



CREDITON TOWN COUNCIL

Manor Office, 6 North Street
Credition
Devon
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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, July 7, 2026, at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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

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

Rachel Avery FSLCC

Town Clerk

Thursday, 02 July 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

2026/017 - Public Question Time

To receive questions from members of the public relevant to the work of the council (CTC's adopted Standing Orders 3d, 3e and 3f; a maximum period of 3 minutes will be permitted for any person wishing to ask up to three questions, with a maximum of 15 minutes being allowed for this item)

2026/018 - Apologies

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

2026/019 - Declarations of Interest and Requests for Dispensations

2026/019.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2026/019.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2026/020 - 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

2026/021 - Chair's and Clerk's Announcements

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

2026/022 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 05 May 2026**, as a correct record (minutes will be issued with the agenda)

2026/023 - Town Council Committees and Sub-Committees

To ratify the minutes of the following Committee meetings:

Community Committee meeting held on 12 May 2026

Oversight Committee meeting held on 12 May 2026

2026/024 - Police Report

To receive a verbal report from Inspector Mark Arthurs

2026/025 - County and District Councillor Reports

To receive written reports from County and District Councillor Reports

2026/026 - Reports from Outside Bodies

Hayward's Educational Foundation

Crediton United Charities

Devon Association of Local Councils

Crediton Twinning Association
Boniface Link Association
Friends of Crediton Station
Sustainable Crediton
Boniface Trail Association
Crediton Chamber of Commerce
Okehampton Rail Forum
League of Friends of Crediton Hospital
Age Concern Trustee
Rail Future

2026/027 - Members' Register of Interests

To receive and note the Town Clerk's report regarding Members' Registers of Interest

2026/028 - Newcombes Meadow

2026/028.1 - To consider a response to MDDC regarding style of replacement benches (19 existing seats and a further 6 empty bases) using S106 funds

2026/028.2 - To receive the report regarding outdoor gym equipment and to consider the recommendations therein

2026/029 - Member Attendance

To receive the Town Clerk's report regarding amendment to Member attendance and to approve the recommendation therein

2026/030 - Manor Office

To receive the Town Clerk's report regarding works to Manor Office and to consider any further action

2026/031 - Old Landscore School

To receive the Town Clerk's report regarding quotes for a survey and valuation of Old Landscore School and to consider the quotations therein

2026/032 - High Street Christmas lighting

To receive the Town Clerk's report regarding High Street Christmas lighting and to consider and approve the quote therein

2026/033 - St Lawrence Green Telephone Box

To resolve, following recommendation by the Community Committee on 07 July 2026, that the chosen contractor be approved with expenditure from EMR Telephone Box 368

2026/034 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 01 September 2026**

2026/035 - Part II

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

2026/036 - Youth Work Staffing

To receive the Lead Youth Worker's confidential report regarding Youth Work Staffing, and to consider the recommendations therein

2026/037 - Reports Pack

Attachments – for internal use only

[2026-05-05 - Full Council - Minutes.pdf](#)

[2026-05-12 - Community Committee - Minutes Appendix.pdf](#)

[AI 20 - 2026-05-12 - Oversight Committee - Minutes.pdf](#)

[Register of Interests Report .docx](#)

[Outdoor Gym Report.docx](#)

[Member Attendance Report.docx](#)

[Manor Office Report.docx](#)

[OLS Report.docx](#)

[Christmas Lighting.docx](#)

[Christmas Lighting Quotation 2026.pdf](#)



**Minutes of the Full Council meeting held on Tuesday, May 5, 2026 at 19:00
in Credition Library, Belle Parade, Credition**

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

MINUTES

2026/001 ELECTION OF CHAIR/MAYOR 2026/27

2026/001.1 RETIRING CHAIR/MAYOR WILL MAKE A SHORT SPEECH

The retiring Chair, Cllr Huxtable, made a brief speech reflecting on the past year, highlighting the achievements and the ongoing projects that will continue into the next term.

2026/001.2 TO SEEK NOMINATIONS AND ELECT THE CHAIR/MAYOR FOR THE ENSUING YEAR

Decision: It was **resolved** to elect Cllr Steve Huxtable as Chair/Mayor for the year 2026/27. (Proposed by Cllr Fawssett)

2026/001.3 NEW CHAIR/MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Huxtable signed the Declaration of Acceptance of Office.

2026/002 ELECTION OF DEPUTY CHAIR/DEPUTY MAYOR FOR 2026/27

2026/002.1 CHAIR/MAYOR WILL SEEK NOMINATIONS AND ELECT THE DEPUTY CHAIR/DEPUTY MAYOR FOR THE ENSUING YEAR

Nominations were sought, and two councillors, Cllr Backhouse and Cllr Brookes-Hocking, were put forward. A vote was conducted, 3 votes for Cllr Backhouse and 4 votes for Cllr Brookes-Hocking.

Decision: It was **resolved** to elect Cllr Brookes-Hocking as the Deputy Chair/Deputy Mayor for the year 2026/27. (Proposed by Cllr Harris)

2026/002.2 NEW DEPUTY CHAIR/DEPUTY MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Brookes-Hocking signed the Declaration of Acceptance of Office.

2026/003 WELCOME AND INTRODUCTIONS

Cllr Huxtable welcomed everyone to the Annual Meeting of Crediton Town Council and members introduced themselves.

2026/004 APOLOGIES

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

2026/005 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2026/005.1 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.

2026/005.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requested had been received.

2026/006 ORDER OF BUSINESS

There were no changes to the order of business.

2026/007 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk informed members that the Local Council Award Scheme submission had been completed and submitted on the previous Friday afternoon.

2026/008 TOWN COUNCIL MINUTES

Decision: It was **resolved** to **approve** the minutes of the Full Council meeting held on Tuesday 30 April 2026. (Proposed by Cllr Harris)

2026/009 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Minutes of the following meetings were reviewed:

- Grounds Maintenance Task and Finish Group held on 11 February 2026
Decision: It was **resolved** to ratify the minutes of the Grounds Maintenance Task and Finish Group held on 11 February 2026. (Proposed by Cllr Harris)
- HR Committee held on 06 March 2026
Decision: It was **resolved** to ratify the minutes of the HR Committee held on 06 March 2026. (Proposed by Cllr Brookes-Hocking)
- Youth Committee held on 10 March 2026
Decision: It was **resolved** to ratify the minutes of the Youth Committee held on 10 March 2026. (Proposed by Cllr Brookes-Hocking)

2026/010 REPORTS FROM OUTSIDE BODIES

Crediton United Charities: Cllr Harris mentioned that meetings are held regularly but discussions are confidential.

Crediton Twinning Association: Cllr Huxtable reported on the recent trip to Dokkum, which was very successful and the young resident who attended enjoyed it.

Sustainable Crediton: Cllr Backhouse advised that a 45-minute film “National Emergency Briefing” is due to be shown on 10 June at the Methodist Church, followed by a discussion with a panel of experts.

