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 meeting of Full Council, which will be held on Tuesday, October 27, 2026, on the rising of the Oversight Committee meeting, at The White Room Creative Space, Crediton, EX17 1DN.

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, 22 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), 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

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

66 - 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)

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

68 - Declarations of Interest and Request for Dispensations

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

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

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

70 - 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

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

72 - Oversight Committee 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)

73 - Finance

73.1 - To receive and approve bank transactions between 01 September 2026 and 30 September 2026

73.2 - To receive and approve the bank reconciliation to 30 September 2026

73.3 - To note bank account balances to 30 September 2026

73.4 - To note Youth finances to 30 September 2026

73.5 - To note Year to Date budget to 30 September 2026

73.6 - To note Earmarked Reserves balances to 30 September 2026

74 - Schedule of Regular Payments 2026/27
To receive and approve the Schedule of Regular Payments

75 - S106 funds
To receive the report by Cllr Backhouse and to consider the proposals therein

76 - Review and Adoption of Policies

76.1 - To review and adopt the following policies
AI Usage
Anti-fraud and Corruption
Code of Conduct

76.2 - To receive the Lead Youth Workers report regarding the Safeguarding and Child Protection report and associated policy, and to approve the recommendation therein

77 - Town Square
To receive a verbal report from the Town Clerk regarding the transfer of the Town Square

78 - Community Bulletin
To receive the Town Clerk's report regarding the Community Bulletin and to approve the recommendations therein

79 - Pensions
To receive a verbal report from Cllr Backhouse regarding pensions

80 - Laptop purchase
To receive the Town Clerk's report regarding laptop purchases, and to consider the recommendations therein

81 - CTC Grants

81.1 - To approve the draft Community Grants Policy, as recommended by the Grants Sub-Committee

81.2 - To approve the Small Grants Application Form

81.3 - To approve the Large Grants Application Form

82 - Town Survey

To receive a verbal update from Cllr Brookes-Hocking, and to consider and approve any proposals brought forward by the Task and Finish Group

83 - Date of next meeting

To note that the date of the next meeting will be Tuesday 8 December 2026

84 - Reports Pack

Attachments

AI 72 - 2026-09-15 - Oversight Committee - Minutes.pdf
Bank transactions 01 - 30 Sept 2026.pdf
Bank reconciliation as at 30 Sept 2026.pdf
Bank account balances as at 30 Sept 2026.PDF
Youth finances as at 30 Sept 2026.pdf
Y2D Budget 26-27.pdf
EMR levels as at 30 Sept 2026.pdf
Schedule of Regular Payments 26-27.pdf
Potential funding report RB.docx
AI Usage Policy.docx
Anti-Fraud _ Corruption Strategy.doc
LGA Code of Conduct Oct 2026.docx
Safeguarding Policy report.docx
Safeguarding and Child Protection Policy.docx
Community Bulletin.docx
Replacement laptops.docx
Quote KQ1000425.pdf
Community Grants Policy NEW 2026 with changes Sept meeting.docx
Small Application form 2027-2028.docx
Large Application form 2027-2028.docx

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Minutes of the Oversight Committee meeting held on Tuesday, September 15, 2026 at Crediton Library, Belle Parade, Crediton, EX17 2AA

Present: Cllrs Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, Joyce Harris, and John Downes

Apologies: Cllrs Huxtable and Frisby

In Attendance: Two members of the public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

48 WELCOME AND INTRODUCTION
Cllr Backhouse opened the meeting and members introduced themselves.

49 PUBLIC QUESTION TIME
There were no questions raised.

50 APOLOGIES
Decision: Apologies from Cllrs Huxtable (holiday) and Frisby (personal) were accepted. (Proposed by Cllr Backhouse)

51 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

51.1 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.

51.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)
No dispensation requests had been received.

52 CLIMATE EMERGENCY
The committee **noted** that decisions would continue to be taken with the climate emergency at the forefront of policy and decision-making.

53 ORDER OF BUSINESS
There were no changes to the order of business.

54 CHAIR'S AND CLERK'S ANNOUNCEMENTS
No announcements were made by either the Chair or the Town Clerk.

55 OVERSIGHT COMMITTEE MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on Tuesday 28 July 2026. (Proposed by Cllr Harris)

56 FINANCE

56.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JULY AND 31 AUGUST 2026

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

56.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 AUGUST 2026

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

56.3 TO NOTE BANK ACCOUNT BALANCES TO 31 AUGUST 2026

Bank account balances to 31 August 2026 were **noted**.

56.4 TO NOTE YOUTH FINANCES TO 31 AUGUST 2026

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

56.5 TO NOTE YEAR TO DATE BUDGET TO 31 AUGUST 2026

The year-to-date budget to 31 August 2026 was **noted**.

56.6 TO NOTE EARMARKED RESERVES BALANCES TO 31 AUGUST 2026

This item was not taken by the Chair and would be re-presented at the next meeting of the Oversight Committee.

57 REVIEW AND ADOPTION OF POLICIES

Decision: It was **resolved** that **c**onsideration of the policies under this item would be deferred to the next Oversight Committee meeting. (Proposed by Cllr Backhouse)

58 GRANT APPLICATION

Members considered the Administrative Officer's report on a £1500.00 grant application for Welcoming Refugees in Crediton and gave the matter clear support.
Cllr Downes highlighted a broader issue in the grants process, arguing that the allocation policy should distinguish more clearly between partnership organisations, expected applications submitted within the normal timetable, and applications that arrive outside that cycle. Cllr Backhouse noted that the Grants Sub-Committee had recently reviewed the policy.

Decision: It was **resolved** to **approve** the grant application for £1500.00 for Welcoming Refugees in Crediton. (Proposed by Cllr Brookes-Hocking)

59 INVESTMENT AND PENSION FUND COMMITTEE LETTER

The Town Clerk read the email in full to those present, which was **noted** by members:

A quick update. As you may imagine this has been front of mind for us for some time, and the transition to LPPI has made this all the more important in terms of how we represent members' interests.
We will be meeting with LPPI in London in early October and hope to have some real clarity then.

LPPI stands for Local Pensions Partnership Investments Ltd.

60 TOWN SQUARE
Members **received** and **noted** the contents of the Town Clerk's report.

61 DATE OF NEXT MEETING
Members **noted** that the next meeting would be held on Tuesday 27 October 2026. The meeting's location was **noted** as The White Rooms Creative Space.

62 PART II
Decision: It was **resolved** to exclude the public and press for Part II under section 1 subsection 2 of the Public Bodies Admission to Meetings Act 1960. (Proposed by Cllr Backhouse)

63 YOUTH AND COMMUNITY WORKER APPRENTICE
Members **received** and **noted** the contents of the Town Clerk's confidential report.

64 REPORTS PACK

Signed ……

Dated……

Receipts for Month 6 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**174,361.07**					**174,361.07**	
	Banked **04/09/2026**	**80.85**						
#55	Allotment Barnfield	38.53			1150	160	35.28	B5B Rent 26/27
					1170	180	3.25	B5B BAA 26/27
#56	Allotment Barnfield	42.32			1150	160	38.75	B3 Rent 26/27
					1170	180	3.57	B3 BAA 26/27
	Banked **07/09/2026**	**136.58**						
#57	Allotment Barnfield	21.33			1150	160	19.53	B5C Rent 26/27
					1170	180	1.80	B5C BAA 26/27
#58	Allotment Moffats	24.08			1150	170	22.05	M5 Rent 26/27
					1170	180	2.03	M5 BAA 26/27
#59	Allotment Moffats	24.08			1150	170	22.05	M6 Rent 26/27
					1170	180	2.03	M6 BAA 26/27
#60	Allotment Barnfield	25.12			1150	160	23.00	B5D Rent 26/27
					1170	180	2.12	B5D BAA 26/27
#61	Allotment Barnfield	41.97			1150	160	38.43	B4C Rent 26/27
					1170	180	3.54	B4C BAA 26/27
	Banked **08/09/2026**	**278.34**						
#62	Youth Club (YW)	10.00			1240	410	10.00	Youth donation
#63	Allotment Barnfield	27.52			1150	160	25.20	B7C Rent 26/27
					1170	180	2.32	B7C BAA 26/27
#64	Allotment Barnfield	43.01			1150	160	39.38	B10 Rent 26/27
					1170	180	3.63	B10 BAA 26/27
#65	Allotment Barnfield	59.17			1150	160	54.18	B1 Rent 26/27
					1170	180	4.99	B1 BAA 26/27
#66	Allotment Barnfield	61.92			1150	160	56.70	B9 Rent 26/27
					1170	180	5.22	B9 BAA 26/27
#67	Allotment Barnfield	76.72			1150	160	38.75	B14A Rent 26/27
					1170	180	3.57	B14A BAA 26/27
					1150	160	31.50	B14C Rent 26/27
					1170	180	2.90	B14C BAA 26/27
	Banked **09/09/2026**	**157.91**						
#68	Allotment Barnfield	27.87			1150	160	25.52	B5 Rent 26/27
					1170	180	2.35	B5 BAA 26/27
#69	Allotment Barnfield	35.78			1150	160	32.76	B6B Rent 26/27
					1170	180	3.02	B6B BAA 26/27
#70	Allotment Barnfield	43.34			1150	160	39.69	B12A Rent 26/27
					1170	180	3.65	B12A BAA 26/27
#71	Allotment Barnfield	50.92			1150	160	24.26	B12E Rent 26/27
					1170	180	2.23	B12E BAA 26/27
					1150	160	22.37	B12C Rent 26/27
					1170	180	2.06	B12C BAA 26/27
	Banked **10/09/2026**	**61.78**						
#72	Youth Club (YW)	15.00			1240	410	15.00	Youth donation
#73	Allotment Moffats	46.78			1150	170	42.84	M3 Rent 26/27
					1170	180	3.94	M3 BAA 26/27
	Banked **11/09/2026**	**53.33**						

