



To All Credition Town Councillors

You are hereby summoned to attend a **Full Council meeting**, which will be held on **Tuesday, February 17, 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, 12 February 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), 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

2026/418 - 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)

2026/419 - Apologies

2026/419.1 - To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

2026/419.2 - To retrospectively receive and accept Town Councillor apologies from the meeting held on Tuesday 03 February 2026

2026/420 - Declarations of Interest and Requests for Dispensations

2026/420.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2026/420.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2026/421 - 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

2026/422 - Chair's and Clerk's Announcements

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

2026/423 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 13 January 2026** and **Tuesday 03 February 2026**, as a correct record (minutes will be issued with the agenda)

2026/424 - Town Council Committees and Sub-Committees

To note and ratify the minutes of the following Committee meetings:

HR Committee - 12 June 2025

Youth Committee - 17 July 2025

HR Committee - 02 September 2025

Youth Committee - 25 September 2025

Youth Committee - 11 November 2025

2026/425 - Reports from Outside Bodies

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

2026/426 - Finances

2026/426.1 - To receive and approve transactions between 01 January and 31 January 2026

2026/426.2 - To receive and approve the bank reconciliation to 31 January 2026

2026/426.3 - To note bank balances to 31 January 2026

2026/426.4 - To note year to date spend

2026/426.5 - To note Earmarked Reserves balances

2026/427 - Emergency Spending

To receive and note the contents of the Emergency Spending report

2026/428 - Microsoft Windows Upgrade

To consider the information received from the Council's IT support provider, following discussion at the Full Council meeting held on 03 February 2026, and to agree further action

2026/429 - Grounds Maintenance Contract 2026-29

To receive the report regarding the Grounds Maintenance Contract 2026-29, and to approve the recommendation therein

2026/430 - Policies

To review and adopt the following policy:
Public Participation Policy

2026/431 - Crediton Parkrun

To consider the request from Crediton Parkrun to gain access through Stonypark as part of their permanent route

2026/432 - Newcombes Meadow Paddling Pool

2026/432.1 - To receive a verbal update from the Town Clerk regarding the Paddling Pool

2026/432.2 - To receive the report from Cllr Backhouse, and to consider and approve the recommendations therein

2026/433 - Libraries Unlimited Consultation

To consider a response, if any, to the current Libraries Unlimited Consultation

Attachments

[Libraries Unlimited Consultation](#)

2026/434 - Summer Festival Working Group

To consider and approve the draft Terms of Reference for the Summer Festival Working Group

2026/435 - Community Conversation

To receive the report from Cllr Brookes-Hocking, and to consider and approve the recommendations therein

2026/436 - QE Project Manager Procurement

To ratify Cllr Cairney's position on the QE Project Manager Procurement Panel

2026/437 - CCTV

To receive the report regarding CCTV, and to consider the recommendations therein

2026/438 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 03 March 2026**

2026/439 - Reports Pack

Attachments – for internal use only

[2026-01-13 - Budget meeting - Minutes.pdf](#)

[2026-02-03 - Full Council - Minutes.pdf](#)

[HR - 12 June 2025.pdf](#)

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

[2025-09-02 - HR Committee - Minutes.pdf](#)

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

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

[Transactions 01 Jan - 31 Jan 2026.pdf](#)

[Bank rec as at 31 Jan 2026.pdf](#)

[Bank balances as at 31 Jan 2026.PDF](#)

[Y2D Budget as at 31 Jan 2026.pdf](#)

[Youth budgets as at 31 Jan 2026.pdf](#)

[EMR levels as at 31 Jan 2026.pdf](#)

[Emergency Spend Report.docx](#)

[Microsoft Windows Upgrade Report.docx](#)

[GMC 26-29 Report.docx](#)

[Public Participation Policy.docx](#)

[Parkrun.docx](#)

[PROPOSAL RB Paddling Pool Survey.docx](#)

[Terms of Reference SFWG proposed.docx](#)

[Creddon Community Conversation and CLT Report LBH.docx](#)

[CCTV.docx](#)



Minutes of the Full Council meeting held on Tuesday, January 13, 2026 at 19:00 in the Credition Library, Belle Parade, Credition

Present:	Cllrs Steve Huxtable, Liz Brookes-Hocking, Giles Fawssett, Joyce Harris, Jim Cairney, Rachel Backhouse, Tim Stanford, Guy Cochran and Vix Frisby
Apologies:	Cllrs John Downes, Natalia Letch, Paul Perriman
In Attendance:	Four members of the public Cath Kelly, Lead Youth Worker
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2026/379 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

2026/380 PUBLIC QUESTION TIME

The session began with a member of the public expressing concerns about the budget and precept increases, questioning the transparency and legitimacy of the recent community survey. The Chair responded that the survey results were statistically insignificant due to the low response rate.

A member of the public expressed concerns about budget control and realism, specifically referencing the overspend on the Credition Food Festival and the handling of unspent balances. The Chair clarified that underspends are transferred to the General Reserve at year-end.

Further questions addressed the value for money and staffing, particularly the necessity of a new Communications Officer. The Chair indicated that this would be discussed later in the meeting.

Another public question raised concerns about the BT phone box on Saint Lawrence Green, suggesting it be repurposed as a lost property store for gloves. The Chair promised to follow up on its current use, but it had been used as a propagation area for the St Lawrence Green Group.

A member of the public asked whether councillors were expected to read the budget report before voting, to which the Chair confirmed that they were.

A member of the public asked when audio recordings would be available.

The session concluded with questions about the urgency of raising the precept and the timeline for public responses, with the Chair committing to respond by the following Friday.

2026/381 APOLOGIES

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

2026/382 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

2026/382.1 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.

2026/382.2 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.

2026/383 ORDER OF BUSINESS

Decision: It was **resolved** to adjust the order of business by moving forward item 386 to 384 (Earmarked Reserve Virement), to ensure it was addressed in case of time constraints. (Proposed by Cllr Huxtable)

2026/384 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Chair and Clerk had no announcements to make.

2026/385 BUDGET 2026/27

2026/385.1 TO RECEIVE AND REVIEW THE DRAFT 2026/27 BUDGET, PRECEPT REQUIREMENT, AND ASSOCIATED REPORT

The Chair introduced the draft budget for 2026/27, including the precept requirement and associated report. The following budget lines were discussed in depth:

- proposal to increase the CCTV budget from £6,000 to £9,000 to cover monitoring and repairs
- the requirement for funds for Civic Functions, noting visits to Fulda and Dokkum and a hope to invite the new Archbishop of Canterbury to an event
- the small works budget was proposed to increase from £3,000 to £5,000 based on this year's experience
- the paddling pool budget, with considerations about funding from earmarked reserves alongside community consultation
- Queries around the creation of an overarching summer festival budget, rather than individual budget lines, noting that the Events and Town Centre Officer would be presenting a reviewed proposal for the programme for consideration by Full Council
- the employment of a Communications Officer was considered as proposed by Cllr Brookes-Hocking. It was argued that improved communication was necessary based on recent surveys and the need for a strategic approach. However, the Chair and other members felt that this should be discussed in a separate meeting rather than as part of the budget setting, with Cllr Frisby highlighting that she was on the HR Committee where this had not been discussed and that she had reviewed all staff job descriptions which included communications.

2026/385.2 TO APPROVE THE 2026/27 BUDGET

Decision: It was **resolved** to approve the proposed budget, recognising the need for financial prudence and strategic planning. (Proposed by Cllr Huxtable. Cllrs Fawssett, Frisby and Backhouse voted against).

2026/385.3 TO APPROVE THE 2026/27 PRECEPT, FOR SUBMISSION TO MDDC

Consideration was given to the 2026/27, with the presented draft of £545,000.00 representing a 5% increase on a Band D property. This decision was based on the need to cover the budget deficit with general reserves and ensure the council's financial health.

The approval was made with the understanding that the precept increase is necessary for maintaining services and supporting future developments.

Cllr Backhouse proposed a 3.74% increase to the precept, which was ultimately not carried. Those voting for were Cllrs Backhouse and Fawssett, with Cllr Frisby abstaining.

Decision: It was **resolved** to **approve** the 2026/27 precept for submission to Mid Devon District Council (MDDC), setting the figure at £545,000.00. (Proposed by Cllr Huxtable. Cllrs Backhouse, Fawssett and Frisby voted against)

2026/386 EARMARKED RESERVE VIREMENT

A transfer of £500.00 from earmarked reserves to address the notice board issue promptly was reviewed.

Decision: It was **resolved** to **approve** the transfer of £500.00 from earmarked reserves. (Proposed by Cllr Backhouse)

2026/387 DATE OF NEXT MEETING

The date of the next meeting was noted as being on Tuesday, 20 January 2026, at 19.30.

2026/388 REPORTS PACK

Signed

Dated.....



**Minutes of the Full Council meeting held on Tuesday, 3 February 2026
at 19:00 in Credition Library, Belle Parade, Credition**

Present:	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, John Downes, Joyce Harris, Liz Brookes-Hocking, Natalia Letch, Rachel Backhouse, Vix Frisby and Jim Cairney (part meeting)
Apologies:	Cllr Paul Perriman
In Attendance:	3 members of the public
Minute Taker:	Emma Anderson

MINUTES

2026/400 WELCOME AND INTRODUCTION

The Chair opened the meeting and members introduced themselves.

2026/401 PUBLIC QUESTION TIME

Members of the public asked the following questions:

- Who makes decisions, councillors or staff? The Chair confirmed the answer is both depending on what it is.
- Who decided on the £12,000 for the collated summer programme? The Chair confirmed that decision was agreed by Full Council, at the budget meeting. This was queried again and the Chair confirmed it would be looked into and responded to.
- Regarding the Summer Festival proposal, had the rewritten proposal been submitted by the 30th of November as previously discussed? The Chair confirmed it wasn't and that the proposal on the agenda was the first submission.
- The wording on the previous minutes regarding the approval to purchase a new noticeboard was queried. The Chair confirmed the noticeboard was ordered on 21 January.
- There is a bench upside down on the Square, the clock hasn't been repaired, noticeboard hasn't arrived. Are these operational matters? The Chair confirmed these tasks are all in hand.
- A matter regarding a complaint to the Monitoring Officer was raised. The Chair confirmed this is not a matter for the Town Council.
- Is the Owl working this evening and have you made checks to confirm this? Members of the public make the decision not to come to meetings because they can watch the meeting and quite often it is not working. Can you make checks beforehand to let the public know if the Owl is not working? The Chair confirmed this would be looked into by close of business next Friday.

- Regarding public question time, how long can a member of the public reasonably be expected to wait for an answer? Can the Council formalise in a policy what length of time would be reasonable? The Chair confirmed the aim is to respond by Friday of the week following the meeting, but a formal policy on response times would be considered by close of business next Friday.
- When will audio recordings be implemented? The Chair confirmed this would be looked into by close of business next Friday.
- Why are we paying for the Windows upgrade, what does the £1,000 cover and have you been receiving security updates? The Chair confirmed this would be looked into.

2026/402 APOLOGIES

This item was not discussed and apologies received from Cllr Perriman will be included at the next meeting.

2026/403 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

2026/403.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

None.

2026/403.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

None.

2026/404 ORDER OF BUSINESS

There were no changes to the order of business.

2026/405 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2026/406 TOWN COUNCIL MINUTES

The minutes from three previous meetings were reviewed:

- Full Council on 6 January 2026
Cllr Backhouse requested that minute no. 2026/373 includes confirmation that additional comments submitted in the grass cutting consultation will be reviewed.
Decision: It was **resolved** to approve the minutes of the Full Council meeting held on 06 January 2026, subject to including the comment above. (Proposed by Cllr Harris)
- Extra Ordinary Full Council on 13 January 2026
A member of the public raised that a query regarding audio recordings was not included in the minutes.
Cllr Frisby noted that the recorded vote under minute no. 2026/385.2 needed amending as the names of councillors voting for were missing.
Cllr Backhouse raised concerns regarding the accuracy of minute no. 2026/385.1 regarding her questions about the budget, specifically funds allocated for the Summer Festival and also civic events.
Decision: It was **resolved** to review the minutes and present at the next Full Council meeting. (Proposed by Cllr Huxtable)

- Full Council on 20 January 2026
Decision: It was **resolved** to approve the minutes of the Full Council meeting held on 20 January 2026, subject to amending a spelling mistake under minute no. 2026/399, "Buckhouse". (Proposed by Cllr Harris)

Cllr Cairney left the meeting at 19.29

2026/407 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS

26/00044/HOUSE | Conversion of garage to utility with pitched roof above | 14 Fairfield Road Crediton Devon EX17 2EQ

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

Task: Submit planning comments to MDDC. @Emily Armitage

2026/408 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS

The Council noted the approval of several planning applications.

2026/409 GRANTS 2026-2027

The Council reviewed the Town Clerk's report on the allocation of grants for the financial year 2026/27. Cllr Letch queried the budget figures, requesting confirmation of the grants budget agreed for 2026/27. The Deputy Clerk confirmed the budget is set at £54,500

Decision: It was **resolved** to approve the report regarding the allocation of grants for the financial year 2026-2027. (Proposed by Cllr Huxtable)

2026/410 GROUNDS MAINTENANCE CONTRACT 2026-2029

2026/410.1 TO CONSIDER AND APPROVE THE CREATION OF A TASK AND FINISH GROUP TO CONSIDER TENDERS AND RECOMMEND A PREFERRED CONTRACTOR TO FULL COUNCIL ON 17 FEBRUARY 2026

Decision: It was **resolved** to approve the creation of a Task and Finish Group to review tenders for the grounds maintenance contract and recommend a preferred contractor to the Full Council on 17 February 2026. (Proposed by Cllr Downes)

2026/410.2 TO APPROVE THE DRAFT TERMS OF REFERENCE FOR THE TASK AND FINISH GROUP

Decision: It was **resolved** to approve the Terms of Reference for the Task and Finish Group. (Proposed by Cllr Harris)

2026/410.3 TO APPROVE MEMBERSHIP OF THE TASK AND FINISH GROUP

Decision: It was **resolved** to approve Cllrs Fawcett, Stanford, Harris, Huxtable, and Letch as members of the Task & Finish Group. (Proposed by Cllr Huxtable)

2026/410.4 TO AGREE A DATE FOR THE TASK AND FINISH GROUP MEETING

Decision: It was **agreed** that the Task & Finish Group would meet on Wednesday, 11 February 2026 at 7:00 pm to review the tenders and provide a recommendation to Full Council.

Task: Circulate details of the T&F Group meeting, due to be held on 11 February 2026, to appointed members. @Emma Anderson

2026/411 SUMMER FESTIVAL

Tim Bland, the Events and Town Centre Officer, presented a report regarding the Crediton Town Summer Programme 2026. The report outlined the proposed activities, including Crediton Food Festival, the Boniface Bash, and other combined events with partner organisations including a youth fringe festival.

Cllr Backhouse expressed discomfort with the proposal and the way in which the budget was approved at the meeting on 13 January, before the proposal had been received.

The Events and Town Centre Officer emphasised the importance of cohesive communication and collaboration among various community projects. The officer highlighted that the objective was not to propose new expenditures but to ensure existing events were coordinated effectively to maximise community engagement.

There was debate regarding the marketing budget, with concerns raised about the allocation of £4,000 for marketing, which was seen as a substantial portion of the overall budget. The officer explained that effective marketing required specialisms such as working with videographers and print partners to reach a broader audience beyond social media.

The concept of match funding and income generation from ticketed events was discussed at length. The officer clarified that match funding would be sought for specific strands of the event, and any income generated would be reinvested into the programme. There was some confusion among councillors about the mechanics of match funding and whether it implied spending beyond the council's allocated budget.

The importance of establishing a task and finish group or steering committee to oversee the event planning was discussed. Councillors expressed support for this approach, recognising the need for a collaborative effort to manage the event and avoid overspending.

Decision: It was **resolved** to approve the recommendations in the report for the Summer Festival 2026, with the addition of a task force or working group being considered at the next Full Council meeting to oversee the summer programme's implementation. (Proposed by Cllr, Cllr Backhouse voted against)

Task: Devise report regarding the creation of a task force/working group to oversee the implementation of the Crediton Summer Programme 2026, to be considered by Full Council on 17 February. *@Rachel Avery @Tim Bland*

2026/412 FORWARD PLANNING AND COMMUNITY ENGAGEMENT

Councillor Brookes-Hocking presented a detailed report on forward planning and community engagement, building on the outcomes of three previous community conversations. The report highlighted the need to consider future development in Crediton, particularly in the Barnfield area, and the importance of addressing community concerns about increased traffic.

The report included a proposal to commission a professional traffic assessment to evaluate the potential impact of various development scenarios on traffic movements in Barnfield. Several cllrs were concerned about the timing and necessity of the traffic survey, given that the specific development plans for Barnfield were not yet finalised. Members of the public raised concerns regarding

actions related to the Crediton Bypass as agreed at a previous meeting as well as spending money on what is a highway concern.

Cllrs considered consulting residents about the proposed traffic assessment at the Community Conversation, due to be held on 14 March 2026. Cllr Brookes-Hocking would report back to Full Council based on the results. Cllr Downes requested that the recommendations be made explicitly clear in the report.

Decision: The date of the Community Conversation, being held on 14 March 2026 was **noted**.

Decision: It was **resolved** to defer this item and gather resident-based evidence at the upcoming Community Conversation, with Cllr Brookes-Hocking reporting back to Full Council. (Proposed by Cllr, Cllrs Backhouse and Letch abstained)

Task: Gather feedback on the proposal for a traffic assessment at Barnfield at the Community Conversation, due to be held on 14 March 2026 and report back to Full Council. @Liz Brookes-Hocking

2026/413 MICROSOFT WINDOWS UPGRADE

Members debated the cost implications of upgrading to Microsoft Windows 11 as the upgrade itself is free. Concerns were also raised regarding the security vulnerabilities of continuing to use Windows 10, which is no longer supported by Microsoft. It was noted that extended security updates are available, but the council questioned why their IT support provider had not already suggested or implemented the upgrade. The council agreed to defer the decision until further investigations could be made into what the cost included and why the upgrade hadn't happened sooner.

