



**Minutes of the Grants Sub-Committee meeting held on Tuesday, September 8, 2026 at 17:00,
at Manor Office, North Street, Crediton, EX17 2BT**

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

Apologies: Cllr Liz Brookes-Hocking

In Attendance: One member of the public

Minute Taker: Rachel Avery, Town Clerk
Emily Armitage, Administrative Officer

MINUTES

85 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and welcomed those present.

86 PUBLIC QUESTION TIME

The member of the public in attendance indicated they had queries relating to items on the agenda and the Chair stated this could be accommodated during the relevant discussion, with a suspension of Standing Orders.

87 APOLOGIES

Decision: Apologies from Cllr Brookes-Hocking (holiday) were accepted.
No apology had been received from Cllr Harris.

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

No declarations of personal interest or disclosable pecuniary interests were made.

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

There had been no dispensation requests received.

89 ORDER OF BUSINESS

Cllr Huxtable initially confirmed that there was no need to change the order of business. Later in the meeting, the running order was adjusted to facilitate a longer discussion on the Community Grants Policy.

90 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

91 GRANTS SUB-COMMITTEE MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on Monday 24 August 2026. (Proposed by Cllr Huxtable)

92 GRANT APPLICATION

Members considered the request for emergency funding from *Welcoming Refugees in CREDITON* for £1500.00 and scored the application.

Members reported that the application was difficult to score through the usual framework because it was unusually specific and did not sit neatly within the standard value for money and strategic outcomes assessment model. Even so, the discussion concluded that the purpose of the request, and the reasons given for it, aligned sufficiently with stated aims to justify support.

Decision: It was **resolved** to support the request for £1500.00 from Welcoming Refugees in CREDITON, for recommendation to the Oversight Committee for approval. (Proposed by Cllr Downes)

93 COMMUNITY GRANTS POLICY

This item was taken as item 93

Standing Orders were suspended

Members worked through the draft policy in detail, using both the circulated draft and the member of public's observations.

The following areas of policy were discussed and agreed in principle:

- That a new paragraph 6.4 should be added so that, for each application, CTC records and publishes the organisation, the amount requested, the amount awarded, and a short reason for the funding request
- Wording changes to improve clarity and broaden the policy's ability to accommodate urgent charitable cases. Discussion on paragraph 1.5 concluded that emergency charitable funding should be explicitly recognised, reflecting the type of request considered earlier in the meeting
- The policy and scoring matrix were effectively rewarding the same strategic fit twice. After testing different formulations, members settled on separating the eligibility outcomes from the broader strategic plan to ensure that the scoring criteria would no longer duplicate the same point
- Wording that suggested decisions could be made in conjunction with individual councillors, with concern raised that delegation should sit clearly with an officer rather than an undefined group of members. It was agreed in principle that the Town Clerk would hold delegated authority for grants of up to £700.00, subject to an overall annual cap of 10% of the approved annual grants budgets
- Confirmation that large grants are considered annually as part of budget setting, payable no earlier than April of each year, while still allowing ad hoc consideration where budget constraints permit
- That applicants may receive less than the amount requested if total requests exceed the allocated annual budget and discussed the value of knowing the minimum viable amount for a project when partial awards are being considered. It was agreed in principle that adding a question to the application form so applicants could indicate

how much funding was needed for a project to remain viable, especially where a reduced award would make delivery impossible

- That the policy should acknowledge that some organisations, particularly new groups, may struggle not only with completing the application but also with meeting policy criteria, and that support should therefore be available. The wording around publicity requirements was softened so that recipients may be asked to support publication and photographs, rather than this being framed as a strict condition. The committee also confirmed that references should use a feedback form rather than a monitoring form.

There were other policy areas which were deliberately deferred for later review, including multi-year grants, concentration of funding among strategic partners, and how extraordinary one-off events sitting outside normal allocations should be treated.

At the close of the discussion, Cllr Huxtable thanked the member of public.

Standing orders were reinstated

Decision: The revised Community Grants Policy was **agreed** for recommendation, to the Oversight Committee. (Proposed by Cllr Harris)

Task: Amend policy and grant application form prior to Oversight Committee meeting.
@Emily Armitage

94 DATE OF NEXT MEETING

This item was taken as item 93

The next meeting date was **noted** as Tuesday 10 November 2026.

95 REPORTS PACK

Signed

Dated.....