CREDITON
TOWN COUNCIL

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

To All Crediton 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, Crediton, 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), 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

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

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Minutes of the Grants Sub-Committee held on Monday, August 24, 2026 at 17:00, at Manor Office, North Street, Crediton, 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 Crediton 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……

Welcoming Refugees in Crediton

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**	(from £1500 received on 11.04.25)
DCF/W	**Devon Community Foundation 'Wellbeing"**	**£1,821.26**	(from £4000 received on 21.11.24)
UKF	**Ukrainian 'Ring-fenced' fund**	**£162.78**	(originally donated expressly for Ukrainian support)

INCOME				**EXPENDITURE**					**A/C BALANCE**	**DCF/ W**	**DCF FFM**	**CTC**	**GEN FD**	**UKR FD**
Date	Item type	From	Amount	Date	Item type	Description	To	Amount						
01/09/2025				01-Sep					**£4,407.24**	**£1,821.26**		**£1,380.13**	**£1,043.07**	**£162.78**
				15-Sep	Activity (refugee famil	Beach trip		£28.15	£4,379.09			£1,351.98		
				15-Sep	Gift to Superhost	Flowers		£15.50	£4,363.59				£1,027.57	
				15-Sep	Activity : Finale	Deposit for magic		£50.00	£4,313.59	£1,771.26				
				19-Sep	Lloyds a/c charges	General' share	lloyds	£4.25	£4,309.34				£1,023.32	
				20-Oct	Lloyds a/c charges	DCF share	lloyds	£4.25	£4,305.09	£1,767.01				
				20-Oct	insurance	CTC share	Access underwriting	£98.91	£4,206.18			£1,253.07		
				20-Oct	insurance	DCF share	Access underwriting	£98.91	£4,107.27	£1,668.10				
				07-Nov	indiv support	vouchers		£240.00	£3,867.27			£1,013.07		
				13-Nov	entertainment 15 nov	wellness day		£280.00	£3,587.27	£1,388.10				
				18-Nov	lloyds a/c charges	CTC share	Lloyds	£4.25	£3,583.02			£1,008.82		
				24-Nov	refreshments 15 nov	food		£169.33	£3,413.69	£1,218.77				
				24-Nov	wellness day 15 nov	drumming		£155.00	£3,258.69	£1,063.77				
				24-Nov	wellness day 15 nov	room hire	cong chch	£40.00	£3,218.69	£1,023.77				
				24-Nov	wellness day 15 nov	transport/ parking		£8.50	£3,210.19	£1,015.27				
				24-Nov	wellness day 15 nov	publicity£24.20 + food		£35.66	£3,174.53	£979.61				
				24-Nov	creative writing	7 sessions		£350.00	£2,824.53	£629.61				
				24-Nov	publishing	book by refugees		£100.00	£2,724.53	£529.61				
				24-Nov	wellness day 15 nov	drinks		£88.02	£2,636.51	£441.59				
04-Dec	Food/Fuel Grant	DCF F/F	£2,000.00						£4,636.51		£2,000.00			
				16-Dec	Indiv support	Dentistry [redacted]		£190.00	£4,446.51			£818.82		
				19-Dec	lloyds a/c charges	DCF share	lloyds	£4.25	£4,442.26		£1,995.75			
				19-Jan	creative writing DCF	4x translation		£220.00	£4,222.26	£221.59				
				19-Jan	lloyds a/c charges	General share		£4.25	£4,218.01				£1,019.07	
				03-Feb	indiv support	electricity [redacted]	indiv.	£200.00	£4,018.01		£1,795.75			
				17-Feb	lloyds a/c charges	CTC share	lloyds	£4.25	£4,013.76			£814.57		
				25-Feb	candles for event	General share		£7.99	£4,005.77				£1,011.08	
				25-Feb	half term activity	outing		£34.50	£3,971.27				£976.58	
				25-Feb	half-term football sub	CTC share		£47.50	£3,923.77			£767.07		