Decision: It was **resolved** to defer this item in order to obtain further information and clarity from the council's IT providers. (Proposed by Cllr Huxtable)

Task: Obtain clarification on the proposed Windows upgrade expenditure, investigate why the IT support company failed to act on known deadlines for Windows upgrades and confirm that security updates are still being received.
@Emma Anderson

2026/414 RAILFUTURE

2026/414.1 TO CONSIDER JOINING THE NORTH DEVON RAILWAY DEVELOPMENT ALLIANCE, AT NO COST TO CREDITON TOWN COUNCIL

Decision: It was **resolved** to join the North Devon Railway Development Alliance. (Proposed by Cllr Huxtable)

2026/414.2 TO AGREE REPRESENTATIVES TO ATTEND MEETINGS, INCLUDING THE AGM ON 06 MARCH 2026

Decision: It was **resolved** to appoint Cllrs Huxtable, Cairney & Cochran as representatives. (Proposed by Cllr Huxtable)

2026/415 NEWCOMBES MEADOW TOILET REPAIRS

The council reviewed the report on necessary repairs for Newcombes Meadow toilets, noting the frustration with recurring issues and the Chair confirmed the town centre CCTV did capture the incident.

Decision: It was **resolved** to approve the repair costs up to the value of £513.35 with the overspend coming from General Reserves. (Cllr Huxtable)

Task: Instruct the engineers to carry out the repairs on Newcombes toilet. @Emma Anderson

2026/416 DATE OF NEXT MEETING

It was **noted** that the date of the next meeting would be Tuesday, 17 February 2026. Meeting closed at 20.54.

2026/417 REPORTS PACK

Signed

Dated.....



**Minutes of Credition Town Council's HR Committee held on
Thursday 12 June 2025 at 13.00, at Credition Town Council Offices, 8 North Street, Credition**

Present: Cllrs E Brookes-Hocking, S Huxtable, R Backhouse and V Frisby

Absent: Cllr P Perriman

In Attendance: Rachel Avery - Town Clerk

1. Election of Chair for 2025/26

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

2. Election of Deputy Chair for 2025/26

It was **resolved** to elect Cllr Backhouse as Deputy Chair. (Proposed by Cllr Huxtable).

3. Welcome and Introduction

Cllr Brookes-Hocking welcomed those in attendance, but members did not introduce themselves.

4. Public Question Time

There were no members of the public present

5. Apologies

There were no apologies.

6. Declarations of Interest and Requests for Dispensations:

There were no declarations of interest or requests for dispensations.

7. Climate Emergency

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

8. Order of Business

There were no changes to the order of business.

9. Chair's and Clerk's Announcements:

There were no announcements.

10. Training

Consideration was given to members attending the 'Being a Good Employer' training run by DALC. It was **resolved** that Cllrs Huxtable, Backhouse and Brookes-Hocking would enrol on a date suitable to them. (Proposed by Cllr Brookes-Hocking)

It was **noted** that a training plan for councillors should be considered. It was **noted** that the Town Clerk would contact DALC, SLCC and other councils for information on

this, highlighting that there may be potential to join with other councils to ensure cost benefit.

It was **resolved** that the Town Clerk would investigate relevant HR training and report back to the committee. (Proposed by Cllr Huxtable)

11. To agree a schedule of meeting dates for this committee

It was **resolved** that meetings would generally be held on the second Thursday of October, January and April in the council year 2025-26, at 09.00. (Proposed by Cllr Backhouse)

12. Date of next meeting

The date of the next meeting was **noted** as being Thursday 14 October 2025 at 09.00.

PART II

13. 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**

It was **resolved** to move to Part Two. (Proposed by Cllr Brookes-Hocking).

14. Vexatious Complaints Process

It was **resolved** to review the policy, prior to consideration of enactment. (Proposed by Cllr Huxtable)

It was **noted** that the policy would be reviewed by the Town Clerk and added to the next Full Council agenda.

15. Staffing

A discussion took place regarding the Town Clerk’s workload.

16. Town Clerk Appraisal

It was **resolved** that the appraisal would include a 360 review, which Cllr Huxtable agreed to investigate with the Town Clerk. (Proposed by Cllr Brookes-Hocking)

Signed

Dated.....



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

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

Absent: Cllr Guy Cochran

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

Minute Taker: Rachel Avery, Town Clerk

MINUTES

1 / ELECTION OF CHAIR 2025/26

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

2 / ELECTION OF VICE CHAIR 2025/26

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

3 / WELCOME AND INTRODUCTION

2025 All in attendance introduced themselves.

4 / PUBLIC QUESTION TIME

2025 There were no members of the public in attendance.

5 / APOLOGIES

2025 There were no apologies.

6 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2025

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

2025

There were no declarations of interest.

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

2025

There were no dispensation requests.

7 / ORDER OF BUSINESS

2025

There were no changes to the order of business.

8 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2025 There were no announcements.

9 / YOUTH SUB-COMMITTEE MINUTES

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

10 / YOUTH COUNCIL PRESENTATION

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

The following questions and comments were made:

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

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

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

11 / DATES OF MEETINGS 2025/26

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

12 / YMCA UPDATE

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

13 / DATE OF NEXT MEETING

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

14 / REPORTS PACK

2025

Signed

Dated.....



**Minutes of the HR Committee held on Tuesday, September 2, 2025 at 18:15 in Credition
Library, Belle Parade, Credition, EX17 2AA**

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

Minute Taker: Rachel Avery, Town Clerk

MINUTES

17 WELCOME AND INTRODUCTION

Cllr Brookes-Hocking welcomed those in attendance, but members did not introduce themselves.

18 PUBLIC QUESTION TIME

There were no members of the public present.

19 APOLOGIES

There were no apologies.

20 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

20.1 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.

20.2 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.

21 CLIMATE EMERGENCY

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

22 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

23 HR COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the HR Committee meeting held on Thursday, 12 June 2025. (Proposed by Cllr Brookes-Hocking)

24 DATE OF NEXT MEETING

The date of the next meeting would be circulated to members and advertised on the website.

25 **PART II**

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

26 **STAFFING**

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

27 **STAFFING**

A verbal report from the Town Clerk was received.

28 **REPORTS PACK**

Signed

Dated.....



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

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

Apologies: Cllr Steve Huxtable

In Attendance: Cath Kelly, Lead Yoth Worker

Minute Taker: Rachel Avery, Town Clerk

MINUTES

15 / WELCOME AND INTRODUCTION

2025 The Chair opened the meeting and members introduced themselves.

16 / PUBLIC QUESTION TIME

2025 There were no members of the public present

17 / APOLOGIES

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

18 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2025

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

2025

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

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

2025

There were no dispensation requests.

19 / ORDER OF BUSINESS

2025

There were no changes to the order of business.

20 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2025

There were no announcements.

21 / YOUTH COMMITTEE MINUTES

2025

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

22 / YOUTH WORK 2025

22.1 / YOUTH ACTIVITIES CURRENTLY TAKING PLACE IN THE HUB AND OFF SITE 2025

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

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

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

22.2 / PLANNED ACTIVITIES FOR MANOR OFFICE TO END OF MARCH 2026 2025

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

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

23 / DATE OF NEXT MEETING

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

24 / PART II 2025

25 / YOUTH STAFFING

2025 A verbal update was provided on staffing changes and safeguarding responsibilities. Several team members have taken on new roles, including administrative support, youth council involvement, school outreach, and volunteering. Despite logistical challenges during a location transition, staff have shown flexibility and commitment.

Concerns were raised about the delegation of safeguarding duties. It was proposed that strategic oversight remain with senior staff, while day-to-day incidents be managed by others. Specific incidents highlighted the need for improved training and clearer procedures.

26 / INTERNAL SAFEGUARDING ARRANGEMENTS

2025 An in-depth discussion was held regarding internal safeguarding practices. Concerns were raised about staff members' children participating in youth activities, highlighting the need for clear policies to prevent conflicts of interest and ensure professional boundaries. Risk assessments and consistent communication were emphasised as key to maintaining safety.

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

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

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

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

27 / **REPORTS PACK**
2025

Signed

Dated.....



**Minutes of the Youth Committee meeting held on Tuesday, November 11, 2025 at 14:30, at
Manor Office, North Street, Credition, 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 2025 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.....

