



To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, October 20, 2026, at 19:00, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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

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

Rachel Avery FSLCC

Town Clerk

Thursday, 15 October 2026

Please note that:

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

AGENDA

2026/074 - Public Question Time

To receive questions from members of the public relevant to the work of the council (CTC's adopted Standing Orders 3d, 3e and 3f; a maximum period of 3 minutes will be permitted for any person wishing to ask up to three questions, with a maximum of 6 minutes being allowed for this item) (due to the time limit on this meeting, public question time has been reduced for this meeting only)

2026/075 - Apologies

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

2026/076 - Declarations of Interest and Requests for Dispensations

2026/076.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2026/076.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2026/077 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

2026/078 - Chair's and Clerk's Announcements

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

2026/079 - Town Council Minutes

To approve and sign the minutes of the meeting held on **15 September 2026**, as a correct record (minutes will be issued with the agenda)

2026/080 - Town Clerk Training

Following recommendation from the HR Committee, to consider the report on training for the Town Clerk and to consider the recommendations therein

2026/081 - Manor Office

2026/081.1 - To receive and note the Town Clerk's report regarding the tender process for internal works at Manor Office

2026/081.2 - To undertake scoring of tenders for internal works at Manor Office

2026/081.3 - To appoint a contractor for internal works at Manor Office

2026/082 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 17 November 2026**

2026/083 - Part II

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

2026/084 - Old Landscore School

To receive the Town Clerk's confidential report regarding Old Landscore School and to consider and agree the recommendations therein

2026/085 - Reports Pack

Attachments – for internal use

[2026-09-15 - Full Council - Minutes.pdf](#)

[Town Clerk Training Report.docx](#)

[2026-01-29 - HR Committee - Minutes.pdf](#)

[Manor Office Tender Report.docx](#)



**Minutes of the Full Council meeting held on Tuesday, September 15, 2026 at 18:00, at
Credition Library, Belle Parade, Credition, EX17 2AA**

Present:	Cllrs Liz Brookes-Hocking, John Downes, Joyce Harris, Jim Cairney, Paul Perriman, Natalia Letch, Tim Stanford and Rachel Backhouse
Apologies:	Cllrs Steve Huxtable, Guy Cochran and Giles Fawssett
Absent:	Cllr Frisby
In Attendance:	Three members of the public
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2026/062 WELCOME AND INTRODUCTION

Cllr Brookes-Hocking opened the meeting and members introduced themselves by name and ward representation before the meeting moved to formal business.

2026/063 PUBLIC QUESTION TIME

Public question time was taken under the reduced time allowance for this meeting. Members of the public made the following comments:

- A member of the public questioned an unadvertised meeting held in the White Room and asked on what legal basis councillors could meet without public notice. Cllr Brookes-Hocking stated that councillors may meet informally in different combinations for planning and discussion, stating that this had happened routinely over the last 30 years. She distinguished those informal discussions from formal council meetings, which are publicly advertised
- A further member of the public challenged the way they had been addressed. No further substantive question was pursued.

2026/064 APOLOGIES

Decision: Apologies from Cllrs Huxtable (holiday), Cochran (other meeting), and Fawssett (personal) were accepted.

2026/065 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2026/065.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No personal interests or disclosable pecuniary interests were declared in respect of items on the agenda.

2026/065.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests had been received.

2026/066 ORDER OF BUSINESS

There were no changes to the order of business.

2026/067 CHAIR'S AND CLERK'S ANNOUNCEMENTS

No announcements were made by either the Chair or the Town Clerk.

2026/068 TOWN COUNCIL MINUTES

Decision: It was **resolved** to **approve** the minutes of the Full Council meeting held on Tuesday 07 July 2026. (Proposed by Cllr Cairney)

2026/069 POLICIES (MOTION FROM CLLR HUXTABLE)

2026/069.1 TO REVIEW, ASSESS AND ADOPT THE FOLLOWING REVISED POLICIES:

Members received the Town Clerk's report and associated amended documentation regarding the adoption of revised Standing Orders, Financial Regulations, the Scheme of Delegation, and Terms of Reference for immediate operational use. Cllr Brookes-Hocking emphasised that the changes were intended as a short-term governance arrangement to ensure that the council continues to function lawfully, with a more detailed review to follow.

