



# CREDITON TOWN COUNCIL

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Devon  
EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on  
**Tuesday, July 15, 2025, at 19:30, at Credition Library, Belle Parade, Credition.**

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**

**Wednesday, 09 July 2025**

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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**

### **2025/066 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **2025/067 - Public Question Time**

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

### **2025/068 - Apologies**

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

### **2025/069 - Declarations of Interest and Requests for Dispensations**

**2025/069.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2025/069.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2025/070 - 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

### **2025/071 - Chair's and Clerk's Announcements**

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

### **2025/072 - Town Council Minutes**

To approve and sign the minutes of the meeting held on **03 June 2025** and **01 July 2025** as a correct record (minutes will be issued with the agenda)

### **2025/073 - County and District Councillor Reports**

To receive reports from County and District Councillors

### **2025/074 - Reports from Outside Bodies**

Hayward's Educational Foundation

Crediton United Charities

Devon Association of Local Councils (& Larger Councils Sub Committee)

Crediton Twinning Association

Boniface Link Association

Friends of Crediton Station

Sustainable Crediton

Boniface Trail Association

Crediton Chamber of Commerce

Okehampton Rail Forum  
League of Friends of Crediton Hospital  
Age Concern Trustee  
North Devon Line Stakeholder Forum

#### **2025/075 - Finance**

**2025/075.1 - To receive and approve transactions between 01 June and 30 June 2025**

**2025/075.2 - To receive and approve the bank reconciliation to 30 June 2025**

**2025/075.3 - To note bank account balances to 30 June 2025**

**2025/075.4 - To note year to date spend**

**2025/075.5 - To note Earmarked Reserves as at 30 June 2025**

#### **2025/076 - Ear Marked Reserves**

To receive the report from the Town Clerk regarding Ear Marked Reserves report and approve the transfer of Ear Marked Reserve 371 (VJ Day) to the budget

#### **2025/077 - Closure of Nationwide Savings Account**

To approve the closure of the Nationwide Savings Account and transfer funds (£89,003.07) to the CCLA

#### **2025/078 - Policy Review and Approval**

**2025/078.1 - To review and approve the Vexatious Complaints Policy**

**2025/078.2 - To review and approve the Document Retention Policy**

#### **2025/079 - Pulse Hubs**

To receive the report from the Town Clerk regarding Pulse Hubs and to approve the recommendations therein

#### **2025/080 - Delegated authority to respond to planning applications**

**2025/080.1 - To approve that planning applications will be responded to under delegated authority by the Town Clerk and two members**

**2025/080.2 - To appoint two members responsible for responding to applications made between 16 July and 02 September 2025, if required**

#### **2025/081 - Town entrance replacement signs**

To receive the Deputy Clerk's report on the town entrance replacement signs and to consider the recommendation therein

**2025/082 - Date of next meeting**

To note that the date of the next meeting will be **Tuesday 02 September**

**2025/083 - 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

**2025/084 - Manor Office**

To receive the confidential report by the Town Clerk regarding Manor Office rental space, and to approve the recommendation therein

**2025/085 - Union Road Toilet Block**

To receive the confidential report by the Town Clerk regarding the Union Road Toilet Block and to note the decision therein

**2025/086 - Reports Pack****Attachments – for internal use only**

[2025-06-03 - Full Council - Minutes.pdf](#)

[2025-07-01 - Full Council - Minutes.pdf](#)

[Transactions 1 - 30 June 2025.pdf](#)

[Bank Rec as at 30 June 2025.pdf](#)

[Bank balances as at 30 June 2025.PDF](#)

[Y2D Budget 2025-26.pdf](#)

[EMR levels as at 30 June 2025.pdf](#)

[EMR movement.docx](#)

[Vexatious Complaints Policy.docx](#)

[Document Retention Policy.docx](#)

[Pulse Hubs.docx](#)

[Credition Signs Report.docx](#)



**Minutes of the Full Council meeting held on Tuesday, June 3, 2025 at 19:00 at Credition Library, Belle Parade, Credition, EX17 2AA**

<b>Present:</b>	Cllrs Steve Huxtable, Giles Fawssett, Jim Cairney, John Downes, Joyce Harris, Liz Brookes-Hocking, Paul Perriman, Rachel Backhouse and Vix Frisby
<b>Apologies:</b>	Cllrs Natalia Letch and Guy Cochran
<b>In Attendance:</b>	Three members of the public
<b>Minute Taker:</b>	Rachel Avery, Town Clerk

## MINUTES

### 2025/025 WELCOME AND INTRODUCTION

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

### 2025/026 PUBLIC QUESTION TIME

The following questions were raised:

- funding situation for the paddling pool at Newcombes Meadow: Cllr Huxtable clarified that there had been no further communication from MDDC regarding the funding. There was discussion about potential contributions from CTC towards the pool's upkeep, with an estimated cost of up to £20,000
- Whether members of more than one authority were taking their allowances from higher authorities: Cllr Huxtable advised that the question was not relevant to the work of CTC or the agenda for this meeting
- Why details on the noticeboard at Adams had been amended: Cllr Huxtable advised that an answer would be provided in writing and posted on the website, despite the public's insistence on an immediate answer.

### 2025/027 APOLOGIES

**Decision:** The apologies of Cllrs Letch and Cochran (personal) were **noted**.

### 2025/028 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

#### 2025/028.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Item 46: Cllr Brookes-Hocking declared a personal interest.

**2025/028.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

**2025/029 CLIMATE EMERGENCY**

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

**2025/030 ORDER OF BUSINESS**

There were no changes to the order of business.

**2025/031 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**2025/032 REPORTS**

**2025/032.1 TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Cllr Cairney reported on the recent shift in the balance of power in Devon County Council, highlighting the loss of seats by the Conservatives and the gain by the Reform Party and Liberal Democrats. He emphasised the collaborative efforts of all parties to improve services, including pothole repairs and social services. District Cllr Downes shared positive news about MDDC's recycling rates, the opening of paddling pools, and various initiatives by Mid Devon District Council, such as energy advisory services and personalised accounts for residents on their website. He also mentioned the new app for leisure centres offering reduced membership fees for students during the summer.

**2025/032.2 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

Twining Association: Cllr Huxtable reported on the successful VE Day celebrations and the positive feedback from visitors.

Boniface Trail Association: Cllr Fawssett reported on the Boniface Trail Association's hopes for decisions on trails and cycle routes in the autumn, emphasising the importance of the coalition support at DCC.

**2025/033 TOWN COUNCIL MINUTES**

Decision: It was **resolved** to **approve** the minutes of the meeting held on Tuesday 20 May 2025, as a correct record. (Proposed by Cllr Brookes-Hocking)

**2025/034 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES**

Decision: It was **resolved** to ratify the minutes of the Parish Paths Sub-Committee meeting held on 01 April 2025. (Proposed by Cllr Fawssett)

**Decision:** It was **resolved** to ratify the minutes of the Community Committee meeting on 06 May 2025. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved** to ratify the minutes of the Oversight Committee meeting held on 13 May 2025. (Proposed by Cllr Huxtable)

## 2025/035 TERMS OF REFERENCE

The following amendments to Committee Terms of Reference were considered and agreed:

- The HR committee's responsibility for the Town Clerk's appraisal was clarified to include feedback from the full committee
- The Youth Service Delivery Committee was tasked with providing recommendations to the HR Committee regarding staffing
- Training for HR committee members was deemed necessary
- The Grants Policy would be reviewed at the first meeting of the Grants Committee, to ensure all applications, regardless of amount, are reviewed effectively.

**Decision:** It was **resolved** to approve the Terms of Reference, with the above amendments. (Proposed by Cllr Backhouse)

## 2025/036 SCHEME OF DELEGATION

The following amendment to the Scheme of Delegation were considered and agreed:

- Community events coordination and facilitation were added to Full Council's responsibilities to ensure councillors are informed and involved in event planning, to support officers and facilitate discussions around events.

**Decision:** It was **resolved** to approve the Scheme of Delegation, with the above amendment. (Proposed by Cllr Harris)

## 2025/037 ELECTION OF COMMITTEES 2025/26

**Decision:** It was **resolved** to appoint Cllrs Brookes-Hocking, Frisby, Huxtable, Backhouse and Perriman to the HR Committee. (Proposed by Cllr Fawssett)

**Decision:** It was **resolved** to appoint Cllrs Harris, Brookes-Hocking, Frisby, Huxtable and Downes to the Grants Committee. (Proposed by Cllr Fawssett)

**Decision:** It was **resolved** to appoint Cllrs Brookes-Hocking, Frisby, Huxtable, Backhouse to the Youth Service Delivery Committee, noting that there is one vacant position. (Proposed by Cllr Fawssett)

## 2025/038 REPRESENTATIVES ON OUTSIDE BODIES 2025/26

**Decision:** It was **resolved** to appoint representatives on outside bodies as follows (Proposed by Cllr Downes):

- Haywards Educational Foundation: Cllr Cairney
- Boniface Trail: Cllr Fawssett

- Chamber of Commerce: Cllr Cochran
- Crediton Hospital League of Friends: Cllr Cairney
- Crediton United Charities: Cllr Harris
- DALC: Cllr Brookes-Hocking
- Boniface Link: Cllr Harris
- Friends of Crediton Station: Cllr Perriman
- Sustainable Crediton: Councillor Backhouse
- Twinning Association: Cllr Huxtable
- Okehampton Rail: Cllr Huxtable
- Age Concern: Cllr Frisby

## 2025/039 MEETING SCHEDULE

**Decision:** It was **resolved** to **approve** the draft meeting schedule for the period from 20 May 2025 to 19 May 2026, subject to further confirmation of certain dates.