Receipts for Month 10

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 :		228,114.07					228,114.07	
	Banked 02/01/2026	225.00						
#313	CAHMS	225.00		37.50	1290	130	187.50	Manor Office licence fee
	Banked 08/01/2026	22.00						
#314	Youth Club (YW)	22.00			1240	410	22.00	Subs - Weds group
	Banked 12/01/2026	22.00						
#315	Youth Club (YW)	22.00			1240	410	22.00	Subs - Weds group
	Banked 13/01/2026	2.00						
#316	Youth Club (YW)	2.00			1240	410	2.00	Subs - Weds group
	Banked 13/01/2026	33.00						
#317	Youth Club (YW)	33.00			1240	410	33.00	Subs - Girls & Weds group
	Banked 14/01/2026	22.00						
#318	Youth Club (YW)	22.00			1240	410	22.00	Subs - Weds group
	Banked 21/01/2026	1,000.00						
#319	Devon County Council	1,000.00			1230	410	1,000.00	Youth - Places To Go Grant
	Banked 26/01/2026	171.62						
#320	Allotment Barnfield	34.22			1150	160	31.20	B6 Rent 25/26
					1170	180	3.02	B6 BAA 25/26
#321	Allotment Exhibition	20.40			1150	150	18.60	E10C Rent 25/26
					1170	180	1.80	E10C BAA 25/26
#322	Pig & Fig	110.00		18.33	1285	390	91.67	CinC stallholder fee
#323	Youth Club (YW)	7.00		1.17	1240	410	5.83	Subs - Girls group
	Banked 26/01/2026	-7.00						
#323	Youth Club (YW)	-7.00		-1.17	1240	410	-5.83	Subs - Girls group
	Banked 26/01/2026	7.00						
#323	Youth Club (YW)	7.00			1240	410	7.00	Subs - Girls group
	Banked 28/01/2026	215.30						
#324	Allotment Exhibition	15.30			1150	150	13.95	E25B Rent 25/26
					1170	180	1.35	E25B BAA 25/26
#325	Crediton Hamlets PC	200.00			1200	220	200.00	War Memorial contribution
	Banked 28/01/2026	4.00						
#326	Youth Club (YW)	4.00			1240	410	4.00	Subs - Weds group
	Banked 29/01/2026	480.00						
#327	Ernest Jackson	480.00		80.00	1295	390	400.00	CinC tree sponsorship
Total Receipts for Month		2,196.92	0.00	135.83			2,061.09	
Cashbook Totals		<u>230,310.99</u>	<u>0.00</u>	<u>135.83</u>			<u>230,175.16</u>	

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2026	Source for Business	DD #528	44.35			4235	350	44.35	OLS - water
02/01/2026	Source for Business	DD#529	217.99			4235	150	217.99	Ex Road - water
02/01/2026	Source for Business	DD#530	253.27			4235	160	253.27	Barnfield - water
02/01/2026	EE Ltd	DD #531	21.60		3.60	4720	410	18.00	Youth - mobile phone bill
02/01/2026	Lee	SO #532	1,408.33			4400	250	1,408.33	Manor Office rent
06/01/2026	Spar	CARD #533	0.99			4440	250	0.99	Refreshments
06/01/2026	R Avery	BACS #534	39.45			4130	130	29.25	Travel expenses
						4065	120	10.20	Expenses - postage
06/01/2026	Crediton Arts Centre	BACS #535	96.00			4720	410	96.00	Youth - room hire
06/01/2026	Mid Devon District Council	BACS #536	12,000.00			4120	410	12,000.00	Paddling pool contribution
						367	0	-12,000.00	Paddling pool contribution
						6000	410	12,000.00	Paddling pool contribution
07/01/2026	Cloudy IT	DD #537	28.80		4.80	4070	120	24.00	IT support tablets
08/01/2026	Morrisons	CARD #538	8.14			4720	410	8.14	Youth - interview refreshments
09/01/2026	Lidl	CARD #539	7.33			4720	410	7.33	Youth - GG refreshments
09/01/2026	Baker Ross	CARD #540	106.55		17.76	4720	410	88.79	Youth - craft supplies
09/01/2026	British Gas	DD #541	42.29		2.01	4290	340	40.28	Electricity - Newcombes toilet
13/01/2026	Royal British Legion	CHQ #542	25.00			4170	130	25.00	Remembrance wreath
13/01/2026	Nexus Open Systems	DD #543	380.82		63.47	4070	120	317.35	IT Support - Nov/Dec
14/01/2026	Adams Home Hardware	BACS #544	10.28		1.71	4020	365	8.57	Town maintenance supplies
14/01/2026	Libraries Unlimited SW	BACS #545	25.00			4210	130	25.00	Room hire
14/01/2026	Libraries Unlimited SW	BACS #546	25.00			4210	130	25.00	Room hire
14/01/2026	Libraries Unlimited SW	BACS #547	25.00			4720	410	25.00	Youth - room hire
14/01/2026	Libraries Unlimited SW	BACS #548	37.00			4210	130	37.00	Room hire
14/01/2026	Libraries Unlimited SW	BACS #549	120.00			4210	130	120.00	Room hire - Mondays
14/01/2026	The Turning Tides Project	BACS #550	735.00			4020	365	735.00	Town maintenance - Dec
14/01/2026	Hooper Services	BACS #551	954.00		159.00	4250	190	205.00	Peoples Park - grass cutting
						4230	190	30.00	Peoples Park - maintenance
						4230	160	175.00	Barnfield - maintenance
						4230	200	110.00	Upper Deck - maintenance
						4230	330	275.00	Fulda & SPG - maintenance
14/01/2026	Devon Roofing Ltd	BACS #552	120.00		20.00	4230	350	100.00	OLS - roof repair
14/01/2026	Boniface Allotments Associatio	BACS #553	127.00			4125	180	127.00	RHS membership & insurance
15/01/2026	Roman Glass Ltd	CARD #554	189.00		31.50	4230	230	157.50	Bus shelter window repair
16/01/2026	Tesco	CARD #555	73.11			4720	410	73.11	Youth - GG supplies
16/01/2026	Tesco	CARD #555	-2.79			4720	410	-2.79	Refund - Youth GG supplies
19/01/2026	Tesco	CARD #556	6.95			4720	410	6.95	Youth - stationery & supplies
19/01/2026	South West Water	CARD #557	25.32			4235	250	25.32	Water - Manor Office
21/01/2026	B&Q	CARD #558	98.24			4720	410	98.24	Youth - equipment

Payments for Month 10

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>
22/01/2026	Nexus Open Systems	DD #559	223.39		37.23	4070	120	186.16	IT support - Jan/Feb
22/01/2026	Wage payments	BACS #560	11,043.22			4000	110	8,179.57	Salaries - January
						4005	110	2,863.65	Salaries - January
22/01/2026	Peninsula Pensions	BACS #561	3,806.15			4040	110	2,947.90	Pensions - January
						4015	110	858.25	Pensions - January
22/01/2026	HMRC	BACS #562	3,923.61			4030	110	3,284.64	NI/PAYE - January
						4010	110	638.97	NI/PAYE - January
23/01/2026	BT	DD #563	91.08		15.18	4075	120	75.90	Broadband charges
26/01/2026	Everflow	DD #564	25.32			4235	340	25.32	Water - Newcombes toilet
26/01/2026	Information Commissioners Off	DD #565	47.00			4185	130	47.00	Data protection fee
27/01/2026	Concorde	DD #566	100.64		16.77	4060	120	83.87	Printing charges
27/01/2026	Valda Energy	DD #567	52.49		2.50	4290	340	9.02	Electricity - Newcombes toilet
						4290	350	40.97	Electricity - OLS
27/01/2026	Significant Seams	BACS #568	3,000.00			4750	420	3,000.00	Grant funding 25/26
27/01/2026	█ Snell	BACS #569	50.00			4190	130	50.00	Staff development
27/01/2026	█ Kelly	BACS #570	60.00			4470	300	60.00	Exhib Road - waste removal
27/01/2026	R Avery	BACS #571	96.00			4070	120	96.00	Expenses - Decisions credits
27/01/2026	Libraries Unlimited SW	BACS #572	117.50			4210	130	80.00	Room hire
						4720	410	37.50	Room hire
27/01/2026	Libraries Unlimited SW	BACS #573	130.00			4210	130	80.00	Room hire
						4720	410	50.00	Room hire
27/01/2026	Guardian Security	BACS #574	309.48		51.58	4530	340	257.90	Salto renewal
27/01/2026	Mid Devon District Council	BACS #575	848.67			4680	440	500.00	Trade waste - events
						4680	450	348.67	Trade waste - events
29/01/2026	Morrisons	CARD #576	8.66			4720	410	8.66	Youth - GG food
30/01/2026	Idverde Ltd	BACS #577	1,620.00		270.00	4650	390	1,350.00	CinC - road closure
Total Payments for Month			42,802.23	0.00	697.11			42,105.12	
Balance Carried Fwd			187,508.76						
Cashbook Totals			230,310.99	0.00	697.11			229,613.88	

**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026	340	187,508.76
			<u>187,508.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,508.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,508.76
		Balance per Cash Book is :-	187,508.76
		Difference is :-	0.00

R Avery (Clerk/RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		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
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/01/2026		695,365.80
			<u>695,365.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			695,365.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			695,365.80
		Balance per Cash Book is :-	695,365.80
		Difference is :-	0.00

R Avery (Clerk & RFO):

Name Signed Date

Signatory 2:

Name Signed Date

Signatory 1:

Name Signed Date

View Mini Statement

Account: 0892996580921700

Balance Details

Available balance: **£ 185,487.40**

Current balance: **£ 185,487.40**

Overdraft limit: **£ 0.00**

Remaining overdraft: **£ 0.00**

Your balance as of: **11/02/2026**

Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
11/02/2026			Direct Debit		£ -393.42	£ 185,487.40
10/02/2026			Purchase		£ -74.70	£ 185,880.82
09/02/2026			Direct Debit		£ -44.22	£ 185,955.52
06/02/2026			Cheque		£ -50.00	£ 185,999.74
06/02/2026			Purchase		£ -16.09	£ 186,049.74
05/02/2026			Faster Payment	£ 65.88		£ 186,065.83
05/02/2026			Direct Debit		£ -28.80	£ 185,999.95
05/02/2026			Purchase		£ -3.15	£ 186,028.75
03/02/2026			Standing Order		£ -57.46	£ 186,031.90
02/02/2026			Faster Payment	£ 10.53		£ 186,089.36
02/02/2026			Standing Order		£ -1,408.33	£ 186,078.83
02/02/2026			Direct Debit		£ -21.60	£ 187,487.16
30/01/2026			Standing Order		£ -1,620.00	£ 187,508.76
30/01/2026			Purchase		£ -8.66	£ 189,128.76

