



# CREDITON TOWN COUNCIL

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To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, April 14, 2026, at 19:00, at Credition Library, Belle Parade.**

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, 09 April 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

### **2026/522 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **2026/523 - 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)

### **2026/524 - Apologies**

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

### **2026/525 - Declarations of Interest and Requests for Dispensations**

**2026/525.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2026/525.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2026/526 - 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

### **2026/527 - Chair's and Clerk's Announcements**

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

### **2026/528 - Town Council Minutes**

To approve and sign the minutes of the meeting held on 17 March 2026, as a correct record (minutes will be issued with the agenda)

### **2026/529 - Mid Devon District Council Planning Applications**

[MDDC Planning Public Access Portal](#) - Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

[26/00262/HOUSE | Erection of a first floor extension over side extension | 51 Spruce Park Crediton Devon EX17 3HJ](#) extension requested

[26/00384/LBCDOC | Details pursuant to the Discharge of Conditions 5 \(relating to detailed drawings\) and Condition 6 \(floor build ups\) of Listed Building Consent 24/01803/LBC | Crediton Town Council Manor Office 6 North Street Crediton Devon EX17 2BT](#)

[26/00424/CAT | Notification of intention to pollard 1 Goat Willow to approximately 2.8m in height; reduce the height and trim the sides of 1 Bay tree by 3m within the Conservation Area | 63 East Street Crediton Devon EX17 3BA](#)

[26/00495/HOUSE | Erection of single-storey rear and side extension to include conversion of garage to games room | 7 Southfield Drive Crediton Devon EX17 2ET](#)

### **2026/530 - Mid Devon District Council Planning Decisions**

Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:

Ref: 26/00089/CAT

Proposal: Notification of intention to lift the crown of 1 Common Lime tree to 3m; lift the crown of 5 Lime trees by 2.5m; lift the crown of a group of trees consisting of 2 Lime trees and 1 Horse Chestnut by 2.5m; formative prune crown lift of 1 Lime tree to include removing 3 lateral limbs and smaller codom stem; lift the crown of 1 Field Maple all round to 2.5m removing 9 lateral limbs; removal of subordinate ascending limb at 0.75m on 1 Lime tree to include the removal of Sycamore branches growing through the crown; remove basal epicormic and crown lift 1 Common Lime to 2.5m; remove basal suckers and crown lift 2 Common Limes all round to 3m; removal of 1 Lime; lift the crown of 1 Walnut tree to 2.5m removing lateral limbs; fell 1 Hornbeam and lift the crowns of 1 Scarlet Oak and 1 Red Oak tree to 2.5m within the Conservation Area

Location: Peoples Park, Peoples Park Road, Crediton, Devon

Ref: 26/00129/CAT

Proposal: Notification of intention to remove 1 Eastern red cedar tree to ground level within a Conservation Area

Location: 1 Mount Pleasant, Park Street, Crediton, Devon

Ref: 26/00167/CAT

Proposal: Notification of intention to fell 2 Palm trees within a Conservation Area

Location: Wistaria House Dental, Western Road, Crediton, Devon

Ref: 26/00228/CAT

Proposal: Notification of intention to pollard 1 Sycamore tree within the Conservation Area

Location: Triangle House, Pounds Hill, Crediton, Devon

Ref: 26/00244/CAT

Proposal: Notification of intention to reduce vertical growth of 1 Poplar by 4m, reduce upper canopy of 1 Turkey Oak by 3m, reduce crown of 1 Hornbeam by 2.5m, thin internal growth of 1 Sugar Maple by 10%, remove to ground level 1 Cypress and reduce canopy of 1 Magnolia by 1.5m in a Conservation Area

Location: Poundsgate, Pounds Hill, Crediton, Devon

Mid Devon District Council, the determining Authority, has REFUSED the following applications with conditions as filed:

Ref: 25/00433/FULL

Proposal: Installation of replacement windows

Location: Flat 1 Club, Crediton, Searle Street, Crediton

**2026/531 - Premises Licence**

To consider and comment on an application from Yummy Tummy Chinese for a new premises licence

**2026/532 - Highways Proposal**

To consider and comment on the proposal to extend double yellow lines at Westwood, Crediton

**2026/533 - Crediton Urban Taskforce [CUT!]**

To receive the report and note the contents therein

**2026/534 - Policies**

To review and adopt the following policies:

Bench Seat

Eye Test

Leadership in Planning

Motion Request Form

Tree Risk Management

**2026/535 - Reserves Spending**

To receive the report and to consider the recommendations therein

**2026/536 - Statement of Internal Control 2025/26**

To approve the Statement of Internal Control for financial year 2025/26

**2026/537 - Asset Register**

To review and approve the current Asset Register

**2026/538 - Floral Watering Contract**

To receive the report and consider the quotations therein for the watering of floral displays in 2026 and approve a contractor

**2026/539 - Town Square Bench Cleaning**

To receive Cllr Backhouse's report regarding bench cleaning and to consider the proposals therein

**2026/540 - Crediton Area Association of Local Councils**

To receive the Town Clerk's report on the work of Crediton Area Association of Local Councils, and to note the contents therein

**2026/541 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 21 April 2026.

## **2026/542 - Reports Pack**

### **Attachments – for internal use only**

[AI 528 - 2026-03-17 - Full Council - Minutes.pdf](#)

[AI 531 - New Premises Licence Application Yummy Chinese.pdf](#)

[AI 532 - Double Yellow Lines proposal.docx](#)

[AI 533 - \[CUT!\] report.docx](#)

[AI 534 - Bench Seat Policy 2026.docx](#)

[AI 534 - Eye Test Policy.docx](#)

[AI 534 - Leadership in Planning Statement.docx](#)

[AI 534 - Motion Request Form.docx](#)

[AI 534 - Tree Risk Management Policy.pdf](#)

[AI 535 - Reserves Spending Report.docx](#)

[AI 536 - Statement of Internal Control 25-26.docx](#)

[AI 537 - Asset Register as at 31 March 2026.pdf](#)

[AI 538 - Floral watering report.docx](#)

[AI 539 - Proposal Bench Cleaning RB.docx](#)

[AI 540 - CAALC Report.docx](#)



## Minutes of the Full Council meeting held on Tuesday, March 17, 2026 at 19:30 in the Credition Library, Belle Parade, Credition.

- Present:** Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney (part meeting), John Downes, Joyce Harris, Liz Brookes-Hocking, Natalia Letch, Paul Perriman, Rachel Backhouse, Tim Stanford and Vix Frisby
- In Attendance:** 4 members of the public  
Tim Bland, Events and Town Centre Officer
- Minute Taker:** Rachel Avery, Town Clerk

### MINUTES

#### 2026/459 PUBLIC QUESTION TIME

Cllr Huxtable opened the meeting and members introduced themselves.

Several members of the public raised questions and concerns:

- clarification on percentages mentioned in a previous meeting
- the repurposing of the BT phone box
- update on the town clock, which the Chair confirmed as being serviced tomorrow
- where the King's portrait was, with the Chair confirming that it would be installed when the council offices are in use following building work
- concerns about the council's operations, specifically regarding the CCTV cameras, deletion of Facebook comments, outdated policies, and the use of the local government gold award badge. They questioned who in the council is responsible for ensuring policies are kept up to date and legal obligations are met. The Chair acknowledged the concerns and promised to address them
- A request for funding for a master's degree had previously been on an agenda, questioning whether it had been discussed at a different meeting. The Chair confirmed that a response would be provided
- Outstanding request for information on the expenditure for staff/councillor training were raised, specifically a £2097.00 expense in December. The Chair clarified that it was for an annual subscription to Breakthrough Communications and promised to provide more details
- concerns about anti-social behaviour related to the proposed toilet block location near the paddling pool. The Chair noted that no decision would be made at the meeting and that the issue would go through planning, allowing for further public input.

The Chair advised that any question having not received a response at this meeting would receive a written response.

#### 2026/460 APOLOGIES

There were no apologies. It was **noted** that Councillor Cairney would be late, due to attending another meeting.

**2026/461 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS****2026/461.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations of interest.

**2026/461.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

No dispensation requests had been received prior to the meeting.

**2026/462 ORDER OF BUSINESS**

Cllr Backhouse questioned the order of discussing the paddling pool survey after the refurbishment options, suggesting it would make more sense to discuss the survey first.

**Decision:** It was **resolved** that item 477.2 would be taken as 477.1 and 477.2 would be taken as 477.1. (Proposed by Cllr Huxtable)

**2026/463 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

The Town Clerk provided an update on the installation of the bus shelter at Joseph Lock Way as part of phase three of the roundabout works, scheduled between 31 August and 20 October 2026. The Chair welcomed this update and noted that more information would follow.

**2026/464 TOWN COUNCIL MINUTES**

**Decision:** It was **resolved** to **approve** the minutes of the Full Council meeting held on Tuesday 03 March 2026. (Proposed by Cllr Backhouse)

**2026/465 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES**

**Decision:** It was **resolved** to **ratify** the minutes of the Youth Committee meeting, held on 27 January 2027, despite Cllr Brookes-Hocking expressing dissatisfaction, noting signs of AI involvement and inaccuracies in recording decisions and tasks. (Proposed by Cllr Brookes-Hocking)

**2026/466 COUNTY AND DISTRICT COUNCILLOR REPORTS**

The Town Clerk confirmed that no new reports had been received.

**2026/467 REPORTS FROM OUTSIDE BODIES**

Crediton Twinning Association: Cllr Huxtable advised that they had recently held its AGM.

Sustainable Crediton: Cllr Backhouse advised that they group is holding a meeting this Thursday, with an AGM coming up.

North Devon Line Stakeholder Forum: Cllr Downes and Cochran discussed improvements to rail links between Barnstaple and Exeter, including new rolling stock and potential infrastructure upgrades. The feasibility of dual railway lines and passing loops was considered, though funding and implementation remain uncertain.

**2026/468 FINANCE****2026/468.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 FEBRUARY AND 28 FEBRUARY 2026**

**Decision:** It was **resolved** to **approve** transactions between 1 February and 28 February 2026. (Proposed by Cllr Brookes-Hocking)

**2026/468.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 28 FEBRUARY 2026**

**Decision:** It was **resolved** to **approve** the bank reconciliation to 28 February 2026. (Proposed by Cllr Backhouse)

**2026/468.3 TO NOTE BANK BALANCES TO 28 FEBRUARY 2026**

The bank balances to 28 February 2026 were **noted**.

**2026/468.4 TO NOTE YEAR TO DATE SPEND**

The year-to-date spend was **noted**.

**2026/468.5 TO NOTE EAR MARKED RESERVES BALANCES**

Ear Marked Reserves balances were **noted**.

**2026/469 EAR MARKED RESERVES**

**Decision:** It was **resolved** to **approve** the following transfers:

- £220.00 into EMR 324: P3 Parish Paths.
- remaining youth subs balance (as at 31 March) into EMR 373: Youth subs (N.B. renamed to remove "24/25")
- transfer of £176.11 from EMR 365: Youth PCC Grant into the main youth budget
- transfer of £1,000 into a new EMR (374: Youth Places to Go Grant).

(Proposed by Cllr Brookes-Hocking)

**2026/470 ASSERTION 10 - ANNUAL GOVERNANCE ACCOUNTABILITY RETURN**

*Cllr Cairney joined the meeting at 19.24*

Members received the Internal Auditor's report on Assertion 10, which emphasised digital and data management. The report included an action plan, created by the Town Clerk, to ensure compliance with proper practices.

Actions agreed upon included reestablishing FOI handling procedures, implementing an FOI response tracking system, ensuring all councillors attend training on FOI and GDPR, conducting data protection audits, and updating the retention schedule.

There was a discussion regarding audio and visual recordings of meetings, which would be considered following completion and review of the data audit.

**Decision:** It was **resolved** to **receive** and **note** the Internal Auditor's Report. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved** not to voluntarily adopt the Transparency Code 2015, as the ICO Model Publication Scheme is adopted and in use. (Proposed by Cllr Huxtable)

**2026/471 REVIEW OF STANDING ORDERS****2026/471.1 TO RECEIVE AND CONSIDER THE MOTION FORM SIGNED BY CLLRS HUXTABLE, BROOKES-HOCKING, COCHRAN, DOWNES AND HARRIS, AND TO APPROVE THE AMENDED STANDING ORDERS**

Members debated a motion to amend Standing Orders to improve public engagement by allowing responses to questions at the meeting if submitted by 12 noon the day before. Concerns were raised about excluding new attendees from asking questions. The motion was amended to ensure that questions submitted in advance would be answered at the meeting, while questions asked on the day would receive a response within 10 working days. The amended motion was agreed to be revisited at an appropriate meeting in April to discuss the Standing Orders, with clear wording to reflect the discussion.

**2026/472 COMMITTEE STRUCTURE**

Members discussed reverting back to a committee structure for the 2026-2027 period, debating the merits of the current structure versus a committee structure. Some members felt that the current structure allowed for better awareness and collective decision-making, while others preferred the efficiency of committees.

**Decision:** It was **resolved** to revert to a committee structure for the 2026-2027 period, as per the report provided. (Proposed by Cllr Harris)

**Decision:** It was **resolved** to **approve** the Terms of Reference. (Proposed by Cllr Harris)

**Decision:** Dates of committee meetings in 2026/27 were noted, for ratification in May.

**2026/473 POLICIES**

Members reviewed the Planning Applications Policy, discussing proposals to handle smaller applications via email, with larger applications being discussed in committee. Concerns were raised that change of use applications should be considered by the committee due to their significance.

**Decision:** It was **resolved** to **approve** the Planning Applications Policy, with the amendment to include Change of Use application determination at committee meetings. (Proposed by Cllr Huxtable. Cllrs Cairney, Frisby, Downes, Huxtable, Harris, Stanford, Perriman and Cochran voted for, Cllrs Brookes-Hocking and Fawssett voted against and Cllrs Letch and Backhouse abstained)

**2026/474 CIVIC EVENTS**

Members discussed the upcoming civic events in Dokkum and Fulda. The proposal was for the Mayor to attend these events to maintain and strengthen the town's relationships with these communities, with members agreeing that it was important to keep links with Dokkum and Fulda.

**Decision:** It was **resolved** to support the Mayor's attendance at the upcoming civic events in Dokkum and Fulda to maintain and strengthen the town's relationships with these communities, with Cllr Huxtable attending the Hessentag despite it being a new Mayoral term. (Proposed by Cllr Harris)

**2026/475 FORMAL RATIFICATION OF MEMBERSHIP TO SUMMER FESTIVAL WORKING GROUP**

**Decision:** It was **resolved** to formally ratify the membership of the Summer Festival Working Group, including Cllrs Huxtable, Frisby, Stanford, Brookes-Hocking, and Backhouse. (Proposed by Cllr Huxtable)

**2026/476 TOWN-WIDE RESIDENT SURVEY**

Members discussed the merits of conducting a town-wide resident survey to gather residents' opinions on services provided by the council. The proposal included a multi-platform survey to ensure all residents could participate, whether electronically or via paper. Cllr Downes highlighted the importance of understanding residents' priorities ahead of the Local Government Reorganisation, which may require difficult decisions regarding service cuts or precept increases. Further understanding on the survey format and logistics would be discussed and finalised in future meetings.

**Decision:** It was **resolved** to conduct a town-wide resident survey to gather residents' opinions on services provided by the council. (Proposed by Cllr Backhouse)

**2026/477 NEWCOMBES MEADOW PADDLING POOL**

**2026/477.1 TO RECEIVE THE QUOTE WITH OPTIONS FOR REFURBISHMENT OF PADDLING POOL AND SPLASH PAD, RECEIVED FROM MDDC AND TO CONSIDER ANY FURTHER ACTIONS**

*Taken as item 477.2*

**Decision:** It was **resolved to note** the contents of the report. (Proposed by Cllr Huxtable)

**2026/477.2 TO RECEIVE CLLR BACKHOUSE'S REPORT REGARDING A PADDLING POOL SURVEY, AND TO CONSIDER THE PROPOSALS THEREIN**

*Taken as item 477.1*

Members discussed Cllr Backhouse's report regarding the paddling pool survey. She expressed frustration due to the lack of engagement from councillors, noting that only two responses were received despite the urgency of the matter highlighted in December. A working group was formed to address the survey, but due to illness and lack of engagement, she had met individually with members to gather feedback.

She presented the amended survey, which incorporated feedback from the working group. She highlighted the importance of consulting the public quickly and proposed introducing 3 x £50 vouchers as incentives for survey completion. Concerns about data protection, privacy, and the destruction of data were raised, but members agreed that the survey could proceed, subject to due diligence and necessary agreements being in place.

Members acknowledged the need for accurate costings was acknowledged and it was agreed that the survey should focus on gauging public opinion on the expenditure.

**Decision:** It was **resolved** that the survey on the paddling pool could proceed, subject to due diligence and necessary agreements being in place following a meeting of the Working Group. (Proposed by Cllr Huxtable)

**2026/478 TOWN SQUARE BENCH CLEANING**

This item was not discussed due to a lack of time and would be added to the next agenda.

**2026/479 MANOR OFFICE**

The documents associated with the planning application, as detailed in the agenda pack, were **noted**.

**2026/480 LOCAL GOVERNMENT REORGANISATION**

**2026/480.1 TO NOTE THAT NO RESPONSES HAD BEEN RECEIVED REGARDING THE CONSULTATION FROM MEMBERS**

The Town Clerk advised that no responses had been received regarding the consultation.

**2026/480.2 TO CONSIDER, AMEND AND AGREE THE DRAFT LETTER TO GOVERNMENT REGARDING THE LGR CONSULTATION**

**Decision:** It was **resolved to approve** sending the draft letter, as presented in the agenda pack. (Proposed by Cllr Letch)

**2026/481 CREDITON AREA ASSOCIATION OF LOCAL COUNCILS**

This item was not discussed due to a lack of time and would be added to the next agenda.

**2026/482 ANNUAL MEETING**

It was **noted** that the date of the Annual Meeting would be Tuesday, 26 May 2026, at 18:30 on the Town Square. This was acknowledged without further discussion.

**2026/483 DATE OF NEXT MEETING**

The council noted that the date of the next meeting would be Tuesday, 07 April 2026.

**2026/484 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 Huxtable)

**2026/485 LEGAL MATTER**

The Town Clerk provided a verbal report regarding a legal matter.

**2026/486 REPORTS PACK**

Signed .....

Dated.....

## Application for a premises licence to be granted under the Licensing Act 2003

### Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Sami Chakmakchi

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description <b>113 HIGH STREET</b>			
<b>Post town</b>	CREDITON	<b>Postcode</b>	<b>EX17 3LG</b>

Telephone number at premises (if any)	<b>01363367054</b>
Non-domestic rateable value of premises	<b>£ 13000</b>

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *	<input checked="" type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	
	i as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)
	ii as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii as an unincorporated association or	<input type="checkbox"/>	please complete section (B)
	iv other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(A) individual applicants** (fill in as applicable)

<input checked="" type="checkbox"/> Mr		Mrs		Miss		Ms		Other Title (for example, Rev)		
<b>Surname</b> CHAKMAKCHI					<b>First names</b> SAMI					
<b>Date of birth</b>		[REDACTED]		I am 18 years old or over				Please tick yes		
<b>Nationality</b>										
Current residential address if different from premises address			[REDACTED]							
Post town		[REDACTED]				Postcode		[REDACTED]		
<b>Daytime contact telephone number</b>					[REDACTED]					
<b>E-mail address (optional)</b>		[REDACTED]								

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

**Second individual applicant** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

**(B) Other applicants**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
------

Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
1	2	02 2026

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

<p>Please give a general description of the premises (please read guidance note 1)          We are a Chinese restaurant, that does delivery, takeaway, collection and sitting in.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
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a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	✓
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	✓
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	✓

**In all cases complete boxes K, L and M**

# A

Plays Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**E**

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	✓
Day	Start	Finis h		Outdoors	
				Both	
Mon	10.00 am	12am	<b><u>Please give further details here</u></b> (please read guidance note 4) play Chinese music to give the authentic feel.		
Tue	10.00 am	12am			
Wed	10.00 am	12am	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	10.00 am	12am			
Fri	10.00 am	12am	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	10.a m	12am			
Sun	10.a m	12am			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				<b><u>Please give further details here</u></b> (please read guidance note 4)	Both
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
				Both	✓
Mon	23.00 pm	5.am	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	23.00 .pm	5.am			
Wed	23.00 pm	5.am	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	23.00 pm	5.am			
Fri	23.00 pm	5am	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23.00 pm	5.am			
Sun	23.00 pm	5am			

**J**

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	On the premises		
Day	Start	Finis h		Off the premises		
				Both	✓	
Mon	11am	23.00 pm	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) we do deliveries that we can sell bottles of beer and ciders			
Tue	11.a m	23.00 pm				
Wed	11.a m	23.00 pm				
Thur	11am	23.00 .pm		<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	11am	2300. pm				
Sat	11am	23.00 pm				
Sun	11am	23.00 pm				

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> Sami CHAKMAKCHI
<b>Date of birth</b> [REDACTED]

<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> 21/014331/LPER	
<b>Issuing licensing authority (if known)</b> Exeter city council	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	10am	5am	
Tue	10am	5am	
Wed	10am	5am	

			<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)</p>
Thur	10am	5am	
Fri	10am	5am	
Sat	10am	5am	
Sun	10am	5am	

**M**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

The premises will operate as a restaurant where the sale of alcohol is ancillary to a substantial meal. We will implement a 'Challenge 25' policy, ensuring all staff are trained to verify the age of any customer who looks under 25. Comprehensive staff training will be provided on the legal sale of alcohol, including how to identify and handle fraudulent identification. A refusal log will be maintained on-site

**b) The prevention of crime and disorder**

We maintain a zero-tolerance policy toward drug use and violent behaviour. All staff will be trained in conflict de-escalation techniques. In the event of an incident that cannot be safely managed by the duty manager, the police will be contacted immediately. An incident log will be kept on the premises to record any instances of disorder. This will also ask customers to keep the noise down and a notice will say make sure you keep the noise down on the door if we plan to stay open longer.