2026/011 ELECTION OF COMMITTEES AND SUB-COMMITTEES 2026/27

Members considered and approved the appointment of members to various committees for the ensuing council year:

- **Community Committee**
Decision: It was **resolved** to appoint Cllrs Brookes-Hocking, Cairney, Cochran, Fawssett, Frisby, Harris, and Stanford with Cllr Huxtable as ex officio. (Proposed by Cllr Cochran)
- **Oversight Committee**
Decision: It was **resolved** to appoint Cllrs Backhouse, Brookes-Hocking, Cochran, Downes, Frisby, and Harris, with Cllr Huxtable as ex officio. (Proposed by Cllr Cochran)
- **HR Committee**
Decision: It was **resolved** to appoint Cllrs Backhouse, Brookes-Hocking, Frisby, Harris and Huxtable. (Proposed by Cllr Brookes-Hocking)
- **Grants Sub-Committee**
Decision: It was **resolved** to appoint Cllrs Brookes-Hocking, Downes, Frisby, Harris, and Huxtable. (Proposed by Cllr Huxtable)
- **Youth Sub-Committee**
Decision: It was **resolved** to appoint Cllrs Brookes-Hocking, Huxtable and Cochran. (Proposed by Cllr Huxtable)

2026/012 REPRESENTATIVES ON OUTSIDE BODIES 2026/27

Members appointed representatives to various outside bodies for the year 2026/27:

- Hayward’s Educational Foundation
Decision: It was **resolved** to appoint Cllr Cairney. (Proposed by Cllr Huxtable)
- Crediton United Charities
Decision: It was **resolved** to appoint Cllr Harris alongside Hannah Zorlu. (Proposed by Cllr Huxtable)
- Devon Association of Local Councils (DALC) and the Larger Councils Sub Committee
Decision: It was **resolved** to appoint Cllr Brookes-Hocking. (Proposed by Cllr Huxtable)
- Crediton Twinning Association
Decision: It was **resolved** to appoint Cllr Huxtable. (Proposed by Cllr Fawssett)

- Boniface Link Association
Decision: It was **resolved** to appoint Cllr Harris. (Proposed by Cllr Huxtable)
- Friends of Crediton Station.
Decision: It was **resolved** to appoint Cllr Fawssett. (Proposed by Cllr Huxtable)
- Sustainable Crediton
Decision: It was **resolved** to appoint Cllr Backhouse. (Proposed by Cllr Huxtable)
- Boniface Trail Association
Decision: It was **resolved** to appoint Cllr Fawssett. (Proposed by Cllr Brookes-Hocking)
- Crediton Chamber of Commerce
Decision: It was **resolved** to appoint Cllr Cochran. (Proposed by Cllr Harris)
- The North Devon Rail Development Alliance
Decision: It was **resolved** to appoint Cllrs Huxtable, Cairney and Cochran. (Proposed by Cllr Huxtable)
- League of Friends of Crediton Hospital
Decision: It was **resolved** to defer this appointment until an update was provided at the next meeting. (Proposed by Cllr Backhouse)
- Age Concern Trustee.
Decision: It was **resolved** to appoint Cllr Frisby. (Proposed by Cllr Fawssett)

2026/013 FINANCIAL REGULATIONS

Members reviewed the Financial Regulations, noting the minor amendment regarding petty cash.

Decision: It was **resolved** to re-adopt the Financial Regulations. (Proposed by Cllr Huxtable)

2026/014 INSURANCE

The Deputy Clerk presented a report on quotations for insurance. Members discussed the various options, noting that Provider C offered the most comprehensive cover. It was **agreed** to investigate additional cyber cover.

Decision: It was **resolved** to proceed with Provider C (James Hallam, underwritten by Aviva) with the inclusion of the additional Personal Accident Cover at a total cost of £4,324.01, entering into a 3-year stability agreement, with a maximum increase of 5%. (Proposed by Cllr Backhouse). It was also **noted** that the personal accident cover is not included in the stability agreement and will need reviewing annually.

Task: Investigate cyber insurance options to ensure adequate coverage against data breaches and external attacks. @Emma Anderson

2026/015 ASSET REGISTER

The report was received and **noted**.

2026/016 INTERNAL AUDIT

2026/016.1 TO RECEIVE THE INTERNAL AUDITOR'S REPORT FOR 2025/26

The internal auditor's report for the financial year 2025/26 was received. The Town Clerk summarised the key points and observations:

- Awarding of contracts must be formally recorded in the minutes including the name of the successful bidder. Following this, it was **noted** that the

Grounds Maintenance Contract for 2026-29 was awarded to ID Verde, following the meeting of the Task & Finish Group on 11 February 2026

- The Council had not formally reviewed the effectiveness of its internal control systems, which is a regulatory requirement. The Clerk advised that this will be included as part of the internal audit process moving forward
- The auditor highlighted an issue with the payment method for youth workers, which differed from the terms stated in their contracts. The Clerk advised that she would seek legal advice and issue variation letters to affected employees to ensure compliance
- The Council, or nominated committee, must formally review and approve staff rates and hours of pay on an annual basis
- The report highlighted the need for an Overtime and Time-Off-In-Lieu Policy
- The auditor recommended the Council approve a minimum value for items listed on the Asset Register. The additional updates to the asset register were noted under minute 2026/015
- The Clerk acknowledged the need to complete a data audit, which is in progress.

The internal auditor's thoroughness was acknowledged, and it was **noted** that the majority of the tests produced positive response.

Decision: It was **resolved** to receive and accept the internal auditor's report for 2025/26. (Proposed by Cllr Huxtable)

Task: Provide variation letters to youth workers regarding salary payment methods to ensure compliance with Green Book terms, if required. @Rachel Avery

Task: Adopt an overtime and time-off-in-lieu policy at the next oversight committee meeting. @Rachel Avery

2026/016.2 TO NOTE THAT THE INTERNAL AUDITOR CONSIDERS THAT INTERNAL CONTROLS WERE EFFECTIVE

Decision: The Council **noted** that the Internal Auditor considers that internal controls were effective.

2026/016.3 TO CONFIRM THE COMPETENCE AND INDEPENDENCE OF THE INTERNAL AUDITOR

Decision: It was **resolved** to confirm the competence and independence of the Internal Auditor. (Proposed by Cllr Huxtable)

2026/017 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2025/26

2026/017.1 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT (SECTION 1 OF THE ANNUAL RETURN) AND RESOLVE THAT THE CHAIR AND TOWN CLERK SIGN THE DOCUMENT

Cllr Frisby left the meeting at 20.17

Decision: It was **resolved** to **approve** the Annual Governance Statement (section 1 of the annual return) and for the Chair and Town Clerk to sign the document. (Proposed by Cllr Brookes-Hocking)

2026/017.2 TO APPROVE THE ACCOUNTING STATEMENTS (SECTION 2 OF THE ANNUAL RETURN) AND RESOLVE THAT THE CHAIR SIGNS THE DOCUMENT(S)

Decision: It was **resolved** to **approve** the accounting statements (section 2 of the annual return) and for the Chair to sign the document. (Proposed by Cllr Cochran)

Cllr Frisby re-joined the meeting at 20.19

2026/017.3 TO APPROVE THE ANNUAL FINANCIAL STATEMENT FOR YEAR ENDED 31 MARCH 2026 AND RESOLVE THAT THE CHAIR SIGNS THE DOCUMENT

Decision: It was **resolved** to **approve** the annual financial statement for the year ended 31 March 2026. (Proposed by Cllr Cochran)

2026/017.4 TO APPROVE THE YEAR END BANK RECONCILIATION FOR 2025/26

Members discussed the year-end bank reconciliation for 2025/26. Although the relevant bank statements were not included in the meeting pack, it was **noted** that they had been approved at the previous Full Council meeting.

Decision: It was **resolved** to **note** the year-end bank reconciliation for 2025/26, as previously approved by Full Council on 21 April 2026, minute number 2026/519.2. (Proposed by Cllr Cochran)

2026/017.5 TO APPROVE THE DATES OF 03 JUNE – 14 JULY 2026 FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS, BEING PUBLISHED BY THE TOWN CLERK ON 11 MAY 2026

Decision: It was **resolved** to **approve** the dates of 03 June – 14 July 2026 for the period for the exercise of public rights, being published by the Town Clerk on 11 May 2026. (Proposed by Cllr Harris)

2026/018 APPOINTMENT OF INTERNAL AUDITOR

2026/018.1 TO CONSIDER THE APPOINTMENT OF IAC FOR THE FINANCIAL YEAR 2026/27, FOLLOWING RECEIPT OF QUOTATION

Decision: It was **resolved** to appoint IAC Consultancy as the Internal Auditor for the financial year 2026/27, at a cost of £840 + VAT. (Proposed by Cllr Brookes-Hocking)

2026/018.2 TO FURTHER CONSIDER APPOINTING IAC FOR AN ADDITIONAL TWO YEARS (2027/28 AND 2028/29)

Members considered extending the appointment of IAC for an additional two years, this would take the total term to five years, after which the Council would go out to tender again.

