



To All Credition Town Councillors

You are hereby summoned to attend a **Full Council meeting**, which will be held on **Tuesday, January 20, 2026, at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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

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

**Rachel Avery FSLCC**

**Town Clerk**

**Thursday, 15 January 2026**

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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**

### **2026/389 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **2026/390 - Chair's and Clerk's Announcements**

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

### **2026/391 - Rail Future**

To receive a presentation from Tim Steer, representing Rail Future, regarding the North Devon Rail Line Alliance

### **2026/392 - 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)

### **2026/393 - Apologies**

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

### **2026/394 - Declarations of Interest and Requests for Dispensations**

**2026/394.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2026/394.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2026/395 - 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

### **2026/396 - Town Council Minutes**

To approve and sign the minutes of the meeting held on 6 January 2026, as a correct record (minutes will be issued with the agenda)

### **2026/397 - Reports from Outside Bodies**

To receive reports from Outside Bodies, where new or relevant:

Hayward's Educational Foundation  
Crediton United Charities  
Devon Association of Local Councils  
Crediton Twinning Association  
Boniface Link Association  
Friends of Crediton Station  
Sustainable Crediton

Boniface Trail Association  
Credition Chamber of Commerce  
Okehampton Rail Forum  
League of Friends of Credition Hospital  
Age Concern Trustee  
North Devon Line Stakeholder Forum

**2026/398 - District and County Councillor Reports**

To receive and note written reports from District and County Councillors

**2026/399 - Finances**

**2026/399.1 - To receive and approve transactions between 01 December and 31 December 2025**

**2026/399.2 - To receive and approve the bank reconciliation to 31 December 2025**

**2026/399.3 - To note bank balances to 31 December 2025**

**2026/399.4 - To note year to date spend**

**2026/399.5 - To note Earmarked Reserves balances**

**2026/400 - Virements Report**

To receive the report by the Deputy Town Clerk regarding spending from General Reserves (GR) and a budget virement to allow for routine spending before year end, and to approve the recommendations therein

**2026/401 - Standing Orders**

To review and approve the Standing Orders with the proposed amendments made by the Standing Orders Task and Finish Group

**2026/402 - Manor Office**

To receive the Town Clerk's report regarding progression of discharge of planning conditions at Manor Office, and to approve the recommendations therein

**2026/403 - Old Landscore School**

**2026/403.1 - To receive the proposals from Devon Communities Together**

**2026/403.2 - To approve any spending from EMR 344 (OLS Project) in relation to agenda item 2026/402.1**

**2026/403.3 - To receive the OLS Insurance Valuation Report by the Deputy Town Clerk and to approve the recommendation therein**

**2026/404 - Data Retention Policy**

Further to approval of the policy at the meeting held on 06 January 2026, to approve the timescale for retaining live streamed meetings

**2026/405 - Newcombes Meadow Paddling Pool**

To note the email from Mid Devon District Council and to agree any further actions, if necessary

**2026/406 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 3 February 2026

**2026/407 - Reports Pack**

**Attachments – for internal use only**

[2026-01-06 - Full Council - Minutes.pdf](#)

[Transactions 01 Dec - 31 Dec 2025.pdf](#)

[Bank rec as at 31 Dec 2025.pdf](#)

[Bank balances as at 31 Dec 2025.PDF](#)

[Y2D Budget as at 31 Dec 2025.pdf](#)

[EMR levels as at 31 Dec 2025.pdf](#)

[Reserves Virement Report.docx](#)

[Standing Orders - Dec 2025.docx](#)

[Manor Office Planning Conditions Report.docx](#)

[Crediton Old Landscore School Quote Jan 2026 \(1\).pdf](#)

[OLS Valuation Report.docx](#)

[RebuildCostAssessment - Old Landscore School.pdf](#)

[AI 371 - Document Retention Report.pdf](#)

[AI 371 - Document Retention Policy DECEMBER 2025.docx](#)



**Minutes of the Full Council meeting held on Tuesday, 6 January 2026  
at 19.00 at Crediton Library, Belle Parade, Crediton**

<b>Present:</b>	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney, John Downes, Joyce Harris, Rachel Backhouse, Vix Frisby and Liz Brookes-Hocking
<b>Apologies:</b>	Cllrs Natalia Letch, Paul Perriman and Tim Stanford
<b>In Attendance:</b>	1 member of the public
<b>Minute Taker:</b>	Emma Anderson

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## MINUTES

### 2026/358 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 2026/359 PUBLIC QUESTION TIME

The following questions were asked:

- Did the Council write to Tesco expressing its disappointment relating to the lack of progress on the bus shelter at Redlands? Cllr Downes confirmed that the Council received responses from both Tesco and Devon County Council (DCC). DCC advised they would not undertake the work until the road was adopted and Tesco confirmed the hard standing and dropped kerb are not included in their plans. However, the bus team has confirmed that the bus shelter is in their plan and have agreed they will contribute to the work. A letter has been sent this week asking whether Tesco can give permission for this work to take place whilst the road is being upgraded. A response has not yet been received.
- Is the plan for Old Landscore School on schedule? When can the community expect building works to start? Cllr Huxtable explained the town council is looking into contractors to put together a feasibility study. Once the feasibility study has been completed, the timeline will be reviewed and refreshed if needed.
- Does the Town Council have any regrets that, by handing over responsibility of the bus shelters, school children and young people are subjected to McDonalds advertising on the High Street? The Chair confirmed a written response would be provided.
- A grant for £1,500 was approved for an event being held at the Leisure Centre, which expects to see 450 people attend and make a profit of £12,500. How do you think this money is protected? What is the basis on

giving a grant to a profit-making event? Cllr Huxtable confirmed the grants would be discussed at the next full council meeting.

- Regarding the community noticeboard and purchasing a replacement, is the Town Council this evening going to vote the money for it, or not? The Chair confirmed this would not be agreed at this meeting as it is not on the agenda.

## 2026/360 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Perriman (illness), Stanford (illness) and Letch (holiday). (Proposed by Cllr Huxtable)

## 2026/361 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

### 2026/361.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of personal interest or disclosable pecuniary interests were received.

### 2026/361.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests were received prior to the meeting.

## 2026/362 ORDER OF BUSINESS

There were no changes to the order of business.

## 2026/363 CHAIR'S AND CLERK'S ANNOUNCEMENTS

No announcements were made by the Chair or the Town Clerk.

## 2026/364 TOWN COUNCIL MINUTES

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 2 December 2025, as a correct record. (Proposed by Cllr Backhouse).

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 16 December 2025, as a correct record. (Proposed by Cllr Harris).

## 2026/365 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS

The following planning applications were discussed:

25/01484/HOUSE | Erection of single storey rear extension and installation of rear flat roof dormer | 13 Greenway Crediton Devon EX17 3LP (extension requested)

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

25/01285/FULL | Erection of an industrial shed, covered area and store building | Crediton Milling Company Marsh Road Lords Meadow Industrial Estate Crediton Devon EX17 1EU (extension requested)

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

25/01686/FULL | Replacement of wastewater treatment works to include two-storey building and two silos | Crediton Dairy Ltd Church Lane Crediton Devon EX17 2AH (extension requested)

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

**Task:** Submit planning comments to MDDC. @Emily Armitage

## 2026/366 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS

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

## 2026/367 PREMISES LICENCE

The Council considered a premises licence application for Crediton Rugby Club. Cllr Backhouse raised concerns about the early start time, Cllr Downes and Cairney confirmed this is standard practice of obtaining maximum flexibility in licences.

**Decision:** The council **noted** the application.

## 2026/368 CREDITON URBAN TASKFORCE [CUT!]

**Decision:** The report from [CUT!] was received and **noted**. Volunteers and Cllrs were encouraged to come along to the next action day on Saturday, 10 January on George Hill.

## 2026/369 GRANTS 2025-26

### 2026/369.1 TO RATIFY A GRANT OF £3,000.00 TO SIGNIFICANT SEAMS AS RECOMMENDED BY THE GRANTS COMMITTEE AT THE MEETING HELD ON 11 DECEMBER

**Decision:** It was **resolved** to ratify the grant of £3,000 to Significant Seams, as recommended by the Grants Committee. (Proposed by Cllr Huxtable)

### 2026/369.2 TO CONSIDER AND APPROVE A VIREMENT OF £3,211.00 FROM THE REMAINING 2025-26 GRANTS BUDGET TO EARMARKED RESERVES

**Decision:** It was **resolved** to defer the virement from the 25-26 grants budget to Earmarked Reserves until the end of the financial year. (Proposed by Cllr Huxtable)

**Decision:** It was further **resolved** to approve the transfer of any unspent money in the 25-26 grants budget to Earmarked Reserves at the end of the financial year. (Proposed by Cllr Brookes-Hocking)

**2026/370 CCTV MONITORING TRANSFER TO EXETER CITY COUNCIL**

The Council reviewed the Service Level Agreement (SLA) with Exeter City Council for CCTV monitoring. Cllr Brookes-Hocking raised a query about the insurance clause, seeking clarification on the indemnity terms. The Deputy Clerk confirmed that the insurers had been contacted for further information.