26-Feb	supplementary Gra	DCF/F	£1,500.00						£5,423.77		£3,295.75			
				09-Mar	indiv support	DCF/F		£200.00	£5,223.77		£3,095.75			
				11-Mar	indiv support	driving (cash provided)		£200.00	£5,023.77			£567.07		
				11-Mar	hol activity football	CTC		£70.00	£4,953.77			£497.07		
				17-Mar	lloyds a/c charges	DCF/F share	lloyds	£4.25	£4,949.52		£3,091.50			
				02-Apr	indiv support moving	removals DCF/F		£220.00	£4,729.52		£2,871.50			
				20-Apr	lloyds a/c charges	General share	lloyds	£4.25	£4,725.27				£972.33	
				23-Apr	indiv gift	ukraine fund		£18.00	£4,707.27					£144.78
				23-Apr	indiv gift	ukraine fund		£18.98	£4,688.29					£125.80
				01-May	Book illustration [redacted]	DCF W		£100.00	£4,588.29	£121.59				
				13-May	indiv support [redacted]	DCF/F		£900.00	£3,688.29		£1,971.50			
				19-May	lloyds a/c charges	CTC share	lloyds	4.25	£3,684.04			£492.82		
				21-May	indiv support [redacted]	DCF/F		£1,200.00	£2,484.04		£771.50			
				26-May	indiv support [redacted]	DCF/F		£200.00	£2,284.04		£571.50			
				01-Jun-26	household suppDCF/F	10 Tesco vchers		£240.00	£2,044.04		£331.50			
				01-Jun-26	household suppDCF/F	*6 Morrisn vchers*		£145.50	£1,898.54		£0.00		£1,158.33	
				19-Jun-26	lloyds a/c charges	General share	lloyds	£4.25	£1,894.29				£1,154.08	
				30-Jun-26	Book printing (DCF/W	*(with £271.41 from CTC)*	Hedgerow Printing	£393.00	£1,501.29	£0.00		£221.41		
07-Jul-26	Book donations	**cash via C**	£275.00						£1,776.29				£1,429.08	
				07-Jul-26	wine for book launch	*Ukraine R/F fund*		£61.50	£1,714.79					£64.30
				20-Jul-26	lloyds a/c charges	CTC share	lloyds	£4.25	£1,710.54			£217.16		
				13-Aug-26	Interpreting support	*Fo[redacted]*		£50.00	£1,660.54			£167.16		
				18-Aug-26	lloyds a/c charges	General share	lloyds	£4.25	£1,656.29				£1,424.83	
18/08/2026	Donation	Anon	£120.00						£1,776.29				£1,544.83	
				20-Aug-26	Individ support furnitu	(with £167.16 from CTC)		£1,500.00	£276.29			£0.00	£211.99	
21/08/2026	Refreshments 6/7/2	cash	£37.35						£313.64				£249.34	
				22-Aug-26	Individ support [redacted]	GP support letter	For [redacted]	£30.00	£283.64				£219.34	
				26-Aug-26	Interpreting support	*For [redacted]*		£25.00	£258.64				£194.34	
	Total Income		**£3,932.35**				**Total Expenditure**	**£8,080.95**		**£1,821.26**	**£3,500.00**	**£1,380.13**	**£1,281.08**	**£98.48**
						See Note below	**Closing balance at Bank**		**£258.64**						
							Funds C/Fwd		**£258.64**	**£0.00**	**£0.00**	**£0.00**	**£194.34**	**£64.30**

Note: A contribution may be made towards the cost of the Ukrainian Independence Day party.

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**

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 [redacted]	£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 [redacted]	£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 [redacted]	£167.16

TOTAL SPENT		**£1,500.00**

BALANCE REMAINING		**£0.00**

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Community Grants Policy

1. Introduction

1.1 Crediton Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations and charities within Crediton 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 Crediton
- 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.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD