



To All Credition Town Councillors

You are hereby summoned to attend a **Grants Sub-Committee** meeting, which will be held on **Tuesday 8 September 2026, at 17.00, at Manor Office, 6 North Street, Credition, EX17 2BT.**

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

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

Rachel Avery FSLCC

Town Clerk

Wednesday, 02 September 2026

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

85 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

86 - Public Question Time

To receive questions from members of the public relevant to matters on the agenda (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

87 - Apologies

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

88 - Declarations of Interest and Requests for Dispensations

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

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

89 - 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

90 - Chair's and Clerk's Announcements

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

91 - Grants Sub-Committee Minutes

To approve and sign the minutes of the meeting held on Monday 24 August 2026 as a correct record

92 - Grant Application

To receive and consider a request for emergency funding from 'Welcoming Refugees in Crediton' for £1,500

93 - Community Grants Policy

To receive the Community Grants Policy for recommendation to the Oversight Committee for approval

94 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 10 November 2026**

95 - Reports Pack

Attachments

[2026-08-24 - Grants Sub-Committee - Minutes.pdf](#)

[Welcoming Refugees in Crediton.pdf](#)

[Welcoming Refugees to Crediton Finance.pdf](#)

[Welcoming Refugees in Crediton Feedback.pdf](#)

[Community Grants Policy hux 1 3.docx](#)



Minutes of the Grants Sub-Committee held on Monday, August 24, 2026 at 17:00, at Manor Office, North Street, Credition, EX17 2BT

Present: Cllrs Steve Huxtable, Vix Frisby, Joyce Harris and John Downes

Apologies: Cllr Liz Brookes-Hocking

In Attendance: 2 members of the public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

14 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting, welcomed those present, and members introduced themselves.

15 PUBLIC QUESTION TIME

No substantive questions were raised on agenda matters.

16 APOLOGIES

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

17 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

Cllr Downes declared a personal interest as an employee of Credition Arts Centre.

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

No dispensation requests had been received.

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 GRANTS SUB-COMMITTEE MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on 21 July 2026 were approved as a correct record. (Proposed by Cllr Harris)

21 COMMUNITY GRANTS POLICY

Members considered the revised Community Grants Policy but agreed that further work was needed before any recommendation could be sent onward for approval, particularly following receipt of correspondence from a member of the public containing observations and suggested changes that members felt deserved fuller consideration.

Members discussed:

- the treatment of longer-term grants to partner organisations, noting that these commitments reduce the discretionary budget available and should be addressed more clearly in the policy
- whether the individual who submitted the observations could be invited into the later discussion, with the view that standing orders could be suspended if appropriate and the meeting timed around that person's availability
- the need to agree changes to the policy in time for the Oversight Committee meeting on 15 September, making an early-September sub-committee meeting necessary
- A revised draft would be circulated by the end of the week so members could review the suggested changes in advance of the reconvened meeting.

Decision: It was **agreed** to defer the review of the Grants Policy to a separate meeting on 08 September 2026. (Proposed by Cllr Huxtable)

Task: Cllr Huxtable to prepare and circulate a revised draft of the Community Grants Policy for member review.

22 DATE OF NEXT MEETING

Decision: The next meeting date was **agreed** as 08 September 2026 at 17.00.

23 REPORTS PACK

Signed

Dated.....