Statement of Account

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

5 February 2026

Account name: **CREDITON TOWN COUNCIL**
Account number: **PS3078933-001**
Statement period: **31/12/2025 to 31/01/2026**

Account summary

Total valuation as at 31 January 2026 **£695,365.80**
Total valuation as at last statement at 31 December 2025 **£693,067.11**

Holdings as at 31 January 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	695,365.8000	£1.00	£695,365.80
Total value			£695,365.80

Transactions for the period from 31 December 2025 to 31 January 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
05/01/2026	Income Reinvestment	2,298.6900	£1.0000	£2,298.69

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

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

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

Crediton Town Council FY 2025-26

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	Co-Operative Current 15006951	187,508.76
31/01/2026	Nationwide Account 90097276	0.00
31/01/2026	CCLA	695,365.80

882,874.56

Receipts not on Bank Statement

0.00

Closing Balance

882,874.56

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	187,508.76
3	Nationwide Account 7276	0.00
7	CCLA	695,365.80

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances **882,874.56**

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	18,773			Salaries, including NI & Pensions	77%	55,009	184,991
Payroll	300													Payroll		300	
Office Administration														Office Administration			
Photocopier/Printing	1,000	(140)	140	55	157		110	16	114	21	84			Photocopier/Printing	56%	443	557
Postage	250	4		6	51	4	5	8			10			Postage	35%	162	88
IT Support (Increase from virement by £600 as per FC)	6,800	517	528	528	363	690	525	551	370	737	624	600	600	IT Support	98%	167	6,633
Telephone/Broadband	1,800	149	149	149	149	149	149	217	76	288	76	91	91	Telephone/Broadband	96%	67	1,733
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 by £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						29			Councillor/Clerk Expenses	65%	426	774
Councillor e-mail addresses	-													Councillor e-mail addresses		-	
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		47			Subscriptions	67%	822	1,678
Staff/Councillor Training	4,000				160			495	179	2,097	50			Staff/Councillor Training	75%	1,019	2,981
Honorarium	400													Honorarium		400	
Parking Permit	600									409				Parking Permit	68%	191	409
Public Consultations	500													Public Consultations		500	
Meeting Room Charges (Increase from GR by £450 as per FC)	950		29		74		49		22	20	367	105	105	Meeting Room Charges	81%	179	771
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			218			Exhibition Road water/water maintenance and repairs	78%	166	584
Barnfield general/scheduled maintenance	900		220			125			85		175			Barnfield general/scheduled maintenance	67%	295	605
Barnfield water/water maintenance and repairs	750						277				253			Barnfield water/water maintenance and repairs	71%	220	530

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												127		Boniface Allotments Association fees	42%	173	127
Property and Assets															Property and Assets			
Peoples Park maintenance	3,000							700		220			30	700	Peoples Park maintenance	55%	1,350	1,650
Peoples Park grass cutting	3,000		480		410	410				205	615		205	Peoples Park grass cutting	78%	675	2,325	
Peoples Park Memorial Garden	1,250												687	Peoples Park Memorial Garden	55%	564	687	
Peoples Park Wildlife Area	250													Peoples Park Wildlife Area		250		
Upper Deck general maintenance and cleaning	500		100			25				55			110	Upper Deck general maintenance and cleaning	58%	210	290	
Bandstand electricity	250				3	3				5			0	Bandstand electricity	4%	239	11	
Bandstand cleaning and general maintenance	750													Bandstand cleaning and general maintenance		750		
War Memorial netting	-													War Memorial netting		-		
War Memorial cleaning and general maintenance	350												320	War Memorial cleaning and general maintenance	91%	30	320	
Street Furniture general maintenance (Increase from EMR by £500 as per FC)	2,000									755			158	Street Furniture general maintenance	96%	79	1,921	
Street Furniture bus shelter maintenance	-													Street Furniture bus shelter maintenance		-		
Town Clock	750													Town Clock		750		
Stoney Park maintenance	750		400											Stoney Park maintenance	53%	350	400	
Boniface Statue maintenance and cleaning	350												160	Boniface Statue maintenance and cleaning	46%	190	160	
Millenium Cross maintenance and cleaning	150													Millenium Cross maintenance and cleaning		150		
Garage rental	1,850				910								910	Garage rental	98%	30	1,820	
Public open spaces (SPG & Fulda Crescent)	1,500		305		105	95							275	Public open spaces (SPG & Fulda Crescent)	60%	600	900	
Newcombes Meadow toilets water	500	20	27	27	27	27	70	27	34	34	25	34	34	Newcombes Meadow toilets water	77%	114	386	
Newcombes Meadow toilets electricity	600	9	47	45	45	45	46	37	37	49	49	50	50	Newcombes Meadow toilets electricity	85%	91	509	
Newcombes Meadow toilets supplies & repairs	400	100												Newcombes Meadow toilets supplies & repairs	25%	300	100	
Newcombes Meadow toilets door locking	200												258	Newcombes Meadow toilets door locking	129%	58	258	
Old Landscore School electricity	1,000	33	32	39	38	38	38						34	Old Landscore School electricity	29%	707	293	
Old Landscore School equipment	500													Old Landscore School equipment		500		
Old Landscore School water charges	400	(38)	38			55							52	Old Landscore School water charges	38%	249	151	
Old Landscore School telephone/broadband	-													Old Landscore School telephone/broadband		-		
Old Landscore School maintenance	2,000												100	Old Landscore School maintenance	7%	1,870	130	
Old Landscore School business rates	4,000				2,970								544	Old Landscore School business rates	88%	486	3,514	
Old Landscore School insurance	-													Old Landscore School insurance		-		
Annual QTRA	1,000							1,153						Annual QTRA	115%	153	1,153	
Additional tree works	3,000									550			2450	Additional tree works	100%	-	3,000	
Town maintenance contract	13,000		1,146	1,194	1,335	1,478	1,305	20	2,906	790	744	800	800	Town maintenance contract	96%	482	12,518	
General Small works	3,000	150			77	150	1,996	500					60	General Small works	98%	67	2,933	
CCTV	11,000				2,630	150							3,664	CCTV	59%	4,556	6,444	
Council Offices															Council Offices			
Bungalow rent & costs	15,000	833	3,296	2,242	2,710	2,242	2,242	450					298	Bungalow rent & costs	95%	687	14,313	
Main office rent (Inc from EMR £7,041.65 as per FC)	14,542						6,039			1,408	1,408	1,408	1,408	Main office rent	100%	55	14,487	
Electricity	2,500	138	194	154	438	151	420	59					226	Electricity	71%	720	1,780	
Water	400	19	21	26	19	25	12	18					24	Water	60%	159	241	
Fire Extinguishers	350	43												Fire Extinguishers	12%	307	43	
General Premises Maintenance	500					115				117	150			General Premises Maintenance	76%	118	382	
Business rates	3,500	323	319	638	319	319							1,266	Business rates	91%	316	3,184	
Refreshments	120		7	3	10					14	18	3	1	Refreshments	47%	64	56	
Floral Crediton															Floral Crediton			

Plants/Flowers	2,500			1,542	84			272		346		200		Plants/Flowers	98%	56	2,444
Awards Evening	100							20	33					Awards Evening	53%	47	53
Hanging baskets/troughs & watering	7,000				3,332			3332						Hanging baskets/troughs & watering	95%	336	6,664
Other Floral costs	500				60		38			7				Other Floral costs	21%	395	105
New planters (replacements)	1,000													New planters (replacements)		1,000	
Christmas in Crediton														Christmas in Crediton			
Repeat Costs	13,500						207	240	235	7,073	1,350			Repeat Costs	67%	4,395	9,105
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						500			General expenditure - events	102%	77	5,086
Crediton Food Festival														Crediton Food Festival			
General expenditure - events (transfer from EMR)	3,088		384	20	3,150	3,248	40					349		General expenditure - events	233%	4,103	7,191
VJ Day														VJ 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	515			Youth Work*	73%	1,635	4,365
Annual grants to community groups	50,000	42,225								700	3,000			Annual grants to community groups	92%	4,075	45,925
Crediton Urban Taskforce	500													Crediton Urban Taskforce			500
Budget Spend	508,383	66,614	35,036	37,272	36,532	36,473	31,090	38,183	32,356.10	40,930.21	30,105.72			Budget Spend	78%	114,279	394,104

EXPENDITURE: Ear Marked Reserves*														EXPENDITURE: Ear Marked Reserves**			
Budget																	
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: VJ Day				20										EMR 371: VJ 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		12,000			Sub Total			
Total Spend inc reserves	508,383	68,149	36,656	46,192	37,532	38,273	48,142	44,518	34,356	40,930	42,106			Total Spend inc reserves	86%	71,530	436,854