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Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#74	Allotment Barnfield	21.33			1150	160	19.53	B2C Rent 26/27
					1170	180	1.80	B2C BAA 26/27
#75	Allotment Barnfield	32.00			1150	160	29.30	B2E Rent 26/27
					1170	180	2.70	B2E BAA 26/27
	Banked **14/09/2026**	**1,348.98**						
#76	Youth Club (YW)	10.00			1240	410	10.00	Youth donation
#77	Allotment Barnfield	28.90			1150	160	26.46	B2A Rent 26/27
					1170	180	2.44	B2A BAA 26/27
#78	Allotment Barnfield	41.28			1150	160	37.80	B6C Rent 26/27
					1170	180	3.48	B6C BAA 26/27
#79	Allotment Barnfield	68.80			1150	160	63.00	B10A Rent 26/27
					1170	180	5.80	B10A BAA 26/27
#80	Ashgrove Kitchens	1,200.00		200.00	1295	450	1,000.00	CFF sponsorship
	Banked **15/09/2026**	**66.06**						
#81	Allotment Barnfield	29.93			1150	160	27.41	B11B Rent 26/27
					1170	180	2.52	B11B BAA 26/27
#82	Allotment Barnfield	36.13			1150	160	33.08	B3C Rent 26/27
					1170	180	3.05	B3C BAA 26/27
	Banked **16/09/2026**	**51.60**						
#83	Allotment Barnfield	17.20			1150	160	15.75	B2B Rent 26/27
					1170	180	1.45	B2B BAA 26/27
#84	Allotment Barnfield	34.40			1150	160	31.50	B2 Rent 26/27
					1170	180	2.90	B2 BAA 26/27
	Banked **18/09/2026**	**72.59**						
#85	Allotment Barnfield	32.69			1150	160	29.93	B9B Rent 26/27
					1170	180	2.76	B9B BAA 26/27
#86	Allotment Barnfield	39.90			1150	160	36.54	B1A Rent 26/27
					1170	180	3.36	B1A BAA 26/27
	Banked **21/09/2026**	**135.21**						
#87	Allotment Barnfield	39.22			1150	160	35.91	B13A Rent 26/27
					1170	180	3.31	B13A BAA 26/27
#88	Allotment Exhibition	43.01			1150	150	39.38	E5B Rent 26/27
					1170	180	3.63	E5B BAA 26/27
#89	Allotment Exhibition	52.98			1150	150	48.51	E3A Rent 26/27
					1170	180	4.47	E3A BAA 26/27
	Banked **22/09/2026**	**170.99**						
#90	Allotment Exhibition	14.80			1150	150	13.55	E14B Rent 26/27
					1170	180	1.25	E14B BAA 26/27
#91	Allotment Exhibition	17.89			1150	150	16.38	E13 Rent 26/27
					1170	180	1.51	E13 BAA 26/27
#92	Allotment Exhibition	38.53			1150	150	35.28	E6D Rent 26/27
					1170	180	3.25	E6D BAA 26/27
#93	Allotment Moffats	42.32			1150	170	38.75	M2 Rent 26/27
					1170	180	3.57	M2 BAA 26/27

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Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#94	Allotment Exhibition	57.45			1150	150	52.61	E12A Rent 26/27
					1170	180	4.84	E12A BAA 26/27
	Banked **22/09/2026**	**317.06**						
#95	Allotment Exhibition	20.99			1150	150	19.22	E26A Rent 26/27
					1170	180	1.77	E26A BAA 26/27
#96	Allotment Exhibition	22.02			1150	150	20.16	E9A Rent 26/27
					1170	180	1.86	E9A BAA 26/27
#97	Allotment Exhibition	26.00			1150	150	23.63	E21A Rent 26/27
					1170	180	2.37	E21A BAA 26/27
#98	Allotment Exhibition	31.65			1150	150	28.98	E6B Rent 26/27
					1170	180	2.67	E6B BAA 26/27
#99	Allotment Moffats	31.65			1150	170	28.98	M1 Rent 26/27
					1170	180	2.67	M1 BAA 26/27
#100	Allotment Barnfield	35.78			1150	160	32.76	B4 Rent 26/27
					1170	180	3.02	B4 BAA 26/27
#101	Allotment Exhibition	36.81			1150	150	33.71	E4 Rent 26/27
					1170	180	3.10	E4 BAA 26/27
#102	Allotment Exhibition	42.32			1150	150	38.75	E24 Rent 26/27
					1170	180	3.57	E24 BAA 26/27
#103	Allotment Exhibition	69.84			1150	150	36.23	E17A Rent 26/27
					1170	180	3.34	E17A BAA 26/27
					1150	150	27.72	E27 Rent 26/27
					1170	180	2.55	E27 BAA 26/27
	Banked **24/09/2026**	**184.74**						
#104	Allotment Exhibition	14.11			1150	150	12.92	E19C Rent 26/27
					1170	180	1.19	E19C BAA 26/27
#105	Allotment Exhibition	17.20			1150	150	15.75	E27A Rent 26/27
					1170	180	1.45	E27A BAA 26/27
#106	Allotment Exhibition	19.95			1150	150	18.27	E4C Rent 26/27
					1170	180	1.68	E4C BAA 26/27
#107	Allotment Exhibition	20.64			1150	150	18.90	E28B Rent 26/27
					1170	180	1.74	E28B BAA 26/27
#108	Allotment Exhibition	21.33			1150	150	19.53	E19A Rent 26/27
					1170	180	1.80	E19A BAA 26/27
#109	Allotment Exhibition	45.41			1150	150	41.58	E9 Rent 26/27
					1170	180	3.83	E9 BAA 26/27
#110	Allotment Exhibition	46.10			1150	150	42.21	E7 Rent 26/27
					1170	180	3.89	E7 BAA 26/27
	Banked **25/09/2026**	**50.76**						
#111	National Grid	6.38			1220	310	6.38	Wayleave payment
#112	Allotment Barnfield	44.38			1150	160	40.64	B8B Rent 26/27
					1170	180	3.74	B8B BAA 26/27
	Banked **28/09/2026**	**494.54**						
#113	Allotment Exhibition	16.00			1150	150	14.65	E25B Rent 26/27
					1170	180	1.35	E25B BAA 26/27
#114	Allotment Exhibition	18.58			1150	150	17.01	E10A Rent 26/27
					1170	180	1.57	E10A BAA 26/27