## 2025/040 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications submitted to MDCC:

25/00548/FULL | Erection of three-storey dwelling | The Cott Stanbury Court  
Crediton Devon EX17 2AS

**Decision:** The council decided to object to the planning application for the erection of a three-storey dwelling at The Cott, Stanbury Court due to the lack of information from the conservation officer and the absence of bin and cycle storage.

25/00685/TPO | Application to remove 1 Monterey Pine to ground level and reduce overall height of 1 Silver Birch tree from 14m to 11.5m above ground level, protected by Tree Preservation Order 08/00010/TPO | Cedar House Threshers  
Crediton Devon EX17 3NL

**Decision:** The council supported the planning application to remove a Monterey Pine and reduce the height of a Silver Birch at Cedar House, Threshers.

25/00699/FULL | Change of use of ancillary accommodation to a dwelling for short term let | Trenavin George Hill Crediton Devon EX17 2DS

**Decision:** The council decided to object to the planning application for the change of use of ancillary accommodation to a dwelling for short-term let at Trenavin, George Hill, citing the need for longer-term rental properties in the area.

25/00731/CAT | Notification of intention to prune 2 Lime trees by approx 1-2m, crown lift 1 Copper Beech to 5.5m clearance from ground level, reduce aspect by 1-2m and overextending limb in upper SE canopy by 3m and prune 1 Ash trees overhanging branches on north by approx 2m in a Conservation Area | Crediton Dairy Ltd Church Lane Crediton Devon EX17 2AH

**Decision:** The council supported the planning application to prune trees at Crediton Dairy Ltd.

25/00717/FULL | Change of use of holiday/ancillary accommodation to residential dwelling | Barn at NGR 283150 99319 (Higher Park Farm) Crediton Devon EX17 3PR



**Decision:** The council had no objections to the planning application for the change of use of holiday/ancillary accommodation to a residential dwelling at Higher Park Farm.

## **2025/041 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:**

The council noted the approval of several planning applications by Mid Devon District Council, including:

- The felling of a Conifer Tree at Courtis Gardens
- The removal of a public payphone service
- Various tree works at Chantry Care Services
- The erection of a single-storey rear extension at Meadow Gardens
- The change of use of part of a showroom to a cafe at Eakers DIY
- The installation of replacement refrigeration plant at Morrisons

No queries or concerns were raised about these decisions.

**Decision:** The council noted the approval of several planning applications by Mid Devon District Council.

## **2025/042 PEOPLES PARK**

Councillor Fawssett provided a verbal update on Peoples Park, reporting positive feedback from the public after the grass was cut. He suggested meeting with members of the public and discussing the timing of the next grass cut, which was likely to be in September. Councillor Brookes-Hocking suggested taking photographs to document the park's condition.

## **2025/043 CREDITON URBAN TASKFORCE**

Councillor Backhouse gave an update on the Crediton Urban Taskforce, noting their regular meets every second Saturday to tackle main entrances into the town. She mentioned sporadic volunteer attendance but highlighted the significant contributions from a group of Ukrainian women. The next taskforce event was planned for the upcoming Saturday, coinciding with the weekend of the Big Boniface Bash. Councillor Cairney raised concerns about overgrown areas in the town, particularly Bowden Hill, and suggested using weed killer, though he was advised on CTC's policy not to use it.

## **2025/044 DEFIBRILLATOR RENEWAL PACKAGE**

**Decision:** It was **resolved** to approve the defibrillator renewal package, at a cost of £1800.00 + VAT. (Proposed by Cllr Brookes-Hocking)

## **2025/045 ST LAWRENCE GREEN TELEPHONE BOX**

**Decision:** It was **resolved** to approve the proposal to adopt the St Lawrence Green telephone box and enter the agreement for its sale at £1.00. (Proposed by Cllr Brookes-Hocking)

#### 2025/046 TRAFFIC ISSUES ON PARLIAMENT STREET

Councillors Backhouse and Fawcett co-presented the proposal to reduce traffic flow on Parliament Street to improve safety and reduce noise. Councillor Backhouse emphasised the importance of public consultation before spending the proposed £4,000.00. Councillor Perriman expressed opposition, citing concerns about ambulance access, increased traffic on Market Street, and potential pollution. Cllr Brookes-Hocking suggested conducting a traffic survey and public consultation before proceeding.

**Decision:** It was **resolved** to agree to support progressing the proposal, including a traffic survey, public consultation, and obtaining upfront costs. (Proposed by Cllr Downes)

#### 2025/047 LAND SOUTH OF BARNFIELD

Councillor Brookes-Hocking provided a brief update on the land South of Barnfield, summarising the comments from March which confirmed previous concerns about access. She mentioned the need for a traffic assessment to evaluate the impact of development and suggested using neighbourhood planning reserves or Section 106 monies for this purpose. A member of the public expressed interest in further discussion, and Councillor Brookes-Hocking agreed to follow up on this after the meeting.

#### 2025/048 DATE OF NEXT MEETING

**Decision:** The date of the next meeting would be Friday 20 June 2025 at 13:00.

#### 2025/049 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 Huxtable)

#### 2025/050 YOUTH WORK

**Decision:** It was **resolved** to accept the proposals within the report. (Proposed by Cllr Brookes-Hocking, Cllr Backhouse voted against)

#### 2025/051 REPORTS PACK

Signed .....

Dated.....



**Minutes of the Full Council meeting held on Tuesday, 1 July 2025  
at 19:00 at Credition Library, Belle Parade, Credition, EX17 2AA**

<b>Present:</b>	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Vix Frisby, John Downes, Paul Perriman, Joyce Harris and Rachel Backhouse
<b>Apologies:</b>	Cllrs Liz Brookes-Hocking, Jim Cairney and Natalia Letch
<b>In Attendance:</b>	Penni Tearle, Chair of Boniface Allotments Association 2 members of public
<b>Minute Taker:</b>	Emma Anderson

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## MINUTES

### 2025/046 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19:00, and members introduced themselves.

### 2025/047 PUBLIC QUESTION TIME

The following questions were raised by members of the public:

- When is the renovation work at Old Landscore School going to start, what renovations are proposed, and how much time has the council allocated to it? Cllr Huxtable advised that an answer would be provided in writing by the end of the week.
- Is there anything in place to ensure standalone toilet blocks in the park will be protected from vandalism? Cllr Huxtable confirmed that Credition Town Council (CTC) will take steps to reduce the risk of vandalism, but this cannot be guaranteed.
- When will the bus shelter be installed at Redlands? CTC office is awaiting an update.
- When will the CREDITON signs be replaced? Deputy Clerk confirmed that CTC is awaiting the quote from DCC Highways contractors to replace like for like; it is hoped that the quotes will be available at the next meeting.
- Have the tables on the town square been cleaned in the last three years? Cllr Huxtable confirmed that we would ask Turnings Tides when this has been done.

Cllr Backhouse arrived at 19.10

- A number of councillors with more than one hat are not present, where do their priorities lie? Cllr Huxtable advised that these members have been voted in by the electorate. Cllr Cochran explained that when representing town, district, or county, councillors must decide which meeting to attend. Discussion took place regarding Credition Food Festival and the need for more volunteers, including councillors, during the middle of the event.

- Would CTC consider putting a limit on the amount of paper that gets put through doors by a single political party prior to an election? Cllr Huxtable advised that CTC was not in a position to control this.

Cllr Downes arrived at 19.18

**Task:** Provide written answer regarding the renovation work at Old Landscore School by the end of the week. @Steve Huxtable

**Task:** Ask Turnings Tides when the tables on the town square were last cleaned. @Emma Anderson

## 2025/048 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Brookes Hocking, Cairney, and Letch (Proposed by Cllr Huxtable).

## 2025/049 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

### 2025/049.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

None.

### 2025/049.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

None.

## 2025/050 CLIMATE EMERGENCY

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

## 2025/051 ORDER OF BUSINESS

It was agreed to bring forward item 2025/057.01, to follow item 2025/052.

## 2025/052 CHAIR'S AND CLERK'S ANNOUNCEMENTS

None.

## 2025/053 TOWN COUNCIL MINUTES

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 20 June 2025, as a correct record. (Proposed by Cllr Harris)

The minutes from the meeting held on 03 June 2025 require approval as they were not available at the previous meeting.

**Task:** Include the approval and signing of the minutes from the meeting held on 03 June 2025 on the agenda for 15 July 2025. @Rachel Avery

## 2025/054 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The following planning applications were discussed:

[25/00755/MFUL | Variation of condition \(2\) of planning permission 18/01800/MFUL \(Construction of an on-farm anaerobic digestion plant and associated infrastructure\) to allow the substitution of previously approved site plan, to include the addition of CO2 recovery infrastructure | Land at NGR 285024 100245 \(East of Lords Meadow Industrial Estate\) Crediton Devon](#) (extension requested)

**Decision:** It was **resolved** to offer no opinion/no comment. (Proposed by Cllr Huxtable, Cllrs Cochran and Downes abstained)

Discussion took place between councillors and members of the public regarding Crediton town councillors who also sit on the MDDC Planning Committee. Cllr Downes explained that councillors on the planning committee have a right to amend their response if subsequent information is supplied at the planning committee meeting and that district councillors representing Crediton may not be able to object on the same grounds as CTC if the reason behind the objection is not a material fact.