**c) Public safety**

The premises will comply with all relevant Health and Safety and Fire Safety legislation. Clearly legible safety signage will be displayed throughout the restaurant. To prevent glass-related injuries and litter on the public highway, no glass bottles or drinking vessels will be permitted to be taken outside the premises.

**d) The prevention of public nuisance**

As a food-led establishment, we are committed to being a responsible neighbour. Noise levels will be monitored regularly to ensure no disturbance is caused to nearby residents. Management will ensure that customers depart the premises quietly, particularly in the evening, and prominent signs will be displayed at the exit requesting that patrons respect our neighbours.

**e) The protection of children from harm**

The premises will operate a strict age-verification policy (Challenge 25). No person under the age of 18 will be permitted to remain on the premises after 21:30. Staff will be trained to ensure that alcohol is only served to adults and to remain vigilant against 'proxy sales' (adults buying for minors).

**Checklist:**

**Please tick to indicate agreement**

●	I have made or enclosed payment of the fee.	✓
●	I have enclosed the plan of the premises.	✓
●	I have sent copies of this application and the plan to responsible authorities and others where applicable.	✓
●	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	✓
●	I understand that I must now advertise my application.	✓
●	I understand that if I do not comply with the above requirements my application will be rejected.	
●	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	✓

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	Sami chakmakchi
Date	12/02/2026
Capacity	owner

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for

- the performance from a person who is responsible for the premises.
- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service.**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Consent of individual to being specified as premises supervisor

Consent of individual to being specified as premises supervisor

I SAMI CHAKMAKCHI  
(full name of prospective premises supervisor)

of

  
(home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

EXIT CATERING LTD  
(type of application)

by  
(name of applicant)

relating to a premises licence SAMI CHAKMAKCHI  
(number of existing licence, if any)

for

113 HIGH STREET EXIT 3LG  
(name and address of premises to which the application relates)

and any premises licence to be granted or varied in respect of this application made  
by  
*(name of applicant)*  
concerning the supply of alcohol at

Yummy Tummy Chinese 113 High Street, Crediton  
*(name and address of premises to which application relates)*

I also confirm that I am entitled to work in the United Kingdom and am applying for,  
intend to apply for or currently hold a personal licence, details of which I set out  
below.

Personal licence number

21/01431/LPER  
*(insert personal licence number, if any)*

Personal licence issuing authority

*(insert name and address and telephone number of personal licence issuing authority, if any)*

Signed



Name (please print)

SAMI CHAKMAKCHI

Date

27/2/2026



**From:** Stephen Tucker  
**Sent:** 26 March 2026 12:09  
**To:** Councillor Jim Cairney  
**Subject:** Double Yellow Line request for HATOC

Dear Cllr Cairney,

Here is my outline of what is required, and I will pass a copy to the Traffic Team and add to June List for discussions.

It is my believe that the DYL's need to run from Westernlea all the way up to the entrance of Durley Chine, approx. 127m from the existing just northwest of Tuckers Meadow. See plan below.

This is a primary gritting route, and the parking of vehicles is causing a hazard to all route users.

There have been instances where the gritter has not been able to stop going down hill due to the weather conditions into oncoming traffic which luckily has so far not resulted in an incident.

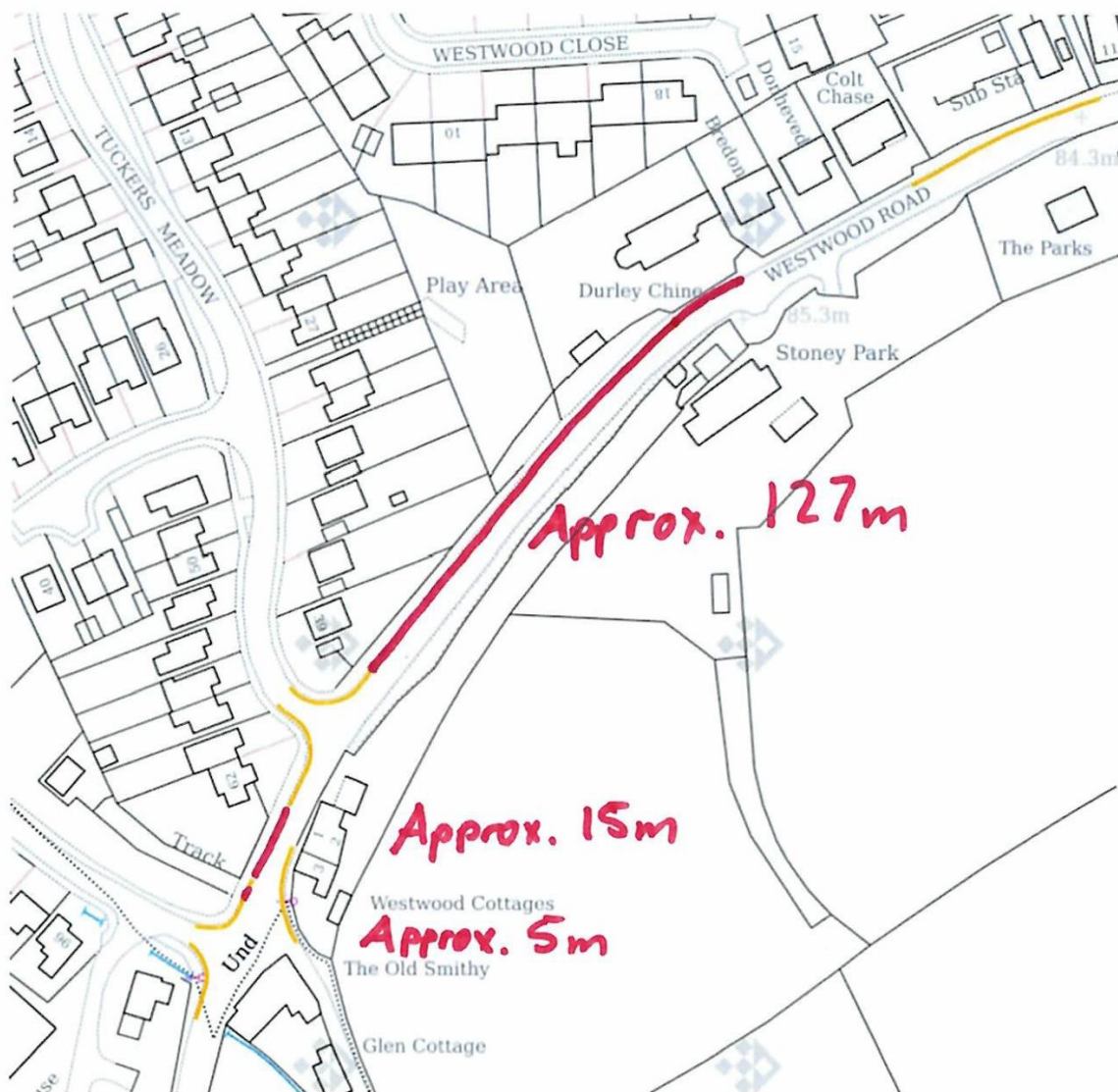
This site has been discussed at length previously but needs to be revisited.

I know that locally there is an on-street parking issue which has overflowed onto this road, and will no doubt be raised by the public during consultation.

Proposed plan for extension of DYL's at Westwood, Crediton.

Yellow = existing

Red = proposed





# CREDITON TOWN COUNCIL

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## [CUT!] Report (for noting only)

**Report by:** Cllr Backhouse  
**To:** Full Council  
**For consideration on:** 14 April 2026

### **[CUT!]/Great British Spring Clean - Saturday 28th March**

Around 10 volunteers of all ages came together to help clear the area around Haywards Primary School.

Although there was hail first thing in the morning, it soon cleared and did not stop the excellent turnout. Thanks to everyone's efforts, we made a big difference to the area.

Work carried out included removing silt from the drains which was placed around the Christmas tree, and clearing weeds from the pavements. By the end of the session, the area looked much tidier.

This part of town has a really strong community spirit, and it was lovely to see people coming together to improve the local area.



## Bench Seat Policy

From time to time members of the public will ask Credition Town Council (CTC) to allow them to place a seat on council-owned land, usually in memory of a loved one.

There are quite a few seats already installed in various places, and this policy has been developed to ensure that all seating placed on council-owned land conforms to a reasonable standard, and that there is not an excessive number.

1. All applications must be in writing to the Town Clerk. Where possible details of the seat should be submitted with the application, including its proposed location.
2. All applications will be considered for approval by the Community and Environment Committee.
3. CTC have selected a number of suppliers, as given on the attached sheet, and would encourage donors to choose from this list.
4. All seats must be suitably robust and of a good quality and standard and must be installed by a CTC approved contractor at the donor's expense.
5. Land for the siting of seats is limited and CTC reserves the right to refuse a request, where the decision is final.
6. The donor is welcome to attach a small plaque to the seat. The size must not exceed 6 inches x 4 inches (15cm x 10cm). The words on the plaque must be agreed with CTC prior to the plaque being installed.
7. Nothing other than agreed plaques should be placed on seats at any time.
8. All seats placed on council-owned land becomes property of CTC and it is the responsibility of CTC to insure the seat.
9. CTC reserves the right to relocate seats if necessary and will make every effort to notify the donor prior to such relocation. It is the responsibility of the donor to keep CTC informed of their current address.
10. CTC reserves the right to remove any seat which reaches a state beyond economic repair. every attempt will be made to contact the owner prior to removal.
11. Memorial plaques wherever possible will be returned to the donor if/when the seat is no longer fit for purpose.

## **Supplier List**

Broxap Ltd

Telephone: 01782 564411

Email: [sales@broxap.com](mailto:sales@broxap.com)

Web: [www.broxap.com](http://www.broxap.com)

Corido

Telephone: 020 8655 6242

Email: [info@corido.co.uk](mailto:info@corido.co.uk)

Web: [www.corido.co.uk](http://www.corido.co.uk)

David Ogilvie Engineering Ltd

Telephone: 01563 570061

Email: [david@davidogilvie.com](mailto:david@davidogilvie.com)

Web: [www.davidogilvie.com](http://www.davidogilvie.com)

Glasdon UK Ltd

Telephone: 01253 600415

Email: [wa@glasdon-uk.co.uk](mailto:wa@glasdon-uk.co.uk)

Web: [www.glasdon.com](http://www.glasdon.com)

Greenbarnes Ltd

Telephone: 01280 701093

Email: [sales@greenbarnes.co.uk](mailto:sales@greenbarnes.co.uk)

Web: [www.greenbarnes.co.uk](http://www.greenbarnes.co.uk)



## Eye Test and Glasses Policy

### Introduction

This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992. The policy and regulations are reflective of the minimum health and safety requirements for work with display screen equipment as implemented in the regulations.

In accordance with the health and safety display screen equipment regulations 1992, (DSEW) display screen equipment users whose general eyesight defects require a corrective prescription are responsible for this cost. It is only where the general corrective prescription is not suitable for use with display screen equipment that Credition Town Council (CTC) is responsible for the cost of a specific corrective prescription for that purpose.

### Policy Statement

CTC recognises and accepts its responsibility as an employer to ensure that employees who habitually use display screen equipment on behalf of CTC should have their sight tested regularly. The DSE requires employers to provide an appropriate eyesight test for all officers who use display screen equipment for a significant part of their job. Purchase of glasses can be made at any optician.

### Eye Test

One claim per employee is permitted per year. Employees should make an appointment with an optician based in Credition. The cost of the eye test will be reimbursed through CTC expenses procedure.

### Glasses prescribed for VDU use

An optician needs to declare that the prescribed glasses are required for DSE use.

### Contribution towards glasses

CTC will reimburse expenses for eye tests and glasses as follows:

- Eye sight Examination – Full cost
- Glasses for VDU use only – total cost to a maximum of £120.00
- Glasses for normal use and VDU use – 50% of total cost of glasses to a maximum of £60.00

Any cost in excess of this must be borne by the employee. All reimbursements must be accompanied by a receipt for the relevant product from the optician at time of re-claim and must include the date of examination and / or purchase.



## Statement on Leadership in Planning for the future

Credition Town Council (CTC) has always been mindful that planning within the town should be positive for the people, the economy and the environment. It actively participates in the planning process in numerous ways as detailed below.

### **Commenting on Planning Applications**

On a monthly basis, CTC considers and comments on planning applications relating to Credition that have been submitted to the local planning authority, Mid Devon District Council, using its adopted 'Planning Applications Policy'.

When considering an application, CTC considers such things as the design, location, impact on the street scene and neighbours, biodiversity and environmental impact.

Comments are also made relating to district, county, regional and national policy.

### **Community Consultations**

CTC works with partner organisations and stakeholders to deliver information sessions on future planning for Credition. Feedback is sought and used in responding to issues, where possible.

### **Liaising with developers**

On large scale development, CTC liaises with developers prior to a formal planning application being submitted. The aim of this is to create better quality development that meets the needs of the Credition community and ensure that any areas of concern can be addressed to deliver a favourable recommendation at the planning application stage. More information can be found within CTC's adopted 'Protocol for Meeting with Developers'.

### **Creating a Neighbourhood Plan**

Credition's Neighbourhood Plan was made on 26 October 2022. The Credition Neighbourhood Plan now forms part of the statutory development plan for the Credition area, alongside the Mid Devon Local Plan and the Devon Waste and Minerals Plans and carries full weight for guiding planning applications submitted for determination and the decisions made on these. The Neighbourhood Plan will require regular review and amendment.

### **Clear Communication**

CTC uses the following resources to communicate with the community:

- Website
- Social media pages
- Newsletter
- Annual report
- Meetings
- Noticeboards
- Consultation opportunities.

These channels are used to promote communication and encourage feedback on all aspects of the CTC's work, whether positive or negative. These platforms also provide the community with an opportunity to share their thoughts and ideas on upcoming development plans or projects within the community.



## Motion Request Form

### Motion requiring Written Notice to the Proper Officer – Standing Order 9

Meeting the motion is intended to be considered at (including date):	
Title of Motion:	
Proposed by:	
Seconded by: (if applicable)	
Proposed Resolution:	
Background: (provided by the proposer)	
Financial implication(s): (provided by the proposer)	
Legal implication(s):	
Proposers signature:	
Seconders signature: (if applicable)	
Date of submission to the Proper Officer <sup>[1]</sup> :	

### Officer comments:

Background:	
Financial implication(s):	

<sup>[1]</sup> The mover of a motion must have given written notice of its wording to the Proper Officer at least 8 clear days before the meeting – clear days do not include the day of the notice or the day of the meeting. Standing Order 9b.



## Tree Risk Management Policy

### Introduction

The risk associated with trees is extremely low however, as a local authority, Credition Town Council (CTC) must ensure public safety, whilst at the same time maintaining a natural and environmentally diverse landscape. CTC has a formal policy outlining how and why it manages the risk from trees on its land, ensuring it is relatively safe for people to visit and can reasonably expect not to be harmed.

### Policy Scope

This policy relates to trees growing on land owned or under the responsibility of CTC. It does not cover trees within private ownership or in the ownership of another local authority.

This policy is designed to address the risks posed by the failure of trees, or parts of trees, with the potential to cause damage or injury and will provide an audit trail of action taken in response to potential risks posed by trees. By following this policy, CTC can demonstrate it has met its responsibilities and duty of care as a tree owner.

A prioritised system will be followed whereby those trees posing the greatest risk will be assessed and managed first.

### Benefits of Trees

The benefits trees and open spaces are well documented. These include:

- Contributing to wellbeing and quality of life
- Mitigating of the effects of climate change
- Bringing communities together
- Enhancing community security - reducing anti-social behaviour/crime levels
- Encouraging walking - significant improvements in air quality
- Lowering risk of surface water flooding
- Improving the perception of the local area
- Psychological and physical health benefits
- Ecosystem services
- Essential wildlife habitat.

Trees can help to bring social benefits as well as attracting economic benefits and visual interest throughout the year.

### Risk from Trees

Each year between 5 and 6 people in the UK are killed from a falling branch or tree, and around 3 people are killed each year by trees in public spaces (Health and Safety Executive (HSE)) Therefore, trees pose a very low risk to people and property. The HSE states that this level of risk equates to about 1 in 10 million deaths for those trees in or adjacent to areas of high public use, categorising the risk as “broadly acceptable”.

Unfortunately, the media attention relating to tree failure heightens the concerns from the public. Despite the low risk, CTC has a duty under the Health & Safety at Work Act 1974 to ensure the risks associated with trees are managed in a reasonable practicable manner.

Other legislation relevant to the management of trees includes, for example the Occupiers' Liability Acts 1957 and 1984, the Countryside and Rights of Way Act 2000 (CRoW), the Wildlife and Countryside Act 1981, the Marine and Coastal Access Act 2009, as well as legislation relating to Sites of Special Scientific Interest, planning issues and Tree Preservation Orders.

### **Tree Management & Replacement**

CTC aims to encourage biodiversity and ensure its tree population is both varied and sustainable. Trees will only be removed when there is a demonstrable arboriculture, safety or legal reason. When planting a replacement tree, the council will select trees appropriate for their location.

### **Site Zoning**

All trees under the responsibility of CTC will be zoned according to the risk they could pose to people or property, as recommended by HSE. The zones will be based on two features:

- Proximity of trees to people and property (Lonsdale 2010)
- Usage of the land – what is the likelihood of damage or injury occurring (how often are people or property within falling distance of the tree?)

Zones will be identified as Low, Medium & High and will be continually reviewed to ensure that they reflect the current situation on the ground and will be updated on an ad hoc basis as site usage changes, or situation changes.

**HIGH ZONE:** Main roads, high public use (car parks, open spaces etc.), risk to residential and business properties, high use footpaths. Trees adjacent to busy railway lines, school playgrounds and play areas.

Inspected formally every 1-2 years and inspected reactively in response to enquiries. Also subject to informal observation during normal Council activities.

**MEDIUM ZONE:** Lower use roads, regular public use (public open spaces), regularly used footpaths, intermittently used car parks (rarely full). Trees adjacent to domestic gardens and/or low use outbuildings.

Inspected formally every ~~2-3~~ 2-4 years and inspected reactively in response to enquiries. Also subject to informal observation during normal Council activities.

**LOW ZONE:** Low use footpaths, trees alongside waterways, low use open spaces, adjacent to low use outbuilding.

A formal walk or drive by (overview) group inspection, every 5 years, around the perimeter of the site and along any routes of access such as footpaths and inspected reactively. Trees only to be assessed individually if the group 'overview' inspection identifies an obvious hazard. Also subject to informal observation during normal Council activities.

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### **Scheduled Inspections**

Tree inspections need to be undertaken in areas owned and managed by CTC. The frequency of inspection will be determined by the site zoning criteria detailed above (See Appendix One).

Following a formal inspection, if a tree on council owned land poses a significant risk, work to make the tree safe or fell the tree will be undertaken. In some cases, an identified risk may not warrant immediate action and instead the tree will require ongoing monitoring.

A tree inspection will take into account the following criteria:

- Species
- Height
- Age category
- Physical condition
- Recommended action required
- Priority of work required
- Usage zone.

### **Informal Annual Survey**

The National Tree Safety Group suggest that people with good local knowledge/ familiarity with local trees are suited to carrying out informal observations. To ensure public safety, trees on council-owned land will be informally surveyed on an annual basis by an officer or town council member. This will take place between scheduled inspections to identify any obvious defects/changes following the last inspection.

If a tree is identified as requiring formal inspection, an arboriculturist will be instructed to carry out an assessment of the individual tree.

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APPENDIX ONE



SITE ZONING AND ASSOCIATED INSPECTION PROGRAMME

Location	Identified zoning factors	Site Zone	Inspection requirement
Peoples Park	<ul style="list-style-type: none"> <li>Risk to residential property</li> <li>Regular public use</li> <li>Regularly used footpaths</li> </ul>	High Zone	<ol style="list-style-type: none"> <li>Formal inspection every two years* (<u>with some trees inspected annually if hazard features are identified during inspection</u>)</li> <li>Regular tree checks if weather may have affected trees after storms, including broken branches/limbs and tree heave</li> <li>Informal walk of site every autumn to check for obvious defects/changes.</li> <li>Reactive inspection in response to enquiries.</li> </ol> <p><del>*due to mature nature of trees and close proximity to property, it is important for council to consider whether every 2 years would be sufficient. This will be considered annually or as required.</del></p>
Upper Deck	<p>Medium Zone:</p> <ul style="list-style-type: none"> <li><u>Regularly used road</u></li> <li>Lower use footpaths</li> <li>Open spaces with <u>lower regular</u> use</li> </ul>	Medium Zone	<ol style="list-style-type: none"> <li>Formal inspection every <del>three</del> <u>four</u> years</li> <li>Informal walk of site every year to check for obvious defects/changes.</li> <li>Reactive inspection in response to enquiries.</li> </ol>
Stonypark	<p>Medium Zone:</p> <ul style="list-style-type: none"> <li>Regularly used footpaths (on walking route to school)</li> <li>Open spaces with regular use (adjacent to school playing field)</li> </ul>	Medium Zone	<ol style="list-style-type: none"> <li>Formal inspection every <del>three</del> <u>four</u> years</li> <li>Informal walk of site every year to check for obvious defects/changes.</li> <li>Reactive inspection in response to enquiries.</li> </ol>
<u>Exhibition Road Allotments</u>	<p>Medium Zone:</p> <ul style="list-style-type: none"> <li><u>Regularly used road</u></li> <li><u>Lower use footpath</u></li> <li><u>Open spaces with regular use (allotment users)</u></li> <li><u>Trees adjacent to domestic gardens</u></li> </ul>	Medium Zone	<ol style="list-style-type: none"> <li>Formal inspection every <del>three</del> <u>four</u> years</li> <li>Informal walk of site every year to check for obvious defects/changes.</li> <li>Reactive inspection in response to enquiries.</li> </ol>



# CREDITON TOWN COUNCIL

## Reserves Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 14 April 2026

### **Recommendation**

Full Council is requested to consider and approve the proposals regarding Earmarked Reserves and General Reserves.

#### **1. Purpose**

1.1 This report provides a recommendation to approve spending from Earmarked Reserves and General Reserves, as well as a transfer to Earmarked Reserves, as specified below.

#### **2. Background**

2.1 Newcombes Meadow toilet block required two specialist cleans due to unhygienic matter on one of the rear toilet entrances, at a cost of £90 + VAT per visit. The remaining balance in the 2025/26 Newcombes Meadow toilets supplies & repairs budget is £36.90, therefore an overspend is required.

2.2 A new laptop is required for a member of the youth team. The cost of a new laptop (including build services) is £972.50 + VAT and there is £1,609.15 in EMR 366: Youth underspend 24/25.

2.3 The laptop used by the Town Centre Officer requires replacement. The cost of a replacement is £972.50 (including build services) and there is £4,685.86 in EMR 339: IT Equipment/Support. Approval to spend from EMR 339: IT Equipment/Support is required.

2.4 Due to an ongoing case with the electricity providers at Manor Office, the final electricity bills for 25/26 have now been received. The bills total £764.44 and the remaining balance for 25/26 is £720.74, therefore an overspend is required

2.5 A grant of £250 was received in 2025 to facilitate cluster meetings. The remaining balance must be transferred into an EMR for the year end.

#### **3. Proposals**

3.1 To approve an overspend of £143.10 from the 25/26 Newcombes Meadow toilets supplies & repairs budget.

3.2 To approve spending £972.50 from EMR 366: Youth underspend 24/25 to purchase a new laptop.

3.3 To approve spending £972.50 from EMR 339: IT Equipment/Support to purchase a replacement laptop.

3.4 To approve an overspend of £43.70 from the Council Offices electricity budget.

3.5 To approve the transfer of £211.23 into new EMR 375: Cluster Grant

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

4.1. There are no additional financial implications.

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

5.1 There are no climate implications.

#### **6. Conclusion**

6.1 Full Council is requested to approve the proposals to ensure that the financial management of all transactions is transparent.



## STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2026

### SCOPE OF RESPONSIBILITY

Credition Town Council (CTC) is a local authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, CTC is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

### THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CTC's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place for the year ending 31 March 2026 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Governance and Accountability for Local Councils Practitioners' Guide (England).

### THE INTERNAL CONTROL ENVIRONMENT

#### The Council

CTC has appointed a Chair, who is also the Mayor, who is responsible for the smooth running of meetings. For the year ending 31 March 2026 this was Councillor Steve Huxtable.

CTC reviews its obligations and objectives and approved a budget for the financial year 2025/26 at its meeting held on Tuesday 21 January 2025 (minute number 2025/092.1). CTC also approved the level of precept for the financial year 2025/26 at the same meeting (minute number 2025/092.2).

CTC and its committees monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings are circulated to all members of CTC and are published on its website: [www.credition.gov.uk](http://www.credition.gov.uk).

Full Council meets twice monthly and receives the minutes of all committees and ratifies the decisions therein. CTC also monitors progress by receiving relevant reports from its committees, members and the Town Clerk & Responsible Financial Officer (RFO).

No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget, unless a virement has been approved by full council. The Town Clerk may incur expenditure on behalf of the council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000.00 as per CTC's adopted Financial Regulations. The Town Clerk shall report the action to the appropriate Committee or Council as soon as practicable thereafter.

CTC has appointed specific members to review its internal controls, systems and procedures by way of random internal control checks conducted on a monthly basis.

#### Town Clerk / RFO

CTC has appointed a Town Clerk who acts as the council's advisor and administrator. The Town Clerk is also the council's RFO and is responsible for administering its finances. The Town Clerk is responsible for advising on the day to day compliance with laws and regulations that CTC is subject to and for managing risks. The Town Clerk also provides advice to ensure that its procedures, control systems and policies are adhered to.

#### Payments

All expenditure must be authorised by CTC or by a committee having delegated authority, or by the Town Clerk after consultation with the appropriate Chair. The list of orders is available for inspection by any member of the council on demand.

All payments and receipts are entered onto the Rialtas Omega Accounting System.

All payments and receipts are reported to CTC. A copy of all receipts and payments are provided within the minute pack of the relevant meeting when they are approved, together with the bank reconciliation and year to date budget sheet. The RFO and two members of the council must sign off every order for payment. The RFO and two signatories check each order for payment against the relevant invoice. Payments are either made by BACS or by cheque.

CTC also checks the bank reconciliation against the bank account and the year to date budget sheet at Full Council meeting's on a monthly basis.

#### Income

All income is received and banked in CTC'S name in a timely manner and reported to Full Council.

A copy of all payments and receipts are also separately published on CTC's website: [www.crediton.gov.uk](http://www.crediton.gov.uk).

### Contracts

Procedures as to contracts are laid down in CTC's Standing Orders and Financial Regulations, and oversee all contract procedures.

### Risk Assessments / Risk Management

CTC carries out regular risk assessments to record risks and related health and safety, employment and insurance issues. The Town Clerk will report on risk assessments for consideration and action.

### Internal Audit

The Council appointed IAC Audit and Consultancy Ltd as its independent internal auditor for 2025/26 who has reported on the adequacy of its records, procedures, systems, internal control and risk management.

### External Audit

The Council's appointed external auditor for 2025/26 is PKF Littlejohn LLP. Following completion of external audit the annual Certificate of Audit is provided, which is presented to Full Council. The notice of conclusion of audit & annual return is also published on CTC's website.

### REVIEW OF EFFECTIVENESS

CTC has responsibility for conducting an annual review of the effectiveness of its systems of internal control. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Town Clerk/RFO
- The work of officers reporting to the Town Clerk/RFO
- The work of the Independent Internal Auditor
- The External Auditors in their annual review
- Those elected members with designated responsibility within this area.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

We are satisfied on all accounts that our arrangements are effective and meet expected standards. CTC approved the Statement of Internal Control on 14 April 2026.

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Town Clerk & Responsible Financial Officer)

\_\_\_\_\_  
Date

# Crediton Town Council Asset Register

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
<b>LAND</b>								
1	Land	Stonypark	unknown	As insured	£1	Stonypark Lane	Deeds at TC Office	20/03/2026
2	Land	Exhibition Road Allotments	unknown	As insured	£1	Exhibition Road	Deeds at TC Office	20/03/2026
3	Land	Barnfield Allotments	unknown	As insured	£1	Barnfield	Deeds at TC Office	20/03/2026
4	Land	Moffats Land Allotments	unknown	As insured	£1	Land off Newcombes Meadow	Deeds at TC Office	20/03/2026
5	Land	Upper Deck	unknown	As insured	£1	George Hill	Deeds at TC Office	20/03/2026
6	Land	Peoples Park	unknown	As insured	£1	Peoples Park	Deeds at TC Office	20/03/2026
7	Land	Scout Memorial Garden	unknown	As insured	£1	Peoples Park		20/03/2026
8	Land	Fulda Crescent Play Area	unknown	As insured	£1	Fulda Crescent	Deeds at TC Office	20/03/2026
9	Land	Spinning Path Gardens Play Area	unknown	As insured	£1	Spinning Path Gardens Play Area	Deeds at TC Office	20/03/2026
<b>PROPERTY</b>								
10	Property	Bus Shelter	unknown	As insured	£12,244	Next to War Memorial, Union Road		20/03/2026
11	Property	War Memorial	unknown	As insured	£44,462	Union Road		20/03/2026
12	Property	Millennium Cross	unknown	As insured	£7,601	St Lawrence Green	Sited on MDDC land	20/03/2026
13	Property	Millenium Clock	unknown	As insured	£7,136	Front of Town Hall	Sited on CADT Town Hall Building	20/03/2026
14	Property	St Boniface Statue	unknown	As insured	£32,814	Newcombes Meadow	Sited on MDDC land	20/03/2026
15	Property	Bandstand	unknown	As insured	£49,213	Newcombes Meadow	Sited on MDDC land	20/03/2026
16	Property	Cups & Trophies	unknown	As insured	£792	Manor Office	CTC owned	20/03/2026
17	Property	Wishing Well Brick Floral Planter	unknown	19/07/2005	£750	A3072 entrance to town	Sited on DCC land	20/03/2026
18	Property	Wishing Well Brick Floral Planter	unknown	19/07/2005	£750	QE Drive entrance to town	Sited on DCC land	20/03/2026
19	Property	Brick Floral Planter	unknown	19/07/2005	£500	Tolleys (Nr Mill Street)	Sited on DCC land	20/03/2026
20	Property	A boards (x2)	01/06/2014	01/06/2014	£200	Council Offices, North Street	CTC owned	20/03/2026
21	Property	3 tier planters (x4)	14/05/2015	14/05/215	£4,000	Crediton Town Square	CTC owned	20/03/2026
22	Property	Memorial Bench (Jamie Fleming)	18/08/2015	18/08/2015	£350	Situated at Town War Memorial fixed to ground	CTC owned	20/03/2026
23	Property	Totem Pole Memorial (Samuel Crocker)	22/01/2016	22/01/2016	£750	Peoples Park Scout Memorial Garden	Property of Scouts	20/03/2026
24	Property	Illuminated spheres (x 20)	09/11/2017	14/11/2017	£1,700	Garage No.8, North Street	CTC owned	Inventory in progress
25	Property	Square planter	unknown	01/04/2018	£1	High Street, outside Lloyds Bank	CTC acquired	20/03/2026
26	Property	St Boniface Statue information oak lecturn	01/05/2018	01/05/2018	£489	Newcombes Meadow positioned next to the St Boniface Statue	Sited on MDDC land	20/03/2026
27	Property	Triple Star illuminations (x 24)	18/06/2018	09/04/2019	£2,040	Garage No.8, North Street	CTC owned	Inventory in progress
28	Property	Illuminated spheres (x 11) (£79 each)	15/10/2018	15/10/2018	£869	Garage No.8, North Street	CTC owned	Inventory in progress
29	Property	Illuminated spheres (x 10) (£113.75 each)	24/10/2019	24/10/2019	£1,138	Garage No.8, North Street	CTC owned	Inventory in progress
30	Property	Christmas Trees including lights (x 12)	24/10/2019	24/10/2019	£1,530	Garage No.8, North Street	CTC owned	07/04/2026
31	Property	2-tier barrel planter	21/12/2018	21/12/2018	£369	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)	20/03/2026
32	Property	2 x 2-tier barrel planters	31/01/2020	31/01/2020	£730	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)	20/03/2026
33	Property	2 x stone-effect planters	01/01/2021	01/01/2021	£428	Behind War Memorial	CTC owned	20/03/2026
34	Property	50 metre garland lighting (x2)	21/10/2020	21/10/2020	£956	Garage No.8, North Street	CTC owned	Inventory in progress

