CREDITON
TOWN COUNCIL

Manor Office, 6 North Street
Crediton
Devon
EX17 2BT
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To All Crediton Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee** ,which will be held on **Tuesday, July 28, 2026, at 19:30, at Crediton Library, Belle Parade, Crediton, 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.

RAvery

Rachel Avery FSLCC

Town Clerk

Thursday, 23 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), Crediton Town Council is unable to make any decision on matters not listed within the agenda.

- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

AGENDA

25 - Welcome and Introduction
Opening of meeting by the Chair and member introductions

26 - Public Question Time
To receive questions from members of the public related to matters on the agenda (CTC's adopted Standing Orders 3d, 3e and 3g; 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)

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

28 - Declarations of Interest and Request for Dispensations

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

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

29 - Climate Emergency
To note that decisions will be made with the climate emergency at the forefront of decision and policy making

30 - 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

31 - Chair's and Clerk's Announcements
To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

32 - Oversight Committee Minutes
To approve and sign the minutes of the meeting held on 23 June 2026, as a correct record (minutes will be issued with the agenda)

33 - Finance

33.1 - To receive and approve transactions between 01 June 2026 and 30 June 2026

33.2 - To receive and approve the bank reconciliation to 30 June 2026

33.3 - To note bank account balances to 30 June 2026

33.4 - To note Youth finances to 30 June 2026

33.5 - To note Year to Date budget to 30 June 2026

33.6 - To note Earmarked Reserves balances to 30 June 2026

34 - Earmarked Reserves
To receive the report by the Deputy Clerk regarding Ear Marked Reserves and approve the recommendations therein

35 - Internal Control Panel

35.1 - To appoint three members to the Internal Control Panel

35.2 - To approve documentation for the panel to complete on a quarterly basis

36 - Review and Adoption of Policies
To review and adopt the following policies:
Volunteers Policy

37 - External Audit complaint
To receive and note the complaint to External Auditor PKF Littlejohn

38 - Church Faculty Application

38.1 - To receive the email from the Governors and Parochial Church Council (PCC) of Holy Cross Church requesting support for a faculty application

38.2 - To approve the draft letter, should members support the faculty application

39 - MDDC Assets

39.1 - To note that Expression of Interests forms have been submitted to MDDC

39.2 - To receive correspondence regarding the transfer of the Town Square and agree any further actions

40 - Pension Investments
To receive Cllr Backhouse's report regarding pension investments and to agree any proposals within the report

41 - Locomotive Nameplate
To receive the Town Clerk's report regarding the Locomotive Nameplate and to consider and approve the recommendations therein

42 - Date of next meeting
To note that the date of the next meeting will be **Tuesday 15 September 2026**

43 - 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

44 - Recruitment

44.1 - To approve the recruitment pack for the Youth and Community Support Worker Apprentice post

44.2 - To agree timescales for the recruitment process

44.3 - To appoint one member to the interview panel

45 - Staffing
To receive the Town Clerk's confidential staffing report and to consider the recommendations therein

46 - Staffing
To receive the Town Clerk's confidential report, and to consider and approve the recommendation from the HR Committee

47 - Reports Pack

Attachments – for internal use only

2026-06-23 - Oversight Committee - Minutes.pdf
AI - Transactions 01 June - 30 June 2026.pdf
AI - Bank rec as at 30 June 2026.pdf
AI - Bank balances as at 30 June 2026.PDF
AI - Youth finances as at 30 June 2026.pdf
AI - Y2D Budget 26-27.pdf
AI - EMRs as at 30 June 2026.pdf
Reserves Report.docx
Internal Control Checks.docx
Volunteers Policy.docx
Formal Objection 20260713 REDACTED.pdf
Church Faculty email.docx
Church Faculty Request.docx
MDDC Expressions of Interest.docx
Town Square Report.docx
Homes England Town Square.docx
Pensions Update.docx
Locomotive Valuation Report.docx
Youth Work Apprentice Recruitment Pack.pdf

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CREDITON TOWN COUNCIL

Minutes of the Oversight Committee, held on Tuesday 23 June 2026, at 19:30 at Crediton Library, Belle Parade, Crediton, EX17 2AA

Present:	Cllrs Rachel Backhouse, Joyce Harris, Vix Frisby, Liz Brookes-Hocking and Steve Huxtable
Apologies:	Cllrs Guy Cochran and John Downes
In Attendance:	Two members of the public
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

13 WELCOME AND INTRODUCTION

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

14 PUBLIC QUESTION TIME

A member of the public asked questions about climate change and whether the council accepted established scientific evidence (e.g. rising temperatures, extreme weather, risks to food and water, ecosystem damage, and health impacts).
Cllr Backhouse confirmed that this committee recognises climate change in scientific terms, highlighted an invitation to Mel Stride MP to meet residents at a National Emergency Briefing film event, and noted the committee's support for strong leadership and the growing relevance of local politics.

Concerns were raised about the cancellation of a previous meeting and other non-agenda issues; however, Cllr Backhouse ruled these out of scope of the committee, emphasising that questions must relate to the published agenda as per Standing Orders.

Cllr Brookes-Hocking proposed the speaker not be heard further due to concerns about the tone in which they were asking questions.

A question on asset transfer transparency was addressed by Cllr Backhouse, who confirmed it was included in Part I of the agenda and would be discussed openly during the meeting.

Additional questions on unrelated matters (including the Manor Office and a weed and sweep project) were also ruled out of scope of the committee. Cllr Backhouse advised that broader issues should be directed to Full Council and submitted in advance by email for more comprehensive responses.

15 APOLOGIES

Decision: It was resolved to accept apologies from Cllrs Cochran (holiday) and Downes (personal). (Proposed by Cllr Harris)

16 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

16.1 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.

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

There were no dispensation requests.

17 CLIMATE EMERGENCY

It was **noted** that decisions would be made with the climate emergency at the forefront of decision and policy making. Cllr Backhouse linked this to the earlier public questions and briefly remarked on the day's heat as a practical reminder of the issue's relevance.

18 ORDER OF BUSINESS

There were no changes to the order of business.

19 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

20 OVERSIGHT COMMITTEE MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on Tuesday 12 May 2026. (Proposed by Cllr Brookes-Hocking)

21 FINANCE

21.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MAY 2026 AND 31 MAY 2026

Decision: It was **resolved** to **approve** transactions between 01 May 2026 and 31 May 2026. (Proposed by Cllr Harris)

21.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MAY 2026

Decision: It was **resolved** to **approve** the bank reconciliation to 31 May 2026. (Proposed by Cllr Harris)

21.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MAY 2026

Bank account balances as of 31 May 2026 were **noted**.

21.4 TO NOTE YOUTH FINANCES TO 31 MAY 2026

Youth finances to 31 May 2026 were **noted**.

21.5 TO NOTE YEAR TO DATE BUDGET TO 31 MAY 2026

Members reviewed and **noted** the year-to-date budget to 31 May 2026 and drew attention to headings where expenditure had already reached or exceeded expected levels:

- Annual grants to community groups line were highlighted at 102% percent. The Town Clerk confirmed that a virement had been approved by Full Council (2026/409, 03 February 2026)
- Newcombes Meadow toilets water, which appeared over budget. The Town Clerk confirmed that this reflected an estimated bill and that a meter reading had now been submitted, so the charge should reduce once adjusted
- Landscore Business Rates were higher than expected. The Town Clerk confirmed that a virement had been approved by Full Council (minute reference 2026/520, 21 April 2026)

21.6 TO NOTE EARMARKED RESERVES BALANCES TO 31 MAY 2026

Earmarked reserve balances to 31 May 2026 were **noted**.

22 MILEAGE EXPENSES CLAIM INCREASE

Decision: Members **noted** the report regarding the mileage expenses claim, which had risen from 45p to 55p per mile. Members observed that the proposed increase was consistent with government announcements and commented more broadly on rising costs.

Members also remarked that public transport and car sharing remained preferable where practical.

23 REVIEW AND ADOPTION OF POLICIES

Members reviewed and considered the following policies:

Performance Management Policy

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)

Procurement Policy

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)

Cllr Huxtable requested that the delivery of sustainability aims should be discussed at a future relevant committee meeting. The Town Clerk advised that the SLCC had published a new sustainability information hub, and would speak to Cllr Fawssett.

Member/Officer Relations Protocol

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)

Recruitment of Ex-Offenders Policy

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)

Value for Money Statement

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)

Time Off In Lieu and Overtime Policy

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Backhouse)

Whistleblowing Policy

Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Backhouse)

Code of Conduct for Working with Young People
Decision: It was **resolved** to **approve** the policy, with no amendments. (Proposed by Cllr Harris)
It was **noted** that this policy was required as part of the new three-year term insurance policy.

24 BRANDED GAZEBO PURCHASE

Members reviewed a report on purchasing a branded gazebo. The Town Clerk advised that although three quotes had been requested in line with procurement requirements, only one had been received so far, as two suppliers had yet to respond following submission of specifications and logo details.
Members discussed whether to proceed, citing concerns about transport and frequency of use, including recent difficulties moving equipment. However, it was acknowledged that CTC often attends events without clear branding and that the current banner setup is impractical and visually ineffective. Members also noted, with thanks, the recent support from the Royal British Legion in transporting equipment.

Cllr Huxtable proposed delegating authority to complete the purchase once further quotes had been pursued, with a spending cap of £1215.00 including VAT.

Decision: It was **resolved** to **approve** that authority be delegated to the Town Clerk to complete the branded gazebo purchase, after pursuing the remaining quotes, up to a maximum of £1215.00 including VAT, the full cost being taken from general reserves. (Proposed by Cllr Huxtable)

25 BIG BONIFACE BASH

Members reviewed the report on the cancellation of the Big Boniface Bash. Members were reminded that the event could not proceed because wind speeds had risen above a safe level, creating risks for gazebo use. The report focused on the unavoidable costs that had already been incurred. Members recalled that event cancellation insurance had been discussed previously but had been judged too expensive relative to the eventual loss figure.

The Town Clerk explained that some expenditure had been partially mitigated. Several acts originally booked for the Big Boniface Bash were now able to perform at the Food Festival. An additional £260.00 paid to Turning Tides for the well dressing would also be used at a Folklore Library event in August. Members also discussed the residual costs of advertising, bins, printing and replacement date stickers for gateway signs, with the stickers having been used to cover the previous year's date rather than replacing the banners entirely.
There was a discussion regarding bin charges, which members considered frustrating given prior difficulties with bin provision.

A member of the public raised a question. Cllr Backhouse moved to suspend standing orders to allow the question, but the committee voted not to do so.

Decision: The contents of the report was **noted**.

26 LOCAL GOVERNMENT REORGANISATION

26.1 TO RECEIVE A VERBAL REPORT BY CLLR BACKHOUSE REGARDING THE DCC/DALC LGR EVENT

Cllr Backhouse gave a verbal report on the Devon County Council and DALC Local Government Reorganisation event attended the previous day. The report forms part of the minutes at Appendix A.

Cllr Brookes-Hocking reflected on the challenge created when councillors held roles across multiple tiers of local government, suggesting that divided loyalties could complicate negotiation. That led into a wider point about the need to improve negotiation skills across the council. A recent training course was described positively, and members expressed interest in sharing the learning from it more widely. It was also observed that there was no legislation requiring asset transfer arrangements to be fair or cost neutral, making informed negotiation important.

26.2 ASSET TRANSFER WORKING GROUP

Members considered the report and discussed the distinction between the recently submitted expressions of interest and any later decision to accept responsibility for assets. A direct question was raised as to whether filing the initial forms created any moral or legal obligation, and the Town Clerk confirmed that it did not. The purpose at this stage was to secure information and heads of terms so that assets could be reviewed properly before any commitment was made.

Once responses from MDDC were received, the working group would assess each asset against the council's asset transfer policy before any further recommendation came forward.

Transfer of the Town Square was discussed, which the Town Clerk had confirmed to MDDC is to be treated as a separate and longstanding issue rather than part of the wider reorganisation process. It was noted that transfer of the Town Square had been pursued for many years, including earlier proposals for a lease that the council had asked to convert into a full transfer ahead of Local Government Reorganisation. The Town Clerk reported that MDDC had again said the matter was still with legal, despite repeated chasing. Concern was expressed that, if unresolved, the Town Square could become entangled in the wider reorganisation and later be offered back to the town on less favourable terms. Members therefore indicated that the issue should remain on future agendas.

A member of the public raised a question. Cllr Backhouse moved to suspend standing orders to allow the question, but the committee voted not to do so.

Decision: It was **resolved** to **approve** that expressions of interest would be submitted for each MDDC-owned asset in Crediton shown on the published map. (Proposed by Cllr Huxtable)
Decision: It was **resolved** to **approve** that the Asset Transfer Working Group would assess each asset against policy once responses were received from MDDC. (Proposed by Cllr Huxtable)

27 DATE OF NEXT MEETING

The committee noted that the next meeting would take place on Tuesday 28 July 2026.

28 PART II

Decision: The public and press were excluded from the meeting under section 1(2) of the Public Bodies Admission to Meetings Act 1960 for the remaining confidential business.

29 YOUTH WORK STAFFING

Decision: It was **resolved** that this item would be considered by Full Council on 07 July 2026. (Proposed by Cllr Huxtable)

30 REPORTS PACK

Signed ……………………………………………………………………………….……

Dated…………………………………..

Local Government Reorganisation (LGR) Information Session – DCC

Report by Cllr Backhouse
22/06/26

Attendees: Representatives, town clerks, and councillors from town and parish councils across the county.

1. Overview, Timeline and Vesting Day
We were given an initial overview of Local Government Reorganisation (LGR), outlining timelines, and potential implications for town and parish councils. Many elements remain uncertain but the decision on which model is being selected should be made public before the end of July, leading up to **"Vesting Day" on 1 April 2028**. **Vesting Day** is the point at whichever new unitary authority formally takes over responsibility from existing councils. On this date, **powers, services, staff, assets, and liabilities legally transfer**, marking the official start of the new local government arrangements. It may also signal the beginning of further service devolution to town and parish councils.

2. Potential Service Transfers and Capacity
Many discretionary services could be devolved to town and parish councils.
This raises questions about **capacity.** Council will need to carefully assess:
- What services it can realistically deliver
- The risks of taking on responsibilities beyond operational capability

3. Community Impact and the Need for a Town-Wide Audit
LGR is expected to have **far-reaching impacts**.
A key takeaway was the importance of undertaking a **comprehensive town-wide audit** of:
- Existing services
- Community assets
- Infrastructure

This will be essential for informed decision-making and effective negotiation during the transition.