[25/00831/HOUSE | Variation of conditions 2 of planning permission 25/00831/HOUSE \(Erection of single storey rear extension and side porch\) to allow substitute plans to reduce the size of the side extension | Windfall Threshers Crediton Devon EX17 3NL](#)

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

**Task:** Submit planning comments to MDDC. @Emily Armitage 2025-07-04

## 2025/055 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

**Decision:** The council **noted** the approval of several planning applications by Mid Devon District Council.

## 2025/056 CREDITON URBAN TASKFORCE

Cllr Backhouse advised that Crediton Urban Taskforce is continuing to meet on the second Saturday of every month. The next action day is being held on Sat 5 July on Exeter Road (brought forward to avoid a clash with Crediton Food Festival). Cllr Backhouse put out a call for any new volunteers and thanked those who have joined in the past.

## 2025/057 ALLOTMENTS

### 2025/057.1 WATER TROUGH

The council discussed the installation of water troughs at the Barnfield allotment site.

**Decision:** It was **resolved** to install 2 x 6ft troughs on the Barnfield allotment site, with £1,172 being allocated from the Allotment Ear Marked Reserve. (Proposed by Cllr Huxtable)

**Task:** Instruct contractor to install water troughs on the Barnfield allotment site.  
@Emily Armitage

**2025/057.2 HEDGE MAINTENANCE**

The council reviewed quotations for hedge maintenance at the Exhibition Road allotment site. It was requested that the Deputy Clerk ask if the contractors could shred the arisings to be used for compost for the allotments.

**Decision:** It was **resolved** to accept the quote from Contractor A at a cost of £440 + VAT. (Proposed by Cllr Huxtable)

**Task:** Instruct contractor A to cut hedges at Exhibition Road allotment site and ask if the arisings could be shredded to be used for compost for the allotments.

@Emma Anderson

**2025/057.3 RENT**

The council discussed and agreed on the annual rent increases for the forthcoming year 2025-26.

**Decision:** It was **resolved** to increase the rent by 5% for 2025-26, which would be 30 pence per square metre. (Proposed by Cllr Huxtable)

**Decision:** Members **agreed** to approve a 100% discount for Penni Tearle's plot for her work and support relating to the allotments.

**2025/058 PEOPLES PARK**

Cllr Fawcett provided a verbal update on Peoples Park. He mentioned that there has been significant support for the new grass cutting scheme, with over 80% of respondents on a recent survey on the Crediton Matters Facebook page expressing their approval. Concerns raised by residents have been addressed promptly where possible.

**2025/059 PUBLIC ART**

The council considered a request from the Crediton Heart Project to install a tile mural.

**Decision:** It was **resolved** to request further information from Crediton Heart Project regarding the intended design and size/quantity of tiles.

**Task:** Request further information from Crediton Heart Project on design and size of mural. @Emma Anderson

**2025/060 QUANTIFIED TREE RISK ASSESSMENT**

The council reviewed quotations for carrying out a Quantified Tree Risk Assessment (QTRA) on all town council land.

**Decision:** It was **resolved** to instruct Contractor A at a cost of £1,135, approving a slight overspend from the QTRA budget. (Proposed by Cllr Backhouse)

**Task:** Instruct contractor A to carry out QTRA. @Emma Anderson

**2025/061 CREDITON FOOD FESTIVAL**

The council received and noted the project plan and budget/forecast for Crediton Food Festival 2025. Cllr Perriman confirmed his availability to volunteer at the event. The detailed project plan and budget were thoroughly reviewed and acknowledged by the council.

**Decision:** The Project Plan and budget for Crediton Food Festival 2025 was noted.

## 2025/062 HONORARIUM

The council discussed the honorarium for the planting of town council floral displays.

**Decision:** It was **resolved** to continue the previous arrangement and offer an honorarium of £300 for 2025-26. (Proposed by Cllr Harris) It was noted that a broader discussion regarding arrangements for honorariums going forward should be discussed as a future agenda item.

**Task:** Advise volunteers of honorarium for 2025-26. @Emma Anderson

## 2025/063 CREDITON BYPASS

The council considered supporting a proposal for a bypass in Crediton, submitted by a member of the public. The proposal was discussed in detail, including alternative ideas, the impact on traffic flow, and potential impacts on increasing development in Crediton. A member of the public requested data from the air quality monitoring stations in the town. It was agreed for the Deputy Clerk to request the data from Mid Devon District Council to ascertain whether Crediton's air quality is within legal limits.

**Decision:** It was **resolved** to:

- Acknowledge the public interest in looking at the bypass proposal further.
- Obtain data from the air quality surveys.
- Obtain quotes for a comprehensive traffic survey for the town, coordinating this with the proposed traffic survey for the land south of Barnfield.
- Understand how to engage Devon County Council with regards to a feasibility review.
- Engage in public consultation following the traffic survey and associated data.

(Proposed by Cllr Huxtable)

**Task:** Request data from air quality monitoring stations from Mid Devon District Council. @Emma Anderson

**Task:** Obtain quotes for a comprehensive traffic survey for the town. @Emma Anderson @Rachel Avery

**Task:** Understand how to engage Devon County Council with regard to a feasibility review. @Emma Anderson @Rachel Avery

## 2025/064 DATE OF NEXT MEETING

The date of the next meeting will be Tuesday, 15 July 2025. Meeting closed at 20:36.

## 2025/065 REPORTS PACK

Signed .....

Dated.....

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		250,559.45					250,559.45	
	Banked 02/06/2025	50.11						
#40	Youth Club (YW)	2.00			1240	410	2.00	Subs - Tues Youth Club
#41	Allotment Barnfield	13.19			1150	160	11.95	B7 Rent 24/25
					1170	180	1.24	B7 BAA 24/25
#42	Allotment Barnfield	34.92			1150	160	31.64	B1F Rent 24/25
					1170	180	3.28	B1F BAA 24/25
	Banked 04/06/2025	10.00						
#43	Youth Club (YW)	10.00			1240	410	10.00	Subs - Weds Project Night
	Banked 06/06/2025	119.96						
#44	Devon County Council	119.96			1260	120	119.96	Grant for barriers
	Banked 10/06/2025	10.00						
#45	Youth Club (YW)	10.00			1240	410	10.00	Subs - Tues Youth Club
	Banked 11/06/2025	125.00						
#46	Youth Club (YW)	2.00			1240	410	2.00	Subs - Weds Project Night
#47	Youth Club (YW)	8.00			1240	410	8.00	Subs - Weds Project Night
#48	Youth Club (YW)	20.00			1240	410	20.00	Subs - Weds Project Night
#49	Justine's Kitchen	95.00			1285	440	95.00	BBB - stallholder fee
	Banked 12/06/2025	23.60						
#50	Youth Club (YW)	13.60			1240	410	10.00	Subs
					1240	410	3.60	Tuck
#51	Youth Club (YW)	10.00			1240	410	10.00	Subs - Weds Project Night
	Banked 13/06/2025	25.00						
#52	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
	Banked 16/06/2025	157.00						
#53	Devon County Council	42.00			1290	130	42.00	Meeting room hire
#54	Hot Stuff	115.00			1285	440	115.00	BBB stallholder fee
	Banked 18/06/2025	2.00						
#55	Youth Club (YW)	2.00			1240	410	2.00	Subs - Weds Project Night
	Banked 19/06/2025	1,077.00						
#56	Youth Club (YW)	2.00			1240	410	2.00	Subs - Tues Youth Club
#57	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
#58	Youth Club (YW)	50.00			1240	410	25.00	Skern Lodge trip
					1240	410	25.00	Skern Lodge trip
#59	Crediton Bowling Club	1,000.00			1250	270	1,000.00	CCTV contribution
	Banked 20/06/2025	227.50						
#60	Youth Club (YW)	7.50			1240	410	7.50	Graffiti Project
#61	Wilson's Kitchen	75.00			1285	450	75.00	CFF stallholder fee
#62	Tors Vodka	145.00			1285	450	145.00	CFF stallholder fee
	Banked 23/06/2025	880.00						
#63	Landscape PTA	35.00			1285	440	35.00	BBB stallholder fee
#64	Ze-licious Temptation	35.00			1285	440	35.00	BBB stallholder fee
#65	Ze-licious Temptation	50.00			1285	450	50.00	CFF stallholder fee



## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
#66	Feral Flowers	50.00			1285	450	50.00	CFF stallholder fee
#67	SB Bakes	75.00			1285	450	75.00	CFF stallholder fee
#68	Pinnacle Icing	75.00			1285	450	75.00	CFF stallholder fee
#69	The Turning Tides Project	85.00			1285	440	85.00	BBB stallholder fee
#70	The Turning Tides Project	110.00			1285	450	110.00	CFF stallholder fee
#71	Justine's Kitchen	115.00			1285	450	115.00	CFF stallholder fee
#72	Globetrotter Pork	125.00			1285	450	125.00	CFF stallholder fee
#73	Gotland Gin	125.00			1285	450	125.00	CFF stallholder fee
	Banked 24/06/2025	267.00						
#74	Youth Club (YW)	2.00			1240	410	2.00	Subs - Weds Project Night
#75	Hat-a-Cakes	60.00			1285	450	60.00	CFF stallholder fee
#76	The Fudge Fairy	95.00			1285	450	95.00	CFF stallholder fee
#77	Rull Orchard	110.00			1285	150	110.00	CFF stallholder fee
	Banked 25/06/2025	320.00						
#78	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
#79	Crumb Coat Bakery	75.00			1285	450	75.00	CFF stallholder fee
#80	The Exmoor Feasting Co	95.00			1285	450	95.00	CFF stallholder fee
#81	Scape Goat Rum	125.00			1285	450	125.00	CFF stallholder fee
	Banked 26/06/2025	102.73						
#82	Allotment Barnfield	7.73			1150	160	7.00	B2 Rent 24/25
					1170	180	0.73	B2 BAA 24/25
#83	So Thai	95.00			1285	450	95.00	CFF stallholder fee
	Banked 30/06/2025	25.00						
#84	Youth Club (YW)	25.00			1240	410	25.00	Skern Lodge trip
<b>Total Receipts for Month</b>		3,421.90	0.00	0.00			3,421.90	
<b>Cashbook Totals</b>		253,981.35	0.00	0.00			253,981.35	