Id.		Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
35	Property	Flag Pole	15/10/2019	15/10/2019	£445	Next to War Memorial, Union Road	CTC owned (sited on MDDC land)	20/03/2026
36	Property	Newcombes toilets	01/09/2019	01/09/2019	£1	Union Road, Crediton	CTC owned	20/03/2026
37	Property	7 ft Ceremonial Pole	18/07/2019	18/07/2019	£90	Council Offices, North Street	CTC owned	20/03/2026
38	Property	Grit bins (x2)	17/11/2020	17/11/2020	£360	Butt Parks	CTC owned	20/03/2026
39	Property	Salt Spreader	06/11/2019	06/11/2019	£825	Council Offices, North Street	CTC owned	20/03/2026
40	Property	Maypole	22/03/2007	22/03/2007	£310	Landscape School	n/a	Location unknown
41	Property	Tables & Chairs	05/04/2022	05/04/2022	£734	Garage No.8, North Street	CTC owned	20/03/2026
42	Property	CCTV System (Cameras, Links, NVR, Monitor)	24/09/2021	24/09/2022	£24,763	NVR @ Council Offices, North Street. Cameras and Links at Various Locations	CTC owned	20/03/2026
43	Property	Interactive Snowman	03/08/2021	03/08/2021	£400	Garage No.8, North Street	CTC owned	20/03/2026
44	Property	Interactive Penguin	03/08/2021	03/08/2021	£545	Garage No.8, North Street	CTC owned	20/03/2026
45	Property	Youth Club furniture (table, sofa, blanket box & sofa bed)	08/02/2021	08/02/2021	£288	Old Landscape School	CTC owned	Due for disposal
46	Property	Bean bags	20/12/2021	20/12/2021	£248	Crediton Congregational Church (Long term loan)	CTC owned	20/03/2026
47	Property	Fairy Lights for East St/Charlotte St	11/11/2021	11/11/2021	£72	Garage No.8, North Street	CTC owned	Inventory in progress
48	Property	Gas-fuelled Beacon	16/04/2016	16/04/2016	£360	Garage No.8, North Street	CTC owned	20/03/2026
49	Property	Indoor pool table	09/11/2022	09/11/2022	£270	Council Offices, North Street	CTC owned	20/03/2026
50	Property	Outdoor table tennis table	30/01/2023	30/01/2023	£380	Old Landscape School	CTC owned	20/03/2026
51	Property	Street snooker	31/03/2023	13/03/2023	£2,454	Council Offices, North Street	CTC owned	20/03/2026
52	Property	24 x illuminated rods	30/10/2023	30/10/2023	£2,086	Garage No.8, North Street	CTC owned	Inventory in progress
53	Property	1 x sphere	30/10/2023	30/10/2023	£154	Garage No.8, North Street	CTC owned	Inventory in progress
54	Property	LED string lights	06/11/2023	06/11/2023	£606	Garage No.8, North Street	CTC owned	Inventory in progress
55	Property	Allotment water troughs	01/06/2023	01/06/2023	£500	Exhibition Road Allotments	CTC owned	20/03/2026
56	Property	Road closure signs	06/10/2023	06/10/2026	£500	Council Offices, North Street	CTC owned	20/03/2026
57	Property	Spaceliner - town maintenance trolley	29/01/2024	29/01/2024	£1,500	Garage No.8, North Street	CTC owned	20/03/2026
58	Property	Cool white LED lights	01/10/2024	01/10/2024	£500	Garage No.8, North Street	CTC owned	Inventory in progress
59	Property	Red barriers x 4	02/10/2024	02/10/2024	£200	Council Offices, North Street	CTC owned	20/03/2026
60	Property	Illuminated xmas lantern	03/10/2024	03/10/2024	£1,625	Garage No.8, North Street	CTC owned	20/03/2026
61	Property	Various tables/chairs	unknown	01/04/2023	£500	Old Landscape School	CTC owned	20/03/2026
62	Property	[CUT] tools & equipment	01/04/2024	01/04/2024	£600	Old Landscape School	CTC owned	20/03/2026
63	Property	Cable covers	14/11/2024	14/11/2024	£250	Garage No.8, North Street	CTC owned	20/03/2026
64	Property	Old Landscape School	10/02/2022	03/05/2022	£16,000	Old Landscape School, Greenway, EX17 3LP	CTC owned	20/03/2026
65	Property	2-tier barrel planter	unknown	As insured	£375	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)	20/03/2026
66	Property	Telephone kiosk	12/06/2025	12/06/2025	£1	St Lawrence Green	CTC acquired	20/03/2026
67	Property	Allotment water troughs	20/11/2025	20/11/2025	£500	Barnfield Allotments	CTC owned	20/03/2026
68	Property	20 x Cool White LED animated Dark cable 24v	25/11/2025	25/11/2025	£868	Garage No.8, North Street	CTC owned	20/03/2026
69	Property	20 x 24v LED power lead black cable without AC/DC convertor	25/11/2025	25/11/2025	£123	Garage No.8, North Street	CTC owned	20/03/2026
70	Property	1 LED 13mm rope light 40m CLEAR	25/11/2025	25/11/2025	£259	Garage No.8, North Street	CTC owned	20/03/2026

Id.		Description		Acquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	Last reviewed
71	Property	Property	Lighting equipment (connectors, shrinkable tube)	25/11/2025	25/11/2025	£150	Garage No.8, North Street	CTC owned	20/03/2026
72	Property	Property	Noticeboard	05/03/2026	05/03/2026	£474	External wall of 122-123 High Street	CTC owned	20/03/2026
					<b>TOTAL</b>	<b>£232,127</b>			
<b>GATES &amp; FENCING</b>									
73	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Stonypark	n/a	20/03/2026
74	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Exhibition Road Allotments	n/a	20/03/2026
75	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Barnfield Allotments	n/a	20/03/2026
76	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£823	Moffats Land Allotments	n/a	20/03/2026
77	Gates & Fencing	Handrail	Handrail	29/08/2023	29/08/2023	£1,577	FP29 to Tinpot Lane	CTC owned	20/03/2026
78	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£1	Spinning Path Gardens Play Area	n/a	20/03/2026
79	Gates & Fencing	Gates & Fencing	Gates & Fencing	unknown	As insured	£1	Fulda Crescent Play Area	n/a	20/03/2026
					<b>TOTAL</b>	<b>£4,871</b>			
<b>SIGNS</b>									
80	Signs	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Market St & High St	n/a	20/03/2026
81	Signs	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Outside Congregational Church	n/a	20/03/2026
82	Signs	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Union Road Bus Shelter	n/a	20/03/2026
83	Signs	Signs	Heritage Finger Post	unknown	19/07/2005	£2,174	Corner Dean St & East St	n/a	20/03/2026
84	Signs	Signs	Heritage Finger Post	unknown	17/04/2012	£2,253	Town Square	n/a	20/03/2026
85	Signs	Signs	Heritage Finger Post	unknown	17/04/2012	£1	High Street, outside alleyway leading to Silbury Place	CTC acquired	20/03/2026
86	Signs	Signs	Redvers Ramble Wooden Post	02/11/2018	02/11/2018	£360	Peoples Park	CTC owned	20/03/2026
87	Signs	Signs	Redvers Ramble Wooden Plaque	02/11/2018	02/11/2018	£96	Downeshead Lane	CTC owned	20/03/2026
88	Signs	Signs	Allotment & Play area signs	31/07/2023	31/07/2023	£120	Various (Barnfield, Exhibition, SPG and Fulda Crescent Play Area )	CTC owned	20/03/2026
89	Signs	Signs	Boniface Heritage Panels x 8	01/02/2024	01/02/2024	£1	Various	CTC acquired	20/03/2026
90	Signs	Signs	Office sign	09/07/2025	09/07/2025	£115	Council Offices, North Street	CTC owned	20/03/2026
91	Signs	Signs	CCTV signs	26/02/2026	26/02/2026	£600	High Street, Newcombes Meadow, Town Square	CTC owned	20/03/2026
					<b>TOTAL</b>	<b>£12,242</b>			
<b>SEATING</b>									
92	Seating	Seating	Public Seat	unknown	20/04/2004	£482	Upper Deck	n/a	20/03/2026
93	Seating	Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a	20/03/2026
94	Seating	Seating	Public Seat	2012	17/06/2013	£1,500	Scout Memorial Gardens	n/a	20/03/2026
95	Seating	Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a	20/03/2026
96	Seating	Seating	Public Seat - Plastic	unknown	20/04/2004	£482	Peoples Park	n/a	20/03/2026
97	Seating	Seating	Public Seats (Various)	unknown	unknown	£1	Various - agreed to take on all town benches	CTC acquired	20/03/2026
98	Seating	Seating	Bench	01/04/2018	01/04/2018	£250	Peoples Park	CTC owned	20/03/2026
99	Seating	Seating	Bench	21/05/2020	21/05/2020	£297	Steps to Brays Close (Footpath 33)	CTC owned	20/03/2026
100	Seating	Seating	Bench	01/08/2019	01/08/2019	£250	Junction of Peoples Park Road & Deep Lane	CTC acquired	20/03/2026

Id.		Description		Aquired	Insured	Purchase Cost/	Location	Identification	Last reviewed
				Date	Date	Item Value £			
101		Seating	Bench	10/12/2021	10/12/2021	£297	Outside Hillbrow Care Home	CTC owned	20/03/2026
102		Seating	Picnic benches	30/01/2023	30/01/2023	£288	Council Offices, North St & Wildlife Area	CTC owned	20/03/2026
103		Seating	Steel bench	10/05/2023	10/05/2023	£348	Outside Crediton Library	CTC owned	20/03/2026
					<b>TOTAL</b>	<b>£6,177</b>			
<b>MEMORIABILIA</b>									
104		Memoriabilia	Mayoral Chain of Office	unknown	As insured	£10,184	Mayor's residence/Council Offices	CTC owned	20/03/2026
105		Memoriabilia	Deputy Mayors/Consort Badge of Office	07/01/2014	07/01/2014	£948	Council Offices, North Street	CTC owned	20/03/2026
106		Memoriabilia	Westcountry Class Locomotive Nameplate and Coat of Arms	unknown	29/09/2016	£1	Crediton Musuem, High Street	CTC acquired	20/03/2026
107		Memoriabilia	Crediton Railway Coffee Table	unknown	17/01/2016	£1	Council Offices, North Street	CTC acquired	20/03/2026
108		Memoriabilia	2 x Past Mayor Badges	03/08/2021	07/07/2021	£230	1 x Cllr residence 1 x Council Offices	CTC owned	20/03/2026
					<b>TOTAL</b>	<b>£11,364</b>			
<b>OFFICE</b>									
109		Office	Desks x 3	unknown	19/07/2005	£320	Council Offices, North Street	CTC acquired	20/03/2026
110		Office	Office Visitor Chairs x 5	unknown	19/07/2005	£120	Council Offices, North Street	CTC acquired	20/03/2026
111		Office	Whiteboards x 2	unknown	19/07/2005	£100	Council Offices, North Street	CTC acquired	20/03/2026
112		Office	Filing Cabinets/Cupboards x 4	unknown	19/07/2005	£450	Council Offices, North Street	CTC acquired	17/10/2025
113		Office	1 x 15.6" Screen Laptop (for Youth)	28/07/2016	28/07/2016	£289	Council Offices or staff residence	CTC owned	20/03/2026
114		Office	1 NAS RAID1 Storage Device + 3 External USB Backup drives	29/07/2016	29/07/2016	£395	Council Offices, North Street	CTC owned	20/03/2026
115		Office	Office Supplies Stock	various	29/07/2005	£500	Council Offices, North Street	n/a	20/03/2026
116		Office	Dell Laptop (for Rialtas)	18/11/2021	18/11/2021	£503	Council Offices or staff residence	CTC owned	20/03/2026
117		Office	Laptop (for Youth)	18/11/2021	18/11/2021	£499	Council Offices or staff residence	CTC owned	20/03/2026
118		Office	Fridge Freezer	25/10/2019	25/10/2019	£270	Old Landscore School	CTC owned	20/03/2026
119		Office	Mobile Phone - Youth Worker	24/07/2021	24/07/2021	£0	CTC Youth Worker	CTC contract	20/03/2026
120		Office	4 x Plastic Folding Tables	05/05/2021	05/05/2021	£196	Various	CTC owned	20/03/2026
121		Office	Livestreaming Equipment (Webcam & 4 port USB hub)	01/07/2021	28/06/2021	£36	Council Offices, North Street	CTC owned	20/03/2026
122		Office	4 x LED flood lights	12/10/2021	12/10/2021	£60	Council Offices, North Street	CTC owned	20/03/2026
123		Office	1 x Jabra Speaker	11/05/2021	11/05/2021	£292	Old Landscore School	CTC owned	20/03/2026
124		Office	Projector & screen	01/09/2021	01/09/2021	£574	Council Offices, North Street	CTC owned	20/03/2026
125		Office	4 x portable speakers 1 x subwoofer	25/06/2021	25/06/2021	£552	Council Offices, North Street	CTC owned	20/03/2026
126		Office	JAM speakers	27/09/2021	27/09/2021	£67	Council Offices, North Street	CTC owned	20/03/2026
127		Office	Youth Work Supplies	Various	01/06/2021	400	Council Offices, North Street	CTC owned	20/03/2026
128		Office	iPad, Keyboard & Tripod	27/01/2021	27/01/2021	£593	Various (Council Offices, North Street)	CTC owned	20/03/2026
129		Office	Henry Hoover	24/03/2022	24/03/2022	£119	Council Offices, North Street	CTC owned	20/03/2026
130		Office	A1 Easel	06/05/2022	06/05/2022	£62	Council Offices, North Street	CTC owned	20/03/2026
131		Office	2 x 15ltr urns	06/05/2022	06/05/2022	£158	Various (Council Offices, North Street)	CTC owned	20/03/2026
132		Office	4 x Dell Latitude 3520 Laptop	30/07/2022	15/11/2022	£2,381.00	Council Offices or staff residence	CTC owned	31/03/2026

Id.		Description		Aquired	Insured	Purchase Cost/	Location	Identification	Last reviewed
				Date	Date	Item Value £			
133		Office	5 x Dell Docking Station	31/07/2022	16/11/2022	£995.00	Council Offices, North Street	CTC owned	20/03/2026
134		Office	10 x Dell P2322H LED monitor	01/08/2022	17/11/2022	£1,700.00	Council Offices, North Street	CTC owned	20/03/2026
135		Office	CCTV monitor and recorder	02/08/2022	18/11/2022	£10,000.00	Council Offices, North Street	CTC owned	20/03/2026
136		Office	Projector screen	21/10/2022	21/10/2022	£113.00	Council Offices, North Street	CTC owned	20/03/2026
137		Office	Electric Cooker	29/11/2022	29/11/2022	£229	Old Landscore School	CTC owned	20/03/2026
138		Office	Fridge	29/11/2022	29/11/2022	£149	Council Offices, North Street	CTC owned	20/03/2026
139		Office	Freezer	29/11/2022	29/11/2022	£159	Council Offices, North Street	CTC owned	20/03/2026
140		Office	Dehumidifiers	06/02/2023	06/02/2023	£206	Council Offices, North Street	CTC owned	20/03/2026
141		Office	Kitchen equipment - OLS	09/02/2023	09/02/2023	£200	Council Offices, North Street	CTC owned	20/03/2026
142		Office	iPads - Councillors	12/05/2023	12/05/2023	£5,220	Various (in Councillor residences)	CTC owned	20/03/2026
143		Office	Projector screen	12/06/2023	12/06/2023	£40	Council Offices, North Street	CTC owned	20/03/2026
144		Office	Hoover - youth	28/06/2023	28/06/2023	£82	Council Offices, North Street	CTC owned	20/03/2026
145		Office	Meeting owl	28/07/2023	28/07/2023	£1,225	Council Offices, North Street	CTC owned	20/03/2026
146		Office	Karaoke Machine	22/11/2023	22/11/2023	£31	Council Offices, North Street	CTC owned	20/03/2026
147		Office	Cups & Saucers	16/01/2024	16/01/2024	£66	Council Offices, North Street	CTC owned	20/03/2026
148		Office	Microwave	29/01/2024	29/01/2024	£60	Council Offices, North Street	CTC owned	20/03/2026
149		Office	Craft supplies - Lino art	16/02/2024	16/02/2024	£50	Council Offices, North Street	CTC owned	20/03/2026
150		Office	Craft supplies - Souldering iron	23/02/2024	23/02/2024	£50	Council Offices, North Street	CTC owned	20/03/2026
151		Office	Silent keyboard	14/03/2024	14/03/2024	£39	Council Offices, North Street	CTC owned	20/03/2026
152		Office	Youth sports supplies	25/03/2025	25/03/2025	£200	Council Offices, North Street	CTC owned	20/03/2026
153		Office	Displays boards	26/11/2024	26/11/2024	£150	Council Offices, North Street	CTC owned	20/03/2026
154		Office	Flipcharts	13/02/2025	13/02/2025	£100	Council Offices, North Street	CTC owned	20/03/2026
155		Office	Wine glasses	17/05/2024	17/05/2024	£30	Council Offices, North Street	CTC owned	20/03/2026
156		Office	Youth portable sink	12/11/2024	12/11/2024	£60	Council Offices, North Street	CTC owned	20/03/2026
157		Office	Youth folding tables	04/12/2024	04/12/2024	£400	Council Offices, North Street	CTC owned	20/03/2026
158		Office	Office chairs (8) & Visitor chairs (25)	07/08/2025	07/08/2024	£100	Council Offices, North Street	CTC owned	20/03/2026
159		Office	Wooden chest	01/10/2026	01/10/2026	£1	Council Offices, North Street	CTC acquired	20/03/2026
160		Office	Dell Pro 14 Plus PB14250 35.6 cm (14") Clamshell Notebook	03/02/2026	03/02/2026	£1,058	Council Offices or staff residence	CTC owned	20/03/2026
161		Office	Apple iPad (11th Generation) Tablet - 27.9 cm (11") -	24/02/2026	24/02/2026	£321	Council Offices or staff residence	CTC owned	20/03/2026
162		Office	Lenovo ThinkBook 14 G8 IAL 21S10071UK 35.6 cm (14") Notebook	24/02/2026	24/02/2026	£733	Council Offices or staff residence	CTC owned	20/03/2026
					<b>TOTAL</b>	<b>£32,700</b>			
<b>Totals (excluding land)</b>					<b>£299,481.22</b>				

N.B. Where a nominal value of £1 has been provided the insurance value will be different to this.

Updated/Reviewed Date: .....

Reviewed by: .....

## Additions List

Description		Aquired Date	Insured Date	Purchase Cost/Item Value £	Location	
<b>Asset Register as at 31 March 2024:</b>						<b>315,060</b>
Property	Old Landscore School	10/02/2022	03/05/2022	£16,000	Old Landscore School, Greenway, EX17 3LP	£16,000
<b>Restated as at 31 March 2024:</b>						<b>£331,060</b>
Property	Cool white LED lights	01/10/2024	01/10/2024	£500	Garage No.8, North Street	£500
Property	Red barriers x 4	02/10/2024	02/10/2024	£200	Council Offices, North Street	£200
Property	Illuminated xmas lantern	03/10/2024	03/10/2024	£1,625	Garage No.8, North Street	£1,625
Property	Various tables/chairs	unknown	01/04/2023	£500	Old Landscore School	£500
Property	[CUT!] tools & equipment	01/04/2024	01/04/2024	£600	Old Landscore School	£600
Property	Cable covers	14/11/2024	14/11/2024	£250	Garage No.8, North Street	£250
Office	Youth sports supplies	25/03/2025	25/03/2025	£200	The Hub, 8a North Street	£200
Office	Displays boards	26/11/2024	26/11/2024	£150	Council Offices, 8 North Street	£150
Office	Flipcharts	13/02/2025	13/02/2025	£100	Council Offices, 8 North Street	£100
Office	Wine glasses	17/05/2024	17/05/2024	£30	Council Offices, 8 North Street	£30
Office	Youth portable sink	12/11/2024	12/11/2024	£60	The Hub, 8a North Street	£60
Office	Youth folding tables	04/12/2024	04/12/2024	£400	The Hub, 8a North Street	£400
<b>Total additions 24-25:</b>						<b>£4,615</b>
Office	Office chairs (8) & Visitor chairs (25)	07/08/2025	07/08/2024	£100	Council Offices, North Street	£100
Property	Telephone kiosk	12/06/2025	12/06/2025	£1	St Lawrence Green	£1
Property	Allotment water troughs	20/11/2025	20/11/2025	£500	Barnfield Allotments	£500
Property	20 x Cool White LED animated Dark cable 24v	25/11/2025	25/11/2025	£868	Garage No.8, North Street	£868
Property	20 x 24v LED power lead black cable without AC/DC convertor	25/11/2025	25/11/2025	£123	Garage No.8, North Street	£123
Property	1 LED 13mm rope light 40m CLEAR	25/11/2025	25/11/2025	£259	Garage No.8, North Street	£259
Property	Lighting equipment (connectors, shrinkable tube)	25/11/2025	25/11/2025	£150	Garage No.8, North Street	£150
Property	Noticeboard	05/03/2026	05/03/2026	£474	External wall of 122-123 High Street	£474
Signs	Office sign	09/07/2025	09/07/2025	£115	Council Offices, North Street	£115
Signs	CCTV signs	26/02/2026	26/02/2026	£600	High Street, Newcombes Meadow, Town Square	£600
Office	Wooden chest	01/10/2026	01/10/2026	£1	Council Offices, North Street	£1.00
Office	Dell Pro 14 Plus PB14250 35.6 cm (14") Clamshell Notebook	03/02/2026	03/02/2026	£1,058	Council Offices or staff residence	£1,058
Office	Apple iPad (11th Generation) Tablet - 27.9 cm (11") -	24/02/2026	24/02/2026	£321	Council Offices or staff residence	£321
Office	Lenovo ThinkBook 14 G8 IAL 21SJ007JUK 35.6 cm (14") Notebook	24/02/2026	24/02/2026	£733	Council Offices or staff residence	£733
<b>Total additions 25-26:</b>						<b>£5,302</b>

Updated/Reviewed Date: .....

Reviewed by:.....