4. Sentiment, Support and Voluntary Arrangements
There was clear **scepticism in the room**, with some clerks and councillors raising concerns about capacity, fairness of assets being offered, and expectations.
The County Council emphasised its intention to support councils through the transition, with the mantra **"End well, start well."**
Although service uptake is encouraged to be **voluntary**, concerns were raised that councils will feel pressure to take on services under the implication that "if you don't take it on, it may be lost". Some felt this risk may be overstated in the short term.

5. Uncertainties, Assets and Risk

Significant uncertainties remain, including:

- The final decision on the **unitary structure** (expected by August)
- Whether **May 2027 elections** will proceed as normal or be postponed

There was discussion about the transfer of **assets and funding**, alongside concern that some assets may effectively represent **liabilities**. There is no legislative guarantee of a fair balance, so councils will need to:

- Be firm in negotiations
- Avoid over-commitment
- Aim for a **cost-neutral position** wherever possible.

6. Relationships, Next Steps and Key Takeaways

The session was valuable for **networking and relationship-building**, with agreement on the importance of positive, collaborative working across councils.

A further meeting is expected in **Autumn**, by which time the unitary structure and responsibilities should be clearer.

Key takeaways:

- Undertake a full audit of town services and assets
- Assess realistic capacity before accepting new responsibilities
- Strengthen cluster and cross-council relationships
- Approach negotiations confidently, cautiously, and pragmatically

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**271,941.11**					**271,941.11**	
	Banked **08/06/2026**	**10.00**							
#12	Youth Club (YW)		10.00			1240	410	10.00	Donation
	Banked **11/06/2026**	**4.72**							
#13	Allotment Exhibition		4.72			1150	150	4.30	E14B Rent 25/26
						1170	180	0.42	E14B BAA 25/26
	Banked **15/06/2026**	**12.50**							
#14	Allotment Exhibition		12.50			1150	150	11.40	E2A Rent 25/26
						1170	180	1.10	E2A BAA 25/26
	Banked **17/06/2026**	**96.00**							
#16	Crediton Congregational Church		96.00		16.00	1285	130	80.00	Gazebo hire
	Banked **17/06/2026**	**14.81**							
#15	Allotment Exhibition		14.81			1150	150	13.50	E4D Rent 25/26
						1170	180	1.31	E4D BAA 25/26
	Banked **25/06/2026**	**10.00**							
#17	Youth Club (YW)		10.00			1240	410	10.00	Donation
	Banked **29/06/2026**	**44.00**							
#18	Youth Club (YW)		44.00		7.33	1240	410	36.67	Woodlands fee
	Total Receipts for Month	192.03		0.00	23.33			168.70	
	Cashbook Totals	272,133.14		0.00	23.33			272,109.81	

Continued on Page 16

Payments for Month 3 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2026	Valda Energy	DD #116	257.76		42.56	4290	340	215.20	Meter removal & electricity
01/06/2026	EE Ltd	DD #117	25.20		4.20	4720	410	21.00	Youth mobile phone bill
01/06/2026	Significant Seams	BACS #118	20.00			4680	480	20.00	Event listings
01/06/2026	NALC	BACS #119	60.00		10.00	4120	120	50.00	LCAS registration
01/06/2026	Hedgerow Print	BACS #120	19.20		3.20	4680	480	16.00	Event posters
01/06/2026	Exe Valley Maintenance Service	BACS #121	27.60		4.60	4470	300	23.00	TS bench cleaning
01/06/2026	A Crocker	BACS #122	60.00			4520	340	60.00	Newcombes toilet maintenance
01/06/2026	A Crocker	BACS #123	70.00			4235	170	70.00	Moffats tap repair
01/06/2026	Logical Group	BACS #124	96.00		16.00	4075	120	80.00	Telephony Licence
01/06/2026	Hedgerow Print	BACS #125	138.00		23.00	4680	480	115.00	Event posters
01/06/2026	Devon News Media Ltd	BACS #126	217.70		36.28	4680	480	181.42	BBB advert
01/06/2026	J Lee	SO #127	1,408.33			4400	250	1,408.33	Manor Office rent
01/06/2026	Mid Devon District Council	BACS #128	70.00			4120	120	70.00	Premises licence
01/06/2026	Peck & Strong	BACS #129	57.02			4155	130	57.02	ATM refreshments
01/06/2026	James Hallam Ltd	BACS #130	483.99			4220	120	483.99	Insurance (PA Cover)
01/06/2026	James Hallam Ltd	BACS #131	3,840.02			4220	120	3,840.02	Insurance 26-27
02/06/2026	Meta Platforms Ltd	CARD #132	1.00			4680	480	1.00	BBB FB advert
02/06/2026	Meta Platform Ltd	CARD #133	1.94			4680	480	1.94	BBB FB advert
04/06/2026	Cloudy IT	DD #134	28.80		4.80	4070	120	24.00	IT support - tablets
05/06/2026	Morrisons	CARD #135	1.99			4720	410	1.99	Youth - GG supplies
05/06/2026	ReFurnish	CARD #136	8.00			4720	410	8.00	Youth supplies
05/06/2026	Tesco	CARD #137	10.91			4720	410	10.91	Youth - refreshments
08/06/2026	Meta Platform Ltd	CARD #138	3.23			4680	480	3.23	BBB FB advert
08/06/2026	British Gas	DD #139	5.85		0.28	4290	340	5.57	Electricity - Newcombes toilet
11/06/2026	Morrisons	CARD #140	5.20			4720	410	5.20	Youth - refreshments
11/06/2026	Nexus Open Systems	DD #141	409.08		68.18	4070	120	340.90	IT support
12/06/2026	Morrisons	CARD #142	1.18			4720	410	1.18	Youth - refreshments
12/06/2026	Nexus Open Systems	DD #143	53.72		8.95	4070	120	44.77	IT support
12/06/2026	The Bookery	BACS #144	140.00		23.33	4210	130	116.67	Room hire
12/06/2026	Libraries Unlimited SW	BACS #145	13.75			4210	130	13.75	Room hire - CTC meetings
12/06/2026	Tuckers	BACS #146	19.00		3.17	4590	380	15.83	Compost
12/06/2026	Tuckers	BACS #147	19.00		3.17	4590	380	15.83	Compost
12/06/2026	Adams	BACS #148	33.46		5.58	4020	365	8.32	Various supplies
						4470	300	19.56	Various supplies
12/06/2026	Tuckers	BACS #149	38.39		5.03	4730	410	33.36	CUT supplies
12/06/2026	Libraries Unlimited SW	BACS #150	55.00			4210	130	55.00	Room hire - CTC Mondays
12/06/2026	Libraries Unlimited SW	BACS #151	82.50			4210	130	82.50	Room hire - CTC Mondays
12/06/2026	Libraries Unlimited SW	BACS #152	103.75			4720	410	90.00	Room hire - youth
						4210	130	13.75	Room hire - CTC meeting
12/06/2026	Libraries Unlimited SW	BACS #153	137.50			4210	130	137.50	Room hire - CTC Mondays
12/06/2026	R Avery	BACS #154	176.24			4130	130	167.30	Expenses claim
						4440	250	8.94	Expenses claim
						375	0	-8.94	Expenses claim

Continued on Page 17

Payments for Month 3 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	250	8.94	Expenses claim
12/06/2026	Devon News Media Ltd	BACS #155	217.70		36.28	4680	480	181.42	BBB advert
12/06/2026	The Green House	BACS #156	225.00			4650	390	225.00	CinC electricity contribution
12/06/2026	SJ Coaching & Consulting Ltd	BACS #157	1,440.00		240.00	4190	130	1,200.00	Coaching sessions
12/06/2026	Riverside Plant Nurseries	BACS #158	1,838.26		306.38	4590	380	1,531.88	Hanging baskets & plants
12/06/2026	Mid Devon District Council	BACS #159	421.88			4680	480	421.88	BBB event bins
17/06/2026	JotForm	CARD #160	58.80		9.80	4205	130	49.00	Survey software
19/06/2026	Morrisons	CARD #161	5.80			4720	410	5.80	Youth refreshments
19/06/2026	Tesco	CARD #162	15.41			4720	410	15.41	Youth refreshments
22/06/2026	Wage payments	BACS #163	11,419.29			4000	110	8,063.06	Salaries - June
						4005	110	3,356.23	Salaries - June
22/06/2026	Peninsula Pensions	BACS #164	3,889.52			4040	110	3,022.69	Pensions - June
						4015	110	866.83	Pensions - June
22/06/2026	HMRC	BACS #165	4,268.79			4030	110	3,607.18	NI/PAYE - June
						4010	110	661.61	NI/PAYE - June
23/06/2026	E.ON Next	DD #166	25.10		1.20	4290	250	23.90	MO - Electricity
23/06/2026	S Huxtable	BACS #167	8.90			4440	250	8.90	Expenses - cluster meeting
24/06/2026	BT	DD #168	98.28		16.38	4075	120	81.90	Broadband charges
25/06/2026	Spar	CARD #169	1.85			4720	410	1.85	Youth - weds refreshments
25/06/2026	Morrisons	CARD #170	4.00			4720	410	4.00	Youth - Weds refreshments
26/06/2026	Morrisons	CARD #171	1.45			4720	410	1.45	Youth - GG refreshments
26/06/2026	Tesco	CARD #172	2.75			4720	410	2.75	Youth - GG refreshments
29/06/2026	Gala Tent	CARD #173	1,177.92		196.32	4120	130	981.60	Branded gazebo
29/06/2026	Nexus Open Systems	DD #174	216.77		36.13	4070	120	180.64	IT support
30/06/2026	Hedgerow Print	BACS #175	30.00		5.00	4450	270	25.00	CCTV stickers
30/06/2026	Source for Business	BACS #176	59.69		5.35	4235	250	54.34	MO - water
30/06/2026	The Turning Tides Project	BACS #177	260.00			4680	480	260.00	Event making & prep
30/06/2026	The Turning Tides Project	BACS #178	1,400.00			4020	365	1,400.00	Town maintenance
30/06/2026	DALC	BACS #179	1,651.78		174.79	4185	130	1,476.99	Membership fees
30/06/2026	Exe Valley Maintenance Service	BACS #180	3,616.80		602.80	4620	380	3,014.00	Watering - floral
	Total Payments for Month		40,556.05	0.00	1,892.76			38,663.29	
	Balance Carried Fwd		231,577.09						
	Cashbook Totals		272,133.14	0.00	1,892.76			270,240.38	

Receipts for Month 3 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**704,014.80**					**704,014.80**	
	Banked **02/06/2026**	**2,268.52**							
CCLA #3	CCLA		2,268.52			1090	120	2,268.52	Interest on account
	Total Receipts for Month	2,268.52		0.00	0.00			2,268.52	
	Cashbook Totals	706,283.32		0.00	0.00			706,283.32	

Continued on Page 2

Payments for Month 3

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		706,283.32						
	Cashbook Totals		706,283.32	0.00	0.00			706,283.32	

(Columns A/c, Centre, £ Amount and Transaction Detail under heading: **Nominal Ledger**)

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Co-Operative 9217

Bank Statement Account Name (s)	Statement Date	Page	Balances
Co-Operative Current 15006951	30/06/2026	359	231,577.09
			231,577.09

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		231,577.09

Unpresented Receipts (Plus)		
	0.00	
		0.00
		231,577.09

Balance per Cash Book is :-	**231,577.09**
Difference is :-	**0.00**

R Avery (Clerk/RFO):

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Signatory 1:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 7 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	30/06/2026		706,283.32
			706,283.32
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			706,283.32
Unpresented Receipts (Plus)			
		0.00	
			0.00
			706,283.32
		Balance per Cash Book is :-	**706,283.32**
		Difference is :-	**0.00**

R Avery (Clerk & RFO):

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Signatory 1:

Name .... Signed .... Date ....

The co-operative bank

701-0892996580921700-070726-011911.11914.txt

BRANCH : BUSINESS DIRECTPLUS 0892996580921700 PAGE 359

BIC : CPBKGB22 IBAN : GB41CPBK08929965809217

TYPE : CHARITY COMM CREDITON TOWN COUNCIL 6 JUL 26

Date	Description	Withdrawals	Deposits	Balance
25 JUN 26	BROUGHT FORWARD			239,940.25
25 JUN 26	[redacted]		10.00	239,950.25
26 JUN 26		1.45		
26 JUN 26		2.75		239,946.05
29 JUN 26		1,177.92		
29 JUN 26		216.77		
29 JUN 26			44.00	238,595.36
30 JUN 26		30.00		
30 JUN 26		59.69		
30 JUN 26		260.00		
30 JUN 26		1,400.00		
30 JUN 26		1,651.78		
30 JUN 26		3,616.80		231,577.09
01 JUL 26		52.62		
01 JUL 26		1,408.33		
01 JUL 26			225.00	230,341.14
02 JUL 26		25.20		
02 JUL 26			50.00	
02 JUL 26			95.00	
02 JUL 26			100.00	230,560.94
03 JUL 26			50.00	230,610.94
06 JUL 26		3.30		
06 JUL 26			10.00	
06 JUL 26			75.00	
06 JUL 26			75.00	
06 JUL 26			100.00	230,867.64

CCLA
GOOD INVESTMENT

Statement of Account

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

5 July 2026

Account name: **CREDITON TOWN COUNCIL**
Account number: **PS3078933-001**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026	**£706,283.32**
Total valuation as at last statement at 31 May 2026	**£704,014.80**

Holdings as at 30 June 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	706,283.3200	£1.00	£706,283.32

Total value
£706,283.32

Transactions for the period from 31 May 2026 to 30 June 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/06/2026	Income Reinvestment	2,268.5200	£1.0000	£2,268.52

The average Fund yield for this period was 3.83% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jun 2026	02/07/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£2,222.91	PS3078933-001

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

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

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

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

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

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2026	Co-Operative Current 15006951	231,577.09	
31/05/2026	Nationwide Account 90097276	0.00	
30/06/2026	CCLA	706,283.32	
			937,860.41

Receipts not on Bank Statement

	0.00
Closing Balance	**937,860.41**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	231,577.09
3	Nationwide Account 7276	0.00
7	CCLA	706,283.32
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**937,860.41**

