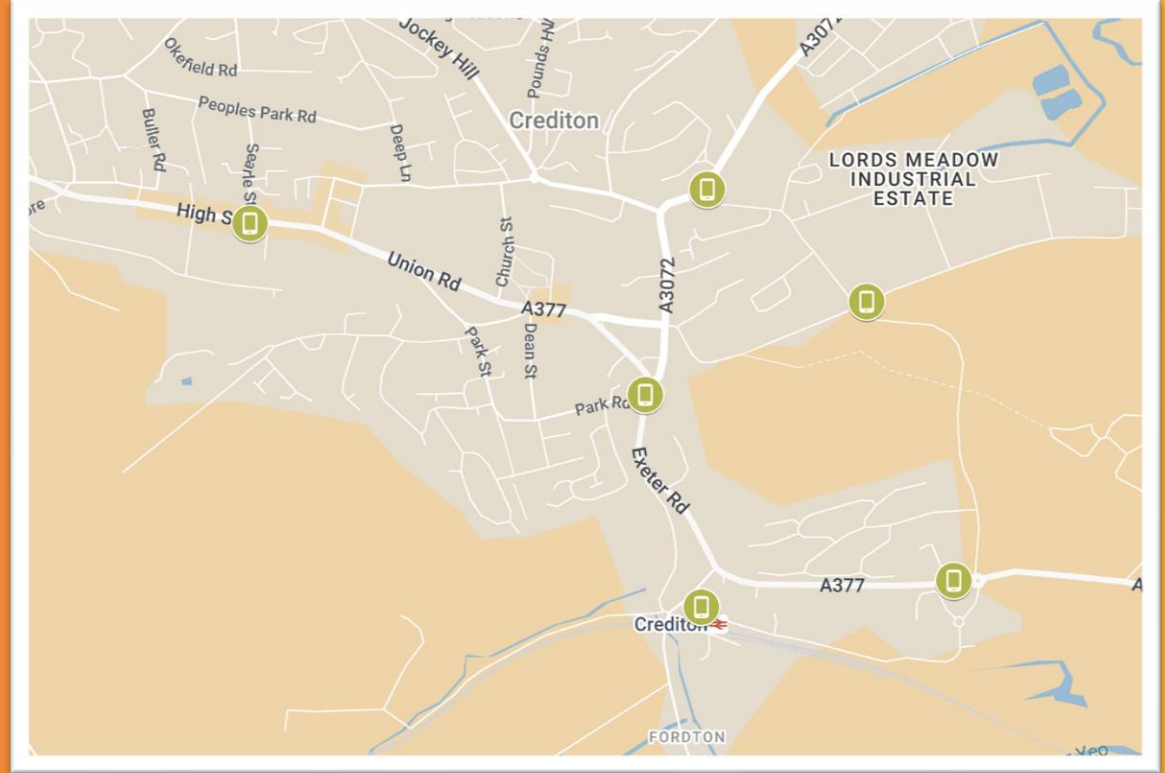


Sharing information

Sites Overview

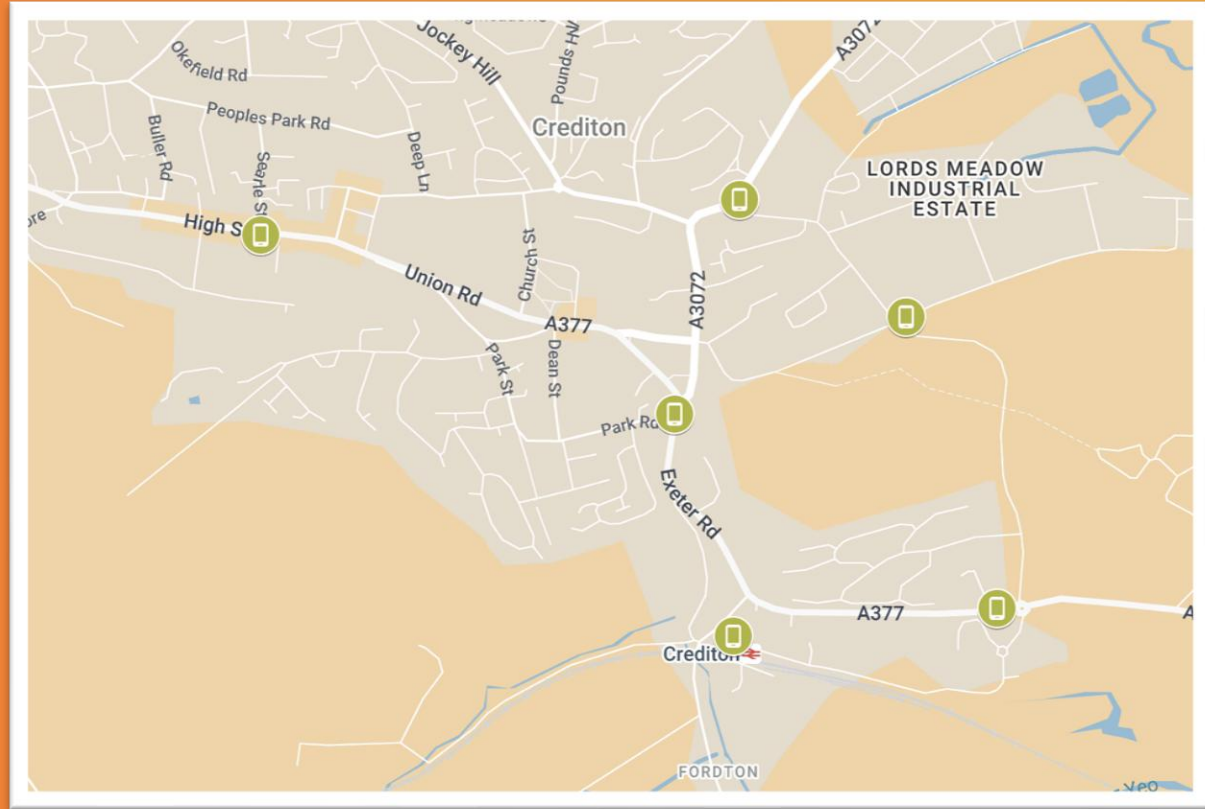
This plan illustrates 6 site locations across the town.

1. A377
2. 3 Exeter Road
3. Exhibition Road
4. Marsh lane
5. Pinar takeaway
6. Station approach



Sites can be viewed on the interactive map [here](#)

Sites Overview



Sites can be viewed on the interactive map [here](#)