**Decision:** It was **resolved** to approve the SLA in principle, subject to resolving insurance queries and minor document tweaks. (Proposed by Cllr Huxtable)

**Task:** Review the CCTV SLA, clarifying insurance requirements, addressing typographical/formatting issues and forwarding to solicitors for review. @Rachel Avery

**2026/371 DOCUMENT RETENTION**

**Decision:** It was **resolved** to approve and adopt the amended Document Retention Policy. (Proposed by Cllr Brookes-Hocking)

**2026/372 POLICY REVIEW**

The Council reviewed and approved several policies:

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

**Decision:** It was **resolved** to approve the Disciplinary Policy, subject to a small amendment to ensure consistent wording alongside the Grievance Policy with regards to referencing the Appeals Committee (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Grievance Policy, subject to a small amendment to ensure consistent wording alongside the Disciplinary Policy with regards to referencing the Appeals Committee (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Training and Development Policy. (Proposed by Cllr Huxtable)

Discussion took place regarding specific training courses for councillors which led to the decision to create an appendix outlining recommended courses. It was agreed that the Town Clerk would create the appendix to cover relevant DALC courses available to councillors and present to HR Committee for approval.

**Decision:** It was **resolved** to approve the Dignity at Work Policy. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved** to approve the Health and Safety Policy. (Proposed by Cllr Backhouse)

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

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



**Decision:** It was **resolved** to approve the Biodiversity Statement. (Proposed by Cllr Fawssett, Cllr Backhouse voted against)

**Task:** Upload approved policies to website. @Emily Armitage

**Task:** Amend Disciplinary Policy and Grievance Policy to ensure consistent wording with regards to referencing the Appeals Committee. @Rachel Avery

**Task:** Create an appendix for the Training & Development Policy to cover relevant DALC courses available to councillors and present to HR Committee for approval @Rachel Avery

## 2026/373 GRASS CUTTING CONSULTATION

**Decision:** The Council received and **noted** the grass cutting consultation results.

It was **resolved** to amend future grounds maintenance contracts to reflect reduced grass cutting in Peoples Park. (Proposed by Cllr Huxtable)

**Task:** Revise the grounds maintenance contract to reflect leaving 1/3 of grass uncut in Peoples Park. @Emma Anderson

## 2026/374 REMEMBRANCE MAROON

**Decision:** It was **resolved** to approve the proposal from Crediton's Royal British Legion members to reinstate a maroon for Remembrance Day. (Proposed by Cllr Huxtable)

**Task:** Liaise with Mid Devon District Council (MDDC) to reinstate the maroon for Remembrance. @Tim Bland

**Task:** Publicise the intended use of a Maroon in advance to ensure public awareness (children/animals) @Tim Bland

## 2026/375 WAR MEMORIAL

**Decision:** It was **resolved** to approve the quote received from Contractor A to carry out the repointing around the War Memorial and bus shelter, with funds allocated from Earmarked Reserves as outlined in the report. (Proposed by Cllr Harris)

**Task:** Instruct Contractor A to undertake repointing works around the War Memorial and bus shelter. @Emma Anderson

## 2026/376 WEEDKILLER

Councillors considered the report on weedkiller use and the recommendations therein. A proposal was made to lobby Tesco and other retailers to reconsider the prominent placement of weedkiller products in their stores. Councillors agreed that these products should not be displayed in high-traffic areas where customers might purchase them impulsively. Instead, they should be located in the gardening section for those who specifically need them.

**Decision:** It was **resolved** to send a letter to local retailers, including Tesco, to reconsider the prominent placement of weed killer products in store entrances, aligning with the council's biodiversity policy. (Proposed by Cllr Backhouse)

**Task:** Draft a letter to retailers, referencing the council's biodiversity policy and urging them to be mindful of product placement. @Rachel Backhouse, Emma Anderson

**2026/377 DATE OF NEXT MEETING**

It was **noted** that the date of the next meeting would be Tuesday, 20 January 2026.  
Meeting closed at 20.17.

**2026/378 REPORTS PACK**

Signed .....

Dated.....

## Receipts for Month 9

## 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>
<b>Balance Brought Fwd :</b>		<b>270,485.28</b>					<b>270,485.28</b>	
	Banked <b>03/12/2025</b>	<b>1.00</b>						
#296	Youth Club (YW)	1.00			1240	410	1.00	Subs - Girls Group
	Banked <b>04/12/2025</b>	<b>310.57</b>						
#297	Allotment Barnfield	81.26			1150	160	26.10	B11A Rent 25/26
					1170	180	2.52	B11A BAA 25/26
					1150	160	18.00	B11D Rent 25/26
					1170	180	1.74	B11D BAA 25/26
					1150	160	30.00	B12B Rent 25/26
					1170	180	2.90	B12B BAA 25/26
#298	Allotment Exhibition	17.11			1150	150	15.60	E22B Rent 25/26
					1170	180	1.51	E22B BAA 25/26
#299	Allotment Exhibition	34.87			1150	150	31.80	E13A Rent 25/26
					1170	180	3.07	E13A BAA 25/26
#300	Allotment Exhibition	41.45			1150	150	37.80	E24A Rent 25/26
					1170	180	3.65	E24A BAA 25/26
#301	Allotment Exhibition	29.61			1150	150	27.00	E8 Rent 25/26
					1170	180	2.61	E8 BAA 25/26
#302	Allotment Barnfield	57.58			1150	160	52.50	B1C Rent 25/26
					1170	180	5.08	B1C BAA 25/26
#303	Allotment Exhibition	29.61			1150	150	27.00	E2 Rent 25/26
					1170	180	2.61	E2 BAA 25/26
#304	Allotment Exhibition	19.08			1150	150	17.40	E13B Rent 25/26
					1170	180	1.68	E13B BAA 25/26
	Banked <b>05/12/2025</b>	<b>35.37</b>						
#305	Allotment Barnfield	35.37			1150	160	32.25	B8B Rent 25/26
					1170	180	3.12	B8B BAA 25/26
	Banked <b>11/12/2025</b>	<b>6.00</b>						
#306	Youth Club (YW)	6.00			1240	410	6.00	Subs - Girls Group
	Banked <b>15/12/2025</b>	<b>11.00</b>						
#307	Youth Club (YW)	11.00			1240	410	11.00	Subs - Girls Group
	Banked <b>19/12/2025</b>	<b>12.00</b>						
#308	Youth Club (YW)	6.00			1240	410	6.00	Subs - Panto
#309	Youth Club (YW)	6.00			1240	410	6.00	Subs - panto
	Banked <b>22/12/2025</b>	<b>6.00</b>						
#310	Youth Club (YW)	6.00			1240	410	6.00	Subs - panto
	Banked <b>23/12/2025</b>	<b>48.00</b>						
#311	Crediton Congregational Church	48.00		8.00	1285	130	40.00	Gazebo hire
	Banked <b>24/12/2025</b>	<b>220.00</b>						
#312	Devon County Council	220.00			1260	120	220.00	Parish Paths maintenance grant
					324		220.00	Parish Paths maintenance grant
					6001	120	-220.00	Parish Paths maintenance grant

Total Receipts for Month	649.94	0.00	8.00	641.94
Cashbook Totals	<u>271,135.22</u>	<u>0.00</u>	<u>8.00</u>	<u>271,127.22</u>

## Payments for Month 9

## 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>
01/12/2025	Nexus Open Systems	DD #466	230.02		38.34	4070	120	191.68	IT Support - Nov/Dec
01/12/2025	Adams Home Hardware	BACS #467	29.46		4.91	4020	365	24.55	Town maintenance supplies
01/12/2025	█████ Fletcher	SO #468	910.00			4480	320	910.00	Garage rental
01/12/2025	█████ Lee	SO #469	1,408.33			4400	250	1,408.33	Manor Office rent
03/12/2025	EE Ltd	DD #470	21.60		3.60	4720	410	18.00	Youth mobile phone bill
05/12/2025	Cloudy IT	DD #471	28.80		4.80	4070	120	24.00	IT support - tablets
05/12/2025	E Anderson	REF #451	-19.53			4120	120	-19.53	Repayment
11/12/2025	British Gas	DD #472	42.48		2.02	4290	340	40.46	Electricity - Newcombes toilet
12/12/2025	Nexus Open Systems	DD #473	402.30		67.05	4070	120	335.25	IT Support - Nov/Dec
12/12/2025	Mid Devon District Council	REF #273	-316.43			4430	250	-316.43	8a North St - refund BR
16/12/2025	Tesco	CARD #474	35.53			4720	410	35.53	Youth - GG refreshments
17/12/2025	Tuckers	BACS #475	7.99		1.33	4120	380	6.66	Compost
17/12/2025	Adams	BACS #476	27.62		4.60	4720	410	1.99	Various supplies
						4020	365	21.03	Various supplies
17/12/2025	D Saunders	BACS #477	42.05			4720	410	42.05	Youth expenses - GG food
17/12/2025	Kirton Quarterly	BACS #478	50.00			4660	390	50.00	CinC advert
17/12/2025	█████ Snell	BACS #479	50.00			4190	130	50.00	Staff development
17/12/2025	█████ Snell	BACS #480	50.00			4190	130	50.00	Staff development
17/12/2025	Tindle Newspapers	BACS #481	59.38		9.89	4660	390	49.49	CinC advert
17/12/2025	Rialtas	BACS #482	69.60		11.60	4090	120	58.00	MTD VAT subscription
17/12/2025	Jisc Services	BACS #483	90.00		15.00	4175	130	75.00	Website domain renewal
17/12/2025	█████ Edgar	BACS #484	100.00			4660	390	100.00	CinC performance fees
17/12/2025	Tindle Newspapers	BACS #485	148.52		24.76	4660	390	123.76	CinC advert
17/12/2025	Medicare Southwest	BACS #486	250.00			4650	390	250.00	CinC medical cover
17/12/2025	Logical Heating Ltd	BACS #487	254.28		42.38	4075	120	211.90	Phones - Eve licences
17/12/2025	█████ Pugsley	BACS #488	297.71			4390	250	297.71	8 North St - final bills
17/12/2025	█████ Ezekiel	BACS #489	345.85			4590	380	345.85	St Lawrence Green plants
17/12/2025	Dowrich Farms	BACS #490	374.98		62.49	4650	390	312.49	CinC Christmas trees
17/12/2025	█████ Gibson	BACS #491	600.00		100.00	4650	390	500.00	CinC cherrypicker
17/12/2025	Bang Bang Boxing	BACS #492	700.00			4750	420	700.00	Grant funding 25-26
17/12/2025	█████ Rogers	BACS #493	1,385.00			4650	390	1,385.00	CinC electrics
17/12/2025	Mid Devon District Council	BACS #494	2,126.56			4430	250	1,582.40	Business rates - Manor Office
						4430	350	544.16	Business rates - Manor Office
17/12/2025	Breakthrough Communications	BACS #495	2,396.40		399.40	4190	130	1,997.00	Council Hive fee
17/12/2025	South West Water	BACS #496	23.80			4235	250	23.80	Water - Manor Office
22/12/2025	British Gas	DD #497	282.49		56.32	4290	250	226.17	Electricity - 8 North St final
22/12/2025	Everflow	DD #498	34.38			4235	340	34.38	Water - Newcombes toilet
22/12/2025	C Kelly	BACS #499	21.73			4720	410	21.73	Youth expenses - GG food
22/12/2025	Promenade Promotions	BACS #500	500.00			4660	390	500.00	CinC performance
22/12/2025	Hedgerow Print	BACS #501	18.00		3.00	4120	120	15.00	Christmas cards
22/12/2025	Landscore Primary School	BACS #502	50.00			4660	390	50.00	CinC choir performance
22/12/2025	Ad Hoc Choir	BACS #503	100.00			4660	390	100.00	CinC choir performance
22/12/2025	█████ Leiro Samba Band	BACS #504	100.00			4660	390	100.00	CinC performance