## Payments for Month 3

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/06/2025	EE Ltd	DD #126	22.03		3.67	4720	410	18.36	Youth - mobile phone
02/06/2025	█ Pugsley	SO #127	833.33			4390	250	833.33	Bungalow rent - June
02/06/2025	█ Fletcher	SO #128	910.00			4480	320	910.00	Garage rental - payment 2
02/06/2025	█ Lee	SO #129	1,408.33			4390	250	1,408.33	Manor Office rent - June
05/06/2025	Spar	CARD #130	1.45			4720	410	1.45	Youth - refreshments
05/06/2025	Hobbycraft	CARD #131	19.95			4680	450	19.95	Youth - CFF resources
05/06/2025	Cloudy IT	DD #132	28.80		4.80	4070	120	24.00	IT support tablets
06/06/2025	Viking	BACS #133	51.85		8.64	4115	120	18.99	Offices consumables
						4085	120	24.22	Office stationery
06/06/2025	Boniface Centre	BACS #134	75.00			4680	460	75.00	Room hire - VE Day Cream Tea
06/06/2025	Elliott & Hewitt Ltd	BACS #135	80.55			4680	460	80.55	VE Day - cream teas
06/06/2025	█ Fry	BACS #136	130.00			4680	460	130.00	VE Day - gazebos
06/06/2025	Crediton Farmers Market	BACS #137	150.00			4680	460	150.00	VE Day - gazebos
06/06/2025	Medicare Southwest	BACS #138	220.00			4680	460	220.00	VE Day - first aid cover
06/06/2025	█ Pudner	BACS #139	275.00			4680	460	275.00	VE Day - event MC
06/06/2025	█ Thomas	BACS #140	300.00			4680	440	300.00	BBB Hobby Horse
06/06/2025	Prosound Solutions (SW) Ltd	BACS #141	472.50		78.75	4680	440	393.75	BBB sound system
06/06/2025	Mid Devon District Council	BACS #142	2,970.08			4430	350	2,970.08	OLS - business rates
06/06/2025	Tozers LLP	BACS #143	4,800.00		800.00	4105	120	4,000.00	Review of Lease - Manor Office
						338	0	-4,000.00	Review of Lease - Manor Office
						6000	120	4,000.00	Review of Lease - Manor Office
06/06/2025	Foster Wilson Size LLP	BACS #144	5,880.00		980.00	4105	120	4,900.00	Feasibility - Cred Comm Hub
						336	0	-4,900.00	Feasibility - Cred Comm Hub
						6000	120	4,900.00	Feasibility - Cred Comm Hub
06/06/2025	Mid Devon District Council	SO #145	319.00			4430	250	319.00	Business rates - North St
09/06/2025	Spar	CARD #146	3.20			4680	440	3.20	BBB - milk
09/06/2025	British Gas	DD #147	37.86		1.80	4290	340	36.06	Electricity - Newcombes toilet
09/06/2025	S Huxtable	BACS #148	170.29			4680	460	170.29	Expenses - VE Day
09/06/2025	ProFM Group Ltd	BACS #149	552.00		92.00	4680	440	460.00	BBB - security officer
09/06/2025	Riverside Plant Nurseries	BACS #150	1,841.81		306.97	4590	380	1,534.84	Floral displays and plants
09/06/2025	Riverside Plant Nurseries	BACS #150	-1,841.81		-306.97	4590	380	-1,534.84	Floral displays - incorrect
09/06/2025	Riverside Plant Nurseries	BACS #150	1,848.81		306.97	4590	380	1,541.84	Floral displays and plants
10/06/2025	British Gas	DD #151	56.10		2.67	4290	250	53.43	Electricity - Bungalow
12/06/2025	Royal British Legion	CARD #152	23.98		3.99	4680	400	19.99	VJ Day 80 flag
						371	0	-19.99	VJ Day 80 flag
						6000	400	19.99	VJ Day 80 flag
12/06/2025	Nexus Open Systems	DD #153	388.98		64.83	4070	120	324.15	IT support - May/June
18/06/2025	Spar	CARD #154	3.20			4440	250	3.20	ATM - refreshments
18/06/2025	Promenade Promotions	BACS #155	350.00			4680	460	350.00	VE Day tinglary music box
18/06/2025	Promenade Promotions	BACS #156	350.00			4680	440	350.00	BBB Punch & Judy

## Payments for Month 3

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/06/2025	Adams	BACS #157	83.47		13.91	4680	460	45.18	VE Day - supplies
						4020	365	24.38	Town maintenance supplies
18/06/2025	Dowrich Farms	BACS #158	90.00		15.00	4680	440	75.00	BBB - Christmas trees
18/06/2025	Touchwood Signs	BACS #159	90.00		15.00	4680	440	75.00	BBB - banner stickers
18/06/2025	Leiro	BACS #160	100.00			4680	440	100.00	BBB - Samba Band
18/06/2025	Contact Radio Communications	BACS #161	136.80		22.80	4680	440	114.00	BBB - radios
18/06/2025	Wegg	BACS #162	150.00			4680	440	150.00	BBB - Mermaid curls additional
18/06/2025	Stoke Fire Farms Ltd	BACS #163	192.00		32.00	4680	440	160.00	BBB - hay bales
18/06/2025	Contact Radio Communications	BACS #164	201.60		33.60	4680	460	168.00	VE Day - radios
18/06/2025	Green	BACS #165	250.00			4680	440	250.00	BBB - Joy Machine
18/06/2025	Rourke	BACS #166	300.00			4680	440	300.00	BBB - balloon modelling
18/06/2025	The Turning Tides Project	BACS #167	1,170.00			4020	365	1,170.00	Town maintenance - May
18/06/2025	South West Ambulance Service	BACS #168	2,160.00		360.00	4120	120	1,800.00	Defib renewal package
18/06/2025	Select Electrics Ltd	BACS #169	3,156.43		526.07	4570	270	2,630.36	CCTV - Library/Bowling Club
18/06/2025	BT Payphones Receivables	BACS #170	1.00			4470	300	1.00	Telephone box adoption
18/06/2025	Mid Devon District Council	BACS #171	319.00			4430	250	319.00	Business rates - North St
18/06/2025	Peck & Strong	BACS #172	54.43			4155	130	54.43	ATM - refreshments
20/06/2025	Insulation Merchant	CARD #173	36.77		6.13	4470	300	30.64	Sandbags
20/06/2025	UK Safety Store	CARD #174	54.40		9.07	4470	300	45.33	Fire exit signs - events
20/06/2025	Wage payments	BACS #175	10,624.77			4000	110	7,480.84	Salaries - June
						4005	110	3,143.93	Salaries - June
20/06/2025	Peninsula Pensions	BACS #176	3,483.49			4040	110	2,734.32	Pensions - June
						4015	110	749.17	Pensions - June
20/06/2025	HMRC	BACS #177	3,583.43			4030	110	3,119.08	NI/PAYE - June
						4010	110	464.35	NI/PAYE - June
23/06/2025	British Gas	DD #178	8.98		0.43	4290	250	8.55	Standing charge - front office
24/06/2025	Post Office	CARD #179	6.30			4065	120	6.30	Postage
24/06/2025	Everflow	DD #180	53.23			4235	250	25.96	Water - The Hub
						4235	340	27.27	Water - Newcombes toilet
25/06/2025	Spar	CARD #181	2.75			4720	410	2.75	Youth refreshments
25/06/2025	Morrisons	CARD #182	7.68			4720	410	7.68	Youth refreshments
26/06/2025	Concorde	DD #183	65.65		10.94	4060	120	54.71	Printing charges - April
27/06/2025	Tomato Energy	DD #184	2.77		0.13	4290	210	2.64	Electricity - bandstand
27/06/2025	Valda Energy	DD #185	146.58		6.98	4290	340	8.73	Electricity - Newcombes toilet
						4290	250	37.62	Gas - Bungalow
						4290	250	53.96	Electricity - Bungalow
						4290	350	39.29	Electricity - OLS
30/06/2025	Concorde	DD #186	179.28		29.88	4075	120	149.40	Telephone charges - May
30/06/2025	Nexus Open Systems	DD #187	215.42		35.90	4070	120	179.52	IT Support - June/July
Total Payments for Month			49,658.52	0.00	3,465.96			46,192.56	
Balance Carried Fwd			204,322.83						
Cashbook Totals			253,981.35	0.00	3,465.96			250,515.39	

Receipts for Month 3					Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		589,296.10					589,296.10	
	Banked 03/06/2025	2,167.65						
CCLA #3	CCLA	2,167.65			1090	120	2,167.65	Interest on account
Total Receipts for Month		2,167.65	0.00	0.00			2,167.65	
Cashbook Totals		591,463.75	0.00	0.00			591,463.75	

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	30/06/2025	310	204,322.83
			<u>204,322.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			204,322.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			204,322.83
		<b>Balance per Cash Book is :-</b>	<b>204,322.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

**R Avery (Clerk/RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	30/06/2025		89,003.67
			<u>89,003.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,003.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,003.67
		<b>Balance per Cash Book is :-</b>	<b>89,003.67</b>
		<b>Difference is :-</b>	<b>0.00</b>

**R Avery (Clerk & RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	30/06/2025		591,463.75
			<u>591,463.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			591,463.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			591,463.75
		<b>Balance per Cash Book is :-</b>	<b>591,463.75</b>
		<b>Difference is :-</b>	<b>0.00</b>