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Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
#115	Allotment Exhibition	25.81			1150	150	23.63	E3C Rent 26/27
					1170	180	2.18	E3C BAA 26/27
#116	Allotment Exhibition	26.49			1150	150	24.26	E5 Rent 26/27
					1170	180	2.23	E5 BAA 26/27
#117	Allotment Barnfield	34.40			1150	160	31.50	B1E Rent 26/27
					1170	180	2.90	B1E BAA 26/27
#118	Allotment Barnfield	42.32			1150	160	38.75	B7A Rent 26/27
					1170	180	3.57	B7A BAA 26/27
#119	Allotment Exhibition	43.69			1150	150	40.01	E3B Rent 26/27
					1170	180	3.68	E3B BAA 26/27
#120	Allotment Exhibition	44.72			1150	150	20.79	E8A Rent 26/27
					1170	180	1.91	E8A BAA 26/27
					1150	150	20.16	E9B Rent 26/27
					1170	180	1.86	E9B BAA 26/27
#121	Allotment Barnfield	52.29			1150	160	47.88	B3B Rent 26/27
					1170	180	4.41	B3B BAA 26/27
#122	Allotment Barnfield	52.98			1150	160	48.51	B4A Rent 26/27
					1170	180	4.47	B4A BAA 26/27
#123	Allotment Exhibition	59.85			1150	150	34.02	E29B Rent 26/27
					1170	180	3.13	E29B BAA 26/27
					1150	150	20.79	E30A Rent 26/27
					1170	180	1.91	E30A BAA 26/27
#124	Allotment Exhibition	77.41			1150	150	70.88	E25 Rent 26/27
					1170	180	6.53	E25 BAA 26/27
	Banked **29/09/2026**	**157.55**						
#125	Allotment Exhibition	31.65			1150	150	16.38	E22B Rent 26/27
					1170	180	1.51	E22B BAA 26/27
					1150	150	12.60	E22C Rent 26/27
					1170	180	1.16	E22C BAA 26/27
#126	Allotment Exhibition	57.79			1150	150	52.92	E30 Rent 26/27
					1170	180	4.87	E30 BAA 26/27
#127	Allotment Exhibition	68.11			1150	150	62.37	E12 Rent 26/27
					1170	180	5.74	E12 BAA 26/27
	Banked **30/09/2026**	**150.86**						
#128	Youth Club (YW)	5.00			1240	410	5.00	Youth donation
#129	Allotment Exhibition	24.08			1150	150	22.05	E6C Rent 26/27
					1170	180	2.03	E6C BAA 26/27
#130	Allotment Exhibition	26.49			1150	150	24.26	E4A Rent 26/27
					1170	180	2.23	E4A BAA 26/27
#131	Allotment Exhibition	95.29			1150	150	87.26	E16 Rent 26/27
					1170	180	8.03	E16 BAA 26/27
Total Receipts for Month		3,969.73	0.00	200.00			3,769.73	
Cashbook Totals		178,330.80	0.00	200.00			178,130.80	

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Payments for Month 6 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2026	Nexus Open Systems	DD #290	238.66		39.78	4070	120	198.88	IT support
01/09/2026	EE Ltd	DD #291	25.20		4.20	4720	410	21.00	Youth mobile phone
01/09/2026	The White Room Creative Space	BACS #292	79.75			4190	130	79.75	Room hire
01/09/2026	DALC	BACS #293	120.00		20.00	4190	130	100.00	AGM & Conference
01/09/2026	Olas Art	BACS #294	190.00			4720	410	190.00	Youth - graffiti workshop
01/09/2026	Olas Art	BACS #295	350.00			4720	410	350.00	Youth - NM graffiti workshop
01/09/2026	IPR Electrical Services	BACS #296	450.00			4680	480	450.00	CFF electrics
01/09/2026	J Lee	SO #297	1,408.33			4400	250	1,408.33	Manor Office rent
01/09/2026	The Turning Tides Project	BACS #298	1,600.00			4020	365	1,600.00	Town maintenance
01/09/2026	Devon County Council	BACS #299	15.96		2.66	4720	410	13.30	Youth - DBS checks
07/09/2026	Cloudy IT	DD #300	31.82		5.30	4070	120	26.52	IT support - tablets
08/09/2026	British Gas	DD #301	8.32		2.32	4290	250	6.00	Electricity - 8 North St final
08/09/2026	British Gas	DD #302	94.15		4.48	4290	340	89.67	Electricity - Newcombes toilet
14/09/2026	Post Office	CARD #303	7.28			4065	120	7.28	Postage - stamps
14/09/2026	Nexus Open Systems	DD #304	440.60		73.43	4070	120	367.17	IT support
18/09/2026	The Bookery	BACS #305	196.50		32.75	4210	130	163.75	Room hire
18/09/2026	AMC Plumbing & Heating	BACS #306	60.00			4230	160	60.00	Barnfield trough repair
18/09/2026	DALC	BACS #307	72.00		12.00	4190	130	60.00	AGM & Conference
18/09/2026	Libraries Unlimited SW	BACS #308	302.49			4210	130	137.50	Room hire
						4720	410	164.99	Room hire
18/09/2026	SJ Coaching & Consulting Ltd	BACS #309	1,440.00		240.00	4190	130	1,200.00	Coaching sessions
18/09/2026	J Lee	BACS #310	2,006.24			4220	120	2,006.24	MO insurance
18/09/2026	Devon County Council	BACS #311	201.60		33.60	4720	410	168.00	Youth job advert
22/09/2026	British Gas	DD #312	32.47		1.55	4290	350	30.92	Electricity - OLS
22/09/2026	Wage payments	BACS #313	11,128.66			4000	110	8,063.06	Salaries - Sept
						4005	110	3,065.60	Salaries - Sept
22/09/2026	Peninsula Pensions	BACS #314	3,889.52			4040	110	3,022.69	Pensions - Sept
						4015	110	866.83	Pensions - Sept
22/09/2026	HMRC	BACS #315	4,268.79			4030	110	3,607.18	NI/PAYE - Sept
						4010	110	661.61	NI/PAYE - Sept
23/09/2026	BT	DD #316	98.28		16.38	4075	120	81.90	Broadband charges
23/09/2026	Amberol	BACS #317	602.04		100.34	4630	380	501.70	Planters
29/09/2026	Nexus Open Systems	DD #318	238.66		39.78	4070	120	198.88	IT support
	Total Payments for Month		29,597.32	0.00	628.57			28,968.75	
	Balance Carried Fwd		148,733.48						
	Cashbook Totals		178,330.80	0.00	628.57			177,702.23	

Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**710,811.68**					**710,811.68**	
	Banked **02/09/2026**	**2,323.47**						
CCLA #6	CCLA	2,323.47			1090	120	2,323.47	Interest on account
	Total Receipts for Month	2,323.47	0.00	0.00			2,323.47	
	Cashbook Totals	713,135.15	0.00	0.00			713,135.15	

Continued on Page 2

Payments for Month 6 **Nominal Ledger**

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		713,135.15						
	Cashbook Totals		713,135.15	0.00	0.00			713,135.15	

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Co-Operative 9217

Bank Statement Account Name (s)	Statement Date	Page	Balances
Co-Operative Current 15006951	30/09/2026	372	148,733.48
			148,733.48

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	148,733.48

Unpresented Receipts (Plus)	
	0.00
	0.00
	148,733.48
Balance per Cash Book is :-	**148,733.48**
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 30/09/2026
for Cashbook 7 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	30/09/2026		713,135.15
			713,135.15

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		713,135.15

Unpresented Receipts (Plus)		
	0.00	
		0.00
		713,135.15
	Balance per Cash Book is :-	**713,135.15**
	Difference is :-	**0.00**

R Avery (Clerk & RFO):

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

Signatory 2:

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

Signatory 1:

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

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2026	Co-Operative Current 15006951	148,733.48	
30/09/2026	Nationwide Account 90097276	0.00	
30/09/2026	CCLA	713,135.15	
			861,868.63

Receipts not on Bank Statement

		0.00
Closing Balance		**861,868.63**

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	148,733.48
3	Nationwide Account 7276	0.00
7	CCLA	713,135.15
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**861,868.63**

YOUTH FINANCES 26-27

			CTC budget	Income	EMR 374:				EMR 366:	EMR 373:	
					DCC Places To Go Grant (Jan 2026)	DCC Places To Go Grant (Aug 2026)	CAP Grant	Space Grant (Aug 2026)	Underspend 2024-25	Youth subs	Tesco Blue Tokens (Summer 2027)
			£6,000.00	£613.97	£1,000.00	£750.00	£836.00	£4,060.00	£1,609.15	£2,752.56	TBC
Date	**Description**	**Supplier**									
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	£460.00				£125.00				
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								
01/07/2026	Mobile phone bill	EE Ltd	£21.00								
09/07/2026	Refreshments	Morrisons			£7.50						
09/07/2026	CFF supplies	Baker Ross	£44.15								
10/07/2026	GG refreshments	Tesco			£5.68						
13/07/2026	Room hire	Libraries Unlimited			£45.00						
13/07/2026	Room hire	Libraries Unlimited			£45.00						
13/07/2026	Room hire	Libraries Unlimited			£90.00						
16/07/2026	Refreshments - skate park	Morrisons	£6.67								
17/07/2026	Refreshments - skate park	Morrisons	£2.75								
21/07/2026	Parkfun supplies	Morrisons					£2.75				
21/07/2026	Parkfun refreshments	Lidl					£67.05				
21/07/2026	Expenses (GG refreshments)	D Saunders			£28.19						
23/07/2026	First aid refreshments	Spar				£8.08					
24/07/2026	Activity Day refreshments	Spar					£4.05				
24/07/2026	Activity Day refreshments	Morrisons					£12.26				
29/07/2026	Day trip - entry fee	Milkyway	£304.50								
31/07/2026	Film refreshments	Morrisons					£23.15				
31/07/2026	Transition day refreshments	Tesco					£30.80				
03/08/2026	Mobile phone bill	EE Ltd	£21.00								
14/08/2026	Film screening	Films for Crediton	£191.99								
14/08/2026	First aid workshop	First Aid At Hand Ltd				200					
14/08/2026	Room hire	Crediton Arts Centre	£240.00								
14/08/2026	Room hire	Crediton Arts Centre	£285.00								
01/09/2026	Mobile phone bill	EE Ltd	£21.00								
01/09/2026	Graffiti workshop	Olas Art					190				
01/09/2026	NM Graffiti workshop	Olas Art					350				
01/09/2026	DBS checks	Devon County Council	£13.30								
18/09/2026	Room hire	Libraries Unlimited			£164.99						
18/09/2026	Job advert	Devon County Council	£168.00								
		Total spent:	**£1,877.39**	**£0.00**	**£742.17**	**£208.08**	**£805.06**	**£0.00**	**£972.50**	**£0.00**	**£0.00**
	Salaries							**£4,060.00**			
		Remaining:	**£4,122.61**	**£613.97**	**£257.83**	**£541.92**	**£30.94**	**£0.00**	**£636.65**	**£2,752.56**	

CTC budget	Subs	Grant				EMR 366:	EMR 373:	
		DCC Places To Go Grant (Jan 2026)	DCC Places To Go Grant (July 2026)		Space Grant (salaries)	Underspend 2024-25	Youth subs 2024-25	Tesco Blue Tokens - EMR Summer 2027

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	19,287	19,734	19,287							Salaries, Including NI & Pensions	**46%**	**135,416**	**116,584**
Payroll	500													Payroll		**500**	
Office Administration														**Office Administration**			
Photocopier/Printing	2,500	(48)	109		17	116								Photocopier/Printing	**8%**	**2,306**	**194**
Postage	150		37		3		7							Postage	**32%**	**103**	**47**
IT Support	6,500	556	562	590	618	413	791							IT Support	**54%**	**2,970**	**3,530**
Telephone/Broadband	2,500	162	82	162	82	82	82							Telephone/Broadband	**26%**	**1,848**	**652**
Audit Fees	2,500		395		951									Audit Fees	**54%**	**1,154**	**1,346**
Stationery	250		19		25									Stationery	**18%**	**206**	**44**
Software	4,000		2,520		512									Software	**76%**	**968**	**3,032**
Reference books	200													Reference books		**200**	
Security Waste Collection	75													Security Waste Collection		**75**	
Legal/Professional Services	6,500	1,285	1,277		1,080									Legal/Professional Services*	**56%**	**2,858**	**3,642**
Insurance (virement of £1,250 as per FC on 1 Sept)	7,350			4,324			2,006							Insurance	**86%**	**1,020**	**6,330**
Office Equipment	2,500				350									Office Equipment	**14%**	**2,150**	**350**
Other	1,000		34	120										Other	**15%**	**846**	**154**
Office Supplies/Consumables	600	12	10		23	8								Office Supplies/Consumables	**9%**	**547**	**53**
	-													Defibrillator Renewal		-	
	-															-	
Council and Councillors														**Council and Councillors**			
Councillor/Clerk Expenses	800			167	85									Councillor/Clerk Expenses	**32%**	**548**	**252**
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				624									Councillor Allowances	**43%**	**816**	**624**
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	15									Subscriptions	**63%**	**925**	**1,575**
Staff/Councillor Training	4,000			1,200	35	190	1,440							Staff/Councillor Training	**72%**	**1,135**	**2,865**
Honorarium	400													Honorarium		**400**	
Parking Permit	600													Parking Permit		**600**	
Public Consultations	1,000			49	49	150								Public Consultations	**25%**	**752**	**248**
Meeting Room Charges (£1,500 added from GR as per FC approval)	2,500	53	14	419	325	298	301							Meeting Room Charges	**56%**	**1,091**	**1,409**
Civic Functions	7,500		376											Civic Functions	**5%**	**7,124**	**376**
Cluster meetings (moved to budget as per Oversight 28 July 2026)	211				27									Cluster meetings (moved to budget as per Oversight 28 July 2026)	**13%**	**184**	**27**
Allotments														**Allotments**			
Exhibition Road general/scheduled maintenance	1,250				62	31								Exhibition Road general/scheduled maintenance	**7%**	**1,157**	**93**
Exhibition Road water/water maintenance and repairs	1,000													Exhibition Road water/water maintenance and repairs		**1,000**	
Barnfield general/scheduled maintenance	1,000				124	62								Barnfield general/scheduled maintenance	**19%**	**814**	**186**
Barnfield water/water maintenance and repairs	750						60							Barnfield water/water maintenance and repairs	**8%**	**690**	**60**
Moffats general/scheduled maintenance	350													Moffats general/scheduled maintenance		**350**	
Moffats water/water maintenance and repairs	500			70	76									Moffats water/water maintenance and repairs	**29%**	**354**	**146**
Boniface Allotments Assocation fees	300													Boniface Allotments Assocation fees		**300**	
Property and Assets														**Property and Assets**			
Peoples Park maintenance	3,500		21		118	59								Peoples Park maintenance	**6%**	**3,302**	**198**

Peoples Park grass cutting	3,300				241	120								Peoples Park grass cutting	11%	2,939	361		
Peoples Park Memorial Garden	1,500													Peoples Park Memorial Garden		1,500			
Peoples Park Wildlife Area	250				12									Peoples Park Wildlife Area	5%	238	12		
Upper Deck general maintenance and cleaning	500				87	43								Upper Deck general maintenance and cleaning	26%	370	130		
Bandstand electricity	250													Bandstand electricity		250			
Bandstand cleaning and general maintenance	750													Bandstand cleaning and general maintenance		750			
War Memorial netting	-													War Memorial netting		-			
War Memorial cleaning and general maintenance	600													War Memorial cleaning and general maintenance		600			
Street Furniture general maintenance	1,500													Street Furniture general maintenance		1,500			
Street Furniture bus shelter maintenance	-													Street Furniture bus shelter maintenance		-			
Town Clock	1,000													Town Clock		1,000			
Stoney Park maintenance	500													Stoney Park maintenance		500			
Boniface Statue maintenance and cleaning	350													Boniface Statue maintenance and cleaning		350			
Millenium Cross maintenance and cleaning	150													Millenium Cross maintenance and cleaning		150			
Garage rental	2,000													Garage rental		2,000			
Public open spaces (SPG & Fulda Crescent)	1,200				178	89								Public open spaces (SPG & Fulda Crescent)	22%	933	267		
Newcombes Meadow toilets water	650	718												Newcombes Meadow toilets water	110%	- 68	718		
Newcombes Meadow toilets electricity	500	9	9	221	41	193	90							Newcombes Meadow toilets electricity	113%	- 63	563	N.B. £260.70 in credit (awaiting refund)	
Newcombes Meadow toilets supplies & repairs	300	(100)		60										Newcombes Meadow toilets supplies & repairs	-13%	340	(40)		
Newcombes Meadow toilets door locking	300													Newcombes Meadow toilets door locking		300			
Old Landscore School electricity	200	38	38		28	32	31							Old Landscore School electricity	84%	33	167		
Old Landscore School equipment	200													Old Landscore School equipment		200			
Old Landscore School water charges	200				53									Old Landscore School water charges	27%	147	53		
Old Landscore School telephone/broadband	-													Old Landscore School telephone/broadband		-			
Old Landscore School maintenance	2,500													Old Landscore School maintenance		2,500			
Old Landscore School business rates (overspend approved by FC)	3,750		4,066											Old Landscore School business rates	108%	- 316	4,066		
Old Landscore School insurance (virement as per FC 1 Sept)														Old Landscore School insurance		-			
Annual QTRA	2,000													Annual QTRA		2,000			
Additional tree works	3,000													Additional tree works		3,000			
Town maintenance contract	13,650	1,101	1,411	1,408	1,150		1,600							Town maintenance contract	49%	6,980	6,670		
General Small works	5,000	212		43		676								General Small works	19%	4,069	931		
CCTV	9,000			25	25									CCTV	1%	8,950	50		
Council Offices														**Council Offices**					
Bungalow rent & costs														Bungalow rent & costs		-			
Main office rent	18,000	1,408	1,408	1,408	1,408	1,408	1,408							Main office rent	47%	9,552	8,448		
Electricity	2,500	48	304	24		(240)	6							Electricity	6%	2,358.00	142		
Water	1,000			54										Water	5%	946	54		
Fire Extinguishers	1,200													Fire Extinguishers		1,200			
General Premises Maintenance	1,000													General Premises Maintenance		1,000			
Business rates (overspend approved by FC)	4,000		4,454											Business rates	111%	- 454	4,454		
Refreshments	180	9		18	(27)									Refreshments		180			
Floral Crediton														**Floral Crediton**					
Plants/Flowers	3,000			1,564	45									Plants/Flowers	54%	1,391	1,609		
Awards Evening	150													Awards Evening		150			
Hanging baskets/troughs & watering	7,000			3,014										Hanging baskets/troughs & watering	43%	3,986	3,014		
Other Floral costs	500					36								Other Floral costs	7%	464	36		
New planters/replacements	1,000						502							New planters (replacements)	50%	498	502		
Christmas in Crediton														**Christmas in Crediton**					
Repeat Costs	14,000			225										Repeat Costs	2%	13,775	225		
Community Participation	7,500													Community Participation		7,500			
New Infrastructure	4,000													New Infrastructure		4,000			
Miscellaneous	1,000													Miscellaneous		1,000			

Collated Summer Programme														Collated Summer Programme			
General expenditure	12,000	153		1,202	10,467	935	450							General expenditure	110%	- 1,207	13,207
Additional Services														**Additional Services**			
DCC grass cutting	5,000													DCC grass cutting		5,000	
Youth Work (including Places To Go Grant as per FC 2026/520)	7,000	748	122	170	749	938	907							Youth Work*	52%	3,366	3,634
Annual grants to community groups	54,500	28,854	25,646											Annual grants to community groups	100%	-	54,500
Crediton Urban Taskforce	500			33	31									Crediton Urban Taskforce	13%	436	64
Branded gazebo (General reserves as approved by Oversight 23 June)				982													
Emergency Plan grant received	225				72												
Budget Spend	**527,931**	**54,208**	**62,997**	**38,664**	**39,048**	**25,374**	**28,968**							**Budget Spend**	**47%**	**279,501**	**248,206**

EXPENDITURE: Ear Marked Reserves*	Budget													EXPENDITURE: Ear Marked Reserves**			
EMR 344: OLS project		900												EMR 344: OLS project			
EMR 339: IT equipment/support		973												EMR 339: IT equipment/support			
EMR 366: Youth Subs		973												EMR 366: Youth Subs			
EMR 346: Grants			854											EMR 346: Grants			
EMR 322: St.Furniture/Small Work					710									EMR 322: St.Furniture/Small Work			
Sub Total		2,845	**854**		**710**									**Sub Total**			
Total Spend inc reserves	**527,931**	**57,053**	**63,851**	**38,664**	**39,758**	**25,374**	**28,968**							**Total Spend inc reserves**	**48%**	-	**253,669**

INCOME	Budget													INCOME	%Budget	Balance	Total Income
Precept	545,000	272,500												Precept	50%	272,500	272,500
Interest received	18,000	2,224	2,234	2,269	2,223	2,306	2,323							Interest received	75%	4,421	13,579
Youth grants received	10,000					4,810								Youth grants received	48%	5,190	4,810
Youth donations received		334	(22)	57	205		40							Youth donations received			
Allotment rent & BAA membership	4,500	(21)	12	32			2,724							Allotment rent & BAA membership	61%	1,753	2,747
Other income: wayleave	19						6							Other income: wayleave	32%	13	6
Grants received: Emergency Plan		225												Grants received: Emergency Plan			225
Other income: Room hire fees receieved		188			188									Other income: Room hire fees receieved			376
Other income: Stall/Gazebo fees received				80	1,092	42								Other income: Stall/Gazebo fees received			1,214
Other income: Stall/Gazebo fees received							1,000							Other income: Stall/Gazebo fees received			1,000
Sub Total	**577,519**	**275,450**	**2,224**	**2,438**	**3,708**	**7,158**	**6,093**							**Sub Total**		**305,040**	**297,071**

INCOME: Ear Marked Reserves	Budget													INCOME: Ear Marked Reserves			
	-																
Sub Total														**Sub Total**			
Total Income inc reserves	**577,519**	**275,450**	**2,224**	**2,438**	**3,708**	**7,158**	**6,093**	-	-	-	-	-	-	**Total Income inc reserves**			**297,071**

Please see EMR tab for net movement of EMRs

	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					710.25								3,189.75
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							0.00
		484,182.44	**68,084.74**												**546,646.70**

*EMRs increased as approved in 26/27 budget

CREDITON TOWN COUNCIL

SCHEDULE OF REGULAR PAYMENTS

Service	Description	Supplier	Frequency	Payment type	Amount	Notes
UTILITIES						
Water charges	Barnfield allotments	Source for Business	Quarterly	DD	V	*variable based on consumption
Water charges	Exhibition Road allotments	Source for Business	Quarterly	DD	V	*variable based on consumption
Water charges	Old Landscore School	Source for Business	Quarterly	DD	V	*variable based on consumption
Water charges	Newcombes toilet	Everflow	Monthly	DD	V	*variable based on consumption
Water charges	Manor Office	Source for Business	Quarterly	BACS	V	*variable based on consumption
Electricity charges	Newcombes toilet	British Gas	Monthly	DD	V	*variable based on consumption
Electricity charges	Manor Office	E.ON	Monthly	DD	V	*variable based on consumption
Electricity charges	Bandstand	British Gas	Monthly	DD	V	*no standing charge, consumption only
Electricity charges	OLS	British Gas	Monthly	DD	V	*variable based on consumption
ADMINISTRATION						
IT support	Monthly IT support (2 payments)	Nexus	Monthly	DD	£662.48	*additional support fees may apply
IT support	Monthly IT support - iPads	Cloudy IT	Monthly	DD	£26.52	
Data Protection Fee	Annual payment to ICO	Information Commissioners Office	Annual	DD	£47.00	
Printing charges	Office photocopier	Concorde	Monthly	DD	V	*variable based on printer usage
Broadband charges	Broadband and calls	RED	Monthly	BACS	£80.00	*currently under negotiation
Website hosting	Hosting fee	Pure Systems	Annual	BACS	£275.00	
PREMISES & PARKING						
Rent	Garage	B Fletcher	6 months	SO	£910.00	
Rent	Council office rent (Manor Office)	J Lee	Monthly	SO	£1,408.33	
Business rates	Old Landscore School	Mid Devon District Council	Annual	BACS	£4,066.40	
Business rates	Manor Office, 6 North Street	Mid Devon District Council	Annual	BACS	£4,453.58	
Parking permit - Market St	Market Street car park permit	Mid Devon District Council	Annual	BACS	£491.00	
Premises Licence	Town Square premises licence	Mid Devon District Council	Annual	BACS	£70.00	
YOUTH CLUB						
Mobile phone	Monthly bill	EE Ltd	Monthly	DD	£21.00	
SUBSCRIPTION & SOFTWARE						
Software	Publishing/editing software	Canva	Annual	CARD	£83.33	
Software	Finance package & MTD	Rialtas	Annual	BACS	£512.00	
Software	Online mapping software	Parishes Online	Annual	BACS	£150.00	
Software	Decisions meetings package	CloudyIT	Annual	DD	£2,520.00	
Subscription - Legal Advice	Legal advice service	Tozers	Annual	BACS	£1,500.00	
Membership subscription	Town Clerk membership	SLCC	Annual	BACS	£532.00	
Membership subscription	Affiliation Fee	NALC	Annual	BACS	£537.24	
Membership subscription	Service charge	DALC	Annual	BACS	£35.78	
Membership subscription	Affiliation Fee	DALC	Annual	BACS	£873.97	
OPEN SPACES						
Maintenance	Scout Memorial Garden Maintenance 2026-27	Exeter & Crediton Garden & Property Services	6 months	BACS	£1,400.00	
Maintenance	Grounds Maintenance Contract 2026-29	Idverde	Monthly	BACS	£4,858.24	*Annual contract totals
Grass cutting	DCC Grass Verge Cutting 2026-27	MDDC	Annually	BACS	£4,202.40	
PAYROLL						
Monthly payroll	Salaries	Staff	Monthly	BACS		
Monthly payroll	National Insurance & PAYE	HMRC	Monthly	BACS		
Monthly payroll	Pension contributions	Peninsula Pensions	Monthly	BACS		

CREDITON TOWN COUNCIL

S106 Report

Report by: Cllr Backhouse
To: Oversight Committee
Date: For consideration on 27 October 2026

1. Purpose

1.1 To note information regarding MDDC capital strategy and budget documents as well as funding allocations and Section 106 monies affecting Crediton.

1.2 To consider whether the Council should take a more proactive role in identifying and progressing projects capable of attracting external funding.

1.3 To consider whether a periodic review of available Section 106 and other funding opportunities should be undertaken.

1.4 To draw Members' attention to funding opportunities which may be available for projects within Crediton and to consider whether the Council has adequate processes in place to identify and progress potential schemes.

2. Background

2.1 Whilst reviewing information associated with the paddling pool project, I was directed to MDDC's capital strategy and budget documents, which contains references to a number of funding allocations relevant to Crediton. As a result, questions were raised by the Town Clerk this October regarding the purpose of certain earmarked sums and whether all available opportunities are currently being actively pursued.

2.2 This exercise highlighted the wider issue of how the Council becomes aware of external funding opportunities and how projects are developed in order to make effective use of them. There are examples where progress is being made. Works associated with St Lawrence Green and the skate park have moved forward. However, it is recognised that external organisations, including MDDC, are operating with limited officer capacity and competing priorities.

2.3 A number of observations arise from recent discussions:

- There appears to be funding allocated to various projects affecting Crediton, including allocations identified within MDDC capital planning documents. There is also money allocated to very specific projects by developers under the S106 funding umbrella.
- Some opportunities are already progressing, such as St Lawrence Green improvements and the skate park project.
- Reliance on external organisations to initiate projects may result in delays where officer time and resources are limited.
- The Town Council is often best placed to identify community priorities and help develop proposals that can be progressed when funding becomes available.
- A recent discussion via social media regarding the possibility of an inset bus stop at St Lawrence Green generated significant public interest and community feedback, including 86% of over 200 people stating in a poll that they wish the idea to be explored. This suggests there may be considerable local appetite for a range of infrastructure and public realm improvements which could potentially be supported through existing or future funding streams.

3. Proposals

3.1 The Committee may wish to consider whether Crediton Town Council should adopt a more proactive approach to monitoring available funding streams and developing projects capable of making use of them.

The Committee may therefore wish to discuss whether:

- a register of known funding opportunities should be maintained
- unspent Section 106 allocations should be biannually reviewed in line with MDDC publication
- Members of oversight committee and/or community committee play a greater role in developing potential projects for future consideration.

4. Financial Implications

4.1 Improved awareness of available funding opportunities could assist the Council in making better use of external funding for community projects.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 The Committee is requested to consider the recommendations.

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Artificial Intelligence (AI) Usage Policy

Purpose

Artificial Intelligence (AI) tools now play an increasing role in helping local authorities work more efficiently, support decision-making, and improve the quality of written information.
When used properly, AI is a helpful assistant as it supports the work of officers and members, but it does not replace human judgement.

This policy sets out how Crediton Town Council (CTC) will use AI safely, lawfully, and responsibly, ensuring that:

- Sensitive or confidential data is protected
- AI outputs are used with care and verification
- Only secure, approved systems are used
- Officers and members understand both the benefits and the risks.

This policy applies to all officers, contractors, volunteers, and members when carrying out any CTC business, whether on CTC-owned devices or personal devices.

Approved AI Systems

CTC currently approves the following AI systems for internal use:

Microsoft 365 Copilot

Where a CTC-owned licence is provided, Copilot may be used because:

- All data remains within the Council's Microsoft 365 tenant
- It uses the same secure permissions as Outlook, Teams, and SharePoint
- No data is used to train public AI models
- Microsoft meets UK GDPR and public sector security standards (ISO 27001 certified; National Cyber Security Centre (NCSC) guidance)

New AI Systems

New AI systems may require a Data Protection Impact Assessment (DPIA) before implementation.
Any software containing AI functionality must be assessed prior to procurement.

Decisions

Where a CTC-owned licence is provided, in-built AI tools in the Decisions App may be used because:

- Decisions is hosted on CTC's Microsoft 365 tenant, and Microsoft Azure services are operated by Decisions
- Decisions' Azure services are hosted in several regions (UK, EU) depending on the type of service. All data storage is hosted in Azure EU data centres but may expand into additional GDPR-compliant regions according to the GDPR adequacy
- Decisions follow the GDPR and is ISO 27001:2013 certified. Microsoft 365 and Microsoft Azure have several certifications of their own as well that Decisions has obtained
- None of the AI interactions are used to train any public models.

CTC uses AI-supported transcription or summarisation tools through paid Microsoft Teams and Cloudy IT app accounts (Decisions).

To maintain confidentiality:

- No confidential Full Council or committee sessions are recorded or summarised using AI
- Any informal meetings dealing with sensitive matters must use Teams, which meets the same security standard as Copilot.

Permitted Uses of AI

AI is a practical tool to save time and improve clarity. Officers and members may use approved AI tools only to:

- Draft reports, letters, agendas, or meeting summaries
- Reformat or improve the tone and readability of written work
- Summarise long reports or transcripts
- Generate ideas, options, or structures for consultations or public engagement
- Clarify technical information in plain English.

AI should be treated as a thinking partner, not an author or decision-maker.

All outputs must be checked and edited before use by the officer or member.

Where AI is used for permitted uses as above, the author should provide a clear statement to confirm what AI was used for.

Officers and members should not make unfounded allegations that another person used AI tools. The use of AI should not be assumed purely on the basis of writing style, tone, or the results of AI detection software. Concerns regarding inappropriate AI use should be raised through appropriate management or governance process and supported by evidence. CTC will not tolerate bullying, harassment, ridicule, or unfair criticism of individuals based on suspected AI use

Prohibited Uses of AI

To protect data, reputation, and legal compliance, the following uses are strictly prohibited.

Shadow AI – Absolutely Forbidden

'Shadow AI' means any AI tool outside CTC's approved systems, including (but not exhaustive):

- Public ChatGPT
- Google Gemini
- Bard
- Claude
- AI features on personal Microsoft, Google, Apple accounts
- Free online writing, note-taking, translation, or image-generation tools
- Smartphone apps with embedded AI features
- Any AI product not licensed or approved by the Council or its IT providers.

No officer or member may use shadow AI for any CTC-related task whatsoever. This includes copying or pasting text, uploading documents, or using personal accounts to draft or summarise material.

Handling of Sensitive or Confidential Information

You must not enter into AI systems:

- Personal data (names, addresses, HR information, staff matters, salaries, phone numbers, email addresses)
- Legally sensitive or confidential documents (staffing, legal disputes, tenders, disciplinary matters)
- Any unredacted data relating to individuals or commercially confidential material.

If in doubt, do not use AI.

Prohibition on AI-Generated Images
To protect artistic integrity, avoid copyright risks, and support local creative professionals, CTC will not use AI to generate:

- Photographs
- Graphics or illustrations.

Safeguards and Required Practices
To ensure safe and responsible AI use:

- Use only approved tools
  Copilot, Teams and Decisions (with a valid CTC-owned licence)
- Redact or anonymise sensitive information
  If a document contains personal or confidential information, remove identifiers before using AI or do not use AI at all
- Maintain human oversight
  AI is advisory. Officers and members remain fully responsible for decisions, reports, and published material
- Verify all outputs
  Check for accuracy, tone, relevance, and potential bias. AI may make errors or produce outdated or misleading information
- Store documents correctly
  Misplaced SharePoint or Teams files can be surfaced by Copilot. Always save documents in the correct CTC folders and report any inappropriate access immediately.
- Transparency
  Where relevant, note that AI supported the drafting process (internal comment or note).
- Report concerns
  Raise any uncertainty with the Town Clerk before proceeding.