Payments for Month 9				Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/12/2025	Crediton Singers	BACS #505	100.00			4660	390	100.00	CinC choir performance
22/12/2025	Crediton Church Choir	BACS #506	100.00			4660	390	100.00	CinC choir performance
22/12/2025	Sandford Singers	BACS #507	100.00			4660	390	100.00	CinC choir performance
22/12/2025	The Turning Tides Project	BACS #508	132.00			4210	130	20.00	Meeting room hire
						4165	130	112.00	Meeting catering
22/12/2025	█ Ward	BACS #509	240.00		40.00	4650	390	200.00	CinC electrics
22/12/2025	Burnt Daylight	BACS #510	250.00			4660	390	250.00	CinC performance
22/12/2025	█ Pudner	BACS #511	350.00			4660	390	350.00	CinC MC & entertainment
22/12/2025	Grimspound Border Morris	BACS #512	400.00			4660	390	400.00	CinC performance
22/12/2025	Otter Morris	BACS #513	400.00			4660	390	400.00	CinC performance
22/12/2025	The Turning Tides Project	BACS #514	744.00			4020	365	744.00	Town maintenance - Nov
22/12/2025	R J Brooks & Son Ltd	BACS #515	823.80		137.30	4260	190	686.50	SMG slab repairs
22/12/2025	Pocketwatch Theatre Company	BACS #516	900.00			4660	390	900.00	CinC Grinch/Santa performance
22/12/2025	█ Ward	BACS #517	1,950.98		325.16	4650	390	1,625.82	CinC electrics
22/12/2025	Event Power Engineering Ltd	BACS #518	3,360.00		560.00	4650	390	2,800.00	CinC cross streets
22/12/2025	Wage payments	BACS #519	11,028.27			4000	110	8,179.76	Salaries - Dec
						4005	110	2,848.51	Salaries - Dec
22/12/2025	Peninsula Pensions	BACS #520	3,813.82			4040	110	2,947.90	Pensions - Dec
						4015	110	865.92	Pensions - Dec
22/12/2025	HMRC	BACS #521	3,923.22			4030	110	3,284.45	NI/PAYE - Dec
						4010	110	638.77	NI/PAYE - Dec
22/12/2025	Rebuild Cost Assesment Ltd	CARD #522	199.75		33.29	4105	120	166.46	OLS rebuild assessment
22/12/2025	Mid Devon District Council	CARD #523	491.00			4200	130	491.00	Parking permit
22/12/2025	Rebuild Cost Assessment Ltd	CARD #522	-199.75		-33.29	4105	120	-166.46	OLS assessment (date amend)
22/12/2025	Mid Devon District Council	CARD #523	-491.00			4200	130	-491.00	Parking permit
23/12/2025	Rebuild Cost Assessment Ltd	CARD #522	199.75		33.29	4105	120	166.46	OLS rebuild assessment
23/12/2025	Mid Devon District Council	CARD #523	491.00			4200	130	491.00	Parking permit
23/12/2025	BT	DD #524	91.08		15.18	4075	120	75.90	Broadband charges
23/12/2025	Mid Devon District Council	CARD #523	-491.00			4200	130	-491.00	Parking permit (VAT amend)
23/12/2025	Mid Devon District Council	CARD #523	491.00		81.83	4200	130	409.17	Parking permit
29/12/2025	Concorde	DD #525	25.30		4.22	4060	120	21.08	Printing charges
29/12/2025	Nexus Open Systems	DD #526	223.39		37.23	4070	120	186.16	IT support - Dec/Jan
29/12/2025	Valda Energy	DD #527	45.64		2.22	4290	340	9.02	Electricity - Newcombes toilet
						4290	350	34.40	Electricity - OLS
Total Payments for Month			43,021.15	0.00	2,087.92			40,933.23	
Balance Carried Fwd			228,114.07						
Cashbook Totals			271,135.22	0.00	2,087.92			269,047.30	

Receipts for Month 9					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 :		690,807.48					690,807.48	
	Banked 02/12/2025	2,259.63						
CCLA #9	CCLA	2,259.63			1090	120	2,259.63	Interest on account
Total Receipts for Month		2,259.63	0.00	0.00			2,259.63	
Cashbook Totals		693,067.11	0.00	0.00			693,067.11	

Payments for Month 9				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>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			693,067.11						
Cashbook Totals			693,067.11	0.00	0.00			693,067.11	



**Bank Reconciliation Statement as at 31/12/2025  
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	31/12/2025	337	228,114.07
			<u>228,114.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			228,114.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			228,114.07
		<b>Balance per Cash Book is :-</b>	<b>228,114.07</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 31/12/2025  
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	31/12/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</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 31/12/2025  
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/12/2025		693,067.11
			<u>693,067.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			693,067.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			693,067.11
		<b>Balance per Cash Book is :-</b>	<b>693,067.11</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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BRANCH : BUSINESS DIRECTPLUS0892996580921700PAGE 337

BIC : CPBKGB22IBAN : GB41CPBK08929965809217

TYPE : CHARITY COMM CREDITON TOWN COUNCIL6 JAN 26

Date	Description	Withdrawals	Deposits	Balance
22 DEC 25	BROUGHT FORWARD			251,044.01
22 DEC 25		900.00		
22 DEC 25		1,297.24		
22 DEC 25		1,521.58		
22 DEC 25		1,950.98		
22 DEC 25		1,973.24		
22 DEC 25		3,360.00		
22 DEC 25		3,387.70		
22 DEC 25		3,813.82		
22 DEC 25		3,923.22		
22 DEC 25			6.00	228,922.23
23 DEC 25		199.75		
23 DEC 25		491.00		
23 DEC 25		91.08		
23 DEC 25			48.00	228,188.40
24 DEC 25			220.00	228,408.40
29 DEC 25		25.30		
29 DEC 25		223.39		
29 DEC 25		45.64		228,114.07
02 JAN 26		44.35		

## Statement of Account

Mrs Rachel Avery  
Manor Office  
6 North Street  
Credition  
EX17 2BR

5 January 2026

Account name: **CREDITON TOWN COUNCIL**  
Account number: **PS3078933-001**  
Statement period: **30/11/2025 to 31/12/2025**

### Account summary

Total valuation as at 31 December 2025 **£693,067.11**  
Total valuation as at last statement at 30 November 2025 **£690,807.48**

### Holdings as at 31 December 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>Public Sector Deposit Fund SC4 - Public Sector</b> GB00B3LDFH01	693,067.1100	£1.00	£693,067.11
			<b>Total value</b>
			<b>£693,067.11</b>

### Transactions for the period from 30 November 2025 to 31 December 2025

#### Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/12/2025	Income Reinvestment	2,259.6300	£1.0000	£2,259.63

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

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

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

The average Fund yield for this period was 3.91% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2025	05/01/2026	Reinvestment	£2,298.69	PS3078933-001

All CCLA forms are available on our website: **[www.ccla.co.uk/resources/client-documentation](http://www.ccla.co.uk/resources/client-documentation)**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **[www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary)**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)**.