Decision: It was **resolved** to appoint IAC for an additional two years (2027/28 and 2028/29). (Proposed by Cllr Brookes-Hocking)

2026/019 CALENDAR OF MEETINGS 2026/27

The proposed calendar of meetings for 2026/27 was reviewed. It was agreed to amend the time of the HR Committee meetings to 15.00 to accommodate members. In addition, a Grants Sub-Committee meeting will be added before September. Members discussed potential clashes with Mid Devon District Council

meetings, which are scheduled to be published soon. It was **agreed** to review these dates once published.

Decision: It was **resolved** to **approve** the calendar of meetings for 2026/27 with the amendments to HR Committee timings and an additional grants meeting.

(Proposed by Cllr Brookes-Hocking)

Task: Amend HR meeting timings in the calendar to 15.00 as discussed during the meeting. @Emily Armitage

Task: Review potential clashes between Crediton Town Council meetings and Mid Devon District Council meetings once their calendar is published. @Rachel Avery

2026/020 PADDLING POOL SURVEY

Decision: It was **resolved** to **approve** the recommendation within the report, with further discussion taking place at the upcoming Community Committee meeting.

(Proposed by Cllr Cochran)

2026/021 WINDOWS 11 UPGRADE

The Town Clerk provided an update on the progress of the Windows 11 upgrade for all laptops. It was **noted** that staff would proceed with the upgrade internally, rather than paying an external provider.

2026/022 DATE OF NEXT MEETING

The next Full Council meeting was confirmed as Tuesday, 07 July 2026. It was also noted that the Annual Town Meeting was scheduled to take place on Tuesday, 26 May 2026, on the Town Square. Meeting closed at 20.32.

2026/023 REPORTS PACK

Signed

Dated.....



Minutes of the Community Committee meeting held on Tuesday, May 12, 2026 at 18:30 in Credition Library, Belle Parade, Credition

Present:	Cllrs Liz Brookes-Hocking, Giles Fawssett, Vix Frisby, Jim Cairney, Steve Huxtable and Guy Cochran (part meeting)
Apologies:	Cllrs Joyce Harris
Absent:	Cllr Tim Stanford
In Attendance:	5 members of the public Tim Bland, Events and Town Centre Officer
Minute Taker:	Emma Anderson

MINUTES

1 ELECTION OF CHAIR FOR 2026-27

Decision: It was **resolved** to elect Cllr Liz Brookes-Hocking as Chair for the 2026/27 term.
(Proposed by Cllr Cairney)

2 ELECTION OF DEPUTY CHAIR FOR 2026-27

Decision: It was **resolved** to elect Cllr Giles Fawssett as Deputy Chair for the 2026/27 term. (Proposed by Cllr Frisby)

3 WELCOME AND INTRODUCTION

Cllr Brookes-Hocking welcomed everyone to the meeting and members introduced themselves.

4 PUBLIC QUESTION TIME

A member of the public asked if any quotes had been received for cleaning the benches on the Town Square. The Chair confirmed that quotes had been obtained and this matter would be addressed later in the meeting. The member of the public asked what the response was from the Three Little Pigs. The Chair confirmed she did not have an update and was not aware of any information released to members.

5 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllrs Harris (personal reasons) and Cochran (attending another meeting, however joined the meeting late).
(Proposed by Cllr Brookes-Hocking)
No apologies were received from Cllr Stanford, who was marked as absent.

6 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

6.1 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.

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

No dispensation requests had been received.

7 ORDER OF BUSINESS

There were no changes to the order of business.

8 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Chair announced that Sustainable Crediton would be sharing a film on climate emergency titled "National Emergency Briefing" on 10th June, at the Methodist Church. The Chair encouraged as many councillors as possible to attend, highlighting the relevance of the topic to the work of the committee.

9 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

Members reviewed the following planning applications:

26/00573/FULL | Replacement of single storey extension with two-storey extension | 11 Saxon Close Crediton Devon EX17 3DS

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

26/00612/CAT | Notification of intention to fell 1 Oak tree within a Conservation Area | 64 East Street Crediton Devon EX17 3BA

Decision: It was **resolved** to recommend APPROVAL, noting that the tree is due to be replaced with a more suitable native species. (Proposed by Cllr Brookes-Hocking)

Task: Submit planning comments to MDDC. @Emily Armitage 2026-05-15

10 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

Members **noted** the planning decisions.

11 CREDITON URBAN TASKFORCE [CUT!]

The committee received and **noted** the report. The Chair expressed gratitude to the councillors and volunteers involved in the project, recognising their efforts in improving the town's appearance. An update was provided on the High Street Weed 'n' Sweep event, which was now taking place on Sunday, 14th June. [CUT!] will be meeting on Saturday, 13th June and focussing efforts on and around the Town Square. Members were encouraged to join.

12 PEOPLES PARK

The committee received and **noted** the report.

Cllr Fawssett highlighted the key projects he hopes the Community Committee can discuss in the coming year relating to climate emergency and local initiatives, such as promoting walking and cycling, preserving land for food security, planting more trees in the high street and 20mph speed limits. Cllr Fawssett stressed the importance of local actions in addressing global climate issues and suggested using the Peoples Park noticeboard to promote these initiatives.

13 ST LAWRENCE GREEN TELEPHONE BOX

The Deputy Clerk provided a verbal update on the St Lawrence Green telephone box. Quotes are being obtained for maintenance work to the exterior of the telephone box. Cllr Backhouse is currently working on converting the telephone box into a camera obscura until October, after which it will be repurposed as a lost glove repository based on a local resident's request. The update was **noted**.

14 TOWN SQUARE BENCHES

The committee discussed the report and quotation for cleaning the benches on the Town Square. It was agreed that the benches, which had been in place since 2021, were showing signs of age and required maintenance. The Deputy Clerk advised that discussions with the Three Little Pigs regarding potential collaboration were yet to take place and an update would be provided at the next meeting. Members discussed the frequency of cleaning and potential liability issues, whilst also emphasising the importance of the benches as a well-used facility and suggested further research into long-term plans for their upkeep and potential replacement.

Decision: It was **resolved** to instruct Exe Valley Maintenance Services to carry out a one-off clean of the benches at a cost of £23. (Proposed by Cllr Huxtable).

Task: Instruct contractors to carry out a one-off clean of the town square benches.

@Emma Anderson

Task: Obtain legal advice on potential liabilities related to cleaning town square benches.

@Emma Anderson

Task: Investigate long-term maintenance of the benches and a potential replacement strategy. @Emma Anderson

15 NEWCOMBES MEADOW PADDLING POOL**15.1 TO RECEIVE THE TOWN CLERK'S REPORT REGARDING THE SURVEY AND TO APPROVE THE RECOMMENDATIONS THEREIN**

Cllr Brookes-Hocking provided members of the public present with some background on the paddling pool discussions and advised that the cost of the refurbishment to the current paddling pool was close to £0.5million and therefore a splash pad was being explored.

Standing orders were suspended

One member of the public expressed concern regarding the loss of the current paddling pool, querying whether any issues with the current pool had been reported. Cllr Brookes-Hocking explained that the work required is due to changes in health and safety regulations. Two members of the public commented that the survey is bias, as the option to retain a paddling pool is not included. Concerns were raised regarding the installation of a toilet in this location, with a member of the public explaining he had emailed in his concerns and received a response from the Town Clerk. A final concern was raised regarding the use of funds on water facilities in the park, rather than supporting the Leisure Centre.

Standing orders were reinstated

Cllr Cochran joined the meeting at 19.15

The Chair suggested that further information regarding the sustainability of the paddling pool could be obtained with clarification being provided as to why the cost to refurbish the paddling pool is considerably higher than the installation of a splash pad. The Chair also suggested exploring the possibility of someone coming to a future meeting to explain the technicalities regarding the works required due to changes in regulations. (A breakdown of the costings presented to Full Council on 17 March 2026 to refurbish the paddling pool or install a splash pad, are attached to these minutes as Appendix One).

Decision: It was **resolved** to review the water play survey based on public feedback from this meeting, with the review of the survey being delegated to the paddling pool Working Group and the final survey draft being circulated to Community Committee members via email for approval, to avoid delays. (Proposed by Cllr Brookes-Hocking, Cllr Huxtable voted against, Cllr Cochran abstained)

Task: Review the survey regarding water play options to incorporate public feedback from this meeting, regarding the option and costings to retain a paddling pool and circulate to Community Committee members for approval. @Paddling Pool Working Group

15.2 TO RECEIVE AND APPROVE THE DRAFT NEWCOMBES MEADOW WATER PLAY SURVEY.

This item was covered under minute number 15.1.

16 RBL 100TH ANNIVERSARY

Decision: It was **agreed** to take part in the RBL 100th Anniversary event, with Cllrs Cairney, Fawssett and Frisby representing CTC at the event.

17 DATE OF NEXT MEETING

The date of the next meeting was **noted** as Tuesday, 23 June 2026.

18 REPORTS PACK

Signed

Dated.....

Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton
EX16 6PP

Our ref: 5009W
Your ref: Crediton Paddling Pools
File Location: 5009Q005.DOC
Date: 10.03.26

For the attention of: Steve Densham - Land Management Officer

Dear Steve,

Ref: Crediton - Paddling Pool Water Treatment upgrade

We thank you for your enquiry and the opportunity to quote for this project. Further to our site visit, we understand the requirement for the current paddling pool at Crediton to be upgraded to meet current health and safety standards. The current underground plantroom contains a high-rate sand filter & erosion feeder to meet PWTAG Water Treatment Standards. The paddling pool itself is to be retained. It is Mid Devon District Council's intention to hand over the refurbished scheme to the respective Town Council who will operate them going forward.

Overview

The current Paddling Pool Water Treatment system have come to the end of its lifecycle and are to be renewed in compliance with water treatment and quality standards defined by PWTAG (the Pool Water Treatment Advisory Group), specifically Chapter 22 'Outdoor Swimming and Paddling Pools'.

The existing plantroom is subterranean and challenging for access by operators (they are considered Confined Space and should have appropriate PPE and egress lifting equipment). To that end, it is required that the plantroom are now located above ground to permit easy walk-in access by Operators.

The current tanking structure of the paddling pools do suffer annually from cracks and movement with probable water loss and are currently attended to by repainting the surface with a specialist pool paint – although this is an annual pre-season attendance, the cost is significantly lower than seeking a long-term permanent solution such as structure strengthening and/or a GRP water proofing liner.

Current Site

Crediton Paddling Pool

Subterranean Plantroom with covers in place, Control panel set into wall, Pool Dimensions typically 6.6m (L) x 6.6m (W) x 0.6m (D).



Crediton Paddling Pool - Scope

Assumed usage numbers

The Pool has a size of 6.6mL x 6.6mW = 43m² (and a depth of 0.6m giving a volume of 26m³ – maybe less to account for stepped sides)
Pool water volume is to be turned over between 10-45 mins. The current installation has user rules of use signage setting a maximum bather number of 15 – this is exceeded during the hot summer months.

PWTAG standards require agreement with client on number of users to size the water treatment system against.
Given the area would suitably support 1 bather every 2.2m², then we assume 20 bathers. The new water treatment system scope and works center around the required filtration.

We shall assume a maximum turnover period of 45 mins, and with reference to Chapter 6, directs pool volume of 26m³, giving a turnover rate of 35m³/hr. Thus, a filter solution comprising of 1No. 1400mm Dia with >1.0mtr Bed Filter is required.

Principle equipment

- 1No. 1400mm Dia >1.0mtr Bed Filter.
- Duty pump to suit, c/w Inverter drives
- Water distribution within the pool arranged as 4 No. perimeter surface skimmers, 6 No. floor inlets (set apart), and 2 No. suction drains within the base of the paddling pool
- Filtration to be Gravel / Sand media (not AFM)
- Fully automated dosing – Monitor and Control for pH adjust (one way) and Disinfectant to be Granular/Tablet Chlorine
- PAC injection (Coagulant to aid filter efficiency/Cryptosporidium etc.)
- Flow meter (to show filter throughout and backwash rete compliance)
- UV Disinfection unit
- In/out pressure gauge (across filter)
- Auto top-up of fresh water (level determined by Pressure transducer)
- Chemical levels to be live and provide >30-day historic archiving of values (to be used alongside manual records)
- Control panel with Telemetry monitoring to HQ (parameters are by operator positively logging on to review levels)
- Incoming water make-up set into header tank to provide air gap compliance, overflow and valving – suitably insulated for winterization. c/w operator tap.

We have assumed all existing plantroom equipment and connecting pipework to be of unusable quality and obsolete for spare parts. New and warranted equipment will be used.

Control panel to centralize for the Outgoing ways, protection and control of the plantroom equipment. Electrical containment and wiring connections to peripheral electrical plant. Installation to include 2 No Double IP65 Housed operator use sockets.

Provide New Plantroom

The above-ground plantroom will house the M&E plantroom equipment.

- Timber cladded 30ft modified road container - with slot zones for transitioning pipework and ducts, backfilled with rounded stone
- Chemical Storage cabinet to be provided as separate unit, outside and adjacent to new plantroom.
- External and above ground filter back wash water storage tank (to aid attenuation and Chlorine dissipation) – Thereafter, slow drain into existing foul drain connection located next to the paddling pool.

Civils Work to Provide

- Site setup – perimeter Heras fencing, site cabin and welfare
- Remove existing plantroom M+E equipment and backfill to final floor finish level
- Provide suitable bases / foundations for new plantroom, chemical store and attenuation tank.
- Breakout existing paddling pool shell and cast new version
- Installation of perimeter skimmers, wall / floor inlets and drains spread out across pool area (with new pipework)
- Pipework trenching from plantroom to paddling pool edge
- Trenching to connect with existing local control panel housing (With extended cable)
- Trenching to water connection point (located in adjacent dry playground, with new pipework) approx. 10 mtr
- Trenching to existing drainage connection point (with new pipework) – Attenuation tank (with perimeter wooden fencing) to discharge into adjacent existing foul drain connection trench, we assume permissions to discharge is the client's responsibility.
- To make good local area with same 'tarmac' and spoil
- Generally, removal from site of all civils arisings and disused M&E equipment (under waste transfer license)



Proposed location of plantroom (Future other works to place a toilet block between plantroom and paddling pool)

[Google Maps](#) – Crediton Pool ; Newcombe Meadow, Crediton

Our offer includes:

- Detailed design of the Plantroom and supporting pipe connection into pool with builders works interface drawing for the waterplay feature
- Specialist supply and install of the M&E equipment for the paddling pool water treatment (PWTAG compliant)
- Project Management of our installation team
- Civil works associated with the build – cast new concrete paddling pool shell with access ramp, excavate trenching, concrete foundations for plantroom, chemical store and attenuation tank
- Pool skimmers, wall / floor inlets and suction drains
- Supply and install plantroom M+E equipment – PWTAG Compliant
- Anti-slip GRP waterproof coating
- 316 grade stainless steel balustrading for ramp access
- Water testing/sampling
- Sterilisation of the system
- Paddling Pool commissioning
- Training of client maintenance staff
- Operation and Maintenance Manual
- KCS Suppliers Fee (1%)

Offer Exclusions:

- Client to provide water and electrical and wastewater services for the feature to site (subject to detailed design):
 - Electricity single phase 230V 50Hz Neutral and Earth rated 63 Amp (Client advised existing supply is 80Amp)
 - Water – as existing – to suit filling of pool and filter backwash makeup
 - Foul Drain – to suit filter backwash rate and toilet block discharge water
- We will reinstate all disturbed areas, but any watering and general maintenance of grass is to be done by others
- Planning permission
- We will hand over the project as fully operational. Should the client wish to postpone the official opening of the Splashpad a separate dedicated visit will be needed to re-sterilize and summarize the feature at a later date which will incur extra charges.
- All excavated material assumed clean and inert
- Tree preservation / protection / root protection barriers / arboriculturist attendances / branch pruning to gain site access and 6m high clearance.
- Removal and reinstatement of existing traffic bollards / barriers to gain access to the construction site

Price

Option 1 – Paddling Pool Upgrade

As per above detailed specifications but generally, supply and installation of a new timber cladded 30ft Container Plantroom and Toilet Block containing a PWTAG compliant recirculating water treatment system and two W/C's (each includes a toilet, hand wash unit, toilet roll dispenser, handwash dispenser and paper towel dispenser) supporting field M&E works, associated civils / earth works, anti-slip GRP waterproof coating and stainless steel access ramp balustrading

Price:

£460,533.06

Please note: Our pricing includes the complete breakout of the current paddling pool shell and cast a new version as the channeling out the existing shell for the insertion of skimmers / floor inlets / suction drains and wall jets may compromise the structural integrity leading to cracks / leaks.

Option 2 - Flow Through Solution

We would still champion a Smart Flow Zero depth Splashpad as a lower cost to build, run and reduce operator labour costs – a solution that is well received by communities when converting their paddling pools for all the right reasons.

Crediton – Supply and installation of a new small plantroom containing a flow through water system, supporting field M&E works, associated civils / earth works, wetpour safety surfacing and separate timber cladded 10ft Container Toilet Block containing two W/C's (each includes a toilet, hand wash unit, toilet roll dispenser, handwash dispenser, paper towel dispenser)

Price:

£267,105.79



(Example 3D Render)

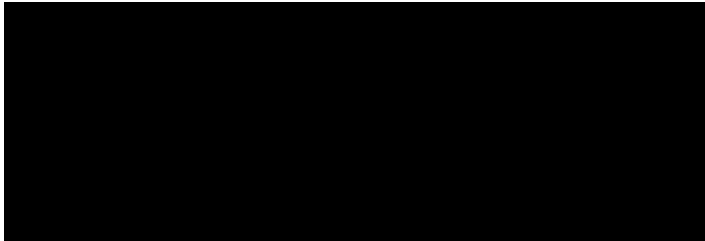
Commercial

Delivery -	16/18 working weeks from receipt of your official order containing full and final instructions.
Payment:	Monthly valuations – 30 days from invoice date
VAT:	Additional
Drawings:	Inclusive
Wetpour Design:	Inclusive – Option 2 only
Installation:	Inclusive
Civil build:	Inclusive
Transport:	Inclusive
Marketing Rights:	To have client assistance and permissions in photographic session and subsequent use of same for Case Study and Marketing use.
Insurances:	£5M - Professional Indemnity £10M - Public Liability £10M - Employers Liability
Quotation Validity:	30 days from date of this offer.

We trust this meets with your approval and look forward to receiving your further instructions, however if you require any further details or assistance please do not hesitate to contact us.

Yours Sincerely,

Simon Johnson
Ustigate Limited



Appendix - Client brief

Paddling Pool – Pool Plant Specification

Although PWTAG Guidance doesn't apply to paddling pools that guidance will be adopted where appropriate to do so.

All installations to be relevant to current legislative industry standard

Pool water turnover to be max 45 mins (min 10 mins)

Duty pumps circulation pumps to be provided

Pumps to incorporate inverter drives

Water distribution in the pool to be maximised with inlet and return numbers and configurations

Pre-filter by vortex system

Filtration to be AFM in medium rate filters?

Sanitizing with salt

Fully automated dosing

Continual monitoring of sanitiser and pH

PAC injection

Flow meter

In/ out pressure gauge

Auto top-up of fresh water (ultrasonic level monitoring?).

Auto recording of monitoring

Telemetry monitoring to HQ/ alarm of out of tolerance to HQ

Existing plant/ fittings and fixtures/ and materials to re-used where appropriate to do so – existing underground circulatory pipework to be replaced with appropriately sized....material? including all excavation and reinstatement.

Appropriate electrical supply to provided – enhanced from existing if necessary and delivered to consumer unit with RCCD within plant room. 2x 3-pins sockets to be available for operators.

Appropriately sized GRP kiosk enclosure to contain the plant sufficiently robust to prevent ready access and vandalism (to incorporate a sedum moss roof?).

Kiosk mounted to manufacturers requirements on concrete slab below ground level with openings as necessary for pipework and electrical entries/ exists.

Kiosk to be compartmentalised as necessary to separate the water filtration / treatment processes and chemical storage with space for testing equipment and records.

Water supply to the pools/ plant room to be compliant to Water By-Laws via break-tanks/ check-valves as appropriate. Tap supply to be available for operators for washdown etc.

Backwash provision to include temporary storage of backwash-water prior to release to water course.

Removal and disposal of all existing pool plant, infilling of underground chambers and reinstatement of surfacing.

~~Stone resin coating of pool tank after surface preparation and remedial works to any unsound screed and voids. – JJS agreed with client to remove – keep seasonally painting else high cost~~

Servicing and maintenance?



**Minutes of the Oversight Committee meeting held on Tuesday, May 12, 2026 at 19:30 in
Credition Library, Belle Parade, Credition, EX17 2AA**

Present:	Cllrs Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, John Downes, Vix Frisby (part meeting) and Steve Huxtable
Apologies:	Cllr Joyce Harris
In Attendance:	Tim Bland, Events and Town Centre Officer (part meeting) Cath Kelly, Lead Youth Worker (part meeting) 2 members of the Public
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

1 ELECTION OF CHAIR 2026/27

Decision: It was **resolved** to elect Cllr Backhouse as Chair for the 2026/27 term.
(Proposed by Cllr Frisby)

2 ELECTION OF DEPUTY CHAIR 2026/27

Decision: It was **resolved** to elect Cllr Huxtable as Deputy Chair for the 2026/27 term.
(Proposed by Cllr Downes)

Cllr Frisby left the meeting at 19.37

3 WELCOME AND INTRODUCTION

Cllr Backhouse welcomed everyone to the meeting and members introduced themselves.

4 PUBLIC QUESTION TIME

A member of the public, raised concerns about the council's slow decision-making process. Cllr Backhouse reminded the member of public that questions should relate directly to the current meeting's agenda.

5 APOLOGIES

Decision: It was **resolved** to accept apologies from Cllr Harris (holiday). (Proposed by Cllr Cochran)

6 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

6.1 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.

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

There were no dispensation requests.

7 CLIMATE EMERGENCY

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

8 ORDER OF BUSINESS

There were no changes to the order of business.

9 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

10 FINANCE

10.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL 2026 AND 30 APRIL 2026

Decision: It was **resolved** to approve transactions between 01 April 2026 and 30 April 2026. (Proposed by Cllr Brookes-Hocking)

10.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2026

Members reviewed and approved the bank reconciliation for the end of April 2026.

Decision: It was **resolved** to approve the bank reconciliation to 30 April 2026. (Proposed by Cllr Brookes-Hocking)

10.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2026

Bank account balances as of 30 April 2026 were **noted**.

10.4 TO NOTE EAR MARKED RESERVES BALANCES

Earmarked reserves balances were **noted**.

11 AUDIT 2025/26

The internal audit report for 2025/26 was reviewed. Members discussed the audit summary and observations, noting that the full council had previously discussed these in detail. Cllr Huxtable requested more detailed information on the specific tests carried out by the auditor, which was agreed to be followed up.

Decision: The audit report was received and **noted** without further queries. (Proposed by Cllr Backhouse)

12 REVIEW AND ADOPTION OF POLICIES

The Model Publication Scheme was reviewed, with a minor wording issue identified. Although this was noted, it was agreed that it was not a material issue and the word would be amended.

Decision: It was **resolved** to **approve** the Model Publication Scheme. (Proposed by Cllr Brookes-Hocking)

The Scheme of Delegation was reviewed, with a question raised about whether the Town Clerk had to be the one making all decisions. It was clarified that the Town Clerk could delegate responsibilities to other officers, as per section 1.3.

Decision: It was **resolved** to **approve** the Scheme of Delegation. (Proposed by Cllr Brookes-Hocking)

13 SALE OF LOCOMOTIVE SIGN

Members reviewed the emails received from a member of the public requesting to purchase the locomotive nameplate. Members discussed the importance of the nameplate to the town's heritage and agreed that selling it would not be appropriate at this time. The merits of a current valuation to ensure its up to date value was considered.

Decision: It was **resolved** to retain the locomotive nameplate and thank the interested party for their offer. (Proposed by Cllr Huxtable)

Decision: It was **resolved** to obtain a quote for the valuation of the locomotive nameplate. (Proposed by Cllr Downes)

14 DATE OF NEXT MEETING

The date of the next meeting was **noted** as Tuesday, 23 June 2026, at 19:30.

15 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 Backhouse)

The Events and Town Centre Officer left the meeting

16 YOUTH WORK STAFFING

The confidential report regarding youth work staffing was presented and considered.

Decision: It was **resolved** to **approve** the proposal as detailed in the confidential report. (Proposed by Cllr Downes)

It was **noted** that further information and documents will be presented as they become available.

The Town Clerk and Lead Youth Worker left the meeting for item 17

17 STAFF SUPPORT

The confidential report regarding staff support was presented and considered.

Decision: It was **resolved** to **approve** the recommendation as detailed in the confidential report. (Proposed by Cllr Cochran)

18 REPORTS PACK

Signed

Dated.....



CREDITON TOWN COUNCIL

Members' Register of Interests Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 7 July 2026

Recommendation

Full Council is recommended to receive and note the contents of the report.

1. Purpose

- 1.1 To ensure members receive information relating to changes to publication of Registers of Interest.

2. Background

- 2.1 From 29 June 2026, local authorities will no longer be required to publish an elected or co-opted member's home address in the public Register of Interests. This change is introduced through section 32A of the Localism Act 2011, as inserted by section 65 of the English Devolution and Community Empowerment Act 2026.

3. Recommendations

- 3.1 Members are requested to note the change and provide the Town Clerk with completed new forms by Friday 24 July 2026.

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 It is recommended that members note the contents of this report, which reflects legislative changes.



Outdoor Gym Equipment Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 07 July 2026

Recommendation

Full Council is recommended to consider the contents of the report and approve further action.

1. Purpose

- 1.1 To review the work undertaken by the Town Clerk in relation to outdoor gym provision in Newcombes Meadow.
- 1.2 To consider and approve further action in relation to this project.

2. Background

- 2.1. MDDC allocated a total of £13,886.00 towards the provision of gym equipment in Newcombes Meadow.
- 2.2. The S106 allocation is due to expire in November 2026.
- 2.3. There has been no confirmation that MDDC have intentions for this allocation.
- 2.4. The Town Clerk obtained one quote for outdoor gym equipment, following contacting three providers.
- 2.5. Following a site visit, only one suitable location has been identified. This is due to underground tree roots, sloping ground and proximity to existing play area. The location is at Appendix A.
- 2.6. The Town Clerk applied for a grant from Sport England for £10,000.00, which was unsuccessful.

3. Proposals

- 3.1 Members are requested to consider and agree on a course of action:
 - To apply for the S106 funding and install the proposed equipment, with the remaining costs being fully funded by CTC general reserves
 - To consider a forthcoming reduced quote from the company, nothing that CTC would be required to fully fund and remaining costs
 - To resolve that the project is cost prohibitive and that any allocated funds will be the responsibility of MDDC to spend or return to the developer

4. Financial Implications

- 4.1 The following quote has been received from one company, with drawings at appendix B.

Company	Specification	Cost
Quote A	Cross trainer Fitness bike Plyometric boxes Sit up bench Chest press Shoulder press Calisthenic rig Signage – qr code for access to training videos Associated surfacing and groundwork	£48,000.00 + VAT

5. Climate Implications

- 5.1. Whilst there are climate implications relating to installation, there are positives in relating the provision, including:
- Free access to exercise and fitness opportunities
 - Encourages healthier and more active lifestyles
 - Improves physical and mental wellbeing
 - Increases use of the parks
 - Improves community connections.

6. Conclusion

- 6.1 Members are requested to consider the above, to enable any further actions to be taken.



Gym Equipment - Ravenscroft Park

FS861 Cross Trainer

On this stylish cross trainer, the user will get a cardiovascular workout, as well as helping to improve muscle tone in the legs, arms and core. With top quality bearings and sliding mechanisms the TGO cross trainer is smooth, safe and easy to use. From super fit to those new to exercise, this is the perfect piece for any gym. Over the years this has proven to be one of our most popular pieces.



FS970 Fitness Bike

The fitness bike is a classic machine for any gym. This cardiovascular piece of equipment works the lower body as well as the heart and lungs. All the mechanisms and built in resistance are cleverly concealed within the housing. This makes the spinning bike extremely safe as well as protected from the elements, leaving it smooth and ready to be used by anyone, whatever their starting point.



FS841 Plyometric Boxes

Jump to it with TGO's all new Plyometric boxes. Great for the super-fit to the new user, these are a fantastic addition to your gym giving an excellent cardiovascular workout. Improving heart and lung function as well as improving leg strength and overall tone.



FS100 Single Sit Up

The Bench has a number of exercise variations on this piece of equipment not just limited to sit ups. The bench also enables the user to perform incline press ups and tricep dips and the bench caters for a wide variety of sit up and abdominal crunch exercises.



FS835 Chest Press/Seated Row

Another star of the TGO range. This upper body double station gives users a fantastic workout as well as saving space, giving two exercises for the price of one, this is a really popular piece. Based on lifting approximately 30% of your body weight, this machine works the chest, arms, shoulders and back (middle to lower) giving a great upper body workout for all abilities.



FS825 Lat Pull Down/Shoulder Press

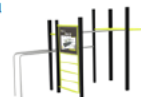
The lat pull down and shoulder press forms, the centre piece of many TGO gyms. Based on lifting approximately 30% of your body weight, this machine works the chest, arms, shoulders and back (upper to middle) giving a great upper body workout for all abilities.



Kalos Micros Rig

Designed with **calisthenic** athletes and event organisers, this rig is a compact version of the Kalos Sthenos rig that can support your **community** into a lifestyle of bodyweight exercises whilst building community.

- **6 stations**
- 4.6m x 2m galvanised as standard
- Championship specification bar sizes, selection and layout
- 1x 1.5m high parallel dips bars
- 1x ultra 2m wide 2.2m high pull up bars
- 1x ultra 2m wide 1.5m low pull up bars
- 1x Wide monkey bars
- 1x Half Swedish rails up to 1.2m then handstand boards above
- Signage with instructions and digital support
- **Female friendly** spec

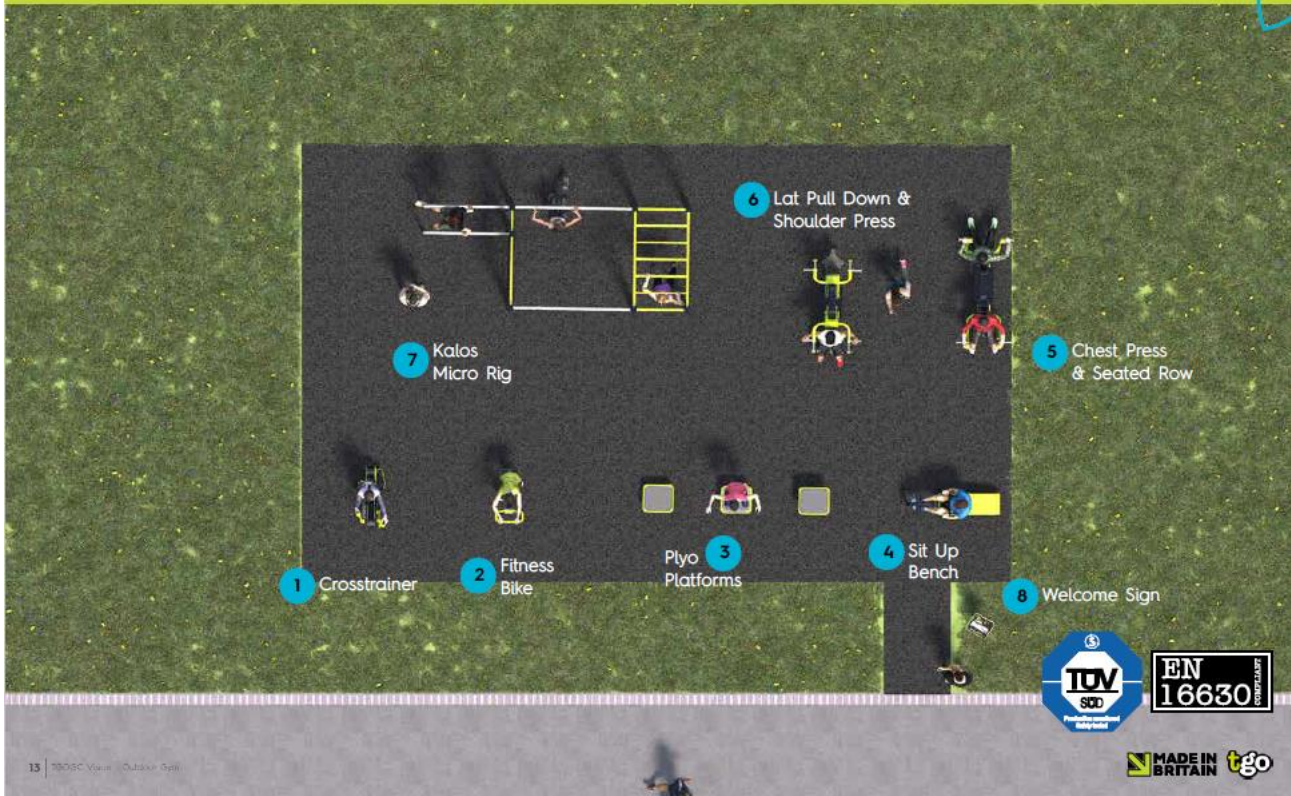


TGO889 Welcome Sign

The TGO Welcome Sign comes with a welcome to the gym message & contact details for site owner, instructional diagrams for equipment, trainer tips with scannable QR code to connect to TGO's YouTube library, packed full of short video clips with trainer demonstrations. Use QR code to download TGO Activate App for gym users to track and share their activity and wellbeing.



Design Proposal and Layout - Plan View





CREDITON TOWN COUNCIL

Member Attendance Report

Report by: Administrative Officer
To: Full Council
Date: For consideration on 7 July 2026

Recommendation

Full Council is recommended to review and ratify amendments to the minutes, to reflect Cllr Stanford's correct attendance.

1. Purpose

1.1 To ensure minutes accurately reflect member attendance at each meeting.

2. Background

2.1 A member of public contacted the Town Clerk on 8 May 2026 to advise that Cllr Stanford's attendance was not recorded on the minutes of the following Full Council meetings:
7 October 2025
4 November 2025
18 November 2025
16 December 2025
3 February 2026

3. Recommendations

3.1 Members are recommended to approve Cllr Stanford's attendance at the meetings mentioned above and to note that he partly attended the Full Council meeting held on 16 September 2025.

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 It is recommended that members review the contents of this report, and ratify amendments to ensure accurate reflection of attendance.



CREDITON TOWN COUNCIL

Manor Office Progress Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 07 July 2026

Recommendation

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

1. Purpose

- 1.1 Members are requested to note the contents of the report relating to the progression of the Manor Office project.

2. Background

- 2.1. The Town Clerk has continued to progress the planning application and associated building regulations for Manor Office.

3. Recommendations

- 3.1 To note that:
 - The architect is working on drawings related to a Fire Safety Plan and associated specifications as per building regulations requirements
 - These amendments have been agreed in principle with the inspector, avoiding any physical alterations to the building which would require approval by planning officers
 - It is anticipated that that approval will be received by the end of July 2026
 - The revised schedule of works has been sent to building contractors for quotes, following amendments made as part of the planning application.

4. Financial Implications

- 4.1 Any additional payments for professional drawings will be approved by the Oversight Committee; noting that this was sanctioned by the Town Clerk and Chair of CTC as emergency expenditure to retain momentum.
- 4.2 Quotes from contractors will be reviewed once received.

5. Climate Implications

- 5.1. There are no climate implications.

6. Conclusion

- 6.1 Members are requested to note the contents of the report.



CREDITON TOWN COUNCIL

OLS Survey and Valuation Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 07 July 2026

Recommendation

Full Council is recommended to consider the contents of the report and approve the recommendations therein.

1. Purpose

1.1 Members are requested to consider the quotations within this report.

2. Background

2.1. The Town Clerk has obtained quotes for a valuation and associated survey, following the decision made by Full Council on Tuesday 21 April 2026 (minute ref: 2026/531).

3. Recommendations

3.1 To consider the quotations as detailed within this report at item 4.

4. Financial Implications

4.1 Quotes have been obtained from two companies, as detailed in the below table.

Contractor	Specification	Amount
A	Building survey Rent valuation	£2,750 + VAT
B	Building survey Rent valuation	£2,500 + VAT £600 + VAT (valuation only, assuming that the existing 2021 survey assumption that it is current and no further deterioration has occurred)

5. Climate Implications

5.1. There are no climate implications.

6. Conclusion

6.1 Members are requested to consider the quotes detailed in this report, to enable further decisions to be made on the future investment and use of Old Landscore School.



Christmas Lighting Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 07 July 2026

Recommendation

Full Council is recommended to consider the contents of the report and approve the recommendations therein.

1. Purpose

1.1 Members are requested to consider the proposal for the provision of a new Christmas lighting scheme for Credition High Street from 2026-2029.

2. Background

- 2.1 CTC currently provides an annual Christmas lighting display within the town centre. Brackets have reached end of life and must be decommissioned.
- 2.2 Event Power Engineering Ltd has submitted a quotation for a redesigned scheme intended to create a strong visual impact and reflect Credition's identity as the 'Home of the Christmas Tree', utilising new locations for catenary wires.

3. Recommendations

- 3.1 Members are requested to consider and approve:
- The quotation received from Event Power Engineering Ltd for the provision, installation, maintenance and removal of the annual Christmas lighting scheme¹
 - The proposed installation of new lighting crossings requiring catenary wires fixed to buildings on the High Street.
- 3.2 Members are requested to note that letters have been issued by the Town Clerk to affected property owners seeking permission for fixing points and catenary wire installations.

4. Financial Implications

- 4.1 The quote received is £11,000.00 per year (+VAT), for a total of three years, as identified in the specification.

5. Climate Implications

- 5.1. The proposed Christmas lighting scheme has a neutral to low environmental impact, subject to the use of modern LED lighting and the contractor's stated sustainability practices. The scheme utilises LED lighting products which are significantly more energy efficient than traditional festive lighting.
- 5.2 The contractor has advised that it follows a reduce, reuse and recycle approach, including the reuse of storage containers, recycling of packaging materials, refurbishment of lighting motifs where possible and recycling of lighting products at the end of their operational life.

6. Conclusion

- 6.1 The proposed Christmas lighting scheme represents a significant enhancement to the town centre display and includes bespoke features designed specifically for Credition.

¹ Event Power Engineering provided CTC with lighting last year at short notice and work on three-year terms. This proposal increases the term by one year

QUOTATION

28 May 2026

Quotation for the Supply and Installation of Christmas Lighting in Cridton

Specification

Cridton Town Council are looking for a quotation to cover their annual Christmas lighting scheme throughout the main town centre. The scheme's design is intended to be a wow feature through the busy main street, dynamic and unique, as well as inclusive of traders as building heights will allow.

About Event Power Engineering

Event Power Engineering is a leading South coast based Christmas lighting contractor with local Engineers around the country. We pride ourselves on offering a comprehensive solution without the increased cost of subcontracting to other installers.

Having a single point of contact from the initial meetings through the installation process and following on from the derig will enable a professional and efficient working relationship between the client and project Engineer.

Utilising this relationship and our unique online fault reporting system will ensure a fast response and traceability for callouts.



Warm White Wrapped Trees - Salisbury 2017



It is through this approach that we offer a cost effective solution that maximises the products available for any budget and constantly work to improve our services using KPIs.

When choosing products for our schemes EPE ensure that we use the highest quality of products and will only purchase from a reputable manufacturer. Unique displays are either manufactured by our in house Engineers or one of our suppliers.

We have recently moved into our new purpose-built Christmas lighting warehouse with monitored alarm and CCTV. This has been kitted out with a repair and refurbishment area where we can test and repair both ours and clients' products. We also hold a large stock of new products as well as spare parts of lights, fixings and electrical components.



Cool White Wrapped Trees and Column Motifs - Hedge End 2020

Previous Experience

During the 2025 season, EPE installed client owned schemes, supplied and installed our own products and were contracted to install for other Christmas lighting suppliers across the south in over 30 towns and cities.

Our schemes range from small town centres with a handful of columns to an entire London Borough with around 500 columns, swagged trees and numerous Christmas trees. Irrelevant of the size of the contract, each client receives the same attention and care by their project managing Engineer. We are not only access specialists, but have the ability to pretty much rig anything anywhere. It is this ability along with training and education that enables us to have a 'yes' attitude to client requests. When Truro BID suggested a new idea for their main city centre location, we were able to design and install new fixing points and hardware to suspend the scheme ahead of the last minute delivery by their supplier, based on the supplier product specifications only. The scheme was delivered and installed within 24 hours.



Pre-Season

During the summer, all products will be tested for functionality and electrical safety and we will have the products prepared ready to install. This includes unboxing and repackaging of all small products in reusable storage containers, reducing the waste delivered to site and ensuring single use packaging is recycled in line with our waste management policy.



City Centre Feature – Truro 2020

When the time has come to install the scheme, our Engineers will have read, understood and digested all relevant Risk Assessments and Method Statements including those specific to this project. Our Engineers adhere to our company policy to minimise disruption and ensure safety to members of the public and businesses during our installation; typically this will result in us installing overnight in town centre areas; taking special care to achieve works near hotels and residences earlier in the night. During the early period of the Christmas season, typically September, our team will attend site to install all new cabling and catenary supports where required. We will also test the existing power supply to ensure it is functional and safe. We will ensure all of the agreed trees are wrapped above arms reach and with loose, equal distance turns around the trucks and branches.

We aim to have the installation completed well in advance of the switch on. We will offer a hand over to the client which will involve the switching on of the scheme for the client to view to ensure that all areas are completed as desired. We will then make any changes ready for the switch on. The night before switch on, our Engineers make final checks and will then be available for a switch on ceremony if needed.



Live Period

If the team are required for the switch on event, our team will be on site at an agreed time before hand, ready to switch on if required.

After the system is energised, we will perform regular inspections to ensure that all aspects are working correctly. We have allowed within our quotation for an Engineer to inspect the scheme weekly. Any minor issues will be rectified during this time. We will also respond to any reports from the client in a timely manner. Typically, urgent call outs will be an instant attendance on site, while less imperative reports result in a resolution within 48 hours. Where possible, we will try and expand our Engineer network to ensure we have a local response to improve our service and give back to the local community. Due to our presence within other local towns, we have Engineers passing regularly.



3D Pixel Mapped Motif Tree with Swagged Crossing in Background - Littlehampton 2023

We operate a unique fault reporting system which can be accessed by the client through the website, app, phone, text or email. The client can submit a photo along with their description to aid with finding the fault. When faults are received, our Engineers are immediately alerted and will respond accordingly. The Engineer will update the report and submit photos of the rectified fault, which the client can view using the website or app. The system is time stamped, so all reports and



resolutions are logged; this data can then be used to improve our processes. A guide to using the system is included here.

Post Season

Following on from the Christmas period, the scheme will be switched off on the 12th night, and removed in a timely manner.

Once the season has finished, we will be available for an annual wash up meeting as required by the Council.



Icicle Crossings and Gobo Projection - Littlehampton 2018



Scheme

The aim of the proposed scheme is to provide maximum impact in a unique and dynamic way. There are known limitations with regards to building heights, therefore we are proposing a combination of icicle crossings and motifs crossings to achieve this.

With the installation of 6 new crossings installed and designed to house icicles, in a colour of choice, although we propose a warm white with cool white glittering to compliment the rest of the scheme. These crossings will frame the entrances to the main street, either end of the existing and new proposed motif crossings.

We propose at least two additional motif crossing to be installed on the main stretch of the high street, resulting in the use of 4 motif crossings to create an impact. And noting that Crediton is the home of the Christmas Tree we have designed and created completely custom designs. Positioned in a way that they will greet the visitors to the town from either direction, these can be in any combination the Council wishes.

All motifs are 9m in length and 1m in height. With cool white and warm white LED rope light, cool white mini LED lights and green foliage to provide a day time effect as well. Below are images from the design team (we do not currently have images in situ as these will be built to order).



The remaining motif crossing that frames the entrance to Market Street will continue the Christmas Tree theme with the addition of the below motif that will fill the area, creating a unique but inclusive design.



Processes

As mentioned, we tend to operate overnight in town centre areas to reduce the impact on the public and businesses. We will survey the site in advance to determine the most efficient operating times, I would expect this to be between 6pm and 6am as the most of the works will be carried out on roads which are open to traffic, home to various businesses and have a limited number of parking bays. We would prioritise the areas outside of residential premises to be carried out before 11pm.



Building Mounted Curtain and Crossing – Wellington 2023

Further Information

Prior to installation EPE will communicate to all its team the Risk Assessment and Method Statements relevant to this contract. Our Engineers hold qualifications and training relevant to their field of work which include:

IPAF IPAL for all those operating MEWPs,



BS7671 for all those working on electrical circuits,
BS7909 for all those designing temporary electrical systems,
G39 for all those working on DNO supplies,
BS8539:2012 and CFA approval for all those specifying, installing or testing anchor points,
CSCS for all those operating within construction sites,
LANTRA NHSS 12D for all those managing or operation road closures.
NRSWA Training for works within Devon County Council jurisdiction.

As a company we adopt a reduce, reuse, recycle methodology. All products are unpackaged at our warehouse with as much packaging recycled as possible and then repackaged in our reusable plastic crates. This reduces the waste brought to site. At the end of the products life, motifs are refurbished and string product is recycled. We are working with our suppliers to reduce single use plastics. We have already stipulated that plastic bags are not to be used, but instead cardboard. One of our main suppliers has switched from plastic ties to reinforced paper.

Terms

Equipment / Scheme to be installed and commissioned by TBC.

Equipment / Scheme to be energised / switched on during TBC.

Equipment / Scheme to be live until / switched off by TBC.

Equipment / Scheme to derigged / removed by TBC.

Callouts where liability lies with EPE or products supplied by EPE are to be free of charge.

Callouts where liability does not lie with EPE, such as but not limited to vandalism, DNO power supply faults, etc, may be charged at £75 for the first hour and £30 per hour for consecutive hours.

EPE are to assume that any previous electrical connections and supplies are up to current regulations and are compliant with BS7671.

Any license fees have not been included within this quotation.

Any fixings that have been installed as part of this scheme are to stay in place throughout the duration of the scheme. Any that are removed by others may be chargeable to replace.

Any existing fixing points that need replacing and/or are not compliant with current regulations are chargeable.

EPE are not liable for the cost of electricity consumption. We can, upon request, supply usage for unmetered supplies.

Warm White Curtain and Artificial Trees – St Ives 2018



Price

Total hire price £11,000 yearly over a 3 year period ex VAT