INCOME														INCOME			
Budget																	
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	2,299			Interest received	121%	3,699	21,699
Youth grants received	10,000	5,000					4,900				1,000			Youth grants received	109%	900	10,900
Youth donations received		131	102	239	173	7	79	35	29	36	112			Youth donations received			

Allotment rent & BAA membership	4,000	(35)	18	56	6			2,528	1,508	428	346	70		Allotment rent & BAA membership	123%	-	925	4,925
Other income: wayleave	15		19											Other income: wayleave	127%	-	4	19
Room hire fees received			72	42				72	188			188		Room hire fees received				562
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
VJ Day: Donations received									100					VJ Day: Donations received				100
Grass cutting contribution									884					Grass cutting contribution				884
Christmas in Crediton: Stallholder fees received										658		92		Christmas in Crediton: Stallholder fees received				750
Christmas in Crediton: Sponsorship received												400		Christmas in Crediton: Sponsorship received				400
Other income: War Memorial contribution												200		Other income: War Memorial contribution				200
Sub Total	542,765	263,748	3,404	5,590	4,942	2,909	9,954	260,067	3,195	2,682	4,361			Sub Total				560,852
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	4,361			Total Income inc reserves				561,452

Please see EMR tab for net movement of EMRs

YOUTH ACCOUNTS 25/26

			CTC budget	Subs	Grant	Grant	Grant	EMR 366:	EMR 365:	EMR 373:
					PCC Grant Girls Group (April 2025)	DYS Space (Sept 2025)	DCC Places To Go Grant (Jan 2026)	Underspend 2024- 25	PCC Grant - Girls Group	Youth subs 2024- 25
			£6,000.00	£942.87	£5,000.00	£4,900.00	£1,000.00	£1,609.15	£176.11	£2,045.07
Date	Description	Supplier								
01/04/2025	Mobile phone bill	EE Ltd	£17.26							
01/04/2025	Youth hoodies	WestPrint	£175.75							
02/04/2025	Refreshments	Morrisons		£39.96						
10/04/2025	Refreshments	Morrisons		£5.10						
10/04/2025	Power bank	Tesco	£20.00							
11/04/2025	Card game	Adams	£11.66							
16/04/2025	Train tickets - music event	Great Western Railway	£16.35							
23/04/2025	Refreshments	Spar		£8.93						
30/04/2025	Refreshments	Tesco		£5.38						
02/05/2025	Mobile phone bill	EE Ltd	£17.26							
07/05/2025	Refreshments	Spar		£7.28						
07/05/2025	Refreshments	Tesco		£13.80						
21/05/2025	Refreshments	Lidl		£4.65						
21/05/2025	Refreshments	Tesco		£37.92						
02/06/2025	Mobile phone bill	EE Ltd	£18.36							
05/06/2025	Refreshments	Spar		£1.45						
25/06/2025	Refreshments	Spar		£2.75						
25/06/2025	Refreshments	Morrisons		£7.68						
01/07/2025	Refreshments	C Kelly (expenses)		£3.00						
02/07/2025	Mobile phone bill	EE Ltd	£18.36							
16/07/2025	Refreshments	Spar		£5.89						
16/07/2025	Groceries	Asda		£65.64						
16/07/2025	T-shirts	Buytshirtsonline	£48.09							
23/07/2025	Refreshments	Spar		£7.78						
23/07/2025	Groceries	Asda		£34.53						
23/07/2025	Planning permission - totem pole	Planning Portal	£234.00							
23/07/2025	Hartland Trip	Skern Lodge Ltd	£500.00							
23/07/2025	Refund - groceries	Asda		£-1.04						
23/07/2025	Refund - groceries	Asda		£-6.86						
25/07/2025	Hartland Trip - train tickets	Great Western Railway	£94.50							
28/07/2025	Craft supplies	Hobbii	£18.63							
30/07/2025	Park Fun refreshments	Morrisons	£27.03							
01/08/2025	Mobile phone bill	EE Ltd	£17.90							
06/08/2025	Refreshments	Morrisons		£10.13						
13/08/2025	Refreshments	Spar		£2.85						

19/08/2025	Facepaint	E Anderson (Amazon)	£27.61						
01/09/2025	Mobile phone bill	EE Ltd	£18.00						
12/09/2025	GG supplies	Spar			£2.00				
12/09/2025	GG supplies	Spar			£3.30				
12/09/2025	GG equipment	Tesco			£45.00				
12/09/2025	Refreshments	Tesco		10.12					
26/09/2025	Refreshments	Spar		8.53					
30/09/2025	Panto tickets	CODS	£124.00						
01/10/2025	Mobile phone bill	EE Ltd	£18.00						
02/10/2025	Child Protection Training G2	VOYC Devon	£60.00						
02/10/2025	Child Protection Training G5	VOYC Devon	£80.00						
02/10/2025	Child Protection Training G5	VOYC Devon	£80.00						
02/10/2025	Room hire - Lords Meadow	MDDC			£450.00				
06/10/2025	Fancy dress supplies	Vinted		£4.57					
06/10/2025	Fancy dress supplies	Vinted		£6.67					
06/10/2025	Fancy dress supplies	Vinted		-£4.57					
10/10/2025	GG supplies	Tesco			£42.43				
10/10/2025	Boxing intervention	Bang Bang Boxing			£500.00				
15/10/2025	Youth supplies	C Kelly (expenses)		£18.29					
15/10/2025	DBS Check - I G	Devon County Council	£60.00						
20/10/2025	Fancy dress supplies	Vinted		£5.09					
27/10/2025	GG refreshments	C Kelly (expenses)			£21.41				
27/10/2025	Room hire - Lords Meadow	MDDC			£75.00				
03/11/2025	Mobile phone bill	EE Ltd	£18.00						
06/11/2025	DBS Check - A M	Devon County Council	£10.50						
14/11/2025	GG supplies	Tesco			£48.23				
21/11/2025	Christmas craft	Baker Ross			£50.58				
21/11/2025	Room hire - Tea Rooms	Turning Tides	£106.00						
28/11/2025	Summer graffiti project	Olas Art	£350.00						
03/12/2025	Mobile phone bill	EE Ltd	£18.00						
16/01/2025	GG refreshments	Tesco			£35.53				
17/12/2025	Supplies	Adams		£1.99					
17/12/2025	GG refreshments	D Saunders (expenses)			£42.05				
22/12/2025	GG refreshments	C Kelly (expenses)			£21.73				
02/01/2026	Mobile phone bill	EE Ltd	£18.00						
06/01/2026	Room Hire	Arts Centre			£96.00				
08/01/2026	Refreshments - interviews	Morrisons	£8.14						
09/01/2026	GG refreshments	Lidl			£7.33				
09/01/2026	Craft supplies	Baker Ross			£88.79				

14/01/2026	Room Hire	Libraries Unlimited	£25.00							
16/01/2026	GG supplies	Tesco			£70.32					
19/01/2026	Stationery/supplies	Tesco		6.95						
21/01/2026	Equipment	B&Q	£98.24							
27/01/2026	Room Hire	Libraries Unlimited	£37.50							
27/01/2026	Room Hire	Libraries Unlimited	£50.00							
29/01/2026	GG refreshments	Morrisons			£8.66					
	Room Hire (Feb & March)	Libraries Unlimited	£100.00							
Total spent:			£2,542.14	£314.46	£1,608.36	£0.00	£0.00	£0.00	£0.00	£0.00
	Salaries					£4,900.00				
Remaining:			£3,457.86	£628.41	£3,391.64	£0.00	£1,000.00	£1,609.15	£176.11	£2,045.07

	Earmarked Reserves	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										-500.00	-1,610.25		2,389.75
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										-12,000.00			57,000.00
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
		506,527.65	59,333.85	-1,535.00	-14,221.83	-8,919.99	-3,480.01	-1,800.00	-17,052.13	-6,335.00	-10,541.65	220.00	-12,500.00	-23,410.25	-1,923.00	464,362.64

*£900 signs & £710.25 WM slabs

*Manor Office building work & office furniture

*Additional spend on QTRA tree works

*EMRs increased as approved in 25/26 budget



CREDITON TOWN COUNCIL

Emergency Spend Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is requested to retrospectively note spending from Ear Marked Reserves (EMR), following emergency expenditure.

1. Purpose

1.1 This report provides a recommendation to retrospectively note spending from EMRs.

2. Background

2.1. A replacement laptop was purchased due to an existing device no longer functioning, at a cost of £1,314.14 + VAT.

2.2. Repair works for the broken bench on the Town Square were approved, at a cost of £100.00.

3. Proposals

3.1. To retrospectively note the emergency expenditure detailed above, using EMRs, in line with Financial Regulations (5.10).

4. Financial Implications

4.1 Laptop – EMR 339 IT Equipment/Support – Remaining balance is £6,000

4.2 Bench repairs – EMR 322 Street Furniture/Small Work – Remaining balance is £2,389.75

5. Conclusion

5.1. Full Council is requested to note the expenditure from EMRs in line with financial regulations.



Windows 11 Pro Upgrade Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is requested to consider the information received regarding the upgrade of 4 staff laptops to Windows 11 Pro and agree how to proceed.