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Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 31 December 2025

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/12/2025	Co-Operative Current 15006951	228,114.07
31/12/2025	Nationwide Account 90097276	0.00
31/12/2025	CCLA	693,067.11

**921,181.18**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**921,181.18**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	228,114.07
3	Nationwide Account 7276	0.00
7	CCLA	693,067.11

Other Cash & Bank Balances

**0.00**

**Total Cash & Bank Balances**

**921,181.18**

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	17,554	19,480	18,888	19,555	17,996	18,765				Salaries, including NI & Pensions	69%	73,782	166,218
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140	55	157		110	16	114	21				Photocopier/Printing	47%	527	473
Postage	250	4		6	51	4	5	8						Postage	31%	172	78
IT Support	6,200	517	528	528	363	690	525	551	370	737				IT Support	78%	1,391	4,809
Telephone/Broadband	1,800	149	149	149	149	149	149	217	76	288				Telephone/Broadband	82%	325	1,475
Audit Fees	2,500		395					1,365	395					Audit Fees	86%	345	2,155
Stationery	250	16	14	24	2		29							Stationery	34%	165	85
Software	4,000	379	1,250					150		58				Software	46%	2,163	1,837
Reference books	150													Reference books		150	
Security Waste Collection	50				12									Security Waste Collection	24%	38	12
Legal/Professional Services (Increase from EMR £1,500 as per FC)	6,500	885			1,032		2,125		1,500	166				Legal/Professional Services*	88%	792	5,708
Insurance	5,500		4,283		1,054									Insurance	97%	163	5,337
Office Equipment	1,500							1,453						Office Equipment	97%	47	1,453
Other	500	2	70					100	20	(5)				Other	37%	313	187
Office Supplies/Consumables	500	77	62	19	43	17	81							Office Supplies/Consumables	60%	201	299
Defibrillator Renewal (approved from General Res)	-			1,800										Defibrillator Renewal	-	1,800	1,800
Contract termination (approved from General Res 161225)	-								1,755								
Council and Councillors														Council and Councillors			
Councillor/Clerk Expenses	1,200	608	20		117						39			Councillor/Clerk Expenses	65%	416	784
Councillor e-mail addresses	600													Councillor e-mail addresses		600	
Advertising	750					66		120						Advertising	25%	564	186
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440					624								Councillor Allowances	43%	816	624
Annual Town Meeting	400			54										Annual Town Meeting	14%	346	54
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200									112				Hospitality	56%	88	112
Remembrance Day	1,200										25			Remembrance Day	2%	1,175	25
Website	1,800	275								75				Website	19%	1,450	350
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500	1,423	108						100					Subscriptions	65%	869	1,631
Staff/Councillor Training	4,000				160			495	179	2,097				Staff/Councillor Training	73%	1,069	2,931
Honorarium	400													Honorarium		400	
Parking Permit	600									409				Parking Permit	68%	191	409
Public Consultations	500													Public Consultations		500	
Meeting Room Charges	500		29		74		49		22	20	207			Meeting Room Charges	80%	99	401
Civic Functions	6,000													Civic Functions		6,000	
Allotments														Allotments			
Exhibition Road general/scheduled maintenance	950		130		125	65	440		115					Exhibition Road general/scheduled maintenance	92%	75	875
Exhibition Road water/water maintenance and repairs	750							366						Exhibition Road water/water maintenance and repairs	49%	384	366
Barnfield general/scheduled maintenance	900		220			125			85					Barnfield general/scheduled maintenance	48%	470	430
Barnfield water/water maintenance and repairs	750					277								Barnfield water/water maintenance and repairs	37%	473	277
Moffats general/scheduled maintenance	200													Moffats general/scheduled maintenance		200	
Moffats water/water maintenance and repairs	500				89			237						Moffats water/water maintenance and repairs	65%	174	326
Boniface Allotments Association fees	300													Boniface Allotments Association fees		300	





Christmas in Crediton														Christmas in Crediton			
Repeat Costs	13,500						207	240	235	7,073				Repeat Costs	57%	5,745	7,755
Community Participation	7,500							408	1,997	3,673	50			Community Participation	82%	1,372	6,128
New Infrastructure	4,000								1,451					New Infrastructure	36%	2,549	1,451
Miscellaneous	1,000													Miscellaneous		1,000	
VE Day														VE Day			
General expenditure - events (transfer from EMR)	4,505		2,736	1,664	240	336								General expenditure - events	110% -	471	4,976
Big Boniface Bash														Big Boniface Bash			
General expenditure - events (transfer from EMR)	5,009			2,731	1,855									General expenditure - events	92%	423	4,586
Crediton Food Festival														Crediton Food Festival			
General expenditure - events (transfer from EMR)	3,088		384	20	3,150	3,248	40							General expenditure - events	222% -	3,754	6,842
VI Day														VI Day			
General expenditure - events (transfer from EMR)	2,480					290	75							General expenditure - events	15%	2,115	365
Additional Services														Additional Services			
DCC grass cutting	5,000													DCC grass cutting		5,000	
Youth Work*	6,000	300	82	30	1,050	58	211	1,417	583	119	96			Youth Work*	66%	2,054	3,946
Annual grants to community groups	50,000	42,225								700				Annual grants to community groups	86%	7,075	42,925
Crediton Urban Taskforce	500													Crediton Urban Taskforce		500	
Budget Spend	507,433	66,614	35,036	37,272	36,532	36,473	31,090	38,183	32,356.10	40,930.21				Budget Spend	71%	145,706	361,728

RELATED EVENT INCOME  
SHOWN BELOW

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						1,200					EMR 334: Allotments			
EMR 328: Premises			440					6,335						EMR 328: Premises			
EMR 338: Council Building Fund				4,000	1,000	1,800								EMR 338: Council Building Fund			
EMR 336: Localism Projects				4,900										EMR 336: Localism Projects			
EMR 371: VI Day				20										EMR 371: VI Day			
EMR 320: Elections							16,702							EMR 320: Elections			
EMR 327: Upper Deck							350							EMR 327: Upper Deck			
EMR 344: OLS project									800					EMR 344: OLS project			
EMR 367: LA Services											12,000			EMR 367: LA Services			
Sub Total		1,535	1,620	8,920	1,000	1,800	17,052	6,335	2,000					Sub Total			
Total Spend inc reserves	507,433	68,149	36,656	46,192	37,532	38,273	48,142	44,518	34,356	40,930				Total Spend inc reserves	78%	112,685	394,748

INCOME	Budget													INCOME	%Budget	Balance	Total Income
Precept	510,750	255,375						255,375						Precept	100%	-	510,750
Interest received	18,000	1,837	2,153	2,168	2,078	2,772	2,075	1,977	2,080	2,260				Interest received	108% -	1,400	19,400
Youth grants received	10,000	5,000					4,900							Youth grants received	99%	100	9,900
Youth donations received		131	102	239	173	7	79	35	29	36				Youth donations received			
Allotment rent & BAA membership	4,000	(35)	18	56	6		2,528	1,508	428	346				Allotment rent & BAA membership	121% -	855	4,855
Other income: wayleave	15		19											Other income: wayleave	127% -	4	19
Room hire fees received			72	42			72	188						Room hire fees received			374
Other income: Newcombes toilet survey		1,100												Other income: Newcombes toilet survey			1,100
Other income: Food Festival transfer		340												Other income: Food Festival transfer			340
Grants received: Cluster meetings			250											Grants received: Cluster meetings			250
Big Boniface Bash: Stallholder fees received			100	365										Big Boniface Bash: Stallholder fees received			465
Big Boniface Bash: Sponsorship received			500											Big Boniface Bash: Sponsorship received			500

VE Day: Donations received			190												VE Day: Donations received			190
Grants received: Event barriers				120											Grants received: Event barriers			120
Donations received: CCTV				1,000											Donations received: CCTV			1,000
Crediton Food Festival: Stallholder fees received				1,600	1,685	50									Crediton Food Festival: Stallholder fees received			3,335
Crediton Food Festival: Sponsorship received					1,000		300								Crediton Food Festival: Sponsorship received			1,300
Gazebo hire fees						80					40				Gazebo hire fees			120
VI Day: Donations received									100						VI Day: Donations received			100
Grass cutting contribution									884						Grass cutting contribution			884
Christmas in Crediton: Stallholder fees received										658					Christmas in Crediton: Stallholder fees received			658
Sub Total	542,765	263,748	3,404	5,590	4,942	2,909	9,954	260,067	3,195	2,682					Sub Total			556,491
INCOME: Ear Marked Reserves	Budget														INCOME: Ear Marked Reserves			
370: VE Day	-	380													370: VE Day			380
EMR: P3 Parish Paths											220							
Sub Total		380									220				Sub Total			600
Total Income inc reserves	542,765	264,128	3,404	5,590	4,942	2,909	9,954	260,067	3,195	2,902					Total Income inc reserves			557,091

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 Expenditure	Aug Expenditure	Sept Expenditure	Oct Expenditure	Nov Expenditure	Dec Income	Jan Expenditure	Feb Expenditure	Mar Expenditure	Current balance
320	EMR - Elections	15,000.00	2,500.00						-16,702.13							797.87
321	EMR - Citizen Badges	500.00														500.00
322	EMR - St.Furniture/Small Work	4,479.26	20.74										-710.25	-900.00		2,889.75
323	EMR - Economic Development	10,000.00														10,000.00
324	EMR - P3 Parish Paths	1,966.17	3.83									220.00				2,190.00
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						-350.00							650.00
328	EMR - Premises	13,950.00	1,050.00		-439.95					-6,335.00						8,225.05
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						-1,200.00					9,600.00
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								-1,500.00					5,500.00
338	EMR - Council Building Fund	199,933.99	15,000.00			-4,000.00	-1,000.00	-1,800.00			-7,041.65			-21,000.00	-1,923.00	178,169.34
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												-800.00		2,200.00
343	EMR - FP19 - Repairs															0.00
344	EMR - OLS Project	21,000.00	5,000.00								-800.00					25,200.00
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									0.00
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>	<b>59,333.85</b>	<b>-1,535.00</b>	<b>-14,221.83</b>	<b>-8,919.99</b>	<b>-3,480.01</b>	<b>-1,800.00</b>	<b>-17,052.13</b>	<b>-6,335.00</b>	<b>-10,541.65</b>	<b>220.00</b>	<b>-710.25</b>	<b>-22,700.00</b>	<b>-1,923.00</b>	<b>476,862.64</b>

\*EMRs increased as approved in 25/26 budget



# CREDITON TOWN COUNCIL

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## Reserves & Virement Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 20 January 2026

### **Recommendation**

Full Council is requested to approve spending from General Reserves (GR) and a budget virement to allow for routine spending before the year end.

