



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Youth Committee**, which will be held on **Tuesday, 11 November, 2025**, at **14:30**, at **Manor Office, North Street, Credition, EX17 2BR**.

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, 05 November 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

28 / 2025 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

29 / 2025 - 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)

30 / 2025 - Apologies

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

31 / 2025 - Declarations of Interest and Request for Dispensations

31.1 / 2025 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

31.2 / 2025 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

32 / 2025 - 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

33 / 2025 - Chair's and Clerk's Announcements

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

34 / 2025 - Youth Committee Minutes

To approve and sign the minutes of the meetings held on 17 July 2025 and 25 September 2025, as a correct record (minutes will be issued with the agenda)

35 / 2025 - Youth Work Delivery

To receive the report regarding Youth Work delivery and to note the contents therein

36 / 2025 - Safeguarding Training

To receive the report on safeguarding training and to approve the recommendation therein

37 / 2025 - Part II standing agenda item

To receive the report regarding a Part II standing agenda item and to note the contents therein

38 / 2025 - Date of next meeting

To note that the date of the next meeting will be Tuesday 13 January 2025 at 14.30

39 / 2025 - 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

40 / 2025 - Safeguarding Update**41 / 2025 - Reports****Attachments – for internal use only**

[2025-07-17 - Youth Committee - Minutes.pdf](#)

[2025-09-25 - Youth Committee - Minutes.pdf](#)

[Youth Work Update.pdf](#)

[Safeguarding Training.pdf](#)

[Part II Standing Item \(Safeguarding Update\).pdf](#)



**Minutes of the Youth Committee of the Working Groups held on Thursday, July 17, 2025 at
13:00 at The Bungalow, 8 North Street, Credition, EX17 2BT**

Present: Cllrs Steve Huxtable, Rachel Backhouse, Vix Frisby, Liz Brookes-Hocking

Absent: Cllr Guy Cochran

In Attendance: Cath Kelly, Lead Youth Work
Kai Barkla, Sessional Youth Worker and Admin Support
2 x work experience students

Minute Taker: Rachel Avery, Town Clerk

MINUTES

1 / ELECTION OF CHAIR 2025/26

2025 **Decision:** It was **resolved** to elect Cllr Brookes-Hocking as Chair. (Proposed by Cllr Huxtable)

2 / ELECTION OF VICE CHAIR 2025/26

2025 No nominations were received for the position of Vice Chair. It was **noted** that this would be added to the agenda for the next meeting.

3 / WELCOME AND INTRODUCTION

2025 All in attendance introduced themselves.

4 / PUBLIC QUESTION TIME

2025 There were no members of the public in attendance.

5 / APOLOGIES

2025 There were no apologies.

6 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2025

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

There were no declarations of interest.

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

There were no dispensation requests.

7 / ORDER OF BUSINESS

2025 There were no changes to the order of business.

8 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2025 There were no announcements.

9 / YOUTH SUB-COMMITTEE MINUTES

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

10 / YOUTH COUNCIL PRESENTATION

2025 Two work experience students presented their plans for the creation of a new Youth Council.

The following questions and comments were made:

- What would a residential consist of?
The students said they hoped for an away day or a one night residential. Having researched other youth councils, it is common practice to undertake an activity like this to improve connections with each other and offers support to members. Supporting staff would attend to facilitate.
- Which public open space may be identified by the youth council?
The students had spoken to the Deputy Clerk during the week who had suggested the empty play areas at Spinningpath Gardens and Fulda Crescent, or to investigate MDDC-owned areas such as Saxon Close.
- How regularly the meetings would take place and whether town councillors were allowed to attend?
It was suggested that they would be monthly with informal weekly meetings and that in the future, town councillors could attend. It was asked whether weekly meets would be too much, but it was suggested that they would be informal and a place where additional research could take place.
- How would the youth council be set up and how would interest be generated?
Students said posters and social media would be used.
- Would elected members have to live in Crediton?
It was stated that members would have to abide by the same prerequisites as town councillors, and that it would be important to ensure those not attending QE have the same opportunities.
- It was asked what budget would be required?
It was noted that there is a budget for staffing, and that anything over and above the existing youth budget would go to Full Council for approval.
- How might the youth council be involved in town council grant provision?
Students suggested that it would be good for the youth council to be able to comment on applications where relevant.