1. Background

- 1.1 The upgrade of staff laptops to Microsoft Windows 11 Business was discussed at the Full Council meeting held on 3 February 2026 and it was resolved to defer the item in order to obtain clarification on the proposed Windows upgrade expenditure, investigate why the IT support company failed to act on known deadlines for Windows upgrades and confirm that security updates are still being received.
- 1.2 The response from the Council's IT support provider is included as Appendix One.
- 1.3 The quote is now for 4 laptops due to one laptop being replaced, therefore already running on Windows 11.

2. Proposals

- 2.1 To consider the information received from the Council's IT support provider and agree how to proceed. The options are:
 - To deploy Windows 11 by staff, agreeing which councillor will attend to review the work being undertaken
 - To purchase extended Security Updates from Nexus, which are no longer provided free of charge (financial implications 3.1)
 - To engage Nexus (current contractor) to deploy Windows 11 remotely (Appendix One) (financial implications 3.2)
 - To engage Nexus (current contractor) to deliver Windows 11 onsite (Appendix One) (financial implications 3.3)
 - To approve any spending from EMR 339 - IT support/equipment (balance of £6,000.00).

3. Financial Implications

- 3.1 If the Council agrees to proceed with extended security updates, the cost for four computers and associated support up to October 2026 at £375.10 + VAT.
- 3.2 Cost to upgrade remotely: £572.40 + VAT.
- 3.3 Cost to upgrade onsite: £717.50 + VAT.

4. Climate Implications

4.1 There are no climate implications.

5. Conclusion

5.1 The Council had been provided with additional information as agreed at the previous meeting. Spend from Earmarked Reserves must be approved by Full Council.

Response received on 4 February 2026

Windows 11 Licensing vs. Engineering Work

You are right that the Windows 11 licence itself is free for your devices. The quoted cost reflects the engineer's time required to plan, execute, support and validate the upgrade, not the licence.

This work includes:

- Pre-upgrade readiness checks
- Hardware/firmware validation, including Secure Boot/TPM
- Data protection checks (OneDrive sync, profiles, applications)
- Managing the in-place upgrade and any rollbacks
- Troubleshooting if the installation fails
- Full post-upgrade validation with users

Although the licence is free, the engineering work needed to safely complete a controlled upgrade is where the cost lies.

On-Site vs. Remote Delivery

The original plan was to complete the upgrades on site, as this allows an engineer to immediately recover any device that experiences issues, such as rollback loops or operating-system corruption. We can, however, complete the upgrades remotely if this is preferred, which would reduce the quoted cost. The trade-off is that any hands-on recovery required would fall outside that scope. This would reduce your quoted cost from **£717.50 exc. VAT** to **£572.40 exc. VAT**.

If the Council Chooses to Perform the Upgrades Themselves

To confirm, the Council *can* perform the Windows 11 upgrades internally, your Managed Services Agreement does not prohibit this. However, please be aware of the following:

- Operating system upgrades do carry a risk of failure.
- If a failure occurs (e.g. OS corruption, rollback loops, boot failures), this sits outside your Managed Services Agreement.
- Any recovery, rebuild or engineering time required as a result would therefore be chargeable.

If the Council wishes to carry out the upgrade themselves, we will need written confirmation that:

1. You acknowledge and understand the technical risks involved, and
2. You accept responsibility should any device fail during the upgrade, including the cost of any required recovery work.

This ensures transparency and avoids ambiguity for councillors or staff later on.

Why This Was Not Raised Prior to the October 2025 End-of-Support Date

This is a completely understandable question. In full transparency, I was only recently assigned as your vCIO. During my review of your estate, I identified that several devices were still running Windows 10 beyond Microsoft's October 2025 end-of-support date. Once I identified this, I raised it immediately so the Council could take appropriate action. I apologise that this had not been highlighted sooner. I fully appreciate that councillors expect proactive communication, and I am ensuring this is now being managed appropriately.

Contractual Permissions

Your Managed Services contract does not prevent you from performing upgrades yourselves. It simply defines the boundaries of work covered under support. Any issues arising from a self-performed upgrade would fall outside this scope and therefore be billable.



Grounds Maintenance Contract Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is recommended to appoint a contractor for the Grounds Maintenance Contract 2026-2029 following a recommendation made by the Grounds Maintenance Contract (GMC) Task and Finish Group.

1. Purpose

- 1.1 This report sets out the recommendation from the GMC Task & Finish Group to appoint a preferred contractor to the GMC commencing 1 April 2026.

2. Background

- 2.1. The tender applications were evaluated by the GMC Task & Finish Group against a pre-approved Evaluation Criteria.
- 2.2. Contractor A received the highest score against the criteria.

3. Proposals from Task & Finish Group

- 3.1 To approve a recommendation from the GMC Task and Finish Group to appoint Contractor A, subject to satisfactory references and on-site meetings prior to the contract start date.
- 3.2 To approve a further recommendation from the GMC Task and Finish Group to approach the second highest scoring applicant, Contractor B, should the outcome of the pre-contract checks on Contractor A be unsatisfactory.

4. Officer Recommendation

- 4.1 That Full Council consider and agree what is deemed to be unsatisfactory in relation to the appointment of the preferred contractor and approve who will make the decision to approach Contractor B should this action be required.

5. Financial Implications

- 5.1 The annual cost with Contractor A is £4,858.24
- 5.2 The contract is included within the 2026-27 budget.

6. Conclusion

- 5.1. A recommendation from the Task & Finish Group has been proposed and requires approval as per the terms of reference.



Public Participation Policy

Introduction

Members of the public have a legal right to attend decision making meetings of Credition Town Council (CTC) and its committees, except where they are excluded for specific items which need to be discussed in confidence, for example staffing matters or tenders for contracts.

Members of the public have no legal right to speak at meetings of CTC and its committees and so when they are allowed to do so it is considered a privilege. CTC sets aside time for public participation during which members of the public may make a representation, contribution, suggestion or ask a question. Members with a prejudicial interest in an agenda item may speak during public participation (and then leave the room when the item is considered).

Other than when invited to do so by the Chair, members of the public are not permitted to speak at the meeting as this confuses the roles of members, who participate in the meeting, and members of the public who observe it. If there is a possibility that a large number of people will wish to speak, the Chair will encourage people not to repeat comments made by earlier speakers or ask for a single representative to be appointed.

The time for public participation shall be outlined on the agenda.

It is recognised that some members of the public may abuse the opportunity to speak. While the Chair will endeavour to ensure an answer to a question, this may be refused if continuous representations are made or repetitive questions asked. Neither members nor officials are under any obligation to respond immediately or at all to comments or questions made during public participation.

The Chair's decision to allow a question or require an answer to be given will be final. Members of the public do not have a right to force items onto the council agenda. The public have a legal right to attend council and committee meetings but do not have a right to disrupt them. Members of the public should not heckle or otherwise disrupt and must respect the rulings of the Chair. As per CTC's Standing Orders, if person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any member or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting¹². The motion, if seconded, shall be put to the vote without discussion.

Rules

A maximum of fifteen minutes will be set aside for public participation at a meeting. Each member of the public may speak for no more than three minutes.

¹ CTC Standing Orders item 2, page 6

² Public Meeting Act 1908

The conduct of public participation will be regulated by the Chair having regard to the guidelines set out but with the right of discretion reserved. An extension of this time limit is at the sole discretion of the Chair.

The Chair's decision on the relevance of a representation or question and on the method of dealing with any issue in connection with this procedure will be final. This includes the Chair's decision to allow a representation or question or require an answer to be given.

Questions must be clear and concise and be relevant to matters for which CTC has powers or duties.

Questions, representations, contributions or suggestions should not:

- Contain offensive expressions or be personal or verbal attacks on any officer or member of the Council
- Divulge, or require the answer to divulge confidential or exempt information
- Repeat questions or representations previously asked at earlier meetings unless there has been a material change of circumstances.

No debate will be allowed on any question or the response thereto.

Questions posed at any meeting of Crediton Town Council requiring a written response will be responded to by the Chair of that meeting, within 10 working days.

Any person excluded from a meeting will lose the privilege of addressing any meeting for a period of twelve months or until such time as the Council may decide otherwise.

Other Ways To Ask Questions

Members of the public should be aware that rather than bringing questions to the entire Council and other members of the public during public question time, questions may also be addressed, during business hours by the Town Clerk's office, or via the Mayor or your ward member. These methods of communication are encouraged when more detailed dialogue is required than three minutes allow; the council meeting is not the correct forum for conducting long debates between council members and members of the public.



Credition Parkrun Report

Report by: Administrative Officer
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is requested to consider granting Credition Parkrun access to Stonypark, as part of its permanent route.

1. Background

- 1.1 Credition Parkrun is a new initiative and has recently received approval for large grant funding from CTC. The route starts and finishes at Barnfield Lower School site and requires full permission from all landowners to start.
- 1.2 On 3 September 2024 it was resolved to get the field cut once in February and for the cuttings to be taken away, but to monitor the results and how the grass is affected.
- 1.3 It is expected that Parkrun will hold relevant insurance cover for their own event (awaiting confirmation), however the Council's insurers have confirmed that this activity will be covered under our existing Public Liability Insurance, provided that the appropriate risk assessments have been completed.