#### **1. Purpose**

- 1.1 This report provides a recommendation to approve a budget virement and spending from GR.

#### **2. Background**

- 2.1. The invoice received for the automatic door locking system on Newcombes toilet totals £257.90 + VAT. The budget was set at £200 therefore an overspend is required to cover this invoice. The budget for 26/27 has been increased to £300 to prevent a shortfall in the future.
- 2.2. The fee to hire Crediton Library every Monday from December to March is £340, however there are insufficient funds remaining in the meeting room charges budget line to cover this cost.
- 2.3. The ongoing cost for Cllr email addresses has been paid for within the Council's monthly IT support, therefore the cost has been higher than anticipated. The cllr email addresses budget line remains unspent with a balance of £600.

#### **3. Proposals**

- 3.1. To approve an overspend of £57.90 from the Newcombes Meadow toilets door locking budget.
- 3.2. To approve increasing the meeting room charges budget by £450 to cover Monday bookings at the Library and any ad hoc bookings that may arise, with the funds coming from GR.
- 3.3. To approve a virement of £600 from the cllr email addresses budget to IT support.

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

- 4.1 There is £242,313 remaining in General Reserves

#### **5. Conclusion**

- 5.1. Full Council is requested to approve the proposal to ensure transparency in the management and spending of the budget and general reserves and enable routine payments to be made.



**CREDITON  
TOWN COUNCIL**

# **STANDING ORDERS**

First adopted: 18 October 2011

Last amended: Decemver 2025 minute no. XXX

Review date: May 2026

## Preface

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

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

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

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

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

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

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

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

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1. **RULES OF DEBATE AT MEETINGS**

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

substantive motion.

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

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

## 2. **DISORDERLY CONDUCT AT MEETINGS**

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

## 3. **MEETINGS GENERALLY**

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

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

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

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

Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

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

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

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

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

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

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

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

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

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

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

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

#### 4. COMMITTEES AND SUB-COMMITTEES

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

meetings

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

5. **ORDINARY COUNCIL MEETINGS**

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



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

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

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

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

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

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

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

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

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

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

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

12. **DRAFT MINUTES**

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

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

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

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

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

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

#### 14. **CODE OF CONDUCT COMPLAINTS**

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

#### 15. **PROPER OFFICER**

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

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

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



days before the meeting confirming their withdrawal of it:

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

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

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

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

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls
  - ii. the assessment and management of financial risks faced by the Council
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up

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

19. **HANDLING STAFF MATTERS**

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

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

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

(England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11.*

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

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

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

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

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

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

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

25. **GENERAL POWER OF COMPETENCE**

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

26. **UNDUE INFLUENCE ON COUNCILLORS**

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

27. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

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

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

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

29. **GRANT OF CREDITON CITIZEN AWARD**

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

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

30. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (in **bold**), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9. It will be carried if two-thirds of the councillors at a meeting of the council vote in favour.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.



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



# CREDITON TOWN COUNCIL

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## Manor Office Planning Conditions Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 20 January 2026

### **Recommendation**

Full Council is requested to consider and approve spending Earmarked Reserves for the discharge of planning conditions at Manor Office.

#### **1. Purpose**

- 1.1 This report provides a quote to enable the discharge of planning conditions (Appendix B) attached to the Manor Office approved planning application, to enable to required kitchen works to commence.

#### **2. Background**

- 2.1. The Town Clerk is now in a position to provide a quote from the architect to undertake relevant survey and application work to discharge planning conditions at Manor Office.

#### **3. Proposals**

- 3.1. To receive and approve the quote at Appendix A

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

- 4.1 That Full Council approves the spending of £3,450 from EMR 338 (Council Building Fund) for this piece of work.

#### **5. Conclusion**

- 5.1. Full Council is responsible for approving and spending from Earmarked Reserves.

*Further to yesterday's meeting and as requested, I am pleased to set out a proposal for the professional services required to seek discharge of all pre-commencement and pre-installation conditions attached to the Listed Building Consent at Manor Office, 6 North Street, Crediton (ref. 24/01803/LBC).*

*The scope reflects the level of survey, specialist presentation, and information detail required by the decision notice. In the absence of clarification from the case officer, the conditions have required a careful and reasonable interpretation in order to progress a compliant submission. This approach is intended to minimise the risk of delayed commencement or repeat submissions by presenting a single, comprehensive, and defensible discharge package, with the additional benefit of creating a coordinated information base that can assist the Council's contractor enquiries, improve cost certainty, and reduce risk allowances within tender submissions.*

### *Data Gathering and Survey Work*

*The service includes a full review and breakdown of the consent conditions, together with a measured site visit to record localised areas in high detail. This will cover all ground and first floor door openings, relevant existing skirting profiles adjacent to new openings, the entrance area, the former safe room area, and redundant fire door opening arrangements. There is no allowance for the preparation of external survey elevations.*

### *Drawings Preparation*

*The service further includes preparation of drawings and supporting written notes, including technical explanation and product specification where necessary, explaining methodology and heritage rationale in support of the submission.*

### *Drawings to be prepared include:*

- General arrangement plans for ground and first floor showing door references, extent of demolition, new conditioned and unconditioned construction build-ups, and acting as key locator drawings for areas covered by detailed extract drawings.*
  - Plumbing plans for ground and first floor showing proposed pipework routes and appliances, noting that this work has previously been largely undertaken on a time-charge basis and would be subsumed within this fee structure.*
  - Electrical layout plans for ground and first floor including indicative chasing or conduit routes, with existing electrical fixture points not surveyed or recorded and the submission limited to proposed supplementary new points only, to be agreed during the site visit.*
  - Floor finishes plans for ground and first floor showing proposed floor coverings together with new skirting profile and extent where relevant.*
  - Large-scale detailed construction drawings of the internal entrance landing proposal, incorporating the revised profile and detachable ramp as discussed, including plan, elevation, and section drawings.*
-

- *Large-scale detailed cross-section construction drawings and specifications for the redundant fire door treatment.*
- *Large-scale detailed cross-section construction drawings and specifications for the WC floor build-up.*
- *Schedule covering all proposed new internal doors across the ground and first floors, including details of any necessary architrave repairs or additions.*

#### *Application Preparation and Submission*

*Preparation of the discharge of conditions application form, collation for final client sign-off, formal submission, validation tracking, and basic monitoring of the application during the statutory eight-week determination period, together with receipt of the decision, are included.*

*The professional fee for the above services is £3,450 (VAT exempt), as a fixed fee covering the services described above up to the submission of a comprehensive discharge of conditions package. Should any post-submission officer engagement be required beyond basic application monitoring, this would be undertaken on a time-charge basis at £80 per hour. Application costs are also excluded; however, applications to discharge conditions attached to Listed Building Consent are generally exempt from local authority fees.*

*Should the Committee be minded to approve the outlined costs, I can follow up with standard practice terms to formally secure the appointment. Given the circumstances, I would seek to prioritise this work within my current drawing programme.*

*Proposal: Listed Building Consent for alterations to ground and first floor layout to facilitate its reuse as offices*

*Location: Manor Office 6 North Street Crediton Devon*

*Site Vicinity Grid Ref: 283304/100380*

**MID DEVON DISTRICT COUNCIL HEREBY GRANTS LISTED BUILDING CONSENT FOR THE ABOVE DEVELOPMENT**

*Subject to the following conditions:*

- 1. The works hereby permitted shall be begun before the expiration of three years from the date of this consent.*
  - 2. All new works and works of making good to the retained fabric, whether internal or external, shall be finished to match the adjacent retained / historic work with regard to the methods used and to colour, material, texture and profile.*
  - 3. The demolition of modern partitions, removal of modern accretions, and creation of doorway hereby consented shall be carried out by hand or by hand-held tools only.*
  - 4. The replacement picture rails, dado rails, skirting boards, and architraves to the ground floor rooms shall match the existing in terms of profile, material, siting, and material, and shall be maintained as such.*
  - 5. Detailed drawings to a scale of no less than 1:10 unless otherwise specified (including crosssection, elevation, glazing, materials, colour/finish, recess, cill, lintel, relationship to retained material) in respect of the following shall be submitted to and approved in writing by the local planning authority before the relevant part of the work is begun, and the works shall be carried out in accordance with those details so approved and shall thereafter be so maintained:*
    - a) Details of new plumbing service runs including details of any associated alteration to fabric*
    - b) Details of the locations, internal pipework and cabling and boxing/chasing in, and external finished appearance of the new flues, vents, air bricks*
    - c) Details of the proposed new timber doors including architraves*
    - d) Details of the proposed new internal ramp including materials and relationship to retained staircase*
    - e) Details of the proposed closure and insulation of the redundant roof door*
  - 6. Prior to the installation of the new floors, details of the proposed floor build-up at 1:5 in section and elevation, showing retention of historic joists, floorboards, architraves, and skirtings as well as details of the new floor covering, which shall be a lightweight overlaid finish, shall be submitted to and approved in writing by the local planning authority and the works shall be carried out in accordance with the details so approved and shall thereafter be so maintained.*
  - 7. All existing historic fabric shall be retained unless notated otherwise on the drawings approved under this consent.*
  - 8. All new partition walls hereby granted consent shall be of lightweight softwood construction, easily removable and be so maintained.*
  - 9. No recessed ceiling lights are approved under this consent and ceilings shall be maintained as existing, i.e. unpierced/unaltered.*
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## Crediton Town Council Old Landscore School Redevelopment Project - Indicative Costings

Thank you for asking Devon Communities Together Catalyst Service to provide you with an indicative quotation for aspects of your project. As discussed, I have included all aspects of work to give an indication of the costs involved, so you can review and discuss next steps.