**R Avery (Clerk & RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

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Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 30 June 2025

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/06/2025	Co-Operative Current 15006951	204,322.83
30/06/2025	Nationwide Account 90097276	89,003.67
30/06/2025	CCLA	591,463.75

**884,790.25**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**884,790.25**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	204,322.83
3	Nationwide Account 7276	89,003.67
7	CCLA	591,463.75

Other Cash & Bank Balances

**0.00**

**Total Cash & Bank Balances**

**884,790.25**



Year To Date Budget 2025-2026

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	EXPENDITURE	%Budget Spent	Remaining	Total Spend
Salaries														Salaries			
Salaries, Including NI & Pensions	240,000	18,264	18,024	17,692										Salaries, Including NI & Pensions	22%	186,020	53,980
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140	55										Photocopier/Printing	6%	945	55
Postage	250	4		6										Postage	4%	240	10
IT Support	6,200	517	528	528										IT Support	25%	4,627	1,573
Telephone/Broadband	1,800	149	149	149										Telephone/Broadband	25%	1,353	447
Audit Fees	2,500		395											Audit Fees	16%	2,105	395
Stationery	250	16	14	24										Stationery	22%	196	54
Software	4,000	379	1,250											Software	41%	2,371	1,629
Reference books	150													Reference books		150	
Security Waste Collection	50													Security Waste Collection		50	
Legal/Professional Services*	5,000	885												Legal/Professional Services*	18%	4,115	885
Insurance	5,500		4,283											Insurance	78%	1,217	4,283
Office Equipment	1,500													Office Equipment		1,500	
Other	500	2	70											Other	14%	428	72
Office Supplies/Consumables	500	77	62	19										Office Supplies/Consumables	32%	342	158
Defibrillator Renewal (approved from General Res)	-			1,800										Defibrillator Renewal	-	1,800	1,800
Council and Councillors														Council and Councillors			
Councillor/Clerk Expenses	1,200	608	20											Councillor/Clerk Expenses	52%	572	628
Councillor e-mail addresses	600													Councillor e-mail addresses		600	
Advertising	750													Advertising		750	
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440													Councillor Allowances		1,440	
Annual Town Meeting	400			54										Annual Town Meeting	14%	346	54
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200													Hospitality		200	
Remembrance Day	1,200													Remembrance Day		1,200	
Website	1,800	275												Website	15%	1,525	275
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500	1,423	108											Subscriptions	61%	969	1,531
Staff/Councillor Training	4,000													Staff/Councillor Training		4,000	
Honorarium	400													Honorarium		400	
Parking Permit	600													Parking Permit		600	
Public Consultations	500													Public Consultations		500	
Meeting Room Charges	500	29												Meeting Room Charges	6%	471	29
Civic Functions	6,000													Civic Functions		6,000	
Allotments														Allotments			
Exhibition Road general/scheduled maintenance	950		130											Exhibition Road general/scheduled maintenance	14%	820	130
Exhibition Road water/water maintenance and repairs	750													Exhibition Road water/water maintenance and repairs		750	
Barnfield general/scheduled maintenance	900		220											Barnfield general/scheduled maintenance	24%	680	220
Barnfield water/water maintenance and repairs	750													Barnfield water/water maintenance and repairs		750	
Moffats general/scheduled maintenance	200													Moffats general/scheduled maintenance		200	
Moffats water/water maintenance and repairs	500													Moffats water/water maintenance and repairs		500	
Boniface Allotments Association fees	300													Boniface Allotments Association fees		300	
Property and Assets														Property and Assets			
Peoples Park maintenance	3,000													Peoples Park maintenance		3,000	
Peoples Park grass cutting	3,000		480											Peoples Park grass cutting	16%	2,520	480
Peoples Park Memorial Garden	1,250													Peoples Park Memorial Garden		1,250	
Peoples Park Wildlife Area	250													Peoples Park Wildlife Area		250	
Upper Deck general maintenance and cleaning	500		100											Upper Deck general maintenance and cleaning	20%	400	100
Bandstand electricity	250			3										Bandstand electricity	1%	247	3
Bandstand cleaning and general maintenance	750													Bandstand cleaning and general maintenance		750	
War Memorial netting	-													War Memorial netting		-	
War Memorial cleaning and general maintenance	350													War Memorial cleaning and general maintenance		350	
Street Furniture general maintenance	1,500													Street Furniture general maintenance		1,500	
Street Furniture bus shelter maintenance	-													Street Furniture bus shelter maintenance		-	
Town Clock	750													Town Clock		750	
Stoney Park maintenance	750		400											Stoney Park maintenance	53%	350	400
Boniface Statue maintenance and cleaning	350													Boniface Statue maintenance and cleaning		350	
Millenium Cross maintenance and cleaning	150													Millenium Cross maintenance and cleaning		150	
Garage rental	1,850			910										Garage rental	49%	940	910
Public open spaces (SPG & Fulda Crescent)	1,500		305											Public open spaces (SPG & Fulda Crescent)	20%	1,195	305
Newcombes Meadow toilets water	500	20	27	27										Newcombes Meadow toilets water	15%	426	74
Newcombes Meadow toilets electricity	600	9	47	45										Newcombes Meadow toilets electricity	17%	499	101
Newcombes Meadow toilets supplies & repairs	400	100												Newcombes Meadow toilets supplies & repairs	25%	300	100
Newcombes Meadow toilets door locking	200													Newcombes Meadow toilets door locking		200	
Old Landscore School electricity	1,000	33	32	39										Old Landscore School electricity	10%	896	104
Old Landscore School equipment	500													Old Landscore School equipment		500	
Old Landscore School water charges	400	(38)	38											Old Landscore School water charges		400	
Old Landscore School telephone/broadband	-													Old Landscore School telephone/broadband		-	
Old Landscore School maintenance	2,000													Old Landscore School maintenance		2,000	
Old Landscore School business rates	4,000			2,970										Old Landscore School business rates	74%	1,030	2,970
Old Landscore School insurance	-													Old Landscore School insurance		-	
Annual QTRA	1,000													Annual QTRA		1,000	
Additional tree works	3,000													Additional tree works		3,000	

Town maintenance contract	13,000		1,146	1,194								Town maintenance contract	18%	10,660	2,340
General Small works	3,000	150		77								General Small works	8%	2,773	227
CCTV	11,000			2,630								CCTV	24%	8,370	2,630
Council Offices												Council Offices			
Bungalow rent & costs	15,000	833	3,296	2,242								Bungalow rent & costs	42%	8,629	6,371
Main office rent	7,500											Main office rent		7,500	
Electricity	2,500	138	194	154								Electricity	19%	2,014	486
Water	400	19	21	26								Water	17%	334	66
Fire Extinguishers	350	43										Fire Extinguishers	12%	307	43
General Premises Maintenance	500											General Premises Maintenance		500	
Business rates	3,500	323	319	638								Business rates	37%	2,220	1,280
Refreshments	120		7	3								Refreshments	8%	110	10
Floral Crediton												Floral Crediton			
Plants/Flowers	2,500			1,542								Plants/Flowers	62%	958	1,542
Awards Evening	100											Awards Evening		100	
Hanging baskets/troughs & watering	7,000											Hanging baskets/troughs & watering		7,000	
Other Floral costs	500											Other Floral costs		500	
New planters (replacements)	1,000											New planters (replacements)		1,000	
Christmas in Crediton												Christmas in Crediton			
Repeat Costs	13,500											Repeat Costs		13,500	
Community Participation	7,500											Community Participation		7,500	
New Infrastructure	4,000											New Infrastructure		4,000	
Miscellaneous	1,000											Miscellaneous		1,000	
VE Day												VE Day			
General expenditure - events (transfer from EMR)	4,505		2,736	1,664								General expenditure - events	98%	105	4,400
Big Boniface Bash												Big Boniface Bash			
General expenditure - events (transfer from EMR)	5,009			2,731								General expenditure - events	55%	2,278	2,731
Crediton Food Festival												Crediton Food Festival			
General expenditure - events (transfer from EMR)	3,088		384	20								General expenditure - events	13%	2,684	404
Additional Services												Additional Services			
DCC grass cutting	5,000											DCC grass cutting		5,000	
Youth Work*	6,000	300	82	30								Youth Work*	7%	5,588	412
Annual grants to community groups	50,000	42,225										Annual grants to community groups	84%	7,775	42,225
Crediton Urban Taskforce	500											Crediton Urban Taskforce		500	
Budget Spend	496,412	66,614	35,036	37,272								Budget Spend	28%	357,490	138,922
EXPENDITURE: Ear Marked Reserves**	Budget											EXPENDITURE: Ear Marked Reserves**			
EMR 370: VE Day	-	475										EMR 370: VE Day			
EMR 349: St Boniface/Devon Day	-	1,060										EMR 349: St Boniface/Devon Day			
EMR 334: Allotments			1,180									EMR 334: Allotments			
EMR 328: Premises			440									EMR: Premises			
EMR 338: Council Building Fund				4,000											
EMR 336: Localism Projects				4,900											
EMR 371: VJ Day				20											
Sub Total		1,535	1,620	8,920								Sub Total			
Total Spend inc reserves	496,412	68,149	36,656	46,192								Total Spend inc reserves	30%	345,415	150,997
INCOME	Budget											INCOME	%Budget	Balance	Total Income
Precept	510,750	255,375										Precept	50%	255,375	255,375
Interest received	18,000	1,837	2,153	2,168								Interest received	34%	11,842	6,158
Youth grants received	10,000	5,000										Youth grants received	50%	5,000	5,000
Youth donations received		131	102	239								Youth donations received			
Allotment rent & BAA membership	4,000	(35)	18	56								Allotment rent & BAA membership	1%	3,961	39
Other income: wayleave	15		19									Other income: wayleave	127%	(4)	19
Room hire fees received			72	42								Room hire fees received			
Other income: Newcombes toilet survey		1,100										Other income: Newcombes toilet survey			
Other income: Food Festival transfer		340										Other income: Food Festival transfer			
Grants received: Cluster meetings			250									Grants received: Cluster meetings			
Big Boniface Bash: Stallholder fees received			100	365								Big Boniface Bash: Stallholder fees received			
Big Boniface Bash: Sponsorship received			500									Big Boniface Bash: Sponsorship received			
VE Day: Donations received			190									VE Day: Donations received			
Grants received: Event barriers				120											
Donations received: CCTV				1,000											
Crediton Food Festival: Stallholder fees received				1,600											
Sub Total	542,765	263,748	3,404	5,590								Sub Total			272,742
INCOME: Ear Marked Reserves	Budget											INCOME: Ear Marked Reserves			
370: VE Day	-	380										370: VE Day			380
Sub Total		380										Sub Total			380
Total Income inc reserves	542,765	264,128	3,404	5,590								Total Income inc reserves			273,122

Please see EMR tab for net movement of EMRs

	<i>Earmarked Reserves</i>	Balance as 1 April 2025	April income*	April Expenditure	May Expenditure	June Expenditure	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Current balance
320	EMR - Elections	15,000.00	2,500.00													17,500.00
321	EMR - Citizen Badges	500.00														500.00
322	EMR - St.Furniture/Small Work	4,479.26	20.74													4,500.00
323	EMR - Economic Development	10,000.00														10,000.00
324	EMR - P3 Parish Paths	1,966.17	3.83													1,970.00
325	EMR - Floral Crediton	2,344.00	166.00													2,510.00
326	EMR - Town Clock	1,000.00														1,000.00
327	EMR - Upper Deck	960.00	40.00													1,000.00
328	EMR - Premises	13,950.00	1,050.00		-439.95											14,560.05
329	EMR - CCTV	25,000.00														25,000.00
330	EMR - Boniface Statue	9,780.00	220.00													10,000.00
331	EMR - War Memorial	9,994.00	6.00													10,000.00
332	EMR - Band Stand	10,600.00														10,600.00
333	EMR - Mayors Chain	1,000.00														1,000.00
334	EMR - Allotments	11,936.09	44.00		-1,180.09											10,800.00
335	EMR - Neighbourhood Planning	3,749.00	51.00													3,800.00
336	EMR - Localism Projects	25,000.00	10,000.00			-4,900.00										30,100.00
337	EMR - General Legal/Prof Fees	6,821.00	179.00													7,000.00
338	EMR - Council Building Fund	199,933.99	15,000.00			-4,000.00										210,933.99
339	EMR - IT Equipment/Support	5,979.01	20.99													6,000.00
340	EMR - Staffing Costs	15,000.00														15,000.00
341	EMR - Newcombes Meadow Money	6,732.00	18.00													6,750.00
342	EMR - Tree Works	3,000.00														3,000.00
343	EMR - FP19 - Repairs															0.00
344	EMR - OLS Project	21,000.00	5,000.00													26,000.00
345	EMR - Christmas in Crediton	9,830.00	170.00													10,000.00
346	EMR - Grants	5,843.30														5,843.30
347	EMR - Civilian Flag Bearer	356.80	43.20													400.00
348	EMR - Salt Spreader	165.00	10.00													175.00
349	EMR - St Boniface/Devon Day	6,058.38	10.37	-1,060.00	-5,008.75											0.00
351	EMR - DCC Feasibility study	190.00														190.00
352	EMR - PP Wildlife Area	130.00														130.00
353	EMR - Defibrillator Project															-
354	EMR - Xmas Lights Ren/Repairs	708.20	291.80													1,000.00
356	EMR - Incredible Edibles TS															-
357	EMR - Allotment Access Project	877.56	2.44													880.00
358	EMR - Traffic & Urban Realm FS															-
359	EMR - Diversity Festival	750.00														750.00
360	EMR - P3 Tinpot Handrail															0.00
361	EMR - Tinpot Lane															0.00
362	EMR - Benches	4,652.00	98.00													4,750.00
363	EMR - Fingerpost	141.52	8.48													150.00
364	EMR - Project Initiation Fund	9,000.00														9,000.00
365	EMR - Youth PCC Grant	176.11														176.11
366	EMR - Youth underspend 24/25	1,609.15														1,609.15
367	EMR - LA Services	45,000.00	24,000.00													69,000.00
368	EMR - Telephone box	2,500.00														2,500.00
369	EMR - Food Festival	3,088.04			-3,088.04											0.00
370	EMR - VE Day	4,600.00	380.00	-475.00	-4,505.00											0.00
371	EMR - VJ Day	2,500.00				-19.99										2,480.01
372	EMR - Love Your Town Centre	582.00														582.00
373	EMR - Youth subs 24/25	2,045.07														2,045.07
		<b>506,527.65</b>	59,333.85	-1,535.00	-14,221.83	-8,919.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>541,184.68</b>

\*EMRs increased as approved in 25/26 budget



# CREDITON TOWN COUNCIL

## Earmarked Reserves report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 15 July 2025

### **Recommendation**

To consider the proposal to approve additions the movement of an Earmarked Reserve to the budget.

#### **1. Purpose**

- 1.1 This report provides a recommendation to approve transactions from a specified Earmarked Reserve (371 – VJ Day) to the budget.

#### **2. Background**

- 2.1 Earmarked Reserves are used to ringfence funds within the town council's budgets for specific projects.
- 2.2 Financial regulations state:
- 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<sup>1</sup>.*

#### **3. Proposals**

- 3.1 To approve the use of the following EMR (both additions and withdrawals) without prior approval from Full Council. A report detailing all transactions will be presented to Full Council on a monthly basis<sup>2</sup>.
- EMR 371: VJ Day (£2500.00)

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

- 4.1. There are no additional financial implications.

#### **5. Climate Implications**

- 5.1 There are no climate implications.

#### **6. Conclusion**

- 6.1 Earmarked Reserves allow for funding to be held for specific projects and prompt access to these funds will allow for efficient planning and prevent delays in securing products/services.

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<sup>1</sup> Standing Orders and Financial Orders have been amended to reflect the dissolution of committees and will be presented to Full Council in September

<sup>2</sup> As per financial regulations, all payments will be subject to approval from two signatories prior to payment being made



## Persistent or Vexatious Complaints Policy

### 1. Introduction

- 1.1 This policy is about the management of abusive, persistent, frivolous and/or vexatious complainants. It sets out how Credition Town Council (CTC) will deal with complainants that fall within the scope of this definition. Those identified will be treated consistently, honestly and proportionately while ensuring that other service users, officers and CTC suffer no detriment.
- 1.2 It is considered that all complainants have the right to have their concerns examined in line with the relevant complaints procedure. In most cases, dealing with complaints will be a straightforward process. However, in a minority of cases the complainant may act in a manner that is deemed unacceptable.
- 1.3 They may act in a way that is considered abusive, unreasonably persistent or vexatious and by doing so it may hinder the Council's ability to investigate their complaint or the complaints of others. This behaviour may occur at any time before, during or after a complaint has been investigated.
- 1.4 The time spent on dealing with all complaints should be proportionate to the nature of the complaint and consistent with the outcome that is being sought being realistic and achievable.
- 1.5 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.
- 1.7 This policy is not exhaustive and does not cover all forms of behaviour that may be considered unreasonable.

### 2. How is unreasonable complaint behaviour defined?

- 2.1 For the purpose of this policy the following definitions of persistent or vexatious complainants will be used:
- 2.2 It should be noted that raising a complaint about a service provided by CTC does not in itself constitute unreasonably persistent behaviour and neither do complainants who escalate through all stages of the relevant complaints procedure or those who express criticism about the complaints process itself.
- 2.3 Examples of unreasonably persistent behaviour:
  - Refusing to specify the grounds of a complaint, despite offers of help
  - Refusing to cooperate with the complaints investigation process
  - Refusing to accept that certain issues are not within the scope of the Council's jurisdiction or within the scope of a complaints procedure
  - Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice
  - Making unjustified complaints about officers who are trying to deal with the issues, and seeking to have them replaced
  - Changing the basis of the complaint as the investigation proceeds

- Denying or changing statements made at an earlier stage
- Introducing trivial or irrelevant new information at a later stage
- Raising many detailed but unimportant questions, and insisting they are all answered
- Submitting falsified documents from themselves or others
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various officers and/or organisations
- Making excessive demands on the time and resources of officers with lengthy phone calls, numerous emails to one or many council officers, or detailed letters every few days, and expecting immediate responses
- persistently approaching CTC through different routes or other persons about the same issue
- persist in seeking an outcome which CTC has explained is unrealistic for legal or policy (or other valid) reasons
- Submitting repeat complaints with minor additions/variations, which the complainant insists make these 'new' complaints
- Refusing to accept the decision; repeatedly arguing points with no new evidence.

*(this list is not exhaustive, nor does one single characteristic on its own imply that the person will be considered as being in this category)*

Furthermore, CTC will take steps to protect its elected members and officers from members of the public who are behaving in a way which is considered abusive and/or vexatious. This may include physical or verbal abuse and could include the following:

- Speaking to elected members and officers in a derogatory manner which causes offence
- Swearing, either verbally or in writing despite being asked to refrain from using such language
- Using threatening language towards elected members and officers which provokes fear
- Repeatedly contacting elected members and officers regarding the same matter which has already been addressed.