Why This Approach Is Responsible
This policy ensures:

- Compliance with UK GDPR
- Security, as all information stays within approved, encrypted systems
- Transparency and accountability for all AI-generated content
- Proportionate use, supporting efficiency without handling sensitive data
- Support for local creative industry, by avoiding AI image generation
- Confident, safe working practices, reducing risk to CTC and the public.

AI assists our work, it does not drive it. Human judgement remains at the centre of CTC operations. No decision affecting staff, residents, suppliers or councillors shall be made purely by AI without meaningful human review.

Training and Building Confidence
CTC recognises that AI is a developing area. Confidence grows through practice and understanding. To support this:

- Further training for staff and members will be sought on request
- Officers and members will be able to ask questions and see practical examples
- Training will emphasise safe use, accuracy, and professional responsibility
- The aim is to empower users; ‘You control it, it doesn’t control you’.

Environmental Considerations

CTC recognises that AI systems consume energy and computing resources which may contribute indirectly to carbon emissions and water consumption through data centre operations. Officers and Members should use AI proportionately and only where it adds clear value.

Future Changes and Review of this Policy

CTC is actively considering:

- Strengthening tenant security with Business Premium for members.

Confidential information will remain protected under tenant permissions.

It is recognised that this AI Policy is an interim policy, and requires further review as further information is obtained.
Until then, this interim policy remains in force in full.

This AI policy will be reviewed every 3–6 months, or sooner if required by legislative or technical change, to reflect the speed of change in this developing technology.

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Anti-Fraud and Corruption Strategy

POLICY STATEMENT

1. Introduction

1.1 Good Corporate Governance requires that Crediton Town Council (CTC) demonstrates clearly that it is firmly committed to dealing with fraud and corruption and will deal equally with perpetrators from inside (members and officers) and outside CTC. In addition, there will be no distinction made in investigation and action between cases that generate financial benefits and those that do not. This policy statement, however, will not compromise CTC's commitment to Equal Opportunities or the requirements of the Human Rights Act 1998 and other relevant statutory provision.

1.2 This policy statement embodies a series of measures designed to frustrate any attempted fraudulent or corrupt act and the steps to be taken if such action occurs. For ease of understanding it is separated into five areas as below:-

Section 2 - Culture
Section 3 - Prevention
Section 4 - Deterrence
Section 5 - Detection and Investigation
Section 6 - Training

1.3 CTC is also aware of the high degree of external scrutiny of its affairs by a variety of bodies such as the Information Commissioner's Office and HMRC. These bodies are important in highlighting any areas where improvements can be made.

1.4 Fraud and corruption are defined as:-
Fraud – "the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain". In addition, fraud can also be defined as "the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to mislead or misrepresent".
Corruption – "the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person".
In addition, this policy statement also covers "the failure to disclose an interest in order to gain financial or other pecuniary benefit".

2. Culture

2.1 The culture of CTC has always been one of openness and the core values of Value, Fairness and Trust support this. The culture therefore supports the opposition to fraud and corruption.

2.2 The prevention/detection of fraud/corruption and the protection of the public purse are responsibilities of everyone, both internal and external to the organisation.

2.3 CTC's elected members and officers play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud and corruption, immaterial of seniority, rank or status, in the knowledge that such concerns will, wherever possible, be treated in confidence. The public also has a role to play in this process and should inform CTC if they feel that fraud/corruption may have occurred.

2.4 Concerns must be raised when members, officers or the public reasonably believe that one or more of the following has occurred, is in the process of occurring, or is likely to occur:

- A criminal offence
- A failure to comply with a statutory or legal obligation
- Improper or unauthorised use of public or other official funds
- A miscarriage of justice
- Maladministration, misconduct or malpractice
- Endangering an individual's health and/or safety
- Damage to the environment
- Deliberate concealment of any of the above.

2.5 CTC will ensure that any allegations received in any way, including by anonymous letters or telephone calls, will be taken seriously and investigated in an appropriate manner.

2.6 CTC will deal firmly with those who defraud the council or who are corrupt, or where there has been financial malpractice. There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as members/officers raising malicious allegations) may be dealt with as a disciplinary matter (officers) or through Standing Order procedures (members).

2.7 When fraud and corruption has occurred due to a breakdown in systems or procedures, CTC will ensure that appropriate improvements in systems of control are implemented in order to prevent a reoccurrence.

3. Prevention

3.1 <u>Role of Elected Members</u>

3.1.1 As elected representatives, all members have a duty to the residents of Crediton Town to protect the council as a corporate body and public money from any acts of fraud and corruption.

3.1.2 This is done through existing practice, compliance with the Code of Conduct, Standing Orders, Financial Regulations and relevant legislation.

3.1.3 Elected Members sign to the effect that they have read and understood the Code of Conduct for Members when they take office. Conduct and ethical matters are specifically brought to the attention of members during induction and include the declaration and registration of interests.

Officers advise members of new legislative or procedural requirements.

3.2 Role of the Town Clerk & Responsible Financial Officer

3.2.1 The Town Clerk & Responsible Financial Officer has been designated the statutory responsibilities as defined by s151 of the Local Government Act 1972. These responsibilities outline that every local authority in England & Wales should:

"make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has the responsibility or the administration of those affairs".

3.2.2 Their responsibility to undertake proper administration encompasses all aspects of local authority financial management including:

- Compliance with the statutory requirements for accounting and internal audit
- Ensuring CTC's responsibility for ensuring proper administration of it's financial affairs
- The proper exercise of a wide range of delegated powers both formal and informal
- The responsibility for managing the financial affairs of the local authority in all it's dealings
- The recognition of the fiduciary responsibility owed to local tax payers.

3.2.3 Under these statutory responsibilities the Town Clerk & Responsible Financial Officer contributes to the anti-fraud and corruption framework.

3.2.4 The Town Clerk & Responsible Financial Officer is responsible for the communication and implementation of this strategy. They are also responsible for ensuring that officers are aware of personnel policies and procedures, Financial Regulations and Standing Orders and that the requirements of each are being met in their everyday business activities.

3.2.5 The Town Clerk & Responsible Financial Officer is expected to create an environment in which officers feel able to approach them with any concerns they may have about suspected irregularities.

3.2.6 Special arrangements may be applied from time to time, for example where officers are responsible for cash handling or are in charge of financial systems and systems that generate payments. These procedures will be supported by relevant training.

3.2.7 CTC recognises that a key preventative measure in dealing with fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential officers, whether for permanent, temporary or casual posts and agency staff. CTC's recruitment procedure contains appropriate safeguards in the form of written references, the verification of qualifications held and employment history. As in other public bodies, a Disclosure and Barring Service (DBS) check will be undertaken for officers working with or who may have contact with children or vulnerable adults.

3.3 Responsibilities of Officers

3.3.1 Each officer is governed in their work by the Standing Orders and Financial Regulations, and other policies on conduct and on IT usage. Included in the policies are guidelines on Gifts and Hospitality, and codes of conduct associated with professional and personal conduct and conflict of interest. These are issued to all officers when they commence employment.

3.3.2 In addition to paragraph 3.3.1, officers are responsible for ensuring that they follow the instructions given to them by management, particularly in relation to the safekeeping of the assets of the Council.

3.3.3 Officers are expected always to be aware of the possibility that fraud, corruption and theft may exist in the workplace and be able to share their concerns with management.

3.4 Conflicts of Interest

3.4.1 Both elected members and officers must ensure that they avoid situations where there is a potential for a conflict of interest. Such situations can arise with externalisation of services, internal tendering, planning and land issues etc. Effective role separation will ensure decisions made are seen to be based upon impartial advice and avoid questions about improper disclosure of confidential information.

3.5 Official Guidance

3.5.1 In addition to Financial Regulations and Standing Orders, due regard will be had to external and inspectorate recommendations.

3.6 Role of Internal Audit

3.6.1 Internal Audit plays a vital preventative role in trying to ensure that systems and procedures are in place to prevent and deter fraud and corruption.

3.7 Role of the External Auditor

3.7.1 Independent external audit is an essential safeguard of the stewardship of public money. This is currently carried out by PKF Littlejohn LLP through specific reviews that are designed to test (amongst other things) the adequacy of financial systems and arrangements for preventing and detecting fraud and corruption. It is not the external auditors' function to prevent fraud and irregularities, but the integrity of public funds is at all times a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice. The external auditor has a responsibility to review arrangements for preventing and detecting fraud and irregularities, and arrangements designed to limit the opportunity for corrupt practices.

3.7.2 Where External Audit is required to undertake an investigation they will operate within legislation and their codes of conduct.