Decision: It was **resolved** to approve the following recommendations made by the work experience students to:

- Establish a Youth Council as described
- Establish a baseline for young people to be involved in the council's decision-making process to support them in learning the role of a councillor. Additionally Cllrs Brookes-Hocking and Huxtable offered grant training to youth councillors to support their future involvement.
- Support the work on public open space regeneration
- Consider and agree a mechanism in which youth council recommendations are considered by Full Council.
(Proposed by Cllr Brookes-Hocking)

11 / DATES OF MEETINGS 2025/26

2025 **Decision:** It was **resolved** that meetings would take place on the second Thursday of September, November, January, March and May. (Proposed by Cllr Backhouse)

12 / YMCA UPDATE

2025 The YMA proposal was received and **noted**.
It was generally agreed that the requirement to take safeguarding responsibility away from the Town Clerk was important. It was agreed that the Lead Youth Worker would work on plans to manage the safeguarding aspect of youth work.

13 / DATE OF NEXT MEETING

2025 It was **noted** that the date of the next meeting would be Tuesday 09 September 2025 at 14.30.

14 / REPORTS PACK

2025

Signed

Dated.....



Minutes of the Youth Committee held on Thursday, September 25, 2025 at 13:00 at The Council Offices, 8 North Street, Crediton, EX17 2BT

Present: Cllrs Liz Brookes-Hocking, Guy Cochran, Vix Frisby and Rachel Backhouse

Apologies: Cllr Steve Huxtable

In Attendance: Cath Kelly, Lead Yoth Worker

Minute Taker: Rachel Avery, Town Clerk

MINUTES

15 / WELCOME AND INTRODUCTION

2025 The Chair opened the meeting and members introduced themselves.

16 / PUBLIC QUESTION TIME

2025 There were no members of the public present

17 / APOLOGIES

2025 **Decision:** It was resolved to receive and accept apologies from Cllr Huxtable (personal).
(Proposed by Cllr Brookes-Hocking)

18 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2025

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

There were no declarations of personal interest or disclosable pecuniary interests.

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

There were no dispensation requests.

19 / ORDER OF BUSINESS

2025 There were no changes to the order of business.

20 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2025 There were no announcements.

21 / YOUTH COMMITTEE MINUTES

2025 During the discussion, it was **noted** that the minutes from the previous meeting held on 17 July 2025 contained several errors, including typos and poorly worded sentences. The Town Clerk acknowledged the feedback and agreed to reword the minutes for approval at the next meeting.

22 / YOUTH WORK

2025

22.1 / YOUTH ACTIVITIES CURRENTLY TAKING PLACE IN THE HUB AND OFF SITE

2025

Various aspects of youth work currently taking place and planned activities were discussed. The cookery club, funded by a joint initiative led by Involve, was highlighted as a successful programme with 13 young people participating, exceeding the initial target of 10. The club, led by a cookery teacher, has been well-received, and there is potential for extending the programme.

Youth Council activities were also discussed, including the delay in starting due to DBS checks for staff. Despite the delay, plans for an away day during half-term were confirmed, along with ongoing communications and recruitment efforts.

The D&D group and the girls' group were mentioned as continuing successfully, with adjustments made to manage participant numbers and behaviour.

22.2 / PLANNED ACTIVITIES FOR MANOR OFFICE TO END OF MARCH 2026

2025

The transition to the Meadow Suite at the Leisure Centre was **noted**, with temporary arrangements for various groups due to the unavailability of Manor Office. The logistical challenges of moving equipment and managing group activities were acknowledged, but the overall response to the programmes has been positive.

Plans for half-term activities, including an art activity with the Arts Centre and a trip to the CODS pantomime at Christmas, were mentioned.

23 / DATE OF NEXT MEETING

2025 The date of the next scheduled meeting was **noted** as Thursday, 13 November 2025 at 14:30.

24 / PART II

2025

25 / YOUTH STAFFING

2025

A verbal update was provided on staffing changes and safeguarding responsibilities. Several team members have taken on new roles, including administrative support, youth council involvement, school outreach, and volunteering. Despite logistical challenges during a location transition, staff have shown flexibility and commitment. Concerns were raised about the delegation of safeguarding duties. It was proposed that strategic oversight remain with senior staff, while day-to-day incidents be managed by others. Specific incidents highlighted the need for improved training and clearer procedures.

26 / INTERNAL SAFEGUARDING ARRANGEMENTS

2025

An in-depth discussion was held regarding internal safeguarding practices. Concerns were raised about staff members' children participating in youth activities, highlighting the need for clear policies to prevent conflicts of interest and ensure professional boundaries. Risk assessments and consistent communication were emphasised as key to maintaining safety.

Safeguarding responsibilities are being strategically distributed. Senior staff will retain oversight, while trained team members manage day-to-day incidents. Recent events underscored the need for improved training and procedural clarity.

Plans are underway to digitise safeguarding systems, with monthly reviews to monitor recurring issues. Key staff will attend advanced safeguarding training to strengthen strategic capabilities. The importance of practical experience and ongoing learning was reiterated.

Training costs were reviewed, with affordable options for basic levels and higher costs for strategic training. A team-wide understanding of safeguarding roles is being developed, with responsibilities shared to reduce pressure on senior staff.