*(this list is not exhaustive)*

### **3. Managing unreasonable complainant behaviour**

3.1 This policy may be invoked if CTC considers that a complainant has behaved in a manner which is deemed unreasonable (see above). The Council may take any actions against a complainant that it considers to be reasonable and proportionate in the circumstances.

3.2 Types of actions CTC may take:

- Where the complainant tries to reopen an issue that has already been considered through one of CTC's complaints procedures, they will be informed in writing that the procedure has been exhausted and that the matter is now closed
- Where a decision on the complaint has been made, the complainant should be informed that future correspondence will be read and placed on file, but not acknowledged, unless it contains important new information
- Limiting the complainant to one type of contact (for example telephone, letter, email, etc.)
- Placing limits on the number and duration of contacts with officers per week or month

- Requiring contact to take place with a named officer or two council members and informing the complainant that if they do not keep to these arrangements, any further correspondence that does not highlight any significantly new matters will not necessarily be acknowledged and responded to, but will be kept on file
- Assigning one officer or two council members to read the complainant's correspondence, in order to ensure appropriate action is taken
- Offering a restricted time slot for necessary calls to specified dates and times
- Requiring any face-to-face contacts to take place in the presence of a witness and in a suitable location.

#### **4. Ceasing Contact with a Complainant**

- 4.1 There may be occasions where the relationship between CTC and unreasonably persistent or vexatious complainants breaks down completely. This may even be the case while complaints are under investigation and there is little prospect of achieving a satisfactory outcome.
- 4.2 Should a decision be made to cease contact with a complainant, the steps in section 6 will be used.

#### **5. Matters to consider before acting**

- 5.1 Before taking a decision to invoke this policy consideration should be given to whether any further action is necessary, such as:
- Consideration about whether it is appropriate to convene a meeting with the complainant and the Town Clerk to seek a mutually agreeable resolution
  - If it is known or suspected that the complainant has any type of disability, then consider how CTC may support them in being assisted to support their communication (for example, invite them to a meeting where they bring a family member/ friend/support worker)
  - Where more than one organisation is being contacted by the complainant, attempt to agree a cross organisational approach; and designate a lead officer to co-ordinate responses.
- 5.2 Officers must be satisfied before taking any action as defined by this policy that the complainant's individual circumstances have been considered including such issues as age, disability, gender, race and religion or belief.

#### **6. Imposing restrictions**

- 6.1 In the first instance the Town Clerk, in consultation with the Mayor and Chair of HR, will communicate to the complainant either by phone or in writing to explain why this behaviour is causing concern, and ask them to change this behaviour. The Town Clerk will explain what actions CTC may take if the behaviour does not change.
- 6.2 If the complainant continues with the unreasonable behaviour the Town Clerk will consult with the HR Committee about whether it is necessary to take appropriate action by invoking this policy.
- 6.3 When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing (and/or as appropriate) to explain:
- why this decision has been taken
  - what action the Council will be taking
  - the duration of that action
  - the review process of this policy.

- 6.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between three and six months but in exceptional cases may be extended. In such cases the restrictions would be reviewed on a quarterly basis.
- 6.5 If the complainant continues to behave in a way which is deemed unacceptable then the Town Clerk, in consultation with the HR Committee, may decide to refuse all contact with the complainant and cease any investigation into his or her complaint.
- 6.6 Where the behaviour is so extreme or it threatens the immediate safety and welfare of officers, the Council will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

## **7. New complaints from those who have been treated as persistent/vexatious**

- 7.1 Any new complaints received from complainants who have come under this policy will be treated on their merits. CTC does not support a blanket ban on genuine complaints simply because restrictions may be imposed upon that complainant.

## **8. Review**

- 8.1 The Town Clerk, in consultation with the Mayor and Chair of HR will review any restrictions which are imposed upon the complainant after three months and at the end of every subsequent three months within the period during which the policy is to apply.
- 8.2 Should the decision be taken to extend the period of restriction, the complainant will be advised in writing how CTC plans to go about this and that the decision to restrict contact will be put in place for a further specified period (for example six months). The outcome of any subsequent review will be communicated to the complainant, outlining if the restrictions will continue to apply and if so why.
- 8.3 If at the end of the restricted period it is considered that the complainant's behaviour is no longer deemed to be unreasonable, the Council will confirm this in writing advising that the restrictions have now been lifted.

## **9. Record Keeping**

- 9.1 CTC will keep a record of all complainants who have been treated as being unreasonably abusive, persistent, frivolous and/or vexatious in accordance with this policy. This will include details of why the policy was invoked, what restrictions were imposed and for what period of time.





## Document Retention Policy

The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives Crediton Town Council (CTC) a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring CTC documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Council Documents and Records, therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

### **Introduction**

There is a clear need for CTC to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. (Please also see 'Retention of documents for legal purposes' below.) Many documents are now only held electronically so the same arrangements for keeping records and copies will be applied to an electronic document as for a paper document.

Appendix One indicates the appropriate minimum retention periods for the most important documents for audit and other reasons.

Subject to these reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If in doubt, document(s) will be retained until proper advice has been received.

### **Retention of documents for legal purposes**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years

Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust None	None

Where the limitation periods above are longer than other periods specified in policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):

- contract (6 years) – because all tenancies and leases are contracts;
- leases (12 years) – if the arrears are due under a lease; and
- rent (6 years) – if the arrears are due under a tenancy (and not a lease).

In these circumstances, the National Association of Local Councils (NALC) advises that the relevant documentation should be kept for the longest of the three limitation periods.

The same principles apply in the case of debts. If the debt arises under a simple contract the limitation period will be six years but if the debt arises under a lease the limitation period will be 12 years (unless it relates to rent in which case the limitation period will be six years). A final complication relates to sums due under leases which are ‘reserved as rent’. Sometimes, for example, service charges are expressed to be payable as ‘additional rent’. The limitation period for service charges in those circumstances will be six years – even though the sums are due under a lease.

As there is no limitation period in respect of trusts, councils are advised that they should never destroy trust deeds and schemes and other similar documentation.

It should also be noted that some limitation periods can be extended. Examples include:

- where individuals do not become aware of damage until a later date (e.g. in the case of disease)
- where damage is hidden (e.g. to a building)
- where a person is a child or suffers from a mental incapacity
- where there has been a mistake by both parties
- where one party has defrauded another or concealed facts.

## APPENDIX ONE

### Retention of Documents and Records

(Based on NALC Legal Topic Note - last updated 03 August 2022)

Document	Minimum Retention Period	Reason
Approved minutes/Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipts & payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wage books	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management, Legal proceedings
Certificates for insurance against liability for employees	Indefinite	Audit, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

Document	Minimum Retention Period	Reason
<b>For Halls, Centres, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>• Letting diaries</li> <li>• Application to hire</li> <li>• Copies of bills to hirers</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
<ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management
<b>For CCTV</b>		
<b>Review requests</b>	3 years	Data Protection
<b>Stills/photographs/digital prints</b>	31 days	Data Protection
<b>Procedures Manuals</b>	For as long as valid upon regular review	Management



# CREDITON TOWN COUNCIL

## Pulse Hubs Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 15 July 2025

### **Recommendation**

To review the questions raised by a member of the public and responses from Pulse Hubs, to progress the initiative to planning stage.

#### **1. Purpose**

- 1.1 This report provides information on questions raised by a member of the public regarding Pulse Hubs and responses.
- 1.2 Should CTC be satisfied with the responses, it is proposed that a vote is taken to progress the project to planning stage.

#### **2. Background**

- 2.1 The Town Clerk was contacted by the Community Engagement Lead for Pulse Hubs regarding installations in Crediton, following approval from Tiverton Town Council for 12 units.
- 2.2 On 19 November 2025 (minute no. 2024/073), it was resolved that the Town Clerk should continue investigation.
- 2.3 Pulse Hubs are now in a position to move to the planning stage for 6 hubs (Appendix A).
- 2.3 Following a number of questions raised by a member of the public, the Town Clerk sought responses from Pulse Hubs (Appendix B).

#### **3. Proposals**

- 3.1 To consider and approve that Pulse Hubs move to planning application for the siting of 6 hubs (Appendix A).

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

- 4.1 it remains that there is no cost of installation as advertising ensures all functions and operations come at no cost to the user or taxpayer.

#### **5. Climate Implications**

- 5.1 Pulse Hubs run on electricity, but investigation is going into solar panels.
- 5.2 Pulse is working towards becoming a B Corporation. This is a for-profit corporation certified for its social impact. To be granted and to maintain certification, companies must receive a minimum score of 80 from an assessment of its social and environmental performance.

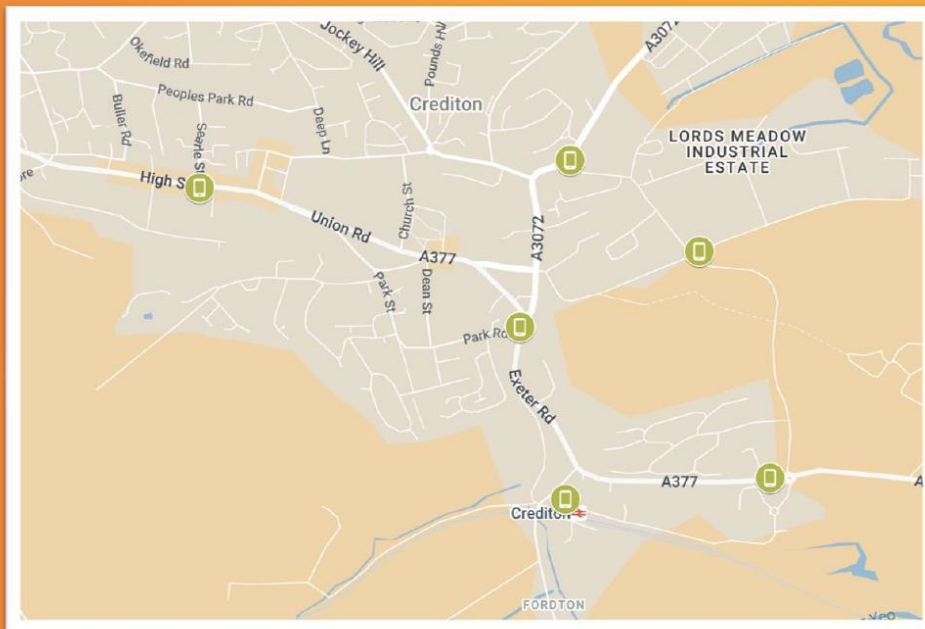
#### **6. Conclusion**

- 6.1 CTC remained committed to the increase in community participation and information sharing. A Pulse Hub could provide improved engagement.

## 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



**Black text – public question**  
**Red text – Pulse Hubs response**

1. Surveillance and Cameras

Each unit contains three cameras. Only one is currently active—intended for emergency calls or defibrillator use. However, the other two, located above the advertising screens, are “inactive” (as stated on page 2 of the privacy notice). Their presence raises concerns: Why are they there? What future role might they serve? And crucially, could they be switched on without council consent or public awareness?

The cameras above the screens were intended as footfall counting solution. We worked alongside a footfall counting organisation called ‘Springboard’ to provide this. This solution didn’t work as cameras needed to be much higher. The cameras above the screen will be removed for the units that are installed. Only one camera will remain which only records in the event the emergency button is pressed. This video content is stored locally on the hub for 2 weeks for evidentiary purposes should the Police require it. It is then deleted.

Our new footfall solution is a Bluetooth based sensor that counts mobile phones as they pass by a unit. The sensor is built inside the unit.

2. Data Collection

When users connect to the free Wi-Fi, data such as IP address, browser type, device type, and usage behaviour is collected. While not uncommon, the documentation does not clarify whether this data is anonymised, or whether it is shared or sold to third-party marketers or advertisers.

None of our data is shared with external organisations or monetised. We comply with all relevant GDPR and data regulations.

We cannot see what people are browsing when using our wifi however we do have systems in place to block people from accessing nefarious content. It is not an open wifi such as McDonalds.

3. Call Monitoring

Call details, including history, duration, and dialled numbers, are logged. Although stated as being for service provision and preventing misuse, there is no indication whether this data is ever monetised or shared.

No call data is shared or monetised. Our log is simply intended to identify multiple calls to the same number in order to block misuse. Blacklisted numbers remain permanently logged on the system whilst remaining call data is erased.

4. Pulse Hubs enhance local mobile phone reception by integrating small cell technology

I think this means mobile network operators' traffic could be routed through these hubs, improving reception and service to users in the vicinity of a hub, even users who don't use the hub. While this sounds great, the privacy policy does not explicitly state whether they monetize, access or collect data transmitted through the small cells themselves. Typically, mobile network operators manage and secure the data transmitted over their networks, and third-party infrastructure providers like Pulse Smart Hub \*should\* not have access to this data, but this needs clarification.

The hubs include the capacity to hold small cells in the future to support mobile network operators in rolling out 4g and 5g. Small cells are essentially mini antennas enabling the mobile network operators to enhance their network. Where 4g and 5g is being rolled out Operators are currently attaching these small cells to lampposts and buildings.

Should we house small cells in the future, we will be paid by the operators to do this. However we will simply provide them with placement and power and will have no access to any of their data.

5. Data Sharing and International Transfers

The privacy policy states that personal data may be shared with third parties and transferred outside the UK/EEA, including to the USA. There's no detail on which companies or for what specific purposes.

The policy refers to standard international data transfers for essential services such as cloud hosting, web-based technology, or analytics, with appropriate protections in place. This is part of the day-to-day running of the company's services.

6. Transparency and Accountability

The privacy policy states users will be notified of changes (e.g., activating the two inactive cameras), but gives no details on how this will happen. Cllrs would like this clearly defined?

We would be happy to agree a memorandum of understanding specific to Crediton to give Councillors greater reassurance on how we would notify you of any future changes in the technology of the hubs.

7. Advertising

The nature of the adverts to be displayed is not made clear. I know that 5% of screen time is reserved for use by the council or local groups, but what about the other 95%? Is the content monitored? Is it local, national, or algorithmically driven, based on user data collected from the hubs locally?

For community-led projects such as Pulse to be commercially successful we rely on those advertisers who are active in the marketplace at any given time. As I explained on the call, we have a great relationship with our advertising partners but do not have the sole autonomy to dictate what they can and can't advertise.

Nevertheless, we pride ourselves in that we work closely with the biggest and most respected out of home organisations. In Belfast that's working with Global Media. These organisations must adhere to a stringent set of rules for their content. The Advertising Standards Authority (ASA) is the UK's independent advertising regulator. And the ASA makes sure advertisements across UK media stick to the advertising rules (the Advertising Codes).

The adverts are national campaigns – the likes of which you will already see on bus stops, buses, trains etc. The likes of jewellery brands, music, clothing, electronics etc. There won't be any political adverts.

Finally, our media partner also currently provides artwork compliance details to every advertiser via our artwork specification). This strictly adheres to the guidelines set out by ASA. And for certain advertiser categories, there are additional protocols in place e.g. not scheduling alcohol content prior to 12noon and following HFSS legislation (High in Fat, Salt or Sugar) that restricts the promotion and placement of certain foods and drink products in proximity to certain public places or buildings (e.g. schools).

8. Air Quality and "Sensor Data"

Pulse Hubs policies don't say what happens to this data. Is it collected? Shared? Sold? Can the council access it for its own planning and environmental health purposes?

This data is collected and made publicly available free of charge to anyone who wants it.

9. Screen Hours

Crediton street lighting is typically turned off between midnight and 6am, can or will the advertising screens on the Pulse Hubs also be switched off during this time? Ideally, if their installation goes ahead, their other functions (e.g., calls, wifi, defibrillator access) would remain available.

The main screens are switched off between midnight and 0600. The interactive touchscreen stays available 24 hours a day due to emergency features.





# CREDITON TOWN COUNCIL

## Crediton Signs Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 15 July 2025

### **Recommendation**

Full Council is recommended to consider the quotations received to replace the four Crediton signs.

#### **1. Purpose**

- 1.1 This report sets out a quotation from Devon County Council's (DCC) sign contractors to supply and install new Crediton signs.

#### **2. Background**

- 2.1. Four Crediton signs were removed earlier in the year and assumed stolen.
- 2.2. DCC can replace the signs with rectangular signs, with the text "CREDITON" only. These would be free of charge.
- 2.3. The quotation received from DCC's sign contractor is to replace the signs with like for like. Photos of previous signs are shown in Appendix 1. The quote includes CREDITON as the top line with the additional information to follow (Sign 3 is slightly different).
- 2.4. The remaining sign on Higher Road includes St Boniface 680 - 755 which deviates from the four missing signs that read 680 - 754. Further information on St Boniface's death is included in Appendix Two.

#### **3. Proposals**

- 3.1 Option 1: Replace the signs with rectangular signs, with CREDITON only.
- 3.2 Option 2: Replace the signs with like for like design (as per Appendix 1) with consideration given to the St Boniface dates that will be used.

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

- 4.1. There is £2,773 in the General Small Works budget for 2025-26.
- 4.2. Option 1: No financial implications.
- 4.3. Option 2: £900 to supply and erect 4 signs including materials and labour (total price)

#### **5. Conclusion**

- 5.1. These signs mark the entrance to the town and with the floral displays beneath two of them they create a prominent display to visitors, with the inclusion of Crediton history.



*Sign 1: A377 (QE Drive)*



*Sign 2: A3072*



*Sign 3: A377 (Tesco Roundabout)*



*Sign 4: Jockey Hill*



*Remaining sign in place along Higher Road – different dates*

*The Martyrdom of Boniface, Dokkum, Netherlands, 754AD (from east window of Holy Cross).*

In 753, Boniface set off for further missionary work in Friesland, and in 754 his life ended in martyrdom at the hands of a pagan band, who killed him as he was reading to a group of new converts on Pentecost Sunday.

Source: Crediton Parish Church website



English

Deutsch

Francais

Nederlands

**754AD** Boniface, aged almost 80, continued to pursue his elusive goal of converting the Frisians and set off on his final perilous mission, unarmed, with only a small band of followers. Whilst making camp near Dokkum in northern Friesland on 5th June, they were slaughtered by marauders. Boniface died a martyr's death, holding aloft the holy gospel, as his sole protection.

Source: *The Boniface Heritage Trail*, [crediton.gov.uk](http://crediton.gov.uk) (Literature produced by Crediton Town Team)

Boniface's death (and birth) has given rise to a number of noteworthy celebrations. The dates for some of these celebrations have undergone some changes: in 1805, 1855, and 1905 (and in England in 1955) anniversaries were calculated with Boniface's death dated in 755, according to the "Mainz tradition"; in Mainz, [Michael Tangl](#)'s dating of the martyrdom in 754 was not accepted until after 1955. Celebrations in Germany centered on Fulda and Mainz, in the Netherlands on Dokkum and Utrecht, and in England on Crediton and Exeter.

Source: *Wikipedia*

Thus, I believe that the dispute about the year of death of Boniface is settled, having proven the Mainz tradition to be isolated and untenable. Whoever prefers it over the Fulda tradition must deny all opposing annalistic evidence, overturn the dating of the Fulda documents

Source: Translated from "Das Todesjahr des Bonifatius". By M Tangl