This includes initially the costs for reviewing the previous feasibility study to assess updates and what information can remain. Other menu of options is included for potential further aspects of work, such as revising the feasibility study, develop a business plan, funding plan, fundraising support and project management. Please note that DCT's areas of expertise surround community consultation, project management and planning, not technical expertise such as legal, NDP policy writing, building assessments, building surveys, landuse or architectural analysis. DCT will attend technical meetings with the sole purpose of gathering information for community engagement and consultations, as well as completing reports.

Please find below our indicative cost breakdown addressing the activities outlined to date. These costs are excluding VAT:

Activity	Methodology	Timeframe <sup>1</sup>	Indicative costs <sup>2</sup>
<b>Feasibility Review</b>			
Review current 7-year-old feasibility report to assess useability of content and aspects that need revisions, additions or reassessment.	To include: One meeting with Crediton Town Council representative(s) to discuss the feasibility study and associated documentation. To include prep time and follow up actions from meeting.	½ day	£200
Timescale: 2 weeks-1 month	4 days to review the document content, assess usability of information and complete a report of recommendations for revisions and information that needs	4 days	£1600

	updating, as well as identifying content that is still relevant. To include one 1hr meeting to present recommendations and review results.		
TOTAL Feasibility Review (ex VAT)			£1800
Indicative Costs for Other Works (timescales TBC):			
1. Full Feasibility Report Rewrite			
If a full rewrite is necessary, DCT can provide a comprehensive quote based on the requirement.			An indication of cost - for a full feasibility study = 16 days of Project Manager time (£6,400+VAT)
2. Community Consultation and Engagement			
Development meetings - community consultation	<p>Up to 2 meetings between DCT project manager and project group to plan:</p> <ul style="list-style-type: none"> <li>the types/number of questions to be included in the survey and practicalities</li> <li>Client confirms options appraisal - the options that are being considered for community consultation.</li> <li>Feasibility of the preferred option, such as landuse, planning permissions,</li> </ul>	2 days of Project Manager	£800

	<p>technical aspects. This will be based on the client's feasibility study conducted with technical experts in order to consult the community.</p> <ul style="list-style-type: none"> <li>• duration of the public consultation</li> <li>• Plan engagement events/focus groups/prioritisation working group meetings</li> <li>• Agree roles and responsibilities</li> </ul> <p>Estimate timings based on the planning of a survey/public consultation and up to two engagement events.</p>		
<b>3. Survey Design &amp; Distribution</b>			
<p>Design and creation of a survey questionnaire</p> <p><i>Note: DCT routinely uses Survey Monkey to run online surveys. Generally, they are easy to design, quicker to run and support the production of straightforward reports. Hard copy surveys can be printed alongside but will incur an extra printing, processing and postage cost.</i></p>	<p>Design/formatting of a questionnaire to accommodate up to 20 questions</p>	<p>Project Manager: 1 day</p> <p>Data Analysis Team (to advise on question design): ½ day</p>	<p>£400</p> <p>£175</p>



Optional - If paper survey copies are used, a charge for survey online inputting time will be incurred at £280 per day. This will be negotiated based on number of surveys received.			
Engagement event(s)	<p>In collaboration with the client, DCT can run engagement events (2-3 hrs per event) to facilitate conversations, collect answers and manage marketing.</p> <p>Indicative cost for one event, to include planning, preparation, facilitation/attendance at events and follow up tasks.</p>	<p>Project Manager x 1.5 days</p> <p>Community Development Officer x 1 day</p>	<p>£600</p> <p>£350</p>
4. Analysis and reporting of survey and engagement events			
Analysis and production of independent final report from the survey and engagement events.	<p>Data inputting, analysis and production of a final independent report to include:</p> <ul style="list-style-type: none"> <li>• an executive summary of the key points</li> <li>• illustrative summary charts of key questions</li> <li>• identification of common themes</li> </ul>	<p>Project Manager (data analysis, report writing): 4 days</p> <p>Marketing (formatting/design): 0.5 days</p>	<p>£1600</p> <p>£175</p>

Community Consultation Total			£4100
Business Planning Consultancy			
1. Initial planning briefing	<p>An initial briefing meeting will be facilitated with the project committee and associated architect and/or building contractor to review feasibility and agree next steps.</p> <p>To include collation of follow up actions and project plan write up.</p>	Project Manager: 1.5 days	£600
2. Desk review and consultation for business plan development  a. Develop a SWOT and risk register b. Review of community and development consultation/plans c. Legal requirements and permissions d. Financial Review e. Prep and attend project group meeting to review and agree the desk review contents.	<p>a. Gather and grant access to necessary documents including: Policy documents, Governing documents Financial statements ( Management accounts, project budgets &amp; forecasts, Development Plans) Details of audience and community need. Details of property, permissions and estimated development costs.</p> <p>c. Discussion with key individuals as required.</p> <p>d. trustee/staff/key volunteers experience and skills audit</p> <p>Please note that all documents will be sourced and supplied by the client, to be given to</p>	7 days Project Manager  3 days Community Development Officer	£2800  £1050

	DCT for review and business plan development. The client will also supply photos and plans to be used in the business plan and community exhibitions.		
<b>3. Business Plan Drafting</b>  To include: Executive Summary Vision and Aims Objectives and Rationale About the organisation Current position and need Finance and Funding Plan Capacity and Delivery Risk Assessment Conclusion	The information gathered in the desk review above will be used to write the business plan, along with further consultation and conversations with identified stakeholders.  This will include one development meeting and one meeting to review the draft and identify amendments.	6 days Project Manager  1 day Marketing (formatting)	£2400  £350
<b>Business Planning Total:</b>			<b>£7200</b>
<b>Funding Development</b>			
<b>1. Funding Template</b>	Create template funding application - a Word document of key information to include in funding bids. This can be 'mined' for funding applications and proposals.	Project Manager: 3 days	£1200
<b>2. Grants Research</b>	Research and shortlist key potential funders of major capital projects. This will include a meeting with the client to	Project Manager: 3.5 days	£1400

	assess and review options.		
3. Create Funding Applications for Major Funders	This quote is to review guidelines, draft and complete 1 funding application, which would then be sent to the client for submission.	Project Manager: 3 days	£1200
<b>Total Funding Development</b>			<b>£3800</b>

**These indicative costs are excluding VAT.**

#### Appendix: About Devon Communities Together

Devon Communities Together (DCT) is the Rural Community Council for Devon. Celebrating our 60th anniversary in 2022, we are an independent charity that works alongside communities across the county of Devon through a broad and diverse range of projects and services.

Over our lifetime, we have accumulated an extensive track record and a wealth of experience in helping communities resolve and progress the matters that are important to them. We are part of a national network - Action with Communities in Rural England (ACRE) - and we have a special care for our rural and remote rural communities.

Our specialist Asset Based Community Development staff team is focused on inspiring, upskilling, training, supporting and advising groups and individuals to make changes and achieve positive outcomes for their communities. We work with a very broad range of people and organisations, from rural and coastal communities to more urban centres, and support them across a wide variety of areas including village halls & community buildings; community resilience; flood resilience; affordable & community led housing; entrepreneurship & business support; neighbourhood and community plans; sport and play; health and wellbeing and much more - but our work is always designed to help communities help themselves.

We have a team of specialist staff, highly experienced in helping communities to plan for their futures through design led community engagement processes (both online and face to face). We have extensive experience of delivering high quality independent reports to tight deadlines and to a high standard, with a well-established track record of designing and producing reports from



a range of data (both quantitative and qualitative). We have separately published more than 40 independent reports over the last 5 years detailing and evaluating a diverse range of community engagement, consultation, planning and development activities across the county of Devon.

### DCT Vision, Mission and Values

Our vision is to inspire and support rural communities in Devon to be dynamic and sustainable places for people to live and work.

The values by which we work are:

- collaboration
- integrity
- professionalism
- inclusion
- resourcefulness

DCT has a well- established and trusted reputation for providing high quality specialist community engagement in Devon with many years' experience of community led planning (Town Plans / Parish Plans), involvement in a significant number of Neighbourhood Plans and conducting Housing Needs Surveys as well as a wide range of other community consultation and engagement activities.

In addition, we have an extensive and well-established network of community groups and partner VCSE organisations and we provide a countywide centralised support service / focal point for Village Halls, Community Buildings and other community facilities, through the Devon Village Hall Network. We also support the Devon Community Resilience Forum and have established links to the Devon Town and Parish Councils Network and the Devon Association of Local Councils (DALC).



# CREDITON TOWN COUNCIL

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## OLS Valuation Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 20 January 2026

### **Recommendation**

Full Council is requested to consider the appropriate level of buildings insurance for Old Landscore School.

#### **1. Purpose**

- 1.1 This report provides a recommendation to reduce the buildings insurance for Old Landscore School from £852,012 to £650,000.