CREDITON TOWN COUNCIL

Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

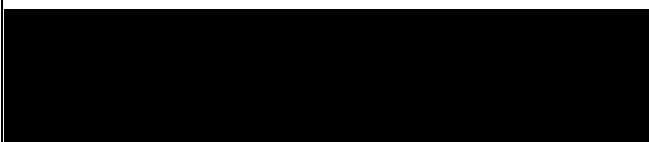
Further information can be found at: www.credition.gov.uk

Name of Organisation	Welcoming Refugees in Credition	
Name of Project or Activity	Credition Refugee Family Welcoming & School Integration Initiative	
What is the delivery time scale of your Project or Activity	Start (09/2026)	Finish (02/2027)
		Upon receipt of funding Finish: Within 6 months of arrival
Amount of funding requested from CTC	£1500	

Contact Details

Name of the person making the application	Eszter Pallos	
Position in organisation	Finance team member	
Email address		
Telephone number		

Organisation details

Address	
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Website	
Social media links	
Description of organisational purpose	- o To raise awareness and understanding of the rights and needs of refugees - o To advocate on their behalf as and when appropriate. - o To welcome refugees in Crediton and help them until they feel settled.
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: [REDACTED] Account No: [REDACTED]

Project Details

1. Briefly outline the project that you have planned
This project provides immediate localized resettlement and educational integration support for a new refugee family (two adults and three teenage children arriving in Crediton directly from Gaza). The requested amount will help cover essential costs to set up their new home in the town (previously occupied for several years by another refugee family) and ensure the children can safely and confidently enter the local school and college system. Funds will be directly spent on school uniforms, essential text materials, school bags, and primary household setup goods, including some furniture, and bedding.
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
The family is arriving directly from a major conflict zone with no personal belongings, financial assets, or household supplies. Local volunteers have secured housing within Crediton, provided by a member of the organization, but immediate funding is critically required to purchase household items, some furniture and importantly school items and school uniforms for the three young people so they can register and integrate without delay.

Lived experience from our volunteer network highlights that rapid school enrolment and a stable home environment are the most vital factors in a displaced child's mental well-being and local integration.

The 3 young people and their mother have had several years of major, devastating upheaval therefore we are aiming to help them transition to a peaceful life in the welcoming community we already support here.

In the past 4.5 years WRiC supported over 50 refugees who arrived from Ukraine and continue to support them and their hosts with the integration to the town's community and life in Britain.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

This initiative directly supports the council's overarching aim to foster a resilient, supportive, inclusive, and healthy local community. By removing the financial barriers to education and basic living needs, the grant ensures that vulnerable new residents are welcomed safely, protected from extreme hardship, and given an equal opportunity to thrive and participate within Crediton's civic life.

Apart from helping the family, the grant and the provided assistance would greatly enhance the profile of the town of Crediton which has already been the case with the BBC coverage of the town supporting the Ukrainian refugees.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

The grant would directly impact 5 new Crediton residents (2 adults, 3 teenagers) by providing them with immediate stability and essential items. Beyond the family, this project benefits the wider Crediton community, including teachers, students, and

neighbours, by demonstrating local solidarity and ensuring a smooth, well-supported transition into local schools. It strengthens the civic fabric and social cohesion of the town.

This funding would act as a baseline that coordinates wider community action. The project would work alongside localized networks like the [Credition Conversation Café](#) at the Congregational Church. By demonstrating formal backing for the family, it encourages local residents to donate additional items, volunteer for conversational English practice, and build community connections.

5. How will your project be financially sustainable in the long term?

While this specific capital grant is a one-off intervention designed to cover immediate, critical setup costs (such as school uniforms and essential household items), the integration framework it establishes is highly sustainable. The school uniforms, books, and household goods purchased are durable assets that will benefit the family for years, preventing recurring emergency requests. The family will be shown how to donate/recycle items they no longer need.

The six-month window provided by this grant gives our volunteer group the vital time needed to help the family register for long-term statutory support, including Universal Credit, Child Benefit, and standard UK housing assistance.

Ongoing social integration, language support, and community care will transition entirely to existing, zero-cost local networks. These include the Credition Conversation Café at the Congregational Church and CISCO.

Any minor, ad-hoc financial needs that arise after this grant is spent will be met through localized community donation drives and established volunteer network contributions, ensuring no further reliance on the Town Council's core grant budget for this specific family.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

The organization has a Safeguarding Policy, a Constitution which outlines what members must or must not do and sets out a strict rule for payments made to assist refugees.