Following review of all documentations and the following amendments at the meeting:

- numbering and track-change formatting would be tidied after approval and confirmed that these issues did not alter the substance
- Financial Regulation 1.1 and 18 were clarified about removal of Oversight Committee, namely that the relevant body could recommend changes to Full Council for consideration
- reference to working groups had been removed for clarity from the Scheme of Delegation and said that spending authority would be aligned explicitly with the already adopted Financial Regulations
- Quorum for the Emergency Committee be 3 rather than 2 and wording would be made clearer that the committee would only act with full powers in a sudden local or national disaster, and only where relevant to that emergency.

Decision: It was **resolved** to adopt the revised Standing Orders. (Proposed by Cllr Harris, Cllr Backhouse abstained)

Decision: It was **resolved** to adopt the revised Financial Regulation. (Proposed by Cllr Harris, Cllr Backhouse abstained)

Decision: It was **resolved** to adopt the revised Scheme of Delegation. (Proposed by Cllr Harris)

Decision: It was **resolved** to adopt the revised Terms of Reference. (Proposed by Cllr Harris)

2026/069.2 TO CREATE A WORKING GROUP TO DETERMINE AMENDMENTS REQUIRED, FOR ADOPTION BY FULL COUNCIL NO LATER THAN 17 NOVEMBER 2026

Decision: It was **resolved** to create a working group to review the policy documents and bring amendment recommendations back to Full Council by 17 November 2026. (Proposed by Cllr Backhouse)

Decision: It was **resolved** to appoint Cllrs Backhouse, Brookes-Hocking, Huxtable and Stanford to the working group. (Proposed by Cllr Brookes-Hocking)

Task: Review the policy documents in detail and prepare amendment recommendations for Full Council by 17 November 2026.

2026/070 APPROVAL OF DECISIONS FOLLOWING INCORRECT APPROVAL OF SCHEME OF DELEGATION

Members considered the Town Clerk's report.

Decision: It was resolved to approve and ratify the decisions highlighted in the report, affected by the earlier incorrect approval of the Scheme of Delegation. (Proposed by Cllr Harris, Cllr Backhouse voted against)

2026/071 PADDLING POOL

Decision: It was **resolved** to delegate authority to the Community Committee to approve:

- which option the council wishes to proceed with, with regards to the future of water play in Newcombes Meadow
- agree whether the chosen option will include the provision of a toilet block (subject to MDDC's investigation of restricted covenants)
- consider entering negotiations with MDDC regarding the future safeguarding of the asset to potentially include ongoing responsibility for day-to-day maintenance.

(Proposed by Cllr Harris)

2026/072 DATE OF NEXT MEETING

The next meeting date was **noted** as Tuesday 17 November 2026.

2026/073 REPORTS PACK

Signed

Dated.....



CREDITON TOWN COUNCIL

Town Clerk Training Report

Report by: Town Clerk
To: HR Committee – represented to Full Council on 20 October 2026
Date: For consideration on 29 January 2026 – represented to Full Council on 20 October 2026

Recommendation

Full Council is requested to consider and approve, as a recommendation to Full Council, to support the Town Clerk's ongoing training.

1. Purpose

- 1.1 This report provides a recommendation to consider financial support to the Town Clerk's ongoing education and training, in a master's degree (Public Leadership) (MAPL).

2. Background

- 2.1 Crediton Town Council (CTC) supported the Town Clerk with study fees to undertake the BA(Hons) in Community Governance.
- 2.2 The Town Clerk has enrolled on the MAPL, which is tailored specifically for local council leadership.
- 2.3 The course information is available, however a precis of the course is provided below:

The MAPL programme is designed specifically for senior officers of parish, town and community councils and those working in local governance environments (Elephant Guide, p.15). This ensures that all learning is directly applicable to the functions of a Town Council.

The programme's stated aims include:

- strengthening local governance
- improving organisational leadership
- developing skills for community engagement
- supporting innovation in public service delivery
- enhancing the quality of life in local communities (Elephant Guide, p.3).

These outcomes align with the statutory duties and strategic objectives of all town and parish councils.

The programme teaches students to critically evaluate theories of leadership, governance, policy and service design, enabling the Clerk to bring academically-supported solutions to complex local issues (Elephant Guide, p.15–16).

Modules such as Designing Public Services and Collaborative Innovation provide the Clerk with tools to:

- redesign services
- evaluate delivery models
- lead partnerships
- implement improvements that create public value (Elephant Guide, p.21–22).

This enhances efficiency, resilience and local impact.

The Empowering Communities module focuses on:

- inclusive engagement
- co-production of services
- working with diverse communities

- reducing inequalities and increasing participation (Elephant Guide, p.19).

These skills directly contribute to better consultation outcomes, stronger community relationships and more responsive local governance.

3. Proposals

- 3.1 That Full Council considers the financial support of the Town Clerk undertaking this course.
- 3.2 It is for Full Council to consider its level of support.

4. Financial Implications

- 4.1. The cost of the course is £7,300.00 (over two years).
- 4.2. This expenditure would require Full Council approval and the use of General Reserves.
- 4.3. The Town Clerk would receive no leave from work to attend study sessions (either online or in person) or to study but can use annual leave. No expenses for attending would be requested.

5. Climate Implications

- 5.1 There are no climate implications.

6. Conclusion

- 6.1 Full Council is requested to consider the contents of this report.



Minutes of the HR Committee held on Thursday, January 29, 2026 at 13:00 in the Manor Office, 6 North Street, Credition.

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable, Rachel Backhouse and Vix Frisby

Apologies: Cllr Paul Perriman

Minute Taker: Rachel Avery, Town Clerk

MINUTES

29 INTRODUCTIONS

Cllr Brookes-Hocking welcomed those in attendance and members introduced themselves.

30 PUBLIC QUESTION TIME

There were no members of the public present.

31 APOLOGIES FOR ABSENCE

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

32 DECLARATIONS OF INTEREST

32.1 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 received.

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

No dispensation requests were received prior to the meeting.

33 CHAIRS AND CLERKS ANNOUNCEMENTS

There were no announcements.

34 HR COMMITTEE MINUTES

Decision: It was resolved to approve the minutes of the HR Committee meeting held on Tuesday, 02 September 2025. (Proposed by Cllr Backhouse)

35 STAFF APPRAISALS

The discussion on staff appraisals highlighted the need for conducting appraisals, with the Town Clerk being the line manager for all staff. Cllr Brookes Hocking expressed interest in sitting in on the appraisals to hear directly from the staff about their progress and concerns. The committee acknowledged the importance of staff feeling heard and suggested giving staff the option to choose which two committee members they felt comfortable speaking with, and offering that as an option.

Decision: It was **resolved** that the Town Clerk would undertake appraisals as per the usual format, with staff members being offered a meeting with two members of the HR Committee of their choice. (Proposed by Cllr Frisby)

36 TOWN CLERK APPRAISAL

Items 36.1 and 36.2 were taken together

The committee discussed setting a date for the Town Clerk's appraisal, noting that the last appraisal was conducted approximately 18 months ago.

The concept of a 360-degree appraisal was introduced, which involves gathering anonymised feedback from councillors, staff, and external stakeholders. The committee considered the benefits and potential challenges of this approach, including the need for agreed questions and sufficient time for responses. The committee agreed on a timeline for drafting questions, collecting feedback, and conducting the appraisal:

- Cllr Brookes-Hocking to draft questions and circulate to members of the HR Committee by Friday 06 February for review
- Members to send any amendments to Cllr Brookes-Hocking by Wednesday 11 February
- Amended questions to be re-sent by Cllr Brookes-Hocking by Friday 13 February
- Questions to be sent to members of staff and councillors on Monday 16 February, with deadline for responses being Wednesday 25 February
- Collation of responses in preparation for appraisal on Thursday 12 March.

Decision: It was **resolved** to **approve** the timeline. (Proposed by Cllr Huxtable)

Decision: It was **resolved** that the Chair of both the Council and HR would undertake the appraisal. (Proposed by Cllr Brookes-Hocking)

37 TASK TICKET SYSTEM

The committee reviewed a proposal for implementing a task ticket system to improve task tracking and communication. The system aims to streamline the management of tasks, especially those involving multiple steps and third-party involvement. The proposal included a trial period of six months to evaluate the system's effectiveness. The committee discussed the potential benefits of the system, including better communication with the public and more efficient task delegation. The discussion also touched on the current use of similar systems, such as Decisions and Planner, and the importance of ensuring councillors can contribute to the system without overwhelming staff. The committee agreed to further explore the implementation details and potential access levels for councillors and staff, with a view to utilising Planner, including adding to the website for public information on outstanding issues.

Decision: It was **resolved** that the Town Clerk would review the use of Planner and incorporate its use into day-to-day management and ensuring staff use it effectively. (Proposed by Cllr Huxtable)

Decision: It was **resolved** that the use of Planner would be trialled for six months. (Proposed by Cllr Backhouse)

38 TOWN CLERK TRAINING

Cllrs Backhouse and Frisby expressed concerns about the relevance of the course to the Town Clerk's current role and the appropriateness of using council funds for an academic course. Some felt that the skills covered by the course might not be immediately applicable. Cllr Huxtable stated that the course covers elements such as leading change, empowering

communities, collaborative innovation, and designing public service and policy into practice, which are relevant to the changing role of both the Town Clerk and the council.

Cllr Huxtable proposed funding 50% of the course cost at the end of the first year, contingent on the Town Clerk's continued employment with the council, and the remaining 50% at the end of the second year. He proposed that an increased contribution could be offered, based on tangible results linked to monitoring achievements through the appraisal process. He also proposed granting the Town Clerk study leave for one of the three required trips for the course.

There was also a discussion about the legalities of tying the Town Clerk into a contract that would require her to repay the course fees if she left the council before completing the course.

It was noted that should half of the fees be agreed, the decision would not require ratification by Full Council, in line with Financial Regulations. Concerns that this item would not receive further consideration by the wider council were raised.

Cllr Huxtable withdrew the proposal, agreeing that it should be considered at a full council meeting.

Decision: It was agreed that this agenda item would be considered by Full Council on 17 February 2026.

39 NEXT MEETING DATE

The committee confirmed the next meeting date as Thursday, 09 April at 9:00.

Signed

Dated.....



CREDITON TOWN COUNCIL

Manor Office Internal Work Report

Report by: Town Clerk
To: Full Council
Date: 20 October 2026

Recommendation

Full Council is requested to consider all tenders received for internal work at Manor Office, and appoint an approved contractor.

1. Purpose

1.1 This report provides brief details of contractors submissions for the internal works at Manor Office.

2. Background

2.1 Following the competitive tendering process undertaken for works to the Manor Office building in accordance with CTC's Financial Regulations, specifically Financial Regulation 5.5, four applications have been received.

2.2 Members have been requested to score all tenders prior to the meeting, where possible.

3. Recommendations

3.1 That members score tenders during the meeting, if necessary.

3.2 That Full Council approves a preferred contractor.

3.3 That delegated authority be given to the Town Clerk to inform contractor and undertake any necessary work to commence building work.

4. Financial Implications

4.1 The table below highlights the financial implications and confirmation of documentation received:

	Contractor A	Contractor B	Contractor C	Contractor D	Contractor E
Pricing					
Completed Form	Yes	No	Yes	Yes	Yes
Breakdown cost plan	Yes	No	Yes	Yes	Yes
Provisional sums where applicable	£0	£11,000	£8,500	£0	£6,145
Schedule of rates for variations	No	No	No	Yes	No
Technical Submission					
Heritage working methodology	No	Yes	Yes	Yes	No
Relevant project experience	Yes	Yes	Yes	Yes	No
Compliance Information					
Insurance certificates	Yes	Yes	Yes	Yes	Yes
Health & Safety Policy	Yes	Yes	Yes	Yes	Yes
Environmental Policy	No	Yes	No	Yes	No
References	Yes	Yes	Yes	Yes	No
Price quoted:	£37,225.21	£61,722.40	£53,490.00	£54,489.30	£33,334.62
(any additional provisions)		Included	£8,500.00		£6,145.00
	£37,225.21	£61,722.40	£61,990.00	£54,489.30	£39,479.62

5. Climate Implications

5.1 Climate implications are considered, to a degree, as part of the scoring process.

6. **Conclusion**

- 6.1 Full Council is requested to approve the recommendations in this report, to support the ongoing work required in relation to works at Manor Office.