## Disposals List

Description		Aquired Date	Insured Date	Purchase Cost/Item Value £	Location	Identification	Disposal/Discharge
Property	Flag Pole	01/04/2006	01/04/2006	£155.00	Next to War Memorial, Union Road		Disposal date unknown
Property	Wishing Well Floral Planter	unknown	17/06/2013	£0.00	Exeter Road Approach Location is at 284245E 99540N		Disposed of 2009, building Tescos
Property	Wedding Cake Planters x 2	unknown	19/07/2005	£0.00	Junction Western rd & High St	Sited on DCC land	Disposed of 2010
Property	Wedding Cake Planters x 5	unknown	19/07/2005	£0.00	DCC Depot Lords Meadow	Sited on DCC land	Disposed of 2010
Property	Wedding Cake Planters x 2	unknown	19/07/2005	£0.00	Union Road Bus Shelter	Sited on DCC land	Disposed of 2010
Property	Wedding Cake Planter	unknown	17/06/2013	£0.00	Junction Church Lane and East St	Sited on DCC land	Disposed of 2010
Office	Fujitsu Computer	unknown	17/06/2013	£0.00	Council Offices	n/a	Disposed Of 2011 MDDC IT Support
Office	Keystoke Computer	unknown	17/06/2013	£0.00	Council Offices	n/a	Disposed Of 2011 MDDC IT Support
Office	External USB Hardrive x 3	unknown	17/06/2013	£0.00	Council Offices	n/a	Discharged as at 4th April 2016
Office	Brother HL1240 Printer	unknown	17/06/2013	£0.00	Council Offices	n/a	Disposed Of 2011 MDDC IT Support
Office	Brother HL5030 Printer	unknown	17/06/2013	£0.00	Council Offices	Obsolete, No Value	Disposed Of 2011 MDDC IT Support
Office	Photocopier	unknown	17/06/2013	£0.00	Council Offices	Obsolete, No Value	Disposed of 4th April 2016
Office	Computer Comms Equipment	unknown	19/07/2005	£100.00	Council Offices	n/a	Disposal date unknown
Office	Scanner	29/07/2005	17/06/2013	£0.00	Council Offices	Obsolete, No Value	Disposal date unknown
Office	Software	various	29/07/2005	£0.00	Council Offices	n/a	Disposed of 4th April 2016
Street Furniture	Bins Various (Litter & dog waste)	Var.	17/06/2013	??	Var.	Ownership Uncertain	Disposal date unknown
Property	Office IT Equipment	04/11/2013	04/11/2013	£0.00	Council Offices	MDDC Owned	Discharged as at 4th April 2016
Office	Table	unknown	19/07/2005	£0.00	Council Offices	n/a	Disposal/Discharged date unknown
Property	Storage Container	26/04/2017	02/05/2017	£1,695.00	Graphic, Lords Meadow Industrial Estate	CTC owned	Disposed of December 2021
Office	Kyocera Printer	unknown		£500.00	Council Offices, North Street	CTC owned	Disposed of April 2022
Office	Telephones x 2	unknown	19/07/2005	£50.00	Council Offices, North Street	CTC owned	Disposed of November 2022
Office	3 x Desktop PC	26/07/2016		£825.00	Council Offices, North Street	CTC owned	Disposed of November 2022
Office	3 x 24" Flat Panel Monitor	27/07/2016		£294.00	Council Offices, North Street	CTC owned	Disposed of November 2022
Office	1 x 15.6" Lenovo Laptop	20/04/2020	20/04/2020	£415.00	Council Offices or staff residence	CTC owned	Disposed of November 2022
Office	1 x 14" HP Laptop	18/11/2021	18/11/2021	£379.00	Council Offices or staff residence	CTC owned	Disposed of November 2022
Property	Litter bin	28/09/2017	28/09/2017	£152	Spinning Path Gardens Play Area	CTC owned	Damaged - disposed of August 2022
Office	Office Chairs x 3	unknown	19/07/2005	£450	Old Landscore School	CTC owned	Disposed of Oct 2025
Office	Gigaset Telephones	01/07/2015	01/07/2015	£30	Council Offices, North Street	CTC owned	Disposed of Oct 2025
Office	Apple TV & Mount	12/10/2021	12/10/2021	£150	Council Offices, North Street	CTC owned	Disposed of Oct 2025
Office	1 x Laptop	28/07/2023	28/07/2023	£761	Council Offices, North Street	CTC owned	Disposed of by Nexus November 2025
Property	Noticeboard	24/01/2020	24/01/2020	£243	External wall of 122-123 High Street	CTC owned	Disposed of Decemeber 2025
Office	1 x Dell Latitude 3520 Laptop	30/07/2022	15/11/2022	£2,381.00	Council Offices or staff residence	CTC owned	Disposed of by Nexus March 2026
Office	VOIP Phone System			£0	Council Offices, North Street	CTC leased	No longer in contract
Property	Christmas Trees including lights (x 100)	Nov 13, 14 & 16	04/11/2013	£10,000	Garage No.8, North Street	CTC owned	Disposed of gradually (date unknown) 12 trees remaining
Property	Christmas Trees including lights (x 8)	24/10/2019	24/10/2019	£1,020	Garage No.8, North Street	CTC owned	Disposed of gradually (date unknown) 12 trees remaining
Property	Orion Cross street decoration (x3)	Nov 13, 14	04/11/2013	£975	Garage No.8, North Street	CTC owned	Disposed of September 2025
Property	Cross Street Decorations (Star and Swirl Pealights) (x 3 (£490 each)	15/10/2018	15/10/2018	£1,470	Garage No.8, North Street	CTC owned	Disposed of September 2025
<b>Totals (excluding land)</b>				<b>£5,956</b>			

Updated/Reviewed Date: .....

Reviewed by:.....



# CREDITON TOWN COUNCIL

## Floral Watering 2026

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 14 April 2026

### **Recommendation**

Full Council is recommended to consider the quotations received to put up, take down and water the town's floral displays.

#### **1. Purpose**

1.1 This report sets out the quotation received to put up and take down the baskets and troughs for display from 1 June – 30 Sept 2026. The quotations also include watering the baskets and troughs as well as the town council's existing floral displays from 1 June – 30 Sept 2026.

#### **2. Background**

- 2.1. The town council provides floral displays throughout the town, including hanging baskets and troughs, planters and various other containers. The full watering list can be seen in Appendix One.
- 2.2. The watering schedule is based on once every 5 days, which worked well in 2025.

#### **3. Proposals**

3.1. To instruct a contractor to put up, take down and water the floral displays.

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

- 4.1 There is £7,000 allocated to hanging baskets/troughs & watering in the 2026-27 budget
- 4.2 The table below shows the quotation provided for the proposal above:

<b>Contractor A</b>	<b>Contractor B</b>	<b>Contractor C</b>
£6,028	Awaiting quote	Awaiting quote

*All prices are exclusive of VAT*

#### **5. Conclusion**

- 5.1. The Town Council has successfully maintained attractive floral displays in the past helping to maintain and improve the town's Britain in Bloom status as well as receiving several compliments from members of the public.

**A - TOWN WIDE - 16 INCH HANGING BASKETS (once every 5 days)**

1. Put up and take down 52 hanging baskets from 1 June to 30 September
2. Watering of 52 hanging baskets from 1 June to 30 September
3. Watering per basket per week after 30 September (Price for additional waters)

**B - UNION TERRACE – TROUGHS (once every 5 days)**

1. Put up and take down 8 hanging troughs from 1 June to 30 September
2. Watering of 8 hanging troughs from 1 June to 30 September
3. Watering of hanging troughs per trough per week after 30 September (Price for additional waters)

**C - BRICK PLANTERS (once every 5 days)**

1. Watering of 1 brick planter at Tolleys from 1 June to 30 September
2. Watering per planter per week after 30 September (Price for additional waters)

**D - TOWN SQUARE (once every 5 days)**

1. Watering of 4 flower towers from 1 June to 30 September
2. Watering per tower per week after 30 September (Price for additional waters)
3. Watering of 13 beds under Town Square trees
4. Watering of 13 beds per week after 30 September (Price for additional waters)

**E – MILL STREET PLANTER (once every 5 days)**

1. Watering of 1 planter from 1 June to 30 September
2. Watering of 1 planter per week after 30 September (Price for additional waters)

**F – HILLBROW CARE HOME, EXETER RD/PARK STREET (once every 5 days)**

1. Watering of 4 flower towers from 1 June to 30 September
2. Watering per tower per week after 30 September (Price for additional waters)

**G – ST LAWRENCE GREEN (once every 5 days)**

1. Watering of 2 flower beds from 1 June to 30 September
2. Watering per flower bed per week after 30 September (Price for additional waters)

**H – NEWCOMBES MEADOW (once every 5 days)**

1. Watering of 3 flower beds from 1 June to 30 September
2. Watering per flower bed per week after 30 September (Price for additional waters)

**I – BELLE PARADE (once every 5 days)**

1. Watering of 1 flower bed from 1 June to 30 September
2. Watering per flower bed per week after 30 September (Price for additional waters)

**J – WAR MEMORIAL- UNION ROAD (once every 5 days)**

1. Watering of 2 troughs from 1 June to 30 September
  2. Watering per trough per week after 30 September (Price for additional waters)
  3. Watering of 2 small barrels from 1 June to 30 September
  4. Watering per barrel per week after 30 September (Price for additional waters)
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# CREDITON TOWN COUNCIL

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## Town Square Bench Cleaning Proposal

**Report by:** Rachel Backhouse  
**To:** Full Council  
**Date:** For consideration on 14 April 2026

**Recommendation** The Town Council arranges for the town square benches to be cleaned regularly during the Summer months when they are in constant use.

**1. Purpose**

To consider the report and proposal.

**2. Background**

The Town Council has provided a number of picnic benches on the town square. They are very popular during summer months and are used continuously for eating and socialising throughout this period. As a result the tables can become dirty, particularly where food and drink are spilled, often collecting in the gaps between the slats.

A weekly or fortnightly scrub with hot soapy water would help ensure the benches remain in a good condition and suitable for this important use.

**3. Proposals**

The Town Council seeks quotes to arrange for the town square picnic benches to be cleaned over the Summer months, from the start of April to the end of September.

**4. Financial Implications**

This proposal would have small financial implications.

**5. Climate Implications**

There are no climate implications

**6. Conclusion**

Full Council is requested to consider the proposals.



# CREDITON TOWN COUNCIL

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## Credition Area Association of Local Councils Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For noting on 14 April 2026

### **Recommendation**

Full Council is requested to note the contents of the report.

#### **1. Purpose**

- 1.1 This report provides information on the current body of work undertaken by the Credition Area Association of Local Councils (CAALC).

#### **2. Background**

- 2.1. Credition Town Council (CTC) supported the creation of CAALC in 2024, convening Credition Town Council and parish councils in the local area to support the coordination of local position on district/county policy, sharing operational information and local governance, and progress joint priorities around spanning planning, transport and infrastructure.

#### **3. Information for noting**

- 3.1 CAALC's main areas of work in the last 12 months have been in relation to the use of S106 funds and shaping infrastructure funding, active travel (Boniface Trail), addressing highways concerns, and preparing for local government reorganisation (LGR) and budgets.
- 3.2 CAALC provides a forum for CTC and parishes in the local area to work together on various issues. It has sent letters to MDDC/Mel Stride MP regarding S106 money, worked with DCC to review areas of concern such as Higher Road and Raddon Down (Colebrooke).
- 3.3 CAALC offers value in terms of a collective voice for the area.

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

- 4.1 CTC received a grant of £250.00 from Devon Association of Local Councils for the setting up and costs relating to meetings (refreshments/hall hire).

#### **5. Conclusion**

- 5.1. Full Council is requested to note the contents of the report.