The information is available and provided - we have provided these to *Devon Community Fund* in the past.

Please note that the attached scanned copy of the latest bank statement showing an end-July balance of £1710.54 following some payouts now stands at £276.29.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

There are no other local groups to assist who do anything similar. Welcoming Refugees in Crediton has provided this vital service for almost a decade pulling in volunteers and assisting host families for many refugees. We do, however, link loosely with other groups in Exeter and wider Devon and grouped with Sustainable Crediton when we offered up unused items in the past to the entire community of Crediton.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Success will be measured by the successful procurement of all necessary school uniforms/items, set up of the home for the family	Success will be achieved when the family feels settled	We will monitor school attendance and integration progress over the first six months

How much will your project cost and how will you use the money?

What is the total cost of your project?	£3000
How much funding would you like from CTC?	£1500
Where will the remaining funding come from?	Donations from members and the community

Budget (please complete the following budget for your project or provide a supplementary document)

We do not have any of the below costs being a volunteer organization, however we are going to be able to provide an end of grant summary of items purchased for the family

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			

	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1500
What was the project?	Living costs for refugees, emergency support
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	We are a voluntary organization operating within Crediton town

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group.

We have read and agree to abide by the terms and conditions.

(please click/tick box to agree)

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.

(please click/tick box to agree)

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts

Bank statement or paying-in slip
(to double check bank details)

Constitution

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)	Eszter Pallos
Signature 2 (Chair or senior representative of the organisation)	Gerald Conyngham
Typed entries acceptable for email applications	
Date:	

Please return your completed application form to: Crediton Town Council, 8 North Street,
Crediton, EX17 2BT
Email: e.armitage@crediton.gov.uk

Book keeping: Rolling spreadsheet for period 01/09/2025 to 31/08/2026

Funds brought forward at start of year:		
General	General fund/ donations	£1,043.07
CTC	Crediton Town Council	£1,380.13
	Devon Community	
DCF/W	Foundation "Wellbeing"	£1,821.26
UKF	Ukrainian 'Rings-fenced' fund	£162.78

An exact figure has not yet been requested. Unless it is requested, agreed and paid before 31/8/26 (year end), the above are the draft Year End Figures for 2025/2026

CREDITON TOWN COUNCIL - GRANT TO WELCOMING REFUGEES IN CREDITON

Received:	11/04/2025	£1,500.00
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Expenditure	19/05/2025	General/individual support - Tesco vouchers	£115.20
	21/07/2025	Lloyds a/c charges (CTC share pro rata)	£4.67
	15/09/2025	Activity - refugee families (beach trip)	£28.15
	20/10/2025	Insurance - CTC share	£98.91
	07/11/2025	individual support - shopping vouchers	£240.00
	18/11/2025	Lloyds a/c charges (CTC share pro rata)	£4.25
	16/12/2025	Individual support - dentistry (OK)	£190.00
	17/02/2026	Lloyds a/c charges (CTC share pro rata)	£4.25
	25/02/2026	Half-term football	£47.50
	11/03/2026	Individual support - driving	£200.00
	11/03/2025	Holiday activity - football	£70.00
	19/05/2026	Lloyds a/c charges (CTC share pro rata)	£4.25
	20/07/2026	Lloyds a/c charges (CTC share pro rata)	£4.25
	13/08/2026	Individual support - interpreting (OK)	£50.00
	30/06/2026	Ukrainian Book printing - CTC contribution to cost	£271.41
	20/08/2026	Individual support - CTC contribution to cost of furniture (I/MS)	£167.16

TOTAL SPENT		£1,500.00
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BALANCE REMAINING		£0.00
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Grant Feedback Form

The information provided on this form will be treated as confidential and used for grant assessment purposes only. The Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

►Name of Organisation:

Welcoming Refugees in Credition (WRC)

►Contact Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names ESZTER

Last Name PALLOS

Position in Organisation FINANCE TEAM MEMBER

Address

Postcode

Telephone Number

Email Address

►Amount of Grant received:

£1500

Date Grant received:

11 April 2025

►Please provide feedback of how this grant has been spent, including how the grant has benefited your organisation/group as well as Credition. Please attach any supporting information or visuals.