YOUTH FINANCES 26-27

Date	Description	Supplier	CTC budget	Subs	EMR 374: DCC Places To Go Grant (Jan 2026)	EMR 366: Underspend 2024-25	EMR 373: Youth subs
			£6,000.00	£368.67	£1,000.00	£1,609.15	£2,752.56
24-25 EOY adj	Room hire		-£120.00				
24-25 EOY adj	Room hire		-£168.00				
24-25 EOY adj	Room hire		-£111.25				
24-25 EOY adj	Boxing intervention		-£500.00				
01/04/2026	Mobile phone bill	EE Ltd	£18.00				
10/04/2026	Room hire - April	Libraries Unlimited			£41.25		
10/04/2026	Room hire	Boniface Centre	£120.00				
10/04/2026	Room hire	Crediton Arts Centre	£168.00				
16/04/2026	Train tickets	Great Western Rail	£62.90				
23/04/2026	Refreshments	Morrisons		£1.80			
23/04/2026	Refreshments	Morrisons		£8.69			
24/04/2026	Compost	Tuckers	£3.46				
24/04/2026	GG refreshments	Tesco	£26.40				
28/04/2026	Room hire	Libraries Unlimited	£111.25				
28/04/2026	Boxing intervention	Bang Bang Boxing	£500.00				
28/04/2026	Woodlands coach	Taw & Torridge Coaches	£585.00				
28/04/2026	Youth laptop replacement	Nexus Open Systems				£972.50	
05/05/2026	Mobile phone bill	EE Ltd	£23.32				
14/05/2026	Refreshments	Tesco	£8.47				
15/05/2026	GG supplies	Refurnish	£2.00				
15/05/2026	GG refreshments	Tesco	£32.16				
20/05/2026	Room hire - April	Libraries Unlimited			£10.00		
20/05/2026	Room hire - April	Libraries Unlimited			£40.00		
22/05/2026	GG refreshments	Spar	£2.40				
22/05/2026	GG refreshments	Morrisons	£3.45				
01/06/2026	Mobile phone bill	EE Ltd	£21.00				

05/06/2026	GG supplies	Morrisons	£1.99				
05/06/2026	Supplies	Refurnish	£8.00				
05/06/2026	Refreshments	Tesco			£10.91		
11/06/2026	Refreshments	Morrisons			£5.20		
12/06/2026	Refreshments	Morrisons			£1.18		
12/06/2026	Room hire - May	Libraries Unlimited			£90.00		
19/06/2026	Refreshments	Morrisons			£5.80		
19/06/2026	Refreshments	Tesco			£15.41		
25/06/2026	Refreshments	Spar			£1.85		
25/06/2026	Refreshments	Morrisons			£4.00		
26/06/2026	GG refreshments	Morrisons	£1.45				
26/06/2026	GG refreshments	Tesco	£2.75				
		Total spent:	**£802.75**	**£10.49**	**£225.60**	**£972.50**	**£0.00**
	Salaries						
		Remaining:	**£5,197.25**	**£358.18**	**£774.40**	**£636.65**	**£2,752.56**

Year To Date Budget 2026-2027

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	EXPENDITURE	%Budget Spent	Remaining	Total Spend
Salaries														**Salaries**			
Salaries, Including NI & Pensions	252,000	18,715	19,983	19,578										Salaries, Including NI & Pensions	23%	193,724	58,276
Payroll	500													Payroll		500	
Office Administration														**Office Administration**			
Photocopier/Printing	2,500	(48)	109											Photocopier/Printing	2%	2,439	61
Postage	150		37											Postage	25%	113	37
IT Support	6,500	556	562	590										IT Support	26%	4,792	1,708
Telephone/Broadband	2,500	162	82	162										Telephone/Broadband	16%	2,094	406
Audit Fees	2,500		395											Audit Fees	16%	2,105	395
Stationery	250		19											Stationery	8%	231	19
Software	4,000		2,520											Software	63%	1,480	2,520
Reference books	200													Reference books		200	
Security Waste Collection	75													Security Waste Collection		75	
Legal/Professional Services	6,500	1,285	1,277											Legal/Professional Services*	39%	3,938	2,562
Insurance	6,100			4,324										Insurance	71%	1,776	4,324
Office Equipment	2,500													Office Equipment		2,500	
Other	1,000		34	120										Other	15%	846	154
Office Supplies/Consumables	600	12	10											Office Supplies/Consumables	4%	578	22
	-													Defibrillator Renewal		-	
	-															-	
Council and Councillors														**Council and Councillors**			
Councillor/Clerk Expenses	800			167										Councillor/Clerk Expenses	21%	633	167
Councillor e-mail addresses	750													Councillor e-mail addresses		750	
Advertising	600													Advertising		600	
Mayor's Allowance	600													Mayor's Allowance		600	
Councillor Allowances	1,440													Councillor Allowances		1,440	
Annual Town Meeting	400		18	57										Annual Town Meeting	19%	325	75
Mayor's Reception	2,000													Mayor's Reception		2,000	
Hospitality	200													Hospitality		200	
Remembrance Day	2,500													Remembrance Day		2,500	
Website	1,800	275												Website	15%	1,525	275
Website Accessibility Work	-													Website Accessibility Work		-	
Subscriptions	2,500		83	1,477										Subscriptions	62%	940	1,560
Staff/Councillor Training	4,000			1,200										Staff/Councillor Training	30%	2,800	1,200
Honorarium	400													Honorarium		400	
Parking Permit	600													Parking Permit		600	
Public Consultations	1,000			49										Public Consultations	5%	951	49
Meeting Room Charges	1,000	53	14	419										Meeting Room Charges	49%	514	486
Civic Functions	7,500		376											Civic Functions	5%	7,124	376
Allotments														**Allotments**			
Exhibition Road general/scheduled maintenance	1,250													Exhibition Road general/scheduled maintenance		1,250	
Exhibition Road water/water maintenance and repairs	1,000													Exhibition Road water/water maintenance and repairs		1,000	
Barnfield general/scheduled maintenance	1,000													Barnfield general/scheduled maintenance		1,000	
Barnfield water/water maintenance and repairs	750													Barnfield water/water maintenance and repairs		750	

Moffats general/scheduled maintenance	350												
Moffats water/water maintenance and repairs	500			70									
Boniface Allotments Assocation fees	300												
Property and Assets													
Peoples Park maintenance	3,500		21										
Peoples Park grass cutting	3,300												
Peoples Park Memorial Garden	1,500												
Peoples Park Wildlife Area	250												
Upper Deck general maintenance and cleaning	500												
Bandstand electricity	250												
Bandstand cleaning and general maintenance	750												
War Memorial netting	-												
War Memorial cleaning and general maintenance	600												
Street Furniture general maintenance	1,500												
Street Furniture bus shelter maintenance	-												
Town Clock	1,000												
Stoney Park maintenance	500												
Boniface Statue maintenance and cleaning	350												
Millenium Cross maintenance and cleaning	150												
Garage rental	2,000												
Public open spaces (SPG & Fulda Crescent)	1,200												
Newcombes Meadow toilets water	650	718											
Newcombes Meadow toilets electricity	500	9	9	221									
Newcombes Meadow toilets supplies & repairs	300	(100)		60									
Newcombes Meadow toilets door locking	300												
Old Landscore School electricity	200	38	38										
Old Landscore School equipment	200												
Old Landscore School water charges	200												
Old Landscore School telephone/broadband	-												
Old Landscore School maintenance	2,500												
Old Landscore School business rates	3,750		4,066										
Old Landscore School insurance	1,250												
Annual QTRA	2,000												
Additional tree works	3,000												
Town maintenance contract	13,650	1,101	1,411	1,408									
General Small works	5,000	212		43									
CCTV	9,000			25									
Council Offices													
Bungalow rent & costs													
Main office rent	18,000	1,408	1,408	1,408									
Electricity	2,500	48	304	24									
Water	1,000			54									
Fire Extinguishers	1,200												
General Premises Maintenance	1,000												
Business rates	4,000		4,454										
Refreshments	180	9		18									
Floral Crediton													

Moffats general/scheduled maintenance		**350**	
Moffats water/water maintenance and repairs	**14%**	**430**	**70**
Boniface Allotments Assocation fees		**300**	
Property and Assets			
Peoples Park maintenance	**1%**	**3,479**	**21**
Peoples Park grass cutting		**3,300**	
Peoples Park Memorial Garden		**1,500**	
Peoples Park Wildlife Area		**250**	
Upper Deck general maintenance and cleaning		**500**	
Bandstand electricity		**250**	
Bandstand cleaning and general maintenance		**750**	
War Memorial netting		**-**	
War Memorial cleaning and general maintenance		**600**	
Street Furniture general maintenance		**1,500**	
Street Furniture bus shelter maintenance		**-**	
Town Clock		**1,000**	
Stoney Park maintenance		**500**	
Boniface Statue maintenance and cleaning		**350**	
Millenium Cross maintenance and cleaning		**150**	
Garage rental		**2,000**	
Public open spaces (SPG & Fulda Crescent)		**1,200**	
Newcombes Meadow toilets water	**110%**	**- 68**	**718**
Newcombes Meadow toilets electricity	**48%**	**261**	**239**
Newcombes Meadow toilets supplies & repairs	**-13%**	**340**	**(40)**
Newcombes Meadow toilets door locking		**300**	
Old Landscore School electricity	**38%**	**124**	**76**
Old Landscore School equipment		**200**	
Old Landscore School water charges		**200**	
Old Landscore School telephone/broadband		**-**	
Old Landscore School maintenance		**2,500**	
Old Landscore School business rates	**108%**	**- 316**	**4,066**
Old Landscore School insurance		**1,250**	
Annual QTRA		**2,000**	
Additional tree works		**3,000**	
Town maintenance contract	**29%**	**9,730**	**3,920**
General Small works	**5%**	**4,745**	**255**
CCTV	**0%**	**8,975**	**25**
Council Offices			
Bungalow rent & costs		**-**	
Main office rent	**23%**	**13,776**	**4,224**
Electricity	**15%**	**2,124.00**	**376**
Water	**5%**	**946**	**54**
Fire Extinguishers		**1,200**	
General Premises Maintenance		**1,000**	
Business rates	**111%**	**- 454**	**4,454**
Refreshments	**15%**	**153**	**27**
Floral Crediton			

Plants/Flowers	3,000			1,564									
Awards Evening	150												
Hanging baskets/troughs & watering	7,000			3,014									
Other Floral costs	500												
New planters/replacements	1,000												
Christmas in Crediton													
Repeat Costs	14,000			225									
Community Participation	7,500												
New Infrastructure	4,000												
Miscellaneous	1,000												
Collated Summer Programme													
General expenditure	12,000	153		1,202									
Additional Services													
DCC grass cutting	5,000												
Youth Work (including Places To Go Grant as per FC 2026/520)	7,000	748	122	170									
Annual grants to community groups	54,500	28,854	25,646										
Crediton Urban Taskforce	500			33									
Branded gazebo (General reserves as approved by Oversight 23 June)				982									
Budget Spend	**525,995**	**54,208**	**62,997**	**38,664**									

EXPENDITURE: Ear Marked Reserves*	**Budget**												
EMR 344: OLS project		900											
EMR 339: IT equipment/support		973											
EMR 366: Youth Subs		973											
EMR 346: Grants				854									
Sub Total		2,845		854									
Total Spend inc reserves	**525,995**	**57,053**	**62,997**	**39,518**									

INCOME	**Budget**												
Precept	545,000	272,500											
Interest received	18,000	2,224	2,169	2,269									
Youth grants received	10,000												
Youth donations received		334	(22)	57									
Allotment rent & BAA membership	4,500	(21)	12	32									
Other income: wayleave	19												
Grants received: Emergency Plan		225											
Other income: Room hire fees receieved		188											
Other income: Stall/Gazebo fees received				80									
Sub Total	**577,519**	**275,450**	**2,159**	**2,438**									

INCOME: Ear Marked Reserves	**Budget**												
	-												
Sub Total													
Total Income inc reserves	**577,519**	**275,450**	**2,159**	**2,438**									

Please see EMR tab for net movement of EMRs

Plants/Flowers	**52%**	**1,436**	**1,564**
Awards Evening		**150**	
Hanging baskets/troughs & watering	**43%**	**3,986**	**3,014**
Other Floral costs		**500**	
New planters (replacements)		**1,000**	
Christmas in Crediton			
Repeat Costs	**2%**	**13,775**	**225**
Community Participation		**7,500**	
New Infrastructure		**4,000**	
Miscellaneous		**1,000**	
Collated Summer Programme			
General expenditure	**11%**	**10,645**	**1,355**
Additional Services			
DCC grass cutting		**5,000**	
Youth Work*	**15%**	**5,960**	**1,040**
Annual grants to community groups	**100%**	**-**	**54,500**
Crediton Urban Taskforce	**7%**	**467**	**33**
Budget Spend	**29%**	**371,108**	**154,887**

EXPENDITURE: Ear Marked Reserves**			
EMR 344: OLS project			
EMR 339: IT equipment/support			
EMR 366: Youth Subs			
Sub Total			
Total Spend inc reserves	**30%**	**-**	**159,568**

INCOME	**%Budget**	**Balance**	**Total Income**
Precept	**50%**	**272,500**	**272,500**
Interest received	**37%**	**11,338**	**6,662**
Youth grants received		**10,000**	
Youth donations received			
Allotment rent & BAA membership	**1%**	**4,477**	**23**
Other income: wayleave		**19**	
Grants received: Emergency Plan			**225**
Other income: Room hire fees receieved			**188**
Other income: Stall/Gazebo fees received			**80**
Sub Total		**305,040**	**280,047**

INCOME: Ear Marked Reserves			
370: VE Day			
Sub Total			
Total Income inc reserves			**280,047**

Earmarked Reserves		Balance as 1 April 2026	April income*	April Expenditure	May Expenditure	June Expenditure	July Expenditure	Aug Expenditure	Sept Expenditure	Oct Expenditure	Nov Expenditure	Jan Expenditure	Feb Expenditure	Mar Expenditure	Current balance
320	EMR - Elections	797.87	15,202.13												16,000.00
321	EMR - Citizen Badges	500.00													500.00
322	EMR - St.Furniture/Small Work	3,900.00													3,900.00
323	EMR - Economic Development	10,000.00													10,000.00
324	EMR - P3 Parish Paths	2,190.00													2,190.00
325	EMR - Floral Crediton	2,510.00													2,510.00
326	EMR - Town Clock	1,000.00													1,000.00
327	EMR - Upper Deck	650.00													650.00
328	EMR - Premises	6,830.63	7,774.95												14,605.58
329	EMR - CCTV	25,000.00													25,000.00
330	EMR - Boniface Statue	10,000.00													10,000.00
331	EMR - War Memorial	10,000.00													10,000.00
332	EMR - Band Stand	10,600.00													10,600.00
333	EMR - Mayors Chain	1,000.00													1,000.00
334	EMR - Allotments	9,600.00													9,600.00
335	EMR - Neighbourhood Planning	3,800.00													3,800.00
336	EMR - Localism Projects	30,002.50	4,900.00												34,902.50
337	EMR - General Legal/Prof Fees	5,500.00	1,500.00												7,000.00
338	EMR - Council Building Fund	197,642.34	18,907.66												216,550.00
339	EMR - IT Equipment/Support	4,685.86		972.50											3,713.36
340	EMR - Staffing Costs	15,000.00													15,000.00
341	EMR - Newcombes Meadow Money	6,750.00													6,750.00
342	EMR - Tree Works	3,000.00													3,000.00
343	EMR - FP19 - Repairs	0.00													0.00
344	EMR - OLS Project	24,300.00	4,800.00	900.00											28,200.00
345	EMR - Christmas in Crediton	10,000.00													10,000.00
346	EMR - Grants	5,843.30				854.00									4,989.30
347	EMR - Civilian Flag Bearer	400.00													400.00
348	EMR - Salt Spreader	175.00													175.00
349	EMR - St Boniface/Devon Day	0.00	5,000.00												5,000.00
351	EMR - DCC Feasibility study	190.00													190.00
352	EMR - PP Wildlife Area	130.00													130.00
353	EMR - Defibrillator Project	0.00													0.00
354	EMR - Xmas Lights Ren/Repairs	1,000.00													1,000.00
356	EMR - Incredible Edibles TS	0.00													0.00
357	EMR - Allotment Access Project	880.00													880.00
358	EMR - Traffic & Urban Realm FS	0.00													0.00
359	EMR - Diversity Festival	750.00													750.00
360	EMR - P3 Tinpot Handrail	0.00													0.00
361	EMR - Tinpot Lane	0.00													0.00
362	EMR - Benches	4,750.00													4,750.00
363	EMR - Fingerpost	150.00													150.00
364	EMR - Project Initiation Fund	9,000.00													9,000.00

365	EMR - Youth PCC Grant	0.00													0.00
366	EMR - Youth underspend 24/25	1,609.15		972.50											636.65
367	EMR - LA Services	57,000.00	10,000.00												67,000.00
368	EMR - Telephone box	2,500.00													2,500.00
369	EMR - Food Festival	0.00													0.00
370	EMR - VE Day	0.00													0.00
371	EMR - VJ Day	0.00													0.00
372	EMR - Love Your Town Centre	582.00													582.00
373	EMR - Youth subs	2,752.56													2,752.56
374	EMR - Youth Places To Go Grant	1,000.00		1,000.00											0.00
375	EMR - Cluster Grant	211.23													211.23
		484,182.44	**68,084.74**												**547,568.18**

*EMRs increased as approved in 26/27 budget

Reserves Report

Report by: Deputy Clerk
To: Oversight
Date: For consideration on 28 July 2026

Recommendation
Oversight Committee is requested to consider and approve proposals regarding Earmarked Reserves and General Reserves.

1. Purpose

1.1 This report provides a recommendations in relation to General Reserves and Earmarked Reserves, as specified below.

2. Background

2.1 The remaining balance of £211.23 from the Cluster meetings grant was moved to EMRs at the end of 2025-26 to ringfence the grant, which is due to be spent this year. It would be prudent to transfer these funds back into the main budget for 26-27 to enable it to be spent, in line with financial regulations.

2.2 The total cost to hire the Library (Mondays until 31 March, evening meetings until 30 Sept) and the Bookery (2 days a week until 30 Sept) is £1,470:
Library (Aug - March 32 x Mondays @ £27.50) = £880
Library meetings (Sept – Full Council & Community/Oversight @ £13.75 per evening) = £27.50
Bookery (July - Sept @ £187.50 per month) = £562.50
Total = £1,470
There are insufficient funds remaining in the meeting room charges budget line to cover this cost, current balance is £377.

2.3 On 3 February, Full Council approved using £1,354 from the Grants EMR to finance the grants for 2026-2027. Due to the Parkrun grant including £500 of VAT, which can be reclaimed, the amount used from the Grants EMR was £854.

3. Recommendations

3.1. To approve the transfer of £211.23 from EMR 375: Cluster Grant, into the main budget.

3.2. To approve increasing the meeting room charges budget by £1,500 to cover the meeting room charges for the Library and The Bookery, with the funds coming from General Reserves.

3.3. To note that £854 was transferred from EMR 346: Grants to finance the grants for 2026-27.

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 in line with financial regulations.

Manor Office
6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

Quarterly Internal Control Check

Period Reviewed: ____________________
Quarter: Q1 / Q2 / Q3 / Q4
Date of Review: ____________________
Reviewed by: ____________________

Financial Management and Banking

Check	Status	Evidence / Comments
Bank reconciliations completed monthly and reviewed by Members		
Bank balances agree to accounting records		
All accounts held in Council name		
Investments reviewed and appropriate		
Payments supported by invoices and authorised correctly		

Budget Monitoring

Check	Status	Evidence / Comments
Budget reports presented quarterly		
Actual expenditure reviewed against budget		
Significant variances explained		
Reserves reviewed		

Income and Expenditure

Check	Status	Evidence / Comments
Income recorded promptly		
Income banked promptly		
Debtors reviewed		

CREDITON TOWN COUNCIL

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Payroll and Staffing

Check	Status	Evidence / Comments
Payroll operated correctly		
PAYE/NIC submitted correctly		
Expenses authorised		

Governance and Decision Making

Check	Status	Evidence / Comments
Meetings held in accordance with legislation		
Declarations of interest recorded		
Standing Orders reviewed annually		

Risk Management

Check	Status	Evidence / Comments
Risk Register reviewed		
Insurance adequate		
Cyber security reviewed		

Asset Management

Check	Status	Evidence / Comments
Asset register maintained		
Inspections completed		

Contracts and Procurement

Check	Status	Evidence / Comments
Procurement follows Financial Regulations		
Contract register maintained		

Legal Compliance

Check	Status	Evidence / Comments
FOI requests handled appropriately		
Data Protection compliance		

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Internal Audit

Check	Status	Evidence / Comments
Previous audit recommendations reviewed		

Other matters raised by Panel

Check	Status	Evidence / Comments

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CREDITON
TOWN COUNCIL

VOLUNTEER POLICY

INTRODUCTION

This policy has been prepared for the benefit of members of the public who may volunteer their time for Crediton Town Council (CTC). This policy does not apply to the CTC's relationship with voluntary organisations where other arrangements could apply.

CTC appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self- fulfilment. It is therefore important that CTC encourages the participation of volunteers under supervision, whilst ensuring the safety and security of all parties.

The Town Clerk is responsible for the implementation of this policy. The Town Clerk is responsible for ensuring this policy is up to date and updated guidance from the Health and Safety Executive when managing volunteers.

DEFINITION OF VOLUNTEER

A volunteer is a person who freely undertakes to perform a service task or function that is not normally or traditionally performed as a full job and who does so without financial reward.

A clear distinction exists between volunteers and those who are given a financial reward, e.g. wage or allowances at special rates in return for casual services.

RECRUITMENT AND SELECTION

Whatever tasks are identified for voluntary work, it is important to match the volunteer to the work. In order to achieve this, prospective volunteers should be subject to references and an interview in all cases appropriate recruitment measures, including references and/or interviews, will be undertaken where proportionate to the nature of the role and associated risks.

Where the volunteer is going to be in contact with vulnerable groups or individuals, it will be necessary to obtain a criminal record disclosure check with the Disclosure and Barring Service. Where a volunteer role is eligible under current legislation, CTC will obtain the appropriate Disclosure and Barring Service (DBS) check before the volunteer commences their duties.
Volunteers undertaking activities involving children, young people or vulnerable adults must comply with CTC's safeguarding policies and procedures at all times.

AGREEMENT

All volunteers should be issued with a role description and a written agreement (see appendix 1), which clarifies the intentions and expectations of both parties in order to avoid subsequent disputes and which uses terminology like "hopes and expectations" instead of "requirements". Without a clear understanding of what is expected of the volunteer confusion and misunderstanding is likely to arise.

Nothing in this policy, role description or volunteer agreement is intended to create a contract of employment, worker status or any legally binding relationship between CTC and the volunteer. Either the Council or the volunteer may end the volunteering arrangement at any time.

TRAINING

Volunteers should receive training directly related to the tasks they undertake.

An induction process, including health and safety information, risk awareness and relevant CTC policies, should be followed in every case to ensure volunteers understand the environment in which they will be working.

CTC will provide volunteers with relevant health and safety information, instruction and training appropriate to their role. Volunteers are expected to take reasonable care for their own health and safety and that of others who may be affected by their actions and to comply with CTC's health and safety procedures.

Accidents, incidents, hazards and near misses must be reported as soon as reasonably practicable to the volunteer's supervisor or the Town Clerk.

EXPENSES

Although CTC does not presently operate an expenses system for volunteers, this does not exclude occasions when it feels it necessary to re-imburse out of pocket expenses.

LIABILITY

For any council-led activity undertaken by a volunteer, CTC's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury. Volunteers will be covered by the CTC's insurance arrangements where provided for under the terms and conditions of the relevant insurance policies.

CTC will periodically review its insurance arrangements to ensure that volunteer activities are appropriately covered.

EQUALITY

CTC's commitment to diversity and equality applies equally to volunteers. CTC values the contribution made by everyone, and especially that made by unpaid volunteers. CTC is committed to promoting equality, diversity and inclusion and will recruit, support and manage volunteers in accordance with the Equality Act 2010 and CTC's Equality and Diversity Policy.

CONFIDENTIALITY AND DATA PROTECTION

Volunteers may, in the course of their duties, have access to confidential or personal information.

Volunteers must comply with CTC's policies relating to confidentiality, information security, data protection and records management.

Personal information obtained during volunteering activities must not be disclosed to any unauthorised person and must only be used for authorised Council purposes.

Any actual or suspected data breach must be reported immediately to the Town Clerk.

SUPERVISION

Every volunteer should have a supervisor who they can go to with queries or problems. This is also important for feedback, so volunteers know how they are performing. Should volunteers' performance fall below the required level steps should be taken to remedy this. Standards need to be established and maintained regardless of the status of the individual.

Situations of misconduct need to be similarly managed. Being a volunteer does not excuse poor behaviour.

However, it must be remembered that volunteers are not bound bycontractual obligations.

Where concerns arise regarding conduct, performance, attendance or suitability, the Council will seek to resolve the matter informally wherever possible. Where this is unsuccessful, the Council may suspend or end the volunteering arrangement.

COMPLAINTS AND CONCERNS

Volunteers who have concerns, complaints or grievances relating to their volunteering activities should raise these initially with their designated supervisor or the Town Clerk.

CTC will endeavour to deal with concerns promptly, fairly and informally wherever possible.

CONTACT DETAILS

Name:………

Address:……

Telephone Number: ……………………………………………. E-mail Address……………………………………………………….

****

VOLUNTEER AGREEMENT

Thank you for volunteering with CTC. For your information and safety we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for wages. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build on your skills and learn new ones as well as a chance to strengthen your confidence.

As a volunteer you will not do the work of paid Officer, but complement the services offered by CTC.

You will be supervised by the Town Clerk who will issue you with a role description which specifies what your contribution is expected to be, place of work, hours volunteered etc. You will be expected to fulfil your agreed commitment and should inform the Town Clerk as soon as possible should you not be able to do so.

You will be expected to follow the policies and procedures referred to in your induction programme including health and safety and diversity and equal opportunities.

CTC reserves the right to ask a volunteer to withdraw their services. Any disciplinary or grievance situation will be dealt with in accordance with the Town Councils policies.

I agree to abide with this agreement.

Signed ………………………………………………………………. Date …………………………………….

Signed ………………………………………………………………. Date ……………………………………..
On behalf of CTC
Rachel Avery, Town Clerk & Responsible Finance Officer

☐ Please tick this box if you are happy to be contacted regarding future volunteering opportunities with the Town Council.

[redacted]

[redacted]

[redacted]

13 July 2026

The SBA Team
PKF Littlejohn LLP

30 Churchill Place
London
E14 5RE
sba@pkf-l.com

FORMAL OBJECTION TO THE ACCOUNTS OF CREDITON TOWN COUNCIL FOR THE YEAR ENDED 31 MARCH 2026

Submitted pursuant to Section 27 of the Local Audit and Accountability Act 2014 during the Period for the Exercise of Public Rights (3 June 2026 to 14 July 2026)

1. STATUS OF OBJECTOR

I, [redacted], am a local government elector for the area of Crediton Town Council, registered on the electoral roll for the Crediton area. I am therefore entitled under Section 27 of the Local Audit and Accountability Act 2014 to object to the accounts of Crediton Town Council for the year ended 31 March 2026.

A copy of this objection is being sent simultaneously to Crediton Town Council as required.

2. NATURE OF THIS OBJECTION

I request that the appointed auditor issue a public interest report in respect of the matters set out below. These matters concern:

- The inaccurate completion of Section 1 (Annual Governance Statement) of the 2025/26 Annual Governance and Accountability Return (AGAR), specifically Assertion 2, which was declared as “Yes” when the council’s own internal auditor had explicitly found it was not met;
- The compromise of the independence of the internal audit process, through direct negotiation between the Town Clerk and the internal auditor resulting in the material softening of audit findings before they were presented to the full council, and the subsequent incorrect assurance given to the Oversight Committee that the full council had already considered the unsoftened findings in detail;

- The signing of the Annual Governance Statement before the full internal audit report had been made available to the full council, meaning the council signed a statutory declaration without sight of the complete audit findings;
- A systemic pattern of inaccurate governance declarations and accounting errors across multiple financial years under the same Town Clerk, indicating that the failures are not isolated oversights but an established practice.

3. LEGAL AND REGULATORY FRAMEWORK

Regulation 6(1) of the Accounts and Audit Regulations 2015 (SI 2015/234) requires that a smaller authority must, at least once in each year, conduct a review of the effectiveness of its system of internal control. The results of that review must inform the authority's Annual Governance Statement.

Assertion 2 of the Annual Governance Statement requires the council to confirm that it "maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness." A "Yes" response constitutes a formal statutory declaration that this has been done.

Regulation 5 of the same Regulations requires that internal audit arrangements must be carried out by a person who is independent of the financial control and procedures of the authority.

The Practitioners' Guide to Proper Practices states that the authority should receive and note the annual internal audit report before approving the Annual Governance Statement and the accounts.

4. GROUND ONE: INACCURATE ANNUAL GOVERNANCE STATEMENT 2025/26

4.1 The Internal Auditor's Finding

The internal audit for 2025/26 was carried out by Kevin Rose ACMA, Director of IAC Audit and Consultancy Ltd, with an audit date of 23 April 2026. His Year End Internal Audit Observations document (Version 2, the version presented to the council) contains the following finding under Observation C1:

> *Audit Test: "The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015."*
>
> ***Response: No***
>
> *Observation: "The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015. It is also a requirement of Assertion 2 of the Annual Governance Statement for the Council to confirm whether they have done this."*
>
> ***Priority: High***

The auditor therefore explicitly identified that Assertion 2 could not truthfully be declared as "Yes", and rated this as a High priority finding.

This finding is set out in full in the Year End Internal Audit Observations, Version 2 (Exhibit A).

4.2 The Annual Governance Statement Was Signed Before the Full Audit Report Was Available

The Practitioners' Guide to Proper Practices states that the authority should receive and note the annual internal audit report before approving the Annual Governance Statement. This did not happen. The timeline of events is as follows:

- 5 May 2026: Full council meeting. The softened Version 2 observations only were presented. The full audit report, containing the complete results of all tests carried out, was not presented to full council. The full Annual Internal Audit Report (Kevin Rose's signed summary of internal control objectives, dated 25 April 2026; Exhibit P) does not appear anywhere in the Full Council meeting pack for 5 May 2026; it first appears in the Oversight Committee meeting pack for 12 May 2026, seven days after the Annual Governance Statement had already been approved. The council approved the Annual Governance Statement with Assertion 2 ticked "Yes."
- 12 May 2026: Oversight Committee meeting. The full audit report appeared for the first time, seven days after the Annual Governance Statement had already been signed. Committee members were visibly surprised by the volume of additional material, with one noting "there's more information here, isn't there? A lot more." The Town Clerk confirmed this material "didn't come to full council." (Exhibit H, 00:13:26 to 00:13:55.)

The full council therefore signed a statutory governance declaration without sight of the complete audit findings. The Oversight Committee's own discussion of the full audit report lasted approximately four and a half minutes before resolving to note it, with no substantive scrutiny of the High priority findings and no follow-up action formally resolved.

4.3 The Council's Response at the Meeting of 5 May 2026

At the Annual Town Council meeting of 5 May 2026, the Town Clerk presented the internal audit observations. In response to Observation C1, the Town Clerk argued that the council's existing practice of monthly oversight, reviewing payments and signing bank statements, constituted sufficient compliance with Regulation 6. The council was not informed that:

- The auditor had rated the finding as High priority;
- The auditor had explicitly stated that the finding directly implicated Assertion 2 of the Annual Governance Statement; or
- Signing the Annual Governance Statement as presented would require the council to declare as true something the auditor had just said was not.

I draw the appointed auditor's attention to the following exchange at the meeting, recorded in the transcript at approximately 01:04:22, in which the Mayor, Councillor Huxtable, described the Regulation 6 requirement as meeting "his needs rather than ours,"a characterisation of a statutory obligation as the auditor's personal preference, made by an elected member rather than an officer, but left uncorrected by the Town Clerk in the meeting. (Exhibit D, 01:04:22.)

I also draw attention to Assertion 7 of the 2025/26 Annual Governance Statement, which was ticked “Yes,” confirming the council had taken appropriate action on all matters raised in reports from internal and external audit. The external audit report for 2024/25, signed by PKF Littlejohn on 18 September 2025 (Exhibit F), had explicitly found that Assertion 5 of that year’s governance statement was incorrectly completed. The council was therefore on notice from September 2025 that it had a pattern of signing governance assertions without the underlying requirements being met. The 2025/26 governance statement repeated the same structural error with Assertion 2.

The council was on separate notice even earlier: the internal auditor's own interim observations of 31 October 2024 had already identified the Regulation 6 failure now repeated in 2025/26, rated High priority at that time too (Exhibit R). No action appears to have been taken in the intervening eighteen months.

5. GROUND TWO: COMPROMISE OF INTERNAL AUDIT INDEPENDENCE

5.1 The Original Audit Findings

A Freedom of Information request submitted to Crediton Town Council on 6 May 2026 obtained the email correspondence between the Town Clerk and the internal auditor between 1 April 2026 and 5 May 2026 (Exhibits B and C), together with the original Version 1 audit observations (the original version reproduced at Exhibit A).

The original observations contained, under Section G (Salaries), a finding rated High priority that the monthly salaries paid to youth workers could not be agreed to the council-approved rates, that the amounts paid appeared not to be correct, and that there had been an overpayment over a period of months. The original recommendation required the council to:

- Review the salary paid to the youth workers and compute the value of any overpayment; and
- Consider what action it should take in respect of those overpayments.

5.2 The Town Clerk’s Request to Amend the Report

On the evening of 29 April 2026, six days before the council meeting, the Town Clerk emailed the internal auditor regarding the salary finding. Having received the auditor’s explanation that the payment method was inconsistent with the terms of the staff contracts, the Town Clerk wrote:

> *“Ok, thanks. I will seek legal advice. On this basis, are you able to change the report’s wording?”*

(Exhibit B.)

The internal auditor agreed and delivered amended observations the following morning. The Town Clerk confirmed acceptance with the words “that’s fine.” (Exhibit C.) The same email chain records the Town Clerk’s concern that the report was “in the public domain” and her stated anxiety that it “doesn’t reflect the full picture.” (Exhibit B.)

5.3 The Effect on the Council’s Decision-Making

As a result of this exchange, the Version 2 observations presented to the full council on 5 May 2026 (Exhibit A) described the salary issue as a methodology difference rather than an overpayment, and removed entirely the recommendation that the council calculate the value of any overpayment and decide what action to take. The full council was not informed that a prior version existed, nor that the wording had been changed at the Town Clerk’s request.

At Agenda Item 16.3 of the same meeting, the council voted to confirm that the internal auditor was competent and independent. This vote was taken without any knowledge of the correspondence described above.

The full audit report, which contained additional High priority findings relating to salaries, including that the council had not formally approved changes to staff terms and conditions and that there was no process for reviewing overtime or time in lieu (Exhibit A), was not placed before the full council at all. It appeared only in the Oversight Committee pack for the meeting of 12 May 2026, seven days after the full council had approved the Annual Governance Statement.

An internal auditor who agrees overnight, at the request of the officer being audited, to remove a finding's overpayment framing and its associated recommendation, while leaving the Priority rating unchanged, has allowed the substance of a professional finding to be shaped by the very officer it concerns. Being paid by the council under audit does not, of itself, compromise independence; being persuaded to alter a finding's substance overnight, without new evidence, at that officer's request, does. The effect was that the full council made its governance decisions on the basis of a materially incomplete and softened picture of the auditor’s actual findings.

5.4 The Town Clerk’s Account to the Oversight Committee

When a member of the Oversight Committee raised this material on 12 May 2026, the Town Clerk told the Committee: “these ones here from page 29 to 31 of the agenda pack, full council have discussed all of those in detail at its previous meeting” (Exhibit H, 00:13:26). Pages 29 to 31 of the Oversight Committee’s own meeting pack are the original, unsoftened Version 1 observations, including the overpayment finding set out at paragraph 5.1 above. That document does not appear anywhere in the Full Council meeting pack for 5 May 2026, which contained only the softened Version 2 wording (Exhibit A). The Town Clerk’s statement to the Oversight Committee was therefore incorrect, and the Committee’s subsequent discussion, which lasted a further four minutes before resolving to note the material, proceeded on that mistaken premise.

6. GROUND THREE: SYSTEMIC PATTERN OF INACCURATE GOVERNANCE DECLARATIONS AND ACCOUNTING ERRORS

6.1 Repeated Inaccurate Declarations of Assertion 2

The failure identified in Ground One is not an isolated occurrence. The Annual Governance Statements for Crediton Town Council for each of the years 2019/20, 2020/21, 2022/23, 2023/24 and 2024/25, all signed during the tenure of the current Town Clerk, Rachel Avery, show Assertion 2 ticked “Yes” in every year available (Exhibit E). Section 1 for 2021/22 is not published on the council’s website and is not exhibited; the 2021/22 evidence available is the Section 3 external auditor finding addressed at paragraph 6.3 below.

For the years 2019/20 through to 2022/23, the internal audit was carried out by S J Pollard of Auditing Solutions Ltd, using a tick-box format report that recorded “Yes” against each internal control objective without detailed observations or findings. Those reports do not appear to have specifically tested whether the council had conducted the formal annual review of internal control effectiveness required by Regulation 6: the precise test that, when first properly applied by the current auditor in 2025/26, immediately revealed that it had not been done.

The inference available from this record is that the formal annual review required by Regulation 6 was not conducted in those prior years either. That inference is corroborated directly: the internal auditor's interim observations for 2024/25, dated 31 October 2024, record the identical finding in near-identical terms, rated High priority (Exhibit R). No evidence has been identified that the council took any action on this finding between October 2024 and the year-end audit in April 2026, when the same failure was found again. Assertion 2 appears to have been inaccurately declared as “Yes” in six of the seven years under review: directly evidenced for 2024/25 and 2025/26, and inferred from the audit format used for 2019/20 to 2022/23. No equivalent evidence has been identified for 2023/24. The Town Clerk’s response at the meeting of 5 May 2026, in which she argued with evident confidence that rolling monthly operational checks constituted compliance with Regulation 6, is consistent with this being a long-standing position rather than a recent misunderstanding.

6.2 The 2024/25 Qualified External Audit Opinion

Particularly significant is the external audit report for 2024/25, signed by PKF Littlejohn on 18 September 2025 (Exhibit F), which contained a qualified opinion finding that Assertion 5 of the Annual Governance Statement for that year had been incorrectly completed. The auditor found that risk management arrangements had not been reviewed and approved by the authority as a whole during the year, and that as a result Assertion 5 should have been answered “No.”

This is structurally identical to the failure identified in respect of Assertion 2 in 2025/26: a requirement for the full council to conduct and document a formal review, which was not done, and an assertion ticked “Yes” regardless. Two different assertions, in two consecutive years, both incorrectly declared.

The council was therefore on notice from September 2025 that it had signed an inaccurate governance assertion. Despite this, Assertion 2 in the 2025/26 governance statement was signed as “Yes” in the same circumstances, indicating that the qualified opinion did not prompt any meaningful review of how governance assertions were being completed.

6.3 Repeated Accounting Errors and Late or Incomplete External Audit Certifications

The pattern of inaccurate governance declarations is accompanied by a pattern of accounting errors and external audit difficulties across multiple years:

- 2021/22: PKF Littlejohn found the AGAR had not been accurately completed before submission, with the asset register figure in Section 2, Box 9 not agreeing to the actual asset register (Exhibit O).
- 2022/23: The Section 3 External Auditor Report in the documents available appears to be blank and unsigned, with no external auditor name, signature or date, meaning there is no completed external audit certificate on the public record for that year (Exhibit O).
- 2023/24: PKF Littlejohn was unable to certify completion of its review on time, issuing an interim report on 27 September 2024 and a final report only on 30 September 2024, the last permissible day. The final report found the AGAR had not been accurately completed, with deferred grants incorrectly included in the Box 7 to 8 reconciliation (Exhibit O). Prior year figures were restated.
- 2024/25: Assertion 5 incorrectly completed as described above. Multiple prior year figures marked as restated in the accounting statements (Exhibit N), including the asset register total at Box 9, restated from £315,060 to £331,060, a further instance of the same Box 9 error pattern addressed at paragraph 7.2 below.
- 2023/24 Notice of Conclusion of Audit: This statutory notice was signed and placed by Emma Anderson, Deputy Clerk, rather than by the Responsible Financial Officer. The Accounts and Audit Regulations 2015 require the announcement to be made by the Responsible Financial Officer. Rachel Avery was the designated RFO for that year, as evidenced by her signature on the accounting statements dated 21 June 2024.

Four years out of the seven years under review produced external audit findings, qualified opinions, or certification difficulties. This is not a pattern consistent with a council that treats its statutory governance obligations seriously.

7. EXERCISE OF INSPECTION RIGHTS DURING THE PUBLIC RIGHTS PERIOD

7.1 The records requested

I made a request under Section 26 of the Local Audit and Accountability Act 2014 on 9 June 2026 to inspect the following accounting records and related documents:

- The asset register for 2025/26, including any amendments made during or following the internal audit;
- The payroll calculations prepared by the Town Clerk for youth workers for the financial year 2025/26, including the underlying spreadsheets;

- Any records of formal council or committee approval of changes to staff rates of pay or terms and conditions during 2025/26.

Following an exchange of correspondence regarding the date and duration of the appointment, the inspection was facilitated on 29 June 2026. Three matters arising from it are material to this objection and are set out below.

7.2 A Further Error in the Asset Register for the Year Under Objection

During the inspection I obtained a council document headed "Asset Register – additional information", reported by the Deputy Clerk to Full Council "for noting on 5 May 2026", the same meeting at which the Annual Governance Statement for 2025/26 was approved.

That document discloses that the total asset register figure presented to Full Council on 21 April 2026, namely £299,481.22, was incorrect. Following anomalies identified during the internal audit, the figure was corrected to £325,631.02, an understatement of £26,149.80, or approximately eight per cent of the corrected total. The corrections comprised: nominal land omitted from the spreadsheet total (£9.00); the Boniface Heritage Panels, which had been recorded at £1 rather than their value of £25,000 (an addition of £24,999); two spreadsheet errors in which cells had been overwritten (£960 and £658); and an apportionment correction to a laptop disposal (a reduction of £476.20). The council's own reconciliation of the corrected figure is internally consistent. (Exhibit I.)

This is significant for two reasons. First, it is a further instance, in the very year under objection, of the asset register being inaccurately completed before being put to Full Council, the same category of error that PKF Littlejohn identified in 2021/22 and which forms part of the pattern set out in Ground Three. Second, the correction was placed before Full Council for "noting" only, on the same day that the council signed the Annual Governance Statement asserting (Assertion 2) that it maintained an adequate and effective system of internal control and had reviewed its effectiveness. The council was therefore acknowledging a material error in the asset register at the very meeting at which it declared that control system to be sound.

The signed Section 2 (Accounting Statements) of the 2025/26 Annual Governance and Accountability Return (Exhibit J) records the corrected figure of £325,631 at Box 9 ("Total fixed assets plus long-term investments and assets"). The accounting statements as certified are therefore arithmetically correct on this line. The objection on this point is accordingly not that the certified accounts are misstated, but that the asset register underlying them was materially inaccurate at the point it was put to Full Council, and that the correction was acknowledged only by way of "noting" on the same day the Annual Governance Statement was signed.

I draw the appointed auditor's attention to a further matter visible on the face of the same signed return: the comparative figure for the year ended 31 March 2025 at Box 9 is shown as £336,055 and marked "RESTATED." The asset figure for the immediately preceding year has therefore itself been restated. Taken together with PKF Littlejohn's 2021/22 finding that the asset register did not agree to the underlying register, and the 2025/26 correction described above, this represents a third instance in recent years in which this same line of the accounts has required correction or restatement, a pattern addressed further in Ground Three.

7.3 The Youth Worker Payroll Calculations

My request in respect of payroll was for the calculation methodology underlying the youth worker salaries paid during 2025/26, with the names of individual employees redacted. I made clear in correspondence that this was a request under Section 26 of the 2014 Act and not a request under the Freedom of Information Act 2000, and that I was content for genuinely personal data relating to identifiable individuals to be withheld provided the calculation itself could be examined.

What was provided at inspection did not enable that calculation to be examined. It comprised: (a) a re-presentation of the email correspondence between the Town Clerk and the internal auditor that I had already obtained under the earlier Freedom of Information request (Exhibits B and C), in which the figures forming the auditor's calculation were themselves redacted; and (b) monthly payroll summary reports for the year, in which the per-employee figures were redacted (Exhibit K). I do not take issue with the redaction of genuinely personal payroll data relating to identifiable individuals. The difficulty is that, taken together, the material provided did not contain the youth worker salary calculation I had asked to inspect in any form that allowed it to be verified against the council-approved rates.

The Town Clerk stated in correspondence that any concerns regarding payroll arrangements or calculations "may be raised directly with the external auditor (PKF), who is the appropriate body to consider such matters as part of the audit process." (Exhibit Q.) I adopt that suggestion. I ask the appointed auditor to examine the youth worker salary calculations for 2025/26 directly, in light of the internal auditor's original (Version 1) finding that the amounts paid could not be agreed to the approved rates and that an overpayment appeared to have arisen; as set out in Ground Two, this finding was softened before it reached the full council.

7.4 The Absence of Any Record Approving Staff Pay

In respect of my request for records of formal council or committee approval of changes to staff rates of pay or terms and conditions during 2025/26, the Town Clerk confirmed in writing that no such record exists (Exhibit Q), indicating that councillors would review the matter at a future meeting of the council's HR committee.

This admission is material. The 2025/26 Annual Governance Statement was signed with Assertion 7 ("We took appropriate action on all matters raised in reports from internal and external audit") ticked "Yes." The full internal audit report (the report that did not reach full council, as set out in Grounds One and Two) included a finding that changes to staff terms and conditions had not been formally approved by the council. The confirmed absence of any approval record is consistent with that finding and difficult to reconcile with the "Yes" declaration against Assertion 7. It also bears directly on the youth worker salary matter at paragraph 7.3: if the rates were never formally approved, the council had no approved baseline against which the payments could be reconciled.

8. BACKGROUND: PRIOR ATTEMPTS TO RAISE THESE CONCERNS

I have previously raised concerns about governance matters at Crediton Town Council at Public Question Time and have not received substantive responses. The Town Clerk has on at least one occasion indicated that the public inspection right is rarely exercised and that everything relevant is published online, suggesting an attitude toward public accountability that this objection directly challenges.

The Freedom of Information request I submitted on 6 May 2026, the day after the Annual Town Council meeting, was the mechanism by which the email correspondence between the Town Clerk and the internal auditor came to light. That correspondence was not placed in the public domain voluntarily.

The ordinary democratic accountability mechanisms available to a local elector have not proved effective in this case. I am therefore exercising my statutory right under Section 27 of the Local Audit and Accountability Act 2014.

9. SUMMARY OF GROUNDS AND REQUEST

I request that the appointed auditor issue a public interest report in respect of the following:

1. That the Annual Governance Statement for 2025/26 was signed with Assertion 2 declared as “Yes” when the council’s own internal auditor had explicitly found, rated as High priority, that the requirement under Regulation 6 had not been met; that the direct implication for the truthfulness of Assertion 2 was not drawn to the council’s attention; and that the council additionally signed Assertion 7 as “Yes” notwithstanding that it had received a qualified external audit opinion on Assertion 5 in the immediately preceding year;
2. That the Annual Governance Statement was signed before the full internal audit report was made available to the full council, in breach of the Practitioners’ Guide to Proper Practices, with the result that the council made its statutory governance declaration without sight of the complete audit findings;
3. That the independence of the internal audit was compromised by the Town Clerk’s successful negotiation of a material softening of a High priority finding, with the result that the full council made its governance decisions on the basis of an incomplete and amended version of the auditor’s actual conclusions, without being aware that this had occurred; that the Town Clerk subsequently told the Oversight Committee, incorrectly, that the full council had already considered the unsoftened findings in detail, when no such consideration had taken place; and
4. That the evidence indicates a systemic failure by the same Town Clerk to meet statutory governance requirements: inaccurate declarations of Assertion 2 in six of the seven years under review (paragraph 6.1), and recurring accounting errors and external audit difficulties across five consecutive years from 2021/22 to the present (paragraph 6.3), together representing an established culture of treating statutory obligations as administrative formalities rather than substantive duties.

10. DOCUMENTS ENCLOSED

The following documents are enclosed in support of this objection:

- Exhibit A: Year End Internal Audit Observations 2025/26 (IAC Audit and Consultancy Ltd, audit date 23 April 2026), comprising both versions of the observations: (i) the original observations, which under Section G recorded that the youth worker salaries could not be agreed to the council-approved rates, that the amount paid was not correct and that an overpayment had arisen over a period of months, and which recommended that the council compute the value of any overpayment and consider what action to take; and (ii) the amended observations as presented to full council in the agenda pack for the meeting of 5 May 2026, in which the Section G salary finding was reworded as a calculation-method difference and the recommendation to compute the overpayment was removed. The Regulation 6 / Assertion 2 finding (Observation C1) appears unchanged in both versions
- Exhibit B: Email chain between the Town Clerk and the internal auditor dated 29 April 2026 (Re: Fw: Payroll correction), obtained under the Freedom of Information Act 2000
- Exhibit C: Email from the internal auditor dated 30 April 2026 transmitting amended observations (Re: Amended Observations), obtained under the Freedom of Information Act 2000
- Exhibit D: Transcript of the Annual Town Council meeting, 5 May 2026 (relevant sections: approximately 00:57:29 to 01:15:53)
- Exhibit E: Annual Governance and Accountability Returns for 2019/20, 2020/21, 2022/23, 2023/24 and 2024/25 (Section 1, Annual Governance Statement, in each case showing Assertion 2 ticked "Yes"). Section 1 for 2021/22 is not published on the council's website; the only 2021/22 material publicly available is the Section 3 External Auditor Report and Certificate, which records the auditor's finding that Box 9 of the Accounting Statements did not agree to the Asset Register (see Ground Three, paragraph 6.3)
- Exhibit F: External Auditor Report and Certificate 2024/25 (PKF Littlejohn, 18 September 2025) showing qualified opinion on Assertion 5
- Exhibit G: FOI response from the Town Clerk dated 15 May 2026 confirming the documents disclosed
- Exhibit H: Transcript of the Oversight Committee meeting, 12 May 2026 (relevant section: approximately 00:12:56 to 00:17:27)
- Exhibit I: "Asset Register – additional information" report by the Deputy Clerk (reported to Full Council for noting on 5 May 2026), together with the Crediton Town Council Asset Register, Additions List and Disposals List, inspected on 29 June 2026
- Exhibit J: Sections 1 and 2 of the 2025/26 Annual Governance and Accountability Return as signed: Section 1 (Annual Governance Statement), approved 5 May 2026 (minute reference 2026/017.1), showing Assertions 2, 5, 6 and 7 ticked "Yes"; and Section 2 (Accounting Statements), approved 5 May 2026 (minute reference 2026/017.2), showing Box 9 at £325,631 with the 31 March 2025 comparative of £336,055 marked "RESTATED"
- Exhibit K: Payroll material provided at the inspection of 29 June 2026, comprising the re-presented Town Clerk and internal auditor email

correspondence (with the calculation figures redacted) and the monthly payroll summary reports for 2025/26 (with per-employee figures redacted)

- Exhibit L: Video recording of the Annual Town Council meeting of 5 May 2026, being the council's own Facebook Live broadcast of the meeting, lawfully downloaded before its removal under the council's 30-day retention policy (file: AnnualTownCouncilMeetingTuesday05May2026.mp4). This recording is the primary record of the meeting; the transcript at Exhibit D is a working transcription of the relevant passages provided for the auditor's convenience, and in the event of any question as to the words used the recording governs. The recording is available in the shared bundle folder at: [redacted]

- Exhibit M: Video recording of the Oversight Committee meeting of 12 May 2026, being the council's own Facebook Live broadcast of the meeting, lawfully downloaded before its removal under the council's 30-day retention policy (file: Oversight Committee 12 May 2026.mp4). This recording is the primary record of the meeting; the transcript at Exhibit H is a working transcription of the relevant passages provided for the auditor's convenience, and in the event of any question as to the words used the recording governs. The recording is available in the shared bundle folder at: [redacted]

- Exhibit N: Section 2 (Accounting Statements) of the 2023/24 and 2024/25 Annual Governance and Accountability Returns, showing the Box 9 asset register total restated in the following year (2023/24: reported as £315,060, restated to £331,060 in the 2024/25 return), and a further restated figure at Box 3, Total other receipts (£35,887 restated to £39,832)

- Exhibit O: Section 3 (External Auditor Report and Certificate) for 2021/22, 2022/23 and 2023/24, comprising: the 2021/22 report recording that Box 9 did not agree to the Asset Register; the 2022/23 report, which appears blank and unsigned; and the 2023/24 interim report together with PKF Littlejohn's final report of 30 September 2024 recording the deferred grants finding

- Exhibit P: Annual Internal Audit Report 2025/26 (IAC Audit and Consultancy Ltd), the signed one-page summary of internal control objectives, dated 25 April 2026, confirmed absent from the Full Council meeting pack for 5 May 2026 and first appearing in the Oversight Committee meeting pack for 12 May 2026

- Exhibit Q: Correspondence between the Town Clerk and the objector under Section 26 of the Local Audit and Accountability Act 2014, 9 to 23 June 2026, comprising the Town Clerk's confirmation that no record exists of formal approval of staff pay changes and her direction that payroll concerns be raised with the external auditor

- Exhibit R: Year End 2024/25 Internal Audit Observations, Visit 1 (interim), dated 31 October 2024 (IAC Audit and Consultancy Ltd), recording under Observation C1 that the council had not reviewed the effectiveness of its internal control system as required by Regulation 6, rated High priority, in terms near-identical to the 2025/26 finding at Exhibit A

I confirm that I am a local government elector for the Crediton Town Council area and that this objection is submitted in good faith on the basis of documents in my possession obtained through lawful means.

I am happy to provide any further information or clarification the appointed auditor may require.

[redacted]

[redacted]

[redacted]

Copy to: Mrs Rachel Avery, Town Clerk & Responsible Financial Officer, Crediton Town Council (by email) and Councillor Steve Huxtable, the Mayor, Crediton Town Council (by email)

Email received: 14 July 2026

Dear Rachel

We spoke briefly about this and this email is designed to give a bit more background.

I am (on behalf of the PCC) working with Rupert Geering (for the Governors) on the "Statement of Need" (SoN) required to support a church Faculty application to the Diocese. The Church of England template for this asks about support for the proposals – not just from within the church community – and particularly if we have received any letters of support. Rupert and I agreed that we would approach yourselves along with some local schools and concert society/choirs about this.

The proposals we are seeking to justify are in four parts:-

(a) Renewal of the lead on the roof – most of which dates back to the mid-19th Century. This has been a clear recommendation of the church's quinquennial survey. Though we work hard to use limited patching to stem leaks, almost every period of intense rain exposes a new one to fix. Inevitably even a short delay, while the weather clears and someone can get up there, means water ingress into the historic stonework
(b) Improving the current disabled access. At the moment we are dependent on anyone in either a manual or electric wheelchair having someone to help them navigate a combination of heavy doors and/or a steep ramp in the south porch (whose slope is way in excess of the recommended angle).
(c) Creating an internal servery/kitchen area at the back of the church. At the moment we rely on serving coffee after services etc to people from an urn which has to be filled in the utility area near the vestry and wheeled across the church to the back where 2 or 3 "Gopak" tables are erected for cups etc. The congregation then have to consume the refreshments in among the nearby pews which are neither suited to sharing fellowship nor providing a suitable base for resting a cup of hot liquid !
(d) Providing toilet facilities within the footprint of the building. The current location in the churchyard adjacent to Church Lane may not be a problem in daylight in the current weather but is really not user friendly in, say, a concert interval on a wet, dark, winter night.

We firmly believe that a church in the 21st Century needs to be able to offer a hospitable environment – not just for our normal services but for events like the many concerts taking place throughout the year. The Boniface Centre is not always available as it is often used for other hirings, income from which is essential to supporting our wider mission. With their architects, the Governors have identified solutions to these needs within the curtilage but the plans are not necessarily the last word on options. That is anyway for a later stage. The task for now is to evidence the *need* so we would welcome any support from the Town Council for our application to ensure such a much loved building from the 15th Century can really meet the 21st century needs of the Crediton Community.

Kind regards
Peter Bunn

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Email: reception@crediton.gov.uk

Govenors of Holy Cross and Parochial Church Council

By email

28 July 2026

Dear Peter

Holy Cross Church - Faculty Application and Statement of Need

Following your email dated 14 July 2026, Crediton Town Council (CTC) is pleased to offer its support for the proposals being developed by the Governors of Holy Cross and Parochial Church Council (PCC) and as part of their faculty application to the Diocese.

Holy Cross Church is one of Crediton's most significant historic buildings and an important community asset. Beyond its primary role as a place of worship, the church serves a wide range of residents, visitors, community groups, schools, musicians, performers and audiences throughout the year. Its contribution to the social, cultural and civic life of the town is substantial and highly valued.

CTC recognises the need to address the deterioration of the church roof and proposals to improve accessibility. CTC recognises the practical benefits of providing appropriate hospitality facilities within the church. The creation of an internal servery would significantly improve the church's ability to host community events, concerts, educational activities, meetings and social gatherings. Such facilities are a reasonable expectation of a community building serving twenty-first century needs. Similarly, the provision of accessible toilet facilities within the church building would greatly improve the experience of all users.

CTC believes that these proposals will help ensure that the church continues to serve Crediton for future generations. They represent a thoughtful balance between preserving an important historic building and adapting it to meet modern standards.

CTC wishes the Governors and PCC every success in progressing the Faculty application.

Kind regards

Rachel Avery FSLCC
Town Clerk

Expressions of Interest – for information only (extracts from MDDC Asset Lists)

Paddling Pool, Newcombes, Crediton	Crediton	EX17 2AR
Lords Meadow Leisure Centre Training Suite	Crediton	EX17 1ER
Market Street Toilets	Crediton	EX17 2AJ
Crediton Cemetery PC's, Crediton, Old Tiverton Rd,	Crediton	EX17 1HW
Cemetery Crediton, Old Tiverton Road,	Crediton	EX17 1EG
Cemetery, Crediton Chapel	Crediton	EX17 1EG

1813	Crediton	Queen Elizabeth Drive (2) - not equiped	
1801	Crediton	Greenaway - No equipment	
1809	Crediton	Queen Elizabeth Drive (1)	
1807	Crediton	Walnut Drive	
1806	Crediton	Lords Meadow	
1810	Crediton	Beacon Park	
1815	Crediton	Monks Close	
1805	Crediton	Tuckers Meadow	
1802	Crediton	Beech Park	
1803	Crediton	Newcombes Meadow	
1804	Crediton	Barnfield	
1814	Crediton	Cromwells Meadow	
1816	Crediton	Kirton Rise	
1811	Crediton Town	Lords Meadow "In Line Skating"	

Not on MDDC Asset List but requested:

St Lawrence Green

Land underneath toilet block at Union Road

Car parks requested (St Saviours Way and Market Street)

Transfer of Town Square Report

Report by: **Town Clerk**
To: **Oversight Committee**
Date: **For consideration on 28 July 2026**

Recommendation
Oversight Committee is requested to consider the recommendations in the below report, relating to the transfer of the Town Square from MDDC to CTC.

1. **Purpose**
   1.1 This report provides an update Members on the current position regarding the proposed transfer of the Town Square and an outline the options available to CTC for securing its long-term future.

2. **Background**
   2.1 Members will be aware that CTC has been seeking to secure the long-term future of the Town Square facility through the transfer of ownership from Mid Devon District Council.
   2.2 Recent correspondence from MDDC confirms that legal advice received by the District Council is that any transfer of title before the expiry of the grant clawback period in 2029 would trigger repayment of the Homes England grant. MDDC's current position is therefore that a freehold transfer cannot proceed at this time. (Appendix A)
   2.3 MDDC has advised that Homes England has indicated agreement in principle to a lease arrangement and that consideration is being given to a lease containing a mechanism that could trigger a transfer of title upon expiry of the grant clawback period in 2029. However, both MDDC Legal Services and Homes England are continuing to consider whether such an arrangement would be acceptable.
   2.4 MDDC has suggested that progressing discussions regarding lease terms may be the most realistic option currently available.
   2.5 The Town Council has consistently sought a long-term solution that secures the future of the facility for the benefit of the local community.

3 **Recommendations**
   3.1 Whilst a lease would provide a greater degree of certainty than the current arrangement, it would not provide ownership of the asset and would leave some uncertainty until a future transfer can be achieved. Members are requested to consider the merits of this.
   3.2 An alternative approach would be for CTC to make direct representations to Homes England, setting out the community benefits of transferring the asset into local ownership and requesting consideration of a transfer before 2029, or clarification regarding any alternative arrangements which may be acceptable within the grant conditions. Members are requested to consider the merits of this.
   3.3 Alternatively, CTC may wish to progress with lease arrangements with MDDC, whilst simultaneously continuing lease discussions with Mid Devon District Council, thereby

preserving all available options for securing the long-term future of the facility.

4 Financial Implications

4.1. Any financial implications will be presented to members for consideration.

5 Climate Implications

5.1 There are no climate implications.

5.2 Any lease arrangement or future transfer proposal would be subject to separate consideration by Members once full terms and associated liabilities are known.

6 Conclusion

6.1 Members are requested to consider the information contained within this report and determine a course of action.

Appendix A

From: Rachel Avery
Sent: 07 July 2026 13:17
To: Steve Densham
Subject: Re: Town Square

Hi Steve
Thank you for the update.
I have to say that this is extremely disappointing news. It increasingly feels as though nobody is willing to work with CTC to secure the long-term continuation of what is an important community asset for Crediton.
A lease could, and arguably should, have been put in place some five years ago, if not earlier, to provide certainty for all parties and allow the facility to continue serving the local community without the current level of uncertainty.
Given the time that has elapsed, it is frustrating to now find ourselves in a position where the only apparent option is a lease with a potential title transfer trigger in 2029, subject to further legal and Homes England considerations. While I appreciate the legal constraints around the grant clawback provisions, it is difficult not to feel that opportunities to resolve this matter proactively have been missed.
That said, if Legal's view is that a lease is currently the most realistic route forward, then I agree that we should be progressing discussions and firmly establishing lease terms as a matter of priority. The community deserves clarity and confidence that this asset will remain available for their benefit into the future.
I would appreciate a quick response regarding MDDC's legal position regarding a transfer of title with covenant and any feedback from Homes England on the proposed title transfer trigger mechanism. This will be on CTC's Oversight agenda on Tuesday 28 July, so I will require a response no later than Tuesday 21 July please.
Kind regards
Rachel

Rachel Avery FSLCC
Town Clerk
Telephone: 01363 773717
Website: www.crediton.gov.uk
Address: Manor Office, 6 North Street, Crediton, EX17 2BT

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LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

A Civility & Respect Pledge Council

From: Steve Densham
Sent: Tuesday, July 07, 2026 12:28
To: Rachel Avery
Subject: Town Square

Hi !

I've got a bit more legal advice. That is that a transfer of title will require the grant to be paid – in any circumstances until the expiry of the clawback term (2029).

A lease has been agreed in principle with Homes England – Legal have suggested that perhaps we can agree a lease with a trigger for title transfer in 2029.

May be the best we can do.

I am clarifying with Legal that a transfer of title with covenant won't be acceptable. Also HE may have an issue with a title transfer trigger in any lease...but that will be outside the period of interest they have in the grant

I've suggested to Legal that we need to be getting on with firming up a lease.

Steve

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Homes England

By email

28 July 2026

Dear

Town Square, Crediton - Request for Consideration of Asset Transfer and Clarification of Grant Conditions

I am writing on behalf of Crediton Town Council (CTC) regarding the future ownership and management of the Town Square, Crediton.

CTC understands that legal advice obtained by Mid Devon District Council (MDDC) indicates that an immediate transfer of the freehold interest in the Town Square may trigger repayment of grant funding, because the clawback period associated with the original Homes England funding does not expire until 2029. We further understand that a long lease arrangement may be capable of proceeding, potentially with provisions for a future transfer of title once the clawback period has ended.

Whilst CTC appreciates the need to protect public investment and comply with the conditions attached to grant funding, members are increasingly concerned about the uncertainty that continues to surround the long-term future of this important community asset.

The Town Square is a key public space within Crediton. It provides a focal point for community activities, public events, markets, celebrations and civic engagement, and makes a significant contribution to the social and economic wellbeing of the town. The facility was created for public benefit and continues to fulfil that purpose. CTC has consistently demonstrated its commitment to supporting community assets and ensuring their continued availability for residents and visitors alike.

CTC's concern is that, in the absence of a transfer of ownership before the implementation of Local Government Reorganisation (LGR), there is a risk that future opportunities to secure local stewardship of the asset may become more complex or uncertain. Members consider that local ownership would provide greater certainty for the community, facilitate long-term planning and investment, and ensure that decisions regarding the future of the asset remain closely connected to the needs and aspirations of local residents.

CTC would be grateful if Homes England could review the circumstances surrounding this case and advise whether there is any mechanism through which a transfer of ownership to

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CTC might be permitted before 2029 without triggering grant repayment obligations. In particular, we would welcome clarification as to:

1. Whether Homes England would be prepared to consider consenting to a transfer to a local council where the asset continues to be held for public benefit and community use
2. Whether any form of covenant, restriction, overage arrangement or other legal mechanism could provide sufficient protection for Homes England's interests whilst allowing title to transfer
3. Whether Homes England would support an agreement providing for a future transfer of title following expiry of the clawback period and, if so, whether there are any specific requirements that would need to be incorporated into such arrangements
4. Whether there are any alternative structures that Homes England considers acceptable under the grant conditions which would enable greater certainty regarding long-term local ownership and management.

CTC is keen to work collaboratively with both MDDC and Homes England to find a practical solution that safeguards the public investment made in the Town Square whilst also recognising the substantial and ongoing community benefit that would arise from placing the asset under local ownership and stewardship.

Thank you for your consideration of this matter. We look forward to hearing from you.

Kind regards

RAvery

Rachel Avery FSLCC
Town Clerk

CREDITON TOWN COUNCIL

Pension Investments

Report by:	**Cllr Rachel Backhouse**
To:	**Oversight Committee**
Date:	**For consideration on Tuesday 28 July 2026**

Recommendation

1. **Purpose**

To consider the proposals outlined.

2. **Background**

CTC wrote to the Pension Investment Committee at DCC in October 2024 to request that following a £2 million divestment, they investigate withdrawing a further £84 million that remained in investments and pension companies selling arms to Israel, including Rolls Royce (£12,889,533) BAE Systems (£4,969,449) and Babcock (£360,850), and that DCC seek to fully divest from these companies and to uphold values of peace, justice and ethical responsibility.

On 2nd December 2024 DCC resolved that council be recommended to

(a) Express solidarity with the innocent people directly affected by the ongoing situation in Israel and Gaza;
(b) Support the engagement activity undertaken on behalf of the Devon Pension Fund by the Brunel Pension Partnership with companies operating in high risk areas including Gaza and the West Bank to use their influence to promote positive human rights outcomes;
(c) Support the exclusion from investment portfolios of companies manufacturing controversial weapons (cluster bombs, biological and chemical weapons, antipersonnel landmines);
(d) Affirm the inclusion in the Pension Fund investment strategy of the allocation to the Global Developed Paris Aligned Equity Fund, as part of the commitment to work towards net zero investment portfolios; and
(e) Have officers and members engage in conversations with Brunel representatives and other pool members on ensuring that the UN Guiding Principles on Business and Human Rights, as set out in paragraph 3.10 of the report, are fully reflected in investment policies.

3. **Proposals**

Write to the Chair and Vice Chair of the DCC Investment and Pension Fund committee asking for an update on the above items, and ask them whether financial implications are being made transparent enough by both Brunel and the committee.

Dear Councillors Gent and Lodge,

Crediton Town Council would like to give support regarding the resolutions agreed by the Investment and Pension Fund Committee following the discussion on investments connected to the conflict in Israel and Gaza.

The Committee resolved in December 2024 to:

- *Express solidarity with innocent people affected by the conflict in Israel and Gaza;*
- *Support engagement activity undertaken by Brunel with companies operating in high-risk areas;*
- *Continue excluding companies manufacturing controversial weapons;*
- *Support the Fund's investment through the Global Developed Paris Aligned Equity Fund; and*
- *Engage with Brunel and other pool members to ensure that the UN Guiding Principles on Business and Human Rights are fully reflected in investment policies.*

We would therefore welcome an update on the progress that has been made against these commitments, particularly regarding discussions with Brunel and the extent to which the UN Guiding Principles on Business and Human Rights have been embedded within investment decision-making and stewardship activity.

We note from the Committee's June 2026 meeting that Councillor Gent brought forward a motion proposing divestment from companies based in countries whose governments are formally found guilty of genocide by the International Court of Justice. Although the Committee ultimately declined to make a recommendation to Council at that stage, it resolved to ask LPPI to place the issue on the agenda of the Partner Fund Strategic Forum and to report the outcomes of those discussions back to the Committee.

We would be grateful to know:

- *Whether this discussion has now taken place within LPPI;*
- *What views were expressed by the partner funds;*
- *What conclusions, if any, were reached; and*
- *Whether these discussions have influenced Devon Pension Fund's approach future investment policy.*

Our Council supports the continuing pressure being applied by Devon Pension Fund representatives to Brunel and now LPPI in relation to human rights concerns. We also recognise the frustration that must be experienced by Committee members attempting to effect positive change within a pooled investment structure where many holdings are managed passively and where decisions are shared across multiple pension funds.

We are also interested in understanding whether the financial implications of divestment are being fully and transparently explained to both pension holders and Committee members.

A recurring argument in Committee discussions appears to be that divestment may negatively affect pension returns, particularly where passive investments are concerned. Yet it is unclear whether Brunel, LPPI or the Committee have assessed and publicised the realistic worst-case *financial impact on pension fund performance if divestment were required following a future ICJ finding of genocide.*

While any reduction in returns must of course be taken seriously, it would be helpful to understand:

- *What the actual estimated impact on annual pension returns would be;*
- *What percentage of the overall Fund this would represent;*
- *Whether modelling has been undertaken for such scenarios; and*
- *Whether those findings have been communicated to scheme members.*

Without this information, there is a risk that the financial consequences of divestment are perceived as significantly greater than they may in reality be.

We also note references in Committee papers to concerns about Brunel's future direction. For example, the March 2025 minutes refer to consultation proposals from Brunel being viewed as "a cause for concern" by the Committee, although the detail behind those concerns is not recorded in the published minutes.

The Committee noted in June 2025 that Brunel funds had received a letter from Pensions Minister Torsten Bell stating that Brunel's business case did not meet the Government's objectives. The minutes do not explain the nature of those concerns.

We would therefore be grateful if you could clarify:

- *What aspects of Brunel's consultation proposals caused concern to the Committee;*
- *Why the Minister considered Brunel's business case not to meet Government objectives;*
- *Whether any of those concerns related to responsible investment or ethical investment considerations; and*
- *What representations, if any, were made by Devon Pension Fund in response.*

We appreciate the Committee's fiduciary duty to protect the interests of pension members. At the same time, we welcome the Committee's stated commitment to human rights considerations and believe it is important that residents and scheme members can clearly see both the actions being taken and the constraints under which the Committee is operating.

We look forward to hearing how these matters have progressed since the resolutions agreed in December 2024 and June 2026.

Yours sincerely,

4. <u>Financial Implications:</u>
There are no financial implications

5. <u>Climate Implications</u>
There are no climate implications

6. <u>Conclusion</u>
Committee is requested to consider the recommendations.

CREDITON
TOWN COUNCIL

Locomotive Nameplate Valuation Report

Report by: **Town Clerk**
To: **Oversight Committee**
Date: **For consideration on 28 July 2026**

Recommendation
Oversight Committee is requested to consider and approve the obtaining of quotes pertaining to the locomotive nameplate.

1. **Purpose**
   1.1 This report provides recommendations in relation to:
   - Sale valuation for the locomotive nameplate
   - Quotation for creation of a like for like copy of the locomotive nameplate.

2. **Background**
   2.1 Following approval to obtain a quote for an updated valuation of the locomotive nameplate, members are requested to confirm that this is for the sale of the item. Insurance valuations are undertaken periodically to ensure that CTC has acceptable levels of cover for that purpose.
   2.2 Cllr Backhouse has requested that a quote for a like for like copy of the nameplate be obtained, to allow members to consider the sale of the original.

3. **Recommendations**
   3.1 That members consider and approve the obtaining of a quote for a valuation for sale of the item.
   3.2 That members consider and approve the obtaining of a quote for a like for like copy to be made.

4. **Financial Implications**
   4.1. Any financial implications will be presented to members for consideration.

5. **Climate Implications**
   5.1 There are no climate implications.

6. **Conclusion**
   6.1 Following a previous decision (2026/13) of the Oversight Committee meeting held on 12 May 2026, members are requested to clarify the contents of this report, to enable officers to proceed.

A Civility & Respect Pledge Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

YOUTH & COMMUNITY SUPPORT WORKER APPRENTICE

Recruitment Pack - July 2026

CREDITON TOWN COUNCIL

To the applicant

Thank you for your interest in applying for the position of Youth & Community Support Worker Apprentice with Crediton Town Council (CTC).

This recruitment pack has been designed to provide you with more information about the role and us as an organisation.

Please note that we will only consider applications that are submitted using our application form - CVs will not be accepted.

Please apply by email for my attention, to r.avery@crediton.gov.uk by 08.00 on Monday 17th August 2026.

If you would like any further information or wish to discuss the role and our organisation further, please contact Cath Kelly (Lead Youth Worker) on 01363 773717 or c.kelly@crediton.gov.uk.

Rachel Avery

Rachel Avery FSLCC
Town Clerk

About us

Crediton is a thriving market town, situated in Mid Devon. Crediton has 8,070 residents (as at the 2021 census).

Established in 1972, CTC is the most local level of government to the town, working alongside Mid Devon District Council and Devon County Council to deliver public services.
We achieved Quality Gold Status in 2021 and re-applied in 2026 (application pending), proving our commitment to progression, good governance and contribution to the community it serves.

Our town has an amazing network of organisations and groups, who are valued highly by CTC. Many are supported through our annual grant funding.

CTC comprises twelve elected councillors across two wards (Boniface and Lawrence), with elections taking place every four years.

Members are ably supported by a small team of officers who work to fulfil its plans, effectively delivering a range of services, projects and events to the community.

About us

Following the withdrawal of a Devon County Council funded Youth Service in 2007, councillors actively campaigned for the opening of a new youth club in Crediton. CTC created Crediton Youth Service (CYS) in 2021, supporting young people aged 10-18.

In 2022, CTC created an ambitious plan to provide a mixture of centre-based, detached and outreach youth work, following consultation with residents which identified a need for activities for young people, including the opening of a centre-based youth club at Old Landscore School in March 2022.

Throughout 2022 - 2024 CYS delivered a varied programme, with our Youth Club opening on a Wednesday and Thursday after school for years 6, 7 and 8 and in the evening for young people aged 13+. Young people actively participated in programme planning, giving lots of ideas about the types of activities they would like to be at the Youth Club, including arts, crafts, music, indoor and outdoor gardening, sustainability, developing a small outdoor games area, sewing and textiles, cookery and baking, board games, DND, film nights and trips out.

The service was run by our Lead Youth Worker and supporting sessional workers, based at Old Landscore School.

About us

In November 2024, Old Landscore School closed for redevelopment and youth activities were relocated mainly to community settings such as Crediton Library.

CYS launched its Strategic Plan in 2024, which sets out clear objectives for 2024 to 2027. We want to create strong and meaningful networks to enable young people to enjoy their town, thrive during their formative years and become well-rounded, active members of our community.

The Youth Strategic Plan has 4 key objectives:
1)To provide youth activities, projects and opportunities in Crediton
2)To foster and develop increased learning and development opportunities for young people by encouraging and supporting them to contribute, steer initiatives and lead their own youth-led projects
3)To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives
4)To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities.

About us

From September 2026, CYS will be working towards these objectives through the provision of project-based youth work, both weekly and longer term, including increasing our partnership working, continuing our youth council, developing our work on sustainability, and increasing our internship and work experience offer.

About the role

We are looking for a Youth & Community Support Worker Apprentice to help us run an ambitious project-based programme that meets our objectives.

This post will suit an applicant who has experience of working with young people in a youth work setting and is ready to take the next step to becoming a JNC qualified Youth & Community Worker.

Applicants will need to meet all the essential requirements of the post, as well as be able to meet the entry requirements for the BA JNC Youth and Community Work Degree at Plymouth Marjon University.

You will need to be able to work as part of a team, as directed and have excellent communication skills.

This role will include evening and weekend work as most of our youth work take place outside of office hours.

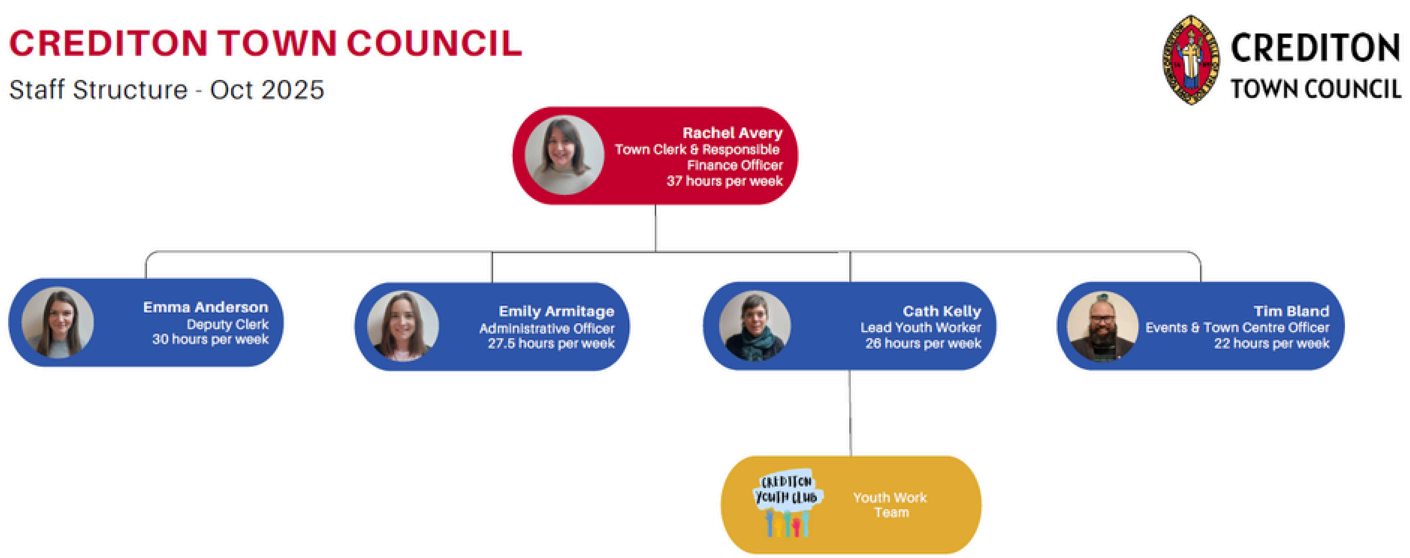
Working for us

You will work as part of a small team and your manager (the Lead Youth Worker) will work alongside you and be available to support you with your youth work delivery.

As an employer, we are committed to developing the skills of our team and ensuring professional and personal growth in the form of continuous development.

You will be required to attend staff meetings. These may focus on problem solving, actions, development or team building, as well as curriculum planning and developing a youth work programme.

CTC's staffing structure is as follows:



Job Description

The main purpose of the role is to assist in the development and delivery of a programme of activities and services for young people aged 10-19 years, as well as working with adults at community events.

The role involves working directly with young people in ways that encourage personal development and consider their needs and aspirations. You will work in our youth provision (currently housed on Wednesdays at Crediton Library) as well as in the local schools, at events and as part of outreach and detached work.

You will:

- Work directly with people in a non-judgmental way
- Relate to and build positive relationships with the young people and community members
- Understand and assess the needs of young people and community members, and then make considered responses to those identified needs
- Collaborate with the youth work team to plan, deliver and then evaluate youth and community work activities based on the NYA Curriculum for Youth Work, and contribute to staff meetings and training programmes as planned
- Support young people's voice, participation and decision making in all aspects of your programme and delivery, and to actively encourage and support young people to be part of CYS and its Youth Council
- Further your own personal learning and professional development, in order to best respond to the needs of young people and community members, by undertaking a Degree Apprenticeship in Youth Work

Job Description (continued)

- Contribute to the team's session recordings
- Work to the policies and procedures of CYS and CTC
- Help promote and market CYS and CTC, as part of outreach work and via our social media platforms
- Help to organise community events and support young people to attend and play an active role in them
- Support fundraising by young people as well as develop skills and contribute to grant applications made by CYS
- Work with the wider CTC team as directed.

Creativity and Innovation

The role requires a high level of listening skills, creativity, and innovation, to best respond to the varied needs of groups and individuals. Ongoing reflection and evaluation with colleagues is a necessity, as well as the ability to respond flexibly and change approach according to the needs of the young people and community members.

Contacts and Relationships

Internal: You will be working in a developing team, which will also include volunteers. At meetings and conferences, contact will be made with other workers.

External: Our work can take place in a wide range of community and school settings and in public areas during events. As needed, you will be in contact with other service providers, elected members, and members of the public. Support and direction will be provided.

Job Description (continued)

Decision Making

You will contribute to team plans and decisions made on work undertaken with young people and community members. These decisions will influence service plans and directly affect the opportunities available to local young people and community members.

Work Environment

You will need to meet deadlines, be flexible, and be available to work evenings and occasional weekends. Youth and Community work, by its nature, is often unplanned as it responds to the life events and changing needs of groups and individuals.

The post holder will need to manage a number of conflicting interests and frequently need to develop skills in multi-tasking and prioritising.

There are some physical demands, such as setting up equipment, or moving furniture.

As part of the key task of building relationships, you will need to be able share appropriate experiences with young people, where able to do so.

Working conditions

You will typically be based at Crediton Library and The Bookery (this is subject to change depending on the needs of the service). You may also be required to make contact or work in:

-parks

-public open spaces and streets

-schools or community premises

-other locations where young people and community groups meet.

Job Description (continued)

Safety at Work

All workers are required to work safely in accordance with CTC's policies and procedures in order to minimise risks of harm, abuse or allegation towards young people, adults or workers.

Crediton Town Council is continually striving to be an inclusive organisation. Equality, diversity and inclusion are threads that run through all our work, and should run through all our relationships with colleagues, stakeholders, partners and all those we work with. We go beyond the approach described by the Equality Act 2010 and choose to take an anti-oppressive approach to our work and how we behave as an organisation.

We encourage applications for this role from all backgrounds in respect of ethnicity, age, disability, gender, sexuality, religion and socio-economic background.

Person Specification

Requirement	Essential	Desirable
Education/Training	GCSE (or equivalent) at C/5 or above for Maths and English Level 3 qualification (A levels or other Level 3 qualification) A commitment to securing a place, on the BA JNC Youth and Community Work Degree at Plymoth Marjon University Level 2 Safeguarding	A confirmed place on the BA JNC Youth and Community Work Degree at Plymouth Marjon University
Skills and knowledge	An understanding of the issues affecting young people both nationally and in Crediton Good written and verbal communication skills Good ICT skills and organisational skills Knowledge of the NYA Curriculum for Youth Work, and demonstrable evidence of delivering curriculm activities for young people Experience of and commitment to promoting the voice and influence of young people	Work with the Youth Work Team to deliver a youth work programme designed to meet the needs of young people Be able to take a lead in developing a youth work programme for youth work sessions
Experience	A minimum of 12 months experience of working with young people in a range of youth work settings eg project based, detached, schools Experience of working in a team in a youth work setting	Experience of supporting young people in volunteering roles eg at community events or as part of Duke of Edinburgh Award
Personal attributes	A flexible and enthusiastic approach Ability to make trusting and supportive relationships with young people Creative and skilful - having ideas and willing to trying new things	Hobbies or interests you might want to share with others eg music, arts, crafts, sports, D&D, games, skateboarding

Selection Process and Interviews

The closing date for applications is 08.00 on Monday 17th August 2026. Late applications after this date will not be considered.

A shortlisting panel comprising of the Town Clerk and Lead Youth Worker will review each application and score it based on how well you met the essential and desirable criteria within this document.

Interviews will be held on Monday 24th August 2026 onwards.

The interview panel will comprise the Town Clerk, Lead Youth Worker and a member of CTC.

General Terms of Employment

You will receive the detailed terms of employment within a written contract, issued to you prior to your start date.

TITLE:
Youth and Community Support Worker Apprentice

SALARY:
£12,480.00 (£15,392 FTE)
Salary will be dependent on age after first year

Three year fixed term contract

HOLIDAY:
23 days, plus bank holidays (pro rata)

HOURS OF WORK:
30 hours per week

PENSION:
You will be enrolled into the Local Government Pension Scheme

PROBATION:
Your appointment will be subject to a satisfactory probationary period of no less than 13 weeks