2. Proposal

- 2.1 To permit Credition Parkrun members access to run through and around Stonypark as part of its permanent route.
- 2.2 See Appendix A attached to this report for the proposed route.

3. Financial Implications

- 3.1 Maintenance including regular grass cutting and bramble removal is likely to be required to ensure the land is suitable for this type of activity.
- 3.2 There is £500.00 in the Stonypark Maintenance Budget for 2026-27, which may not cover additional maintenance work required.

4. Climate Implications

- 4.1 Increased grass cutting and human presence on the land could have an impact on biodiversity.

5. Conclusion

- 5.1 Any additional spending from EMR or GR must be approved by Full Council.

Appendix A



Crediton Parkrun have supplied the following information:

Barnfield Campus Crediton Parkrun

- Start on tarmac road at top of slope past tennis courts.
- Follow road to end of wire fence then turn left and run down slope and through the gate onto the lower playing field.
- Turn left and run around outside edge of lower playing field back to gate; run up the slope keeping left and run alongside of higher field.
- Follow edge of field to trees then turn right, running beside running track to tarmac road then turn left and run along road to start point.
- Follow edge of field above tennis courts and back to trees, where the course joins Tinpot footpath.
- Follow Tinpot footpath, going past the steps to Landscore on the right then take sharp left bend then shortly after turn left into field.
- Follow two edges of field then run diagonally back to field entrance, then turn left and run the other two sides of the field.
- Go through the gate to the school fields, turn left and run around outside of the higher playing fields back to starting point.

Repeat.

Padding Pool Survey Report: For consideration at Full Council 17/02/2026

RECOMMENDATION:

To consider the report and approve a course of action relating to the commencement of an initial public survey on the future of Crediton Paddling Pool.

1. Purpose

To seek approval to begin early-stage polling of public opinion on options for Crediton Paddling Pool.

2. Background

- The paddling pool is under review, with a potential option for CTC to purchase the asset from MDDC.
- Future options may include retention as a paddling pool, conversion to a splash pool, or decommissioning.
- Costs and feasibility are not yet known. Some of the cost may be met by S106 funding, which is time sensitive.
- While current direct usage is limited to a narrow demographic, the pool has wider sentimental and future community value, making broad and carefully framed public polling necessary.

3. Proposals

3.1 That CTC approves an initial, public survey to inform future consideration of options.

3.2 That CTC agrees to use a professionally prepared survey tool offered free of charge by a local resident, subject to Clerk approval, and any amendments agreed by Councillors, noting that technical controls are already in place to limit multiple responses from the same participant.

3.3 That CTC considers offering an incentive of three £50 vouchers, redeemable at Crediton High Street businesses, to encourage participation and improve response rates. The suggested budget line for this would be Public Consultations.

3.4 That CTC considers this survey to be useful undertaking prior to larger surveys which may be planned regarding wider issues and may highlight any weaknesses or positives in the approach.

4. Financial Implications

If approved, the proposed participation incentive would require a budget allocation of £150. No cost is associated with the survey design itself, as the resident is offering this at no cost.

5. **Climate Implications:** None associated

6. **Conclusion:** Full Council is requested to approve the proposals so that the paddling pool plans and associated S106 funds may be addressed with greater clarity.



Credition Town Council – Terms of Reference

Summer Festival Working Group (SFWG)

The SFWG has been created to assist the Events and Town Centre Officer with the delivery of the Summer Festival.

- The SFWG will comprise 5 council members.
- The SFWG may comprise members of the public, who will be co-opted, and will have no voting rights.
- The quorum of the committee shall be 3 council members.
- All SFWG members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation.
- The Code of Conduct will apply to all council members.
- The SFWG will operate within Credition Town Council's (CTC), Standing Orders, Financial Regulations and any other relevant legislation.
- Council members shall elect or re-elect a Chair and Deputy Chair for the SFWG for the forthcoming year from amongst its appointed membership
- The SFWG will agree notes of its meeting at the next appropriate meeting.
- Minutes will be noted by Full Council, circulated to all councillors.
- The Events and Town Centre Office will provide administrative support for the SFWG.
- The next scheduled meeting date shall be agreed at the end of each meeting.
- Meetings will be held in the Council Offices or using Teams, between 10.00 and 15.00.

- The SFWG will undertake the following role and functions:
 - To work in partnership with residents and community organisations to determine the schedule
 - Support the Events and Town Centre Officer with preparing of an Event Programme for Full Council approval.
 - Support the Events and Town Centre Officer in monitoring the approved budget and seeking external funding.
 - Support the Events and Town Centre Officer in seeking relevant licenses, insurance, and agreements.
 - Support the Events and Town Centre Officer with the creation of statutory documents and legislative requirements.
 - Support the Events and Town Centre Officer in preparing branding and communications.
 - Support the Events and Town Centre Officer in securing sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner or to investigate external support.

- In delivering these objectives, the SFWG shall have authority to:
 - Liaise with third party organisations

- Request and review data from contractors, businesses, and principal authorities
- Through the Town Clerk, seek professional advice such as advice on licensing, H&S and financial matters
- Promote the event to the community once event funding is secured
- Make applications for grant funding and receive donations, on behalf of CTC.

Full Council retains overall responsibility for:

- Agreeing to or signing any contracts
- Financial authority. The Town Clerk or Events and Town Centre Officer may liaise with SFWG members on financial matters which fall under the Town Clerk's delegated authority.



Credition Community Conversation and CLT Report

Report by: Cllr Liz Brookes-Hocking
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is requested to consider and approve the proposals made in this report.

1. Purpose

- 1.1 This report provides information on the Community Conversations held by Sustainable Credition and Credition Town Council (CTC).
- 1.2 This report requests financial support in setting up a Community Land Trust (CLT), by way of the first year's membership on The Community Land Trust Network.

2. Background

- 2.1 There have been three Community Conversations organised by Sustainable Credition and Credition Town Council in 2021, 2024 and 2025. It is proposed to hold a 4th Conversation in March 2026.
- 2.2 The 2025 Conversation discussed housing in Credition and the principles of the CLT movement.
- 2.3 Community Land Trusts are increasingly being favoured by government, county and district councils as a vehicle for giving some local control over, and therefore faster community consent for, local housing provision.
- 2.4 The Sustainable Credition Community Action Team (SCCAT) has agreed to set up a CLT.

3. Proposals

- 3.1 Full Council is requested to support the 4th Credition Community Conversation and to assist in organising it in collaboration with Sustainable Credition at a cost of £250-£260 (taken from budget line Public Consultations).
- 3.2 Full Council is requested to support the setting up of a Community Land Trust and approve the initial cost of £130.00, from EMR 336 Localism Projects (current balance £30,100.00).

4. Financial Implications

- 4.1 The Community Conversation expenditure can be taken from Public Consultations, committing support to the ongoing work that has been undertaken though Sustainable Credition and the three previous conversations (current budget at £500.00).
Conversation costs:
 - Hire of the Boniface Centre £200.00 approx
 - Cost of refreshments, tea, coffee, cake, £30.00 approx
 - Printing costs of flyers and display materials
 - Provision of stationery, flip chart paper, pens, sticky notes, coloured dots

- Use of town council meeting room at Manor Office x 6 meetings

Approximate total: £250.00-£260.00

4.2 CLT costs are as follows:

4.3 - Registration of the CLT with the Financial Conduct Authority, fee £40.00

- Start-up membership of the Community Land Trust Network to access incorporation services and legal advice is £90.00 for the first year.

- Incorporation costs will vary according to the legal form chosen and membership costs after the first year but this support is not being requested at present.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 CTC has already supported and collaboratively organised three successful Crediton Community Conversations with Sustainable Crediton which it recognises as a valuable community group and supports through grant aid.

6.2 A Community Land Trust could increase the choice of housing in Crediton to the benefit of residents.



CREDITON TOWN COUNCIL

CCTV SLA Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 17 February 2026

Recommendation

Full Council is requested to consider approving the draft SLA, presented to Full Council on 06 January 2026, with a full review of typographical errors and amendments being made for agreement within six months.

1. Background

- 1.1 Credition Town Council (CTC) resolved to approve the transfer of CCTV monitoring to Exeter City Council (ECC) on 06 January 2026, subject to appropriate typographical and grammatical errors being amended. CTC is not in a position to amend the SLA on behalf of ECC.
- 1.2 Advice has been sought from CTC's insurers regarding policy requirements, nothing that the insurer's cannot provide advice.
- 1.3 A query was raised at the meeting on 06 January 2026, requesting further clarification on indemnity requirements for both parties. ECC confirmed that a minimum of £5 million is required regarding potential issues such as GDPR and Data Protection, covering both parties.

2. Proposals

- 2.1 To consider the approval of the draft SLA, considering the fundamental grounds of the agreement, with a view to ECC providing a reviewed agreement for further consideration within six months of transfer.
- 2.2 Should ECC not provide the amended document within six months, the transfer shall cease and any fees will be reimbursed to CTC.

3. Financial Implications

- 3.1 A legal review of the SLA will incur costs outside of CTC's existing retainer.

4. Climate Implications

- 4.1 There are no climate implications.

5. Conclusion

- 5.1 Full Council is requested to consider the proposal made by ECC as a short-term measure to support an enhanced monitoring solution of CCTV in Credition.