#### **2. Background**

- 2.1. At the November Full Council meeting, it was agreed to seek a revaluation for the Old Landscore School reinstatement value.
- 2.2. A local surveyor provided a BCIS (Building Cost Information Service) valuation of £908,000.
- 2.3. A desktop Rebuild Cost Assessment (RCA) was also carried out (at a cost of £166.46 + VAT). The report estimates a total rebuild cost value of £571,510. A copy of the full report is attached as Appendix One.
- 2.4. It is important to note that the RCA does not allow for the removal of any deleterious materials, including asbestos, which would be applicable to the kitchen tiles in OLS.

#### **3. Proposals**

- 3.1. To approve reducing the Old Landscore School buildings insurance sum to £650,000.

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

- 4.1 There are no additional financial implications. The renewal premium is likely to reduce but this is currently unknown.

#### **5. Conclusion**

- 5.1. Full Council is responsible for reviewing its insurance levels to ensure adequate and suitable cover.

Total Rebuild Cost Value (Incl. VAT):	£571,510
Total Rebuild Cost Value (Excl. VAT):	£476,259

Report Prepared For:	Old Landscore School
Rebuild Cost Assessment Ref:	54878206
Policy Reference:	Not Advised
Property Address:	Old Landscore School Greenway Crediton
Postcode:	EX17 3LP
Date of Assessment:	06/01/2026
Assessed By:	Morgan Edgell
Completed By:	Rameeza Haneef MSc (Hons)
For and on behalf of Rebuild Cost Assessment Regulated by RICS	
For Queries Please Contact:	<a href="mailto:info@rebuildcostassessment.com">info@rebuildcostassessment.com</a> 01305 215535



To help you understand this report, its contents and some of the technical aspects, we have produced a simple overview video which you can find by clicking on the button below

WATCH REPORT OVERVIEW VIDEO

You will also find buttons which link to further explainer videos throughout our report. You may also find the [FAQ section](#) of our website helpful. We hope our report meets your needs and expectations and thank you for using our service. We're glad to have been given the opportunity to assist you in ensuring your property is adequately protected.

The Rebuild Cost Assessment must be read in conjunction with the Instructions and Basis of Assessment detailed later in this report.



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## SUMS INSURED & DURATION

### Rebuild Cost Assessment

	Current Sums Insured	RCA Ex VAT	RCA Inc VAT
Main Buildings:	Not Advised	£412,419	£494,902
Other Permanent Structures:	Not Advised	£63,840	£76,608

[SUMS INSURED VIDEO](#)

### How long will the rebuild take?

Using BCIS and other industry standard quantity surveying data, we suggest that you allow for a sufficient total rebuild period as stated below should a complete rebuild be required. Please see notes within the INSTRUCTIONS AND BASIS OF ASSESSMENT section for more detail.

TOTAL REBUILD PERIOD	20 months
Pre-Construction Period: design, planning, demolition etc	10 months
Construction Period (BCIS supplied)	10 months
Additional Comments	The rebuild period may be affected by the Conservation Area location.

[REBUILD PERIOD VIDEO](#)

### How often should there be a reassessment?

We would recommend this property is reassessed as stated below. Please discuss with your broker or insurance agent with regards to indexing these rates for the next period prior to a reassessment. Costs of materials and labour in the construction industry have risen faster than general inflation in the last few years. Any structural changes, extensions, or changes of use to the property will require a new Rebuild Cost Assessment.

Recommended Reassessment Date	06/01/2029
Additional Comments	N/A

[REASSESSMENT VIDEO](#)



## THE CALCULATION

<b>Main Property</b>			<b>Exc. VAT</b>	<b>Inc. VAT</b>
Ground Floor	143 m <sup>2</sup> ×	£2,465 per m <sup>2</sup>	£352,495	£422,994
<b>Main Property Sub Total</b>			<b>£352,495</b>	<b>£422,994</b>

<b>Other Cost Factors</b>				
Professional Fees at	10 %		£35,250	£42,299
Demolition at	7 %		£24,675	£29,610
<b>Sub Total</b>			<b>£59,924</b>	<b>£71,909</b>

<b>Other Permanent Structures (OPS)</b>			<b>Exc. VAT</b>	<b>Inc. VAT</b>
Outbuilding 1 (Assumed storage)	11 m <sup>2</sup> ×	£500 per m <sup>2</sup>	£5,500	£6,600
Outbuilding 2 (Assumed storage)	21 m <sup>2</sup> ×	£500 per m <sup>2</sup>	£10,500	£12,600
Covered Area Allowance			£5,000	£6,000
Car Parks, Walls, Gates, etc.			£35,000	£42,000
<b>OPS Sub Total</b>			<b>£56,000</b>	<b>£67,200</b>

<b>Other Cost Factors</b>				
Professional Fees at	7 %		£3,920	£4,704
Demolition at	7 %		£3,920	£4,704
<b>Sub Total</b>			<b>£7,840</b>	<b>£9,408</b>

	<b>Exc. VAT</b>	<b>Inc. VAT</b>
<b>Total Estimated Main Property Rebuild</b>	<b>£412,419</b>	<b>£494,902</b>
<b>Total Estimated OPS Rebuild</b>	<b>£63,840</b>	<b>£76,608</b>
<b>Total Rebuild Cost Assessment</b>	<b>£476,259</b>	<b>£571,510</b>

## JUSTIFICATION OF RATES & VAT

### Heritage Information

Listed:	Not Listed
Conservation Area:	Yes
Conservation Area Name (If Applicable):	Crediton

### How was the rate calculated?

BCIS (Building Cost Information Service) is an independent cost data provider that we use where applicable to inform our assessments. However, it may not always be suitable for all property types, and in such cases, other industry-standard quantity surveying data may be utilised. As a RICS-regulated firm, our valuations adhere to professional standards, ensuring accuracy and reliability. Professional fees and demolition costs have been included to account for anticipated expenses such as re-design, structural engineering, project management, site clearance, and debris removal. Our measurements are based off Gross External floor areas.

BCIS Category	534
BCIS Description	Clubs, youth clubs, student unions etc.
Other Quantity Surveying Data Sources	Industry Data
Total Floor Area	143 m <sup>2</sup>
Main Rebuild Rate	£2,465 per m <sup>2</sup>
Range	Median to Upper Quartile
BCIS Location Index	Mid Devon (94)
Additional Comments	The rate selected reflects the additional costs associated with the Conservation Area location.

### Should I include VAT?

We would always recommend that you obtain professional advice from an accountant or local VAT office before making a decision to include or not include VAT within the sums insured. The Assessment includes a VAT breakdown and you can include or remove any element of VAT from the VAT breakdown as appropriate depending on the advice you receive.

[VAT VIDEO](#)

## DESCRIPTION

### Property Details

Main Building Material	Brick
Roof Type and Material	Pitched & flat combination, slate
Window Type and Material	Timber, top hung/awning
Number of Floors (excluding basement)	1
Basement (Yes / No / Finished / Unfinished)	No
Year of Build (if listed)	N/A
Usage	Youth club
Attached Structures / Extensions	N/A
Outbuildings Structure / Usage	Brick outbuildings x2 & covered area
Other Permanent Structures (OPS)	Walling, railings, gates & paving

### Information Sources Include

Google Earth	Yes	
Find Maps	Yes	
Zoopla	N/A	
Rightmove	N/A	
Historic England	Yes	
Local Planning Authority	N/A	
Valuation Office	N/A	
Street View	Yes	<a href="#">View</a>
Bing Maps	N/A	
Any Other Information	N/A	

### Additional Comments

1. No further comments.

PHOTOGRAPHS



Google  
Street View



Google  
Aerial View



Map View

## 1. INSTRUCTIONS AND BASIS OF ASSESSMENT

- 1.1 Our rebuild cost assessment (the **Assessment**) is an estimate of the rebuilding costs in the event of a total loss of the property. This is based on the gross external area and typical rebuild rates per square metre for the building use, type/quality of construction, and excludes the contents of the property.
- 1.2 The external square meterage of the property is obtained from the site survey and available data. For desktop assessments, the external square meterage of the property is obtained from Ordnance Survey and other available data with an appropriate rebuild rate applied to each floor. We may use IPMS subject to individual property type and the information we have available.
- 1.3 The Assessment is not derived from a detailed measured estimate, measured cost plan or bill of quantities.
- 1.4 Desktop assessments are limited to rebuild values of £5,000,000 for residential properties and £12,000,000 for commercial properties. Should the desktop assessment exceed these values, the report will become indicative and another product will be required.
- 1.5 Once the assessment process has commenced, the research may highlight that the property is unsuitable for a desktop assessment. The assessment process will cease and another product or refund will be offered.
- 1.6 Each desktop assessment will allow for a singular postcode. Requests for properties at multiple locations will need to be processed on individual reports.
- 1.7 With the exception of properties located within Scotland, all buildings must be assessed in their entirety, partial/individual floors or selected sections cannot be completed separately.
- 1.8 Each desktop assessment contains a mixture of actual building and additional items such as tennis courts/swimming pools etc. Each desktop assessment will allow for a maximum of 7 such items. Requests for locations within the same postcode but for more than 7 items will need to be split across multiple reports.

Where multiple properties are requested on a singular report, the professional fees and demolition fees will not be individually identified.
- 1.9 The Assessment is valid for 12 months from the date of survey. Reasonable amendments can be made to the report:
  - 1.9.1 within the first 6 months where requested by the client; and
  - 1.9.2 within the 12 month period if a substantial error has been found on the part of Rebuild Cost Assessment.
- 1.10 If the Assessment was completed using the information provided to Rebuild Cost Assessment by the instructing party and subsequent changes are required with information which is different from that which was originally provided, this will attract an additional charge. By way of example, if a requested address was Unit 1 and the required amendment is for Unit 1-3, the additional units were not originally requested and would be chargeable.



- 1.11 It is essential that the recipient of the assessment thoroughly examines all the information provided within the assessment to ensure its accuracy and completeness. Should they identify any discrepancies, errors, or inconsistencies in the report, it is their responsibility to promptly notify us. Immediate contact is crucial so we can address any anomalies. This proactive approach helps ensure that the assessment is both accurate and fully reflects the intended analysis, preventing any potential issues or misunderstandings down the line.

## 2 THE ASSESSMENT

### ***Costs included in the Assessment***

- 2.1 In calculating the Assessment figure we have:
- 2.1.1 included an appropriate sum to cover the cost of debris removal, architects, consulting engineers, and surveyors fees. Please note a higher level of fees could apply if the property was partially damaged. The sum we have included has been calculated on the basis of a total loss and assumes that no original architectural, engineering or surveying documentation is available to be re-used;
  - 2.1.2 included an appropriate sum to cover the cost of complying with the current Building Regulations;
  - 2.1.3 made an allowance to take into consideration the listing of the property and its location in any conservation area and/or world heritage site;
  - 2.1.4 made an allowance for foundations appropriate to the existing building, except those specified in paragraph 2.2.1 below;
  - 2.1.5 made an allowance for other permanent structures adjacent to the property reasonably assumed part of the property.

### ***Costs excluded from the Assessment***

- 2.2 In calculating the Assessment figure we have:
- 2.2.1 excluded piled foundations and ground improvement costs from the Assessment, unless noted in the comments section of the report;
  - 2.2.2 made no allowance for road closures or diversion of major services;
  - 2.2.3 made no allowance for any amount required for excavation, replacement, or stabilisation of land under or around the property including shoring up and support during the demolition phase.
  - 2.2.4 made no allowance for any costs of demolition of pre-stressed or post tensioned concrete structures appropriate to the building
  - 2.2.5 made no allowance for any value in salvaged materials;

- 2.2.6 made no allowance for any cost of the removal of any deleterious materials (including asbestos) or any improvements needed to contaminated land found post demolition of the property or other permanent structures;
- 2.2.7 made no allowance for any fees arising from any issues referred to in clause 2.2.6 above. The necessity, extent and cost of such work cannot be reasonably determined without a detailed investigation beyond the scope of the rebuild cost assessment;
- 2.2.8 made no allowance for the inflation, the assessment day one assessment at the date of the report.
- 2.2.9 Considerations of the terms and conditions of lease provisions for the residential and commercial leasehold building are outside the remit of the report however in general terms for tenanted buildings we have made no allowance for occupiers fitting out works, fixtures fittings or furnishings. However, in assessing the extent of the building structure, services, and fittings, we have made reasonable assumptions in respect of the inclusion of items which may have been installed by tenants but which, by nature of their degree of permanence or annexation to the structure have insured to the benefit of the owner, i.e. Kitchens and bathrooms,
- 2.2.10 made no provision in respect of process, plant and machinery, fitting out works and the like, in respect of which, further advice should be taken;
- 2.2.11 made no allowance for upgrading or improvements that may be incorporated in the redesign of the property.
- 2.3 We have also excluded:
  - 2.3.1 from the external works in the Assessment:
    - (a) allowances for all trees, shrubs and soft landscaping and grassed areas; and
    - (b) allowance for all pumps, tanks, fuel lines; and
    - (c) allowances for all pontoons, jetties, and sea defences.
    - (d) allowances for all bridges and retaining walls to highways unless deemed appropriate
    - (e) allowances for the pavement or road construction above vaults which would be subject to local authority involvement.
    - (f) allowances for all recreational turf grounds, for example bowling greens, sports pitches, etc.
  - 2.3.2 from the Assessment claim negotiations fees for loss assessors.



## ***Rebuild Period***

- 2.4 The time it takes to rebuild the property will be influenced by many factors including, but not limited to, the nature of the event that caused the destruction, the extent of damage, the drafting of plans and securing of permissions, the availability of labour. For example, any reconstruction work may be delayed due to the need to consult interested parties e.g. a mortgage company. It can also take time to source suitable building materials and draw up revised plans which will meet current Building Regulations. These will extend the period of reconstruction. Therefore, depending on the property, greater inflationary factors may need to be taken into account than stated industry standards. This is outside the remit of our services.
- 2.5 Site survey rebuild periods have been calculated using the information obtained from a site survey and comparable construction data.
- 2.6 Desktop rebuild periods have been calculated using the available remote information and comparable construction data for a desktop assessment.
- 2.7 For all construction periods, a longer duration may be required based on specific, individual circumstances.
- 2.8 The period given assumes that planning and rebuilding proceeds expeditiously to completion following the event.

## **3 VAT**

- 3.1 The Assessment does not extend to advising you on whether all or any elements of your rebuild cost will incur VAT and thus need to be included when determining the building sum insured for insurance purposes.
- 3.2 Consequently, the Assessment will always include a VAT breakdown at UK standard rates for all elements of the rebuild cost and it is entirely at your discretion and risk as to whether you choose to include VAT on all or any element when arranging your insurance policy. We recommend you seek independent advice on the application of VAT.

## **4 ASSUMPTIONS AND PRINCIPLES ADOPTED FOR THE ASSESSMENT**

- 4.1 The Assessment is our opinion of the rebuild cost estimate of the property for insurance purposes using current rebuilding costs and assumes tenders are sought in competition or realistically negotiated and is not related to the open market value of the site or the building.
- 4.2 Our Assessment is based on the assumption that the property is totally destroyed or damaged to such an extent that total reconstruction is required.
- 4.3 Our Assessment does not make any comments, recommendations, or assumptions regarding the materials, installation, or compliance of external wall systems used in any project. We are not responsible for assessing or verifying the suitability or safety of external walls, nor do we offer any expertise on external wall-related matters. Any external wall systems installed must comply with all applicable building regulations and standards. It is the responsibility of the building owner, developer, contractor, or other relevant parties to ensure that external wall materials and installation processes adhere to the required codes and standards.

For specific advice regarding external wall compliance, we recommend you consult a qualified building surveyor, fire safety consultant, or other relevant professionals who can provide tailored guidance based on the individual project.

- 4.4 The Assessment assumes that rebuilding of the property in its present size, form, specification, and position will be permitted by the Local Authority in relation to:
  - 4.4.1 Current Building Regulations. Please seek advice from your Local Authority regarding current required regulations at the time of rebuild;
  - 4.4.2 Local Authority Planning Policy. Such policy, which determines the extent to which sites may be developed, varies from time to time and we recommend you clarify the position with the Local Authority.
  - 4.4.3 Unless advised otherwise, a desktop assessment will assume the internal specification is to be of a standard nature typical for the size and type of property.
  - 4.4.4 Where external imagery is not available, a desktop assessment will assume all construction methods are of a similar design, style, and specification to those visible in available imagery at the time of assessment
  - 4.4.5 Unless advised otherwise, a desktop assessment will assume the property usage as the last recorded usage.
  - 4.4.6 Unless advised otherwise, a desktop assessment will take measurements using the most recently available ordinance survey and aerial information and other online sources.

## 5 LISTED BUILDINGS – SPECIAL NOTES

- 5.1 Depending upon the category of listing and the viewpoint of the relevant Local Authority conservation officer, the ability to use modern construction methods and/or materials will vary considerably.
- 5.2 Where the property, or part thereof, is listed, the Assessment assumes the use of modern construction techniques and modern materials where appropriate. The exception to this is where the use of historic methods of construction and materials, along with the salvaging and reuse of existing materials, is essential to the preservation of the historic character of the property and/or where there is a specific condition within the property listing.

(BOA092025)

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(Ref. PO 202405)



# CREDITON TOWN COUNCIL

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## Document Retention Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 16 December 2025

### **Recommendation**

Full Council is requested to consider the legal advice received within this report, relating to the retention of live-streamed videos.

#### **1. Purpose**

- 1.1 This report provides legal advice to CTC regarding the retention of live-streamed videos.

#### **2. Background**

- 2.1. CTC resolved the following at its meeting held on Tuesday 21 October 2025:  
**Decision:** The proposal to amend the data retention policy to reflect Facebook live videos was deferred until legal advice was obtained and would be on the agenda for a future meeting.
- 2.2. Legal advice has been sought from Tozers, which is detailed in appendix A.

#### **3. Proposals**

- 3.1. That CTC consider the legal advice received and to adopt the amended Document Retention Policy, following a resolution of how long live-streamed video recordings will be retained.

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

- 4.1 There are no financial implications.

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

- 5.1 There are no climate implications.

#### **6. Conclusion**

- 5.1. Full Council is requested to consider advice and amend the Document Retention Policy accordingly.

Email sent to Tozers

*I would like advice on the following:*

- a) Can the Town Council rely on Meta policy, ensuring in house that all video recordings have been deleted after 30 days?*

*We would incorporate an internal check that there are no meeting recordings that are more than a month old.*

Response received from Tozers

*It seems to me that there are two aspects to your question.*

*Firstly, in terms of appropriately managing risk around data retention periods and complying with the GDPR, it is reasonable for CTC to rely on the stated policy of Meta to delete recordings after 30 days. My view is that it would be deemed an acceptable approach and I don't think that doing so inevitably means that you are in breach of s.46 FOIA Code of Practice.*

*The second point made is whether CTC should use the Meta route or some other. That is for the council to decide and we would not have a view.*

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## 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

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
Audio records of meetings	Indefinite, or until no means to review such data which will be reviewed at the relevant time	Archive
Live-streamed records of meetings	*TBC by Full Council*	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