The effectiveness of these arrangements will be reviewed in March 2026 to assess progress and make necessary adjustments.

27 / **REPORTS PACK**
2025

Signed

Dated.....



CREDITON TOWN COUNCIL

Youth Work Update Report

Report by: Lead Youth Worker
To: Youth Committee
Date: For consideration on 11 November 2025

Recommendation

The Youth Committee is requested to note the contents of the report.

1. Purpose

- 1.1 This report sets out an update on youth work delivery since the last meeting in September.

2. Background

- 2.1 During October, youth work operated temporary from the Meadow Suite, Lord Meadows Leisure Centre, the Station Tea Rooms and the Arts Centre.
- 2.2 Girls group has been well attended every week, with a wide variety of activities including cookery, arts, crafts and games.
The Meadow Suite has worked well as a venue for Girls Group and most young people and/or carers have found access easy.
- 2.3 The D&D group have not found the Meadow Suite a good venue and many have stopped attending. Some have asked if there can continue to be a quiet space where they can meet and come together, relax and do homework, but have emphasised that this needs to be more central as they all walk independently from home.
- 2.4 The Heart Project and Crediton Arts Centre hosted 2 arts workshops for young people during half term – these were drumming and a clay jewellery box making workshop. The funding for these was raised by the Heart Project with the aim of getting young people involved in the arts.
- 2.5 The first taster meeting of the Youth Council took place at The Station Tea Rooms in Crediton during half term

3. Proposals

- 3.1 The following delivery plan for November and December is:
- a. To continue with Girls Group at the Meadow Suite at the Leisure Centre
Nb. The Town Clerk is investigating the transfer of this to the Library
 - b. Continue with Youth Council (place and time tbc)
 - c. To investigate and consider a suitable location for the D&D group
 - d. Outing to CODS Panto (Robin Hood and The Babes in the Wood) on Saturday 20 December (matinee performance).

4. Financial Implications

- 4.1 There are financial implications of the loss of The Hub and the inability to house the youth Service at Manor Office. The cost of the Meadow Suite is prohibitive long term.

5. Conclusion

- 5.1 Members are requested to note the above report and to acknowledge that staff remain committed to the delivery plan as set out.



CREDITON TOWN COUNCIL

Safeguarding Training Report

Report by: Lead Youth Worker
To: Youth Committee
Date: For consideration on 11 November 2025

Recommendation

The Youth Committee is requested to consider and approve the recommendation to host Safeguarding Training.

1. Purpose

- 1.1 This report sets out a proposal to host Safeguarding Training.

2. Background

- 2.1 It was agreed at the meeting held in September that committee members would attend safeguarding training.

3. Proposals

- 3.1 To host in person Safeguarding Level 2 in Credition (delivered by Tom Coulthard from VOYC).
3.2 Relevant staff, volunteers, and committee members would be required to attend, with additional places could be offered to groups working with children and young people and receiving grants from Credition Town Council.

4. Financial Implications

- 4.1 The training session will cost £300.00 for 25 people to attend at a cost of £12.00 per head. The usual costs for this training, delivered online, is £30.00 per head.
4.2 The cost of the training will be taken from the Training Budget and is under the delegated spend limit of the Town Clerk.
4.3 This request is made to the Committee on the basis that the cost of hosting is more than it would cost to send the relevant individuals on the online course but would have wider reach to both the council and the community.

5. Conclusion

- 5.1 Members are requested to consider the above proposal, supporting previous decisions to increase the provision of trained staff, councillors and volunteers.



CREDITON TOWN COUNCIL

Part II Safeguarding Update Report

Report by: Lead Youth Worker
To: Youth Committee
Date: For consideration on 11 November 2025

Recommendation

The Youth Committee is requested to note the creation of a Part II standing agenda item in relation to safeguarding updates.

1. Purpose

- 1.1 This report provides members with information on a newly created safeguarding update item.

2. Background

- 2.1 It is the legal duty of Credition Town Council to review safeguarding processes, procedures and incidents and to ensure that best practice has been followed.

3. Proposals

- 3.1 To note that the new Part II item will:
- Bring incidents of concern to the committee to discuss and review in the context of current policy and procedures
 - Ensure that individual young people and/or families will not be identified
 - On occasion, not be required due to there being no incidents to discuss; this will be reassuring to the committee and support understanding of the safeguarding workload
 - On occasion, require discussion leading to actions to improve practice or policy, and these actions may then become part of the next meeting
 - Remind the committee of its ongoing duties and responsibilities, both when there are incidents of concern and when there are not.

4. Financial Implications

- 4.1 There are no financial implications.

5. Conclusion

- 5.1 Members are requested to note the above process, supporting the committee's commitment to ongoing safeguarding review.