Please see overleaf



CREDITON TOWN COUNCIL

Manor Office

6 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

The grant awarded by Credition Town Council has been used to support the activities of Welcoming Refugees in Credition, helping refugees and asylum seekers integrate into the local community. Expenditure supported a wide range of wellbeing, community participation and practical support activities throughout the year.

Funding contributed towards:

- Community wellbeing events and activity days.
- Beach and social trips that encouraged community participation and reduced isolation.
- Creative and publishing activities.
- Translation support and advocacy services.
- Dental and practical support for individuals in need.
- Contributions towards accommodation-related costs and essential living support.
- Community events, refreshments and volunteer-led activities that brought local residents and refugees together.

The grant has directly benefited both refugees and the wider Credition community by promoting inclusion, improving wellbeing, strengthening community connections and enabling vulnerable individuals to access support and participate in local activities. The funding has helped WRC continue delivering services that foster a welcoming and cohesive community in Credition.

the rolling accounts show:

- Credition Town Council grant received: **£1,500.00**.
- Credition Town Council fund balance at 31 July 2026: **£497.49**.
- Therefore approximately **£1,002.51** of the grant had been utilised by 31 July 2026 in support of the activities listed above

Supporting evidence can be provided from the certified WRC rolling accounts to 31 July 2026, signed by the Treasurer

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Eszter Pallos

Date 21/08/2026



CREDITON TOWN COUNCIL

Manor Office

6 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Please return this form along with your new application to e.armitage@crediton.gov.uk



Community Grants Policy

1. Introduction

- 1.1 Credition Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations and charities within Credition for the benefit of the town and its residents.
- 1.2 CTC's grant fund comes from taxpayer's funds (the precept) and a key principle of this policy is to ensure that any grant expenditure is clear and transparent.
- 1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative and additional sources of funding in addition to these schemes.
- 1.5 CTC seeks to provide grants which meets at least one of the following outcomes:
 - Provides a new or improves an existing asset or service which benefits a significant number of residents
 - Enhances the profile and/or reputation of Credition
 - Supports CTC in achieving the overarching aims in its Strategic Plan.

2. Grant Schemes

- 2.1 CTC operates two separate grant schemes:
 - The Small Community Grants Scheme is available to organisations applying for a grant of a value of up to £700.00, which are considered on an ongoing basis by the Town Clerk, in conjunction with the Chair and Deputy of the Grants sub-committee as well as any members of the sub-committee
 - The Large Community Grants Scheme is available to organisations applying for a grant of a value up to which are considered annually by the Grants Sub-Committee and Oversight Committee as part of the budget setting process for CTC, as set out in 5.6, and are payable in April of each year.
- 2.2 Applications to the Large Community Grants Scheme are urged to apply early, but applications will be considered on an ad-hoc basis dependent on budgetary constraints.

3. Eligibility

- 3.1 The Grants Schemes are open to:
 - Community groups and organisations
 - Local charities
 - Community Interest Companies.

- 3.2 The above bodies must have a bank account in their own name.
- 3.3 Projects must deliver a benefit to the residents of Crediton.
- 3.4 CTC will not fund:
- Religious organisations (unless for non-religious activities)
 - Core school expenditure
 - Projects with party-political links.
- 3.5 CTC recognises that from time to time, organisations may require more than one grant in a financial year. Organisations are urged to speak to the Town Clerk regarding this. CTC will consider further applications from an organisation, but grants will be awarded on a case-by-case basis, dependent on budgetary constraints.

4. Applications to the Small Community Grants Scheme

- 4.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.
- 4.2 In addition to the application form, the following documentation will be required:
- Confirmation of a bank account and a bank statement dated within 3 months' of the application
 - A copy of the financial statements for the previous year
 - A copy of the organisation's constitution or other governing document.
- 4.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.
- 4.4 Applications will be considered by the Town Clerk, in consultation with the Chair and Deputy Chair of the Grants sub-committee as well as any members of the sub-committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.
- 4.5 The Town Clerk and other(s) as per 4.4 will review, assess and score applications, using the requirements in 1.5, on the following basis:

Criterion	Score	Definition
Achieves outcomes detailed in 1.5 of this policy	Up to 10	A high score (6 and above) indicates that the application meets at least one outcome fully and provides sustainable benefit to the community. A very high score (8 and above) indicates meeting more than one outcome fully.

Value for money	Up to 10	A high score (6 and above) indicates that the application is either collaborative with other organisations or supplemented by other funding sources. Grants awarded must represent cost-effective use of CTC funds.
Strong governance	Up to 10	A high score (6 and above) indicates that the application shows good control structures within its organisation. Strong dependence on one or two individuals does not necessarily represent a sustainable model. If relevant, insurance documents must be in place and CTC may request to view them.
Reflects the strategic aims of CTC	Up to 6	A high score (4 and above) indicates a good fit with the strategic aims of CTC.

An application must score at least 6 points on governance and achieve an overall score of 18 to be awarded a grant.

- 4.6 Small grants are considered on an ongoing basis to the value of one third of the overall annual grants budget, but this allocation may be reviewed by the Oversight Committee throughout the financial year if required
- 4.7 If a small grant is awarded, the applicant will be expected to:
- Use the monitoring form to show how the grant was used
 - Abide by all relevant law and regulations. CTC may ask for copies of policies and procedures
 - Include the grant as specified restricted income/expenditure
 - Use the CTC logo on any promotional material.

5. Applications to the Large Grants Scheme

- 5.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.
- 5.2 In addition to the application form, the following documentation will be required:
- Confirmation of a bank account with at least two signatories, and a bank statement dated within 3 months' of the application
 - A copy of the financial statements for the two previous years
 - A copy of the organisation's constitution or other governing document.
- 5.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.
- 5.4 Applications will be considered by the Grants Sub-Committee, and be approved by the Oversight Committee, using the same review, assess and scoring process as point 4.5.

- 5.5 Some applications may require further consideration, and applicants may be required to attend a meeting to respond to any questions CTC has.
- 5.6 The deadline for applications will be set by the Town Clerk, in line with budget setting for the next financial year. Full details will be detailed on CTC's website.
- 5.7 If a large grant is awarded, the applicant will be expected to:
- Receive the grant from the Mayor in person, and agree to a photograph and press release for the local newspaper, CTC website and social media outlets
 - Use the monitoring form to show how the grant was used
 - Abide by all relevant law and regulations.
 - Provide CTC with copies of policies and procedures if requested
 - Include the grant as specified restricted income/expenditure
 - Use the CTC logo on any promotional material and/or add to the applicants website.

6. Receipt of grant

- 6.1 Successful applicants will be required to sign an agreement in line with the contents of this policy, in advance of receipt of the grant.
- 6.2 Grants will be made within four weeks of receipt of the agreement.
- 6.3 Grants will only be made to the stipulated bank account. No grants will be made to an individual.

7. General

- 7.1 CTC acknowledges that some organisations may experience difficulty in completing the application and all possible assistance will be provided.
- 7.2 If a body receiving a grant from CTC ceases to function, a full reimbursement of grant funding in that financial year will be expected.
- 7.3 CTC will publicise the availability of Community Grants.
- 7.4 CTC will review the budget set for Community Grants on an annual basis.
- 7.5 CTC will review this policy on an annual basis.
- 7.6 Any decision made regarding grants awarded is final, and there is no right to appeal.