3.8 Role of the Public

3.8.1 This policy, although primarily aimed at those within or associated with CTC, enables concerns raised by the public to be investigated, as appropriate, by the relevant person in a proper manner.

4. Deterrence

4.1 Prosecution

4.1.1 In terms of proceedings, CTC will ensure consistency in its actions to specific cases and to deter others from committing offences against it.

4.2 Disciplinary Action

4.2.1 Theft, fraud and corruption are serious offences which may constitute gross misconduct against the council as a corporate body, and officers will face disciplinary action if there is evidence that they have been involved in these activities. Disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case but in a consistent manner.

4.2.2 Members will face appropriate action under this policy if they are found to have been involved in theft, fraud and corruption against CTC. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case but in a consistent manner. If the matter is a breach of the Code of Conduct, this will be dealt with my the Mid Devon District Council Monitoring Officer.

4.4 Publicity

4.4.1 CTC will optimise the publicity opportunities associated with anti-fraud and corruption activity.

4.4.2 In all cases (both Members and officers) where CTC has suffered a financial loss, the recovery of the loss will be considered.

4.4.3 All anti-fraud and corruption activities, including the update of this policy, will be publicised.

5. Detection and Investigation

5.1 In addition to Internal Audit, there are numerous systems and management controls in place to deter fraud and corruption but it is often the vigilance of officers and members of the public that aids detection.

5.2 In some cases frauds are discovered by chance or “tip-off” and CTC will ensure that such information is properly dealt with within its whistle blowing policies.

5.3 CTC’s Disciplinary Procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by officers. The processes as outlined in paragraph 4.2.2 will cover Members.

6. Awareness and Training

6.1 CTC recognises that the continuing success of this strategy and its general credibility will depend in part on the effectiveness of training and awareness for members and officers and accordingly will take appropriate action.

7. Conclusion

7.1 CTC has always prided itself on setting and maintaining high standards and a culture of openness, with core values of Value, Fairness and Trust. This strategy fully supports CTC’s desire to maintain

an honest authority, free from fraud and corruption.

7.2 CTC has in place a network of systems and procedures to assist it in dealing with fraud and corruption when it occurs. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent or corrupt activity that may affect its operation.

7.3 CTC will maintain a continuous review of all these systems and procedures through Internal Audit, within Resources.

7.4 This policy statement will be reviewed on a regular basis, with a maximum of two years between each review.

CREDITON
TOWN COUNCIL

Councillor's Code of Conduct

This code (as based on the LGA model) outlines the principles that should be adopted by Councillors as part of Crediton Town Council (CTC). It is designed to protect CTC's democratic role, encourage good conduct, and safeguard the public's trust in local government.

Adopted: XXX
Review: XXX

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the public.

This Code has been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust in local government.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Whilst members of the public appointed to working or review groups, or other advisory groups are not bound by this code, CTC would expect those appointed to such a group to conduct themselves within the spirit of this code.

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town

councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities, and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors, and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I identify, acknowledge, and manage conflicts of interests in an appropriate and transparent manner
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct
This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.
- You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer at the principal authority.

Standards of councillor conduct
This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct
The general conduct guidance follows below:

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's member-officer protocol.

2. Bullying, harassment, and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and
b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- *office support*
- *stationery*
- *equipment such as phones, and computers*
- *transport*
- *access and use of local authority buildings and rooms.*

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

9. Protecting your reputation and the reputation of the local authority

Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

*You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.*

***Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.*

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion, or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest

   or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

   a. your own financial interest or well-being;
   b. a financial interest or well-being of a relative or close associate; or
   c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

   you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:

   a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
   b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Subject	Description
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* *'director' includes a member of the committee of management of an industrial and provident society.*

* *'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Table 2: Other Registerable Interests

You must register as an Other Registerable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

i. exercising functions of a public nature
ii. directed to charitable purposes or
iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Safeguarding and Child Protection Policy Report

Report by: **Cath Kelly, Lead Youth Worker**
To: **Oversight Committee**
Date: **For consideration on 27 October 2026**

Recommendation

1. **Purpose**
   1.1 Councillors are recommended to approve the updated Safeguarding and Child Protection Policy attached.

2. **Background**
   2.1 This policy has been updated in line with new government guidance.

3. **Recommendation**
   3.1 Councillors are recommended to approve the updated Safeguarding and Child Protection Policy attached.

4. **Financial Implications**
   4.1 None.

5. **Climate Implications**
   5.1 None.

6. **Conclusion**
   6.1 Members are requested to approve the policy, to ensure compliance with government guidance.

CREDITON
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Child Protection Policy Statement & Procedures

Crediton Town Council (CTC) believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practise which protects them.

We recognise that:

• the welfare of the child/young person is paramount,

• all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types from harm or abuse,

• Working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people's welfare.

The purpose of the policy:

• To provide protection for the children and young people who receive CTC services, including the children of adult members or users,

• To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, or young person may be experiencing, or be at risk of, harm,

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Name of Organisation

We will seek to safeguard children and young people by:

• valuing them, listening to and respecting them,

• adopting child protection guidelines through procedures and a code of conduct for staff and volunteers,

• recruiting staff and volunteers safely, ensuring all necessary checks are made,

• sharing information about child protection and good practice with children, parents, staff and volunteers,

• sharing information about concerns with agencies who need to know, and involving parents and children appropriately,

• providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

Procedures

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by CTC. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. CTC is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

CTC is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. CTC does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race.

Procedures:

Section 1	Recognising the Signs and Symptoms of Abuse
Section 2	Guidance on how to respond to a person disclosing abuse
Section 3	Managing Allegations made against a member of Staff / Volunteer
Section 4	Safe recruitment practices
Section 5	Induction and Training for Staff and Volunteers
Section 6	Photography & Filming
Section 7	Internet, Social Media and Mobile Phone acceptable use
Section 8	Bullying and Harassment
Section 9	A Named Person(s) for Child Protection
Section 10	Recording and managing confidential information
Section 11	Whistle Blowing Procedure
Section 12	Disseminating/Reviewing Policies and Procedures

Appendix 1	Definitions of Abuse
Appendix 2	Useful Contacts/Support Organisations
Appendix 3	Incident Report Form

Section 1 - Recognising the Signs and Symptoms of Abuse

CTC will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- A report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse

Section 2 Guidance on how to respond to a person disclosing abuse

DO's:

• Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,

• Do tell the child they are right to tell you,

• Do reassure them that they are not to blame,

• Do be honest about your own position, who you have to tell and why,

• Do tell the child what you are doing and when, and keep them up to date with what is happening,

• Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,

• Do write down everything said and what was done.

DON'T's:

• Don't make promises you can't keep,

• Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,

• Don't cast doubt on what the child has told you, don't interrupt or change the subject,

• Don't say anything that makes the child feel responsible for the abuse,

• Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

Section 3 Managing Allegations made against a member of Staff / Volunteer

CTC will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made,

- The Designated Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person,

- The named person should contact the local authority designated officer **(LADO) on 01392 386013** or email ladosecure-mailbox@devon.gcsx.gov.uk for a notification form for advice on how to proceed with the immediate situation. Outside of working hours the **Emergency Duty Team (0345 6000388)** can give advice and/or in the event of an emergency situation arising, the police.

- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and or the LADO or Front Door.

- Regardless of whether an investigation follows, CTC will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Section 4 Safe recruitment practices

The Organisation will use the following checklist for safer recruitment:

1. Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
2. Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
3. Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack.

4. Where possible have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Check the candidate's identity by asking them to bring photographic ID.
6. Check the candidate actually holds any relevant qualifications they say they have.
7. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references. Ask specifically about an individual's suitability to work with children.
9. Provide a copy of your organisation's child protection policy and procedures.

Section 5 Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised and their progress reviewed on a regular basis. CTC will identify which staff and volunteers are required to participate in the relevant Child Protection training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

Section 6 Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should CTC require photographs, video or other images of children or young people for our own promotional purposes (name of organisation / group) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform CTC immediately.

Section 7 Internet, Social Media and Mobile Phone acceptable use

CTC understands the importance of emerging technologies for children's education and personal development but recognises that safeguards need to be in place to ensure children are kept safe at all times.

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people CTC will ensure that we have in place appropriate measures such as security filtering, and an acceptable use

policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.
Use of the internet by employees, volunteers and management committee members of CTC is permitted and encouraged where its use supports the aims and objectives of the organisation.

CTC has a policy for the use of ICT, social media and the internet whereby employees, volunteers and management committee members must ensure that they:
• comply with current legislation
• use the internet in an acceptable way
• