



To All Crediton Town Councillors

You are hereby summoned to attend a **meeting of the Youth Committee**, which will be held on **Tuesday, January 27, 2026, at 14:00, at Manor Office, 6 North Street, Crediton, EX17 2BT**.

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, 22 January 2026

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), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

AGENDA

42 / 2026 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

43 / 2026 - 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)

44 / 2026 - Apologies

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

45 / 2026 - Declarations of Interest and Request for Dispensations

45.1 / 2026 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

45.2 / 2026 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

46 / 2026 - 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

47 / 2026 - Chair's and Clerk's Announcements

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

48 / 2026 - Youth Committee Minutes

To approve and sign the minutes of the meetings held on 11 November 2025, as a correct record (minutes will be issued with the agenda)

49 / 2026 - Youth Work Delivery

To receive the Autumn Youth Work Report, and to note the contents therein

50 / 2026 - Draft Guidance for CTC staff on working with people they know

To receive the report on Draft Guidance for CTC staff on working with people they know, and approve the recommendations therein

51 / 2026 - Staffing

To receive and note the staffing report

52 / 2026 - Date of next meeting

To note to date of the next meeting

53 / 2026 - Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

54 / 2026 - Safeguarding Update

To receive any updates, if required

55 / 2026 - Reports Pack**Attachments – for internal use only**

[2025-11-11 - Youth Committee - Minutes.pdf](#)

[Report Youth Work Update Autumn Term.docx](#)

[Report CTC staff working with people known to them personally.docx](#)

[Report Staffing Update Peer Educator.docx](#)



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Minutes of the Youth Committee meeting held on Tuesday, November 11, 2025 at 14:30, at Manor Office, North Street, Crediton, EX17 2BT

Present: Cllrs Rachel Backhouse, Steve Huxtable, Guy Cochran and Vix Frisby,

Apologies: Cllr Liz Brookes-Hocking

In Attendance: Cath Kelly, Lead Youth Worker

Minute Taker: Rachel Avery, Town Clerk

MINUTES

28 / WELCOME AND INTRODUCTION

2025 **Decision:** In the absence of Cllr Brookes-Hocking, it was **resolved** to elect Cllr Cochran as Chair of this meeting. (Proposed by Cllr Huxtable)

29 / PUBLIC QUESTION TIME

2025 There were no members of the public in attendance.

30 / APOLOGIES

2025 **Decision:** It was **resolved** to note and accept the apologies of Cllr Brookes-Hocking. (Proposed by Cllr Huxtable)

31 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2025

31.1 / 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.

Cllr Frisby joined the meeting at 14.34

31.2 / TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE

2025 TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests were received prior to the meeting.

32 / ORDER OF BUSINESS

2025 There were no changes to the order of business.

33 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2025 Members were reminded not to use any names during this meeting.

34 / YOUTH COMMITTEE MINUTES

2025 **Decision:** It was **resolved** to approve the minutes of the meeting held on 17 July 2025. (Proposed by Cllr Backhouse)

Cllr Backhouse expressed concerns that there had been no recording of her concerns raised around safeguarding at the meeting held on 25 September 2025, and that her follow up email had not been shared with the wider committee. These concerns were noted.

Decision: It was **resolved** to approve the minutes of the meeting held on 25 September 2025. (Proposed by Cllr Cochran)

35 / YOUTH WORK DELIVERY

2025 The Lead Youth Worker advised that half term events had been successful, with a session for those interested in the youth council being held.

There is difficulty around finding suitable spaces to hold events; whilst the Girls Group and Youth Council seem unphased by a new location, the D and D group are not happy with any changes to the current arrangements.

The Youth Council will likely be in the Library and Girls Group in the Arts Centre, cost dependent. It was suggested that the Elephant on the Green be investigated as a suitable location, with the Lead Youth Worker would investigate.

Cllr Huxtable stated that there was a lack of data on young people attending sessions.

The Lead Youth Worker advised that:

- Average of 12 young people attending Girls Group
- Average of 20 young people attending D and D when held in The Hub, dropped to 7 at Meadow Suite (Lords Meadow Leisure Centre)
- Over 30 attended the Arts Centre in 2024 for the workshops held in collaboration with the Heart Project, but this year only 4 attended.

Leaving the Hub has caused a drop in numbers, but it is likely that the D and D group will be offered to attend the library, with a Peer Educator supporting delivery.

The Lead Youth Worker advised that work experience projects continue to be delivered and the photography offering.

36 / SAFEGUARDING TRAINING

2025 **Decision:** It was **resolved** to approve the recommendations within the report. (Proposed by Cllr Huxtable)

37 / PART II STANDING AGENDA ITEM

2025 The reported regarding Part II standing agenda items was **noted**.

38 / DATE OF NEXT MEETING

2025 The date of the next meeting was **noted**.

39 / PART II

2025 **Decision:** It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Cochran)

40 / SAFEGUARDING UPDATE

2025 There was no update.

41 / REPORTS
2025

Signed

Dated.....



CREDITON TOWN COUNCIL

Youth Work Update Report

Report by: Cath Kelly, Lead Youth Worker
To: Youth Committee
Date: For consideration on 26 January 2026

Recommendation

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

1. Purpose

1.1 This report sets out an update on youth work delivery during the Autumn term

2. Background

Objective 1

To provide youth activities, projects and opportunities in Crediton

- During October, youth work operated temporarily from the Meadow Suite, Lord Meadows Leisure Centre, the Station Tea Rooms and the Arts Centre.
- Girls Group: moved to Crediton Arts Centre in November 2025, which is a cheaper venue with access to cooking facilities. Girls group has been well attended, with a wide variety of activities including cookery, arts, crafts and games. The Girls Group met for 5 sessions in Autumn half term 2 (there were some weeks when the venue was not available), 60 young people attended.
- Art workshops: The Heart Project and Crediton Arts Centre hosted 2 arts workshops in October 2025 half term – these were drumming and a clay jewellery box making workshop. The funding for these was raised by the Heart Project with the aim of getting young people involved in the arts.
- Youth Voice and Wednesday Activity night moved to Crediton Library on Wednesdays in November 2025. This is a cheaper and more centrally located venue.
- Youth Voice: The first taster meeting of the Youth Council took place at the Station Tea Rooms in Crediton during half term. The Youth Council meets on Wednesday evenings at Crediton Library. This is a cheaper venue. There were 42 attendees for Youth Voice for 5 weeks (Autumn half term 2).
- Wednesday project night: The D&D group did not find the Meadow Suite a good venue and many stopped attending in early October. Some of these have returned to the library in November and numbers are building up slowly. However, the library is not an ideal venue for this group, due to limitations on the use of the space. There were 11 attendees for the Project Night at Crediton Library.
- Unfortunately, there is no access to a toilet at Crediton Library and so sessions have been made shorter to recognise this.
- CODS Panto: 12 young people attended on Saturday 20 December 2025
- Membership: 71 young people were members of Crediton Youth Club during the Autumn, with an estimated further 10 contacts who were not members visiting sessions. *N.B.* Contacts at QE and in the park were generally new contacts and not existing members of the youth club.

Objective 2

To foster and develop increased learning and development opportunities for young people by encouraging and supporting them to contribute, steer initiatives and lead their own youth-led projects
Youth Voice

- Nine members of Youth Voice (contributing 81 total hours of volunteering over 9 sessions) have been regularly attending meetings every Wednesday evening at the Crediton Library, (with

additional 2 member of the public involved in some meetings of interest to them). They have given up an hour and a half of their free time to discuss with other like-minded young people on how to improve the lives and wellbeing of young people living in Crediton.

- The start of the Youth Voice has been incredibly successful, with two projects: the hosting of a Youth Fringe festival and the planting of a Microforest in Crediton, already agreed on and currently being planned by members during meetings.
- The members of the Youth Voice have also developed a range of skills during their time at Youth Voice: they helped to plan, write and ask questions at an interview for new Peer Educators, learning the nuances of the recruitment process and reflecting on their own experiences asking questions; they have also learned about the process of writing proposals to be voted on in the Youth Voice meetings, giving them the opportunity to forward their own ideas and to see them agreed to in a semi-official manner; they also learned the process and methodology of planting Microforests, learning the complexities of ecological work; members of Youth Voice are also assigned to designated roles, such as Chair or as a member of the Treasury, learning about the responsibilities of specialised positions within a decision making group; finally, they have also learned the process of applying for a grant.
- This month, thanks to the community-building potential of the Youth Voice's current projects, we have been awarded a £1000 grant by Places To Go, Things To Do (Devon County Council)
- Finally, there has been a drive to recruit more members, with a Peer Educator speaking to Young People in QE about the opportunity to take part in the Youth Voice.

Objective 3

To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives

- Working with Bang Bang Boxing and QE using external funding from the Police and Crime Commissioner's Office RVWG project to deliver a 10-week boxing intervention to Year 7 young people, a total of 100 intervention hours.
- Working with partners across Crediton as part of the Community Alcohol Partnership to understand the needs of young people, families and the community in relation to alcohol use.

Objective 4

To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities

- *See also Youth Voice above.*

3. Proposals

- 3.1 To deliver the following January - March:
 - a. Continue with Girls Group at Crediton Arts Centre
 - b. Continue with Youth Council at Crediton Library
 - c. Lead Youth Worker to consider the location and staffing for Wednesday night activities for other young people.

4. Financial Implications

- 4.1 There are financial implications due to the loss of The Hub and the inability to house the youth work staff team or the Youth Service at Manor Office.
- 4.2 The library hire is £15 per week term time only
- 4.3 The arts centre hire is £24 per week term time only
- 4.4 There is a need for the youth work team to meet, for planning and resource organisation purposes, at least fortnightly. A range of free venues have been tried but Wi-Fi is unreliable and not secure. This is impacting on efficiency of the work and wellbeing of the staff. Lead Youth Worker to explore options.

5. **Conclusion**

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



Report on CTC staff working with children, young people and adults they know

Report by: Cath Kelly, Lead Youth Worker
To: Youth Committee
Date: For consideration on 27 January 2026

Recommendation

Youth Committee is requested to consider guidelines for Crediton Town Council (CTC) staff on working professionally with children, young people and adults from the community, who are already known to them in personal capacity.

1. Purpose

1.1 This report provides guidance and a recommendation regarding CTC staff on working professionally with children, young people and adults from the community, who are already known to them in personal capacity.

2. Background

2.1 Many of Crediton Town Council's staff both work for the Town Council and live in the town. Crediton is a small town, and CTC acknowledges that it is highly likely that a member of CTC staff will find themselves working in a professional capacity with someone they already know personally. This could happen on the telephone, face to face or at the provision of one of CTC's events, activities or services. The personal relationship could range from someone the CTC member of staff has met and is acquainted with, to someone they see regularly, for instance in the school playground, at a regular activity or event they attend or to someone they would consider a friend or family member.

2.2 CTC has no wish to interfere in any of the private relationships of its staff.

2.3 CTC staff act in a courteous and professional manner when working, whether this is by telephone or in person at the office, or at an event, activity or service provided by CTC.

2.4 CTC does not have a code of conduct for staff (as it does for council members link: [Code of Conduct - 2025.pdf](#)). However, CTC has a disciplinary process which outlines acceptable and unacceptable behaviour for staff.

2.5 CTC acknowledges that whilst any member of staff could meet any member of public in this way, the nature of Crediton Youth Service delivery means that youth work staff are in regular weekly contact with children and young people and the parent/carers and therefore should pay particular attention to the professional/personal boundaries.

2.6 Who would the guidelines be for? All staff working for Crediton Town Council who may find themselves working in a professional capacity with someone who they may already know in a personal capacity.

2.7 Definitions

Professional: Any work undertaken as a member of CTC staff during any working hours

Personal: Anyone you know in a personal capacity outside of work: friends, family members, neighbours, acquaintances (e.g. people you meet in the school playground or at the swimming pool that you know but are not friends with)

2.8 Professional guidance in relation to youth work staff has been sought from VOYC and DYS Space – please see Appendix One.

3. Proposals

3.1. Based on external advice detailed in Appendix One, alongside existing CTC policies, it is recommended not to devise an additional policy governing staff personal/professional boundaries.

4. Financial Implications

4.1. None

5. Climate Implications

5.1. None

6. Conclusion

6.1 Members are requested to note the above report and to acknowledge that no further action is recommended at this time.

Question: Should children and young people, related to or connected to youth workers or other council staff be restricted from attending youth work activities for any safety reason?

Answer 1:

In my opinion, based on 15 years of front-line practice as a youth worker, safeguarding trainer and as a parent of young people who attended clubs that I ran, there is no reason for there to be any restriction on children of staff, councillors or other relatives attending a well-run and regulated provision.

The safeguarding policy as it stands is more than adequate to ensure any young person or concerned individual could safely report a concern to either the DSO, designated other person, Town Clerk or directly to Devons Front Door regardless of a relationship to one or the other/ In addition any allegations against a member of staff can also be referred to those people and the LADO number is clearly stated in your procedures for all to see.

The youth club also displays our list of "safe numbers" which includes Childline to enable young people to talk to safe adults outside any familial circle.

In respect of professional standards- I would refer to the NYA document here regarding Staff Code of conduct below and their "Safeguarding Standards for the Youth Sector" which I have attached.

<https://nya.org.uk/wp-content/uploads/2024/02/Staff-Conduct-Policy-1.pdf>

Neither of these documents make any reference to the children of staff or known adults being at risk in any way or as a risk in themselves. It is also common in many other youth environments, including sports clubs, Scouting, Guiding, activity clubs, uniformed cadets, school wrap around care and support groups for parents to be workers or volunteers at events or functions attended by their children. Indeed, it would be impossible for many youth groups to operate without parents running them or being involved as volunteers or staff.

CEO
VOYC

Answer 2:

This is a not uncommon situation where staff work and live in the same community and have associations or relationships with young people outside of the youth club environment. For the most part this is not an issue - most understand the need to implement robust professional boundaries and abide by them. I certainly wouldn't see the need to write a policy (or know of any youth group that have) specifically excluding young people from accessing services simply because they are known to the worker or related to or associated with them.

We know of many youth workers living and working in their community without issue and without needing to exclude their children from accessing the youth club.

I hope this helps and if you need to we can look at updating your professional boundaries guidance for staff. I can offer training on our 'Introduction to youth work Training' course delivered online in January and February next year and is free to VOYC members. New and existing staff would be welcome if you feel it would be beneficial or you could direct them to join us online on Monday 9th February for session 4, the 'Planning sessions' module that covers professional boundaries. Below is a link to the training page of our website:

<https://www.spaceyouthservices.org/youth-work-training/vip-package>

If there is anything we can help with please do not hesitate to get in touch.

Space Outreach Worker North and Mid Devon
Devon Youth Services SPACE.



CREDITON TOWN COUNCIL

Staffing Update Report (Peer Educator)

Report by: Cath Kelly, Lead Youth Worker
To: Youth Committee
Date: To note on Tuesday 27th January 2026

Recommendation

To update the committee on the interview process to fill the Peer Educator vacancy

1. Purpose

1.1 This report provides an update on the Peer Educator vacancy.

2. Background

2.1. Peer Educator vacancy arose following a member of staff leaving in July 2025.
2.2. Peer Educator interviews took place on Wednesday, 7th January 2026.
2.3. A new Peer Educator has been appointed and 2 Peer Educators have been added to the staff bank to assist with additional summer term activities.

3. Proposals

3.1. None

4. Financial Implications

4.1. None. This staffing cost is already part of the budget and partly grant funded.

5. Climate Implications

5.1. None

6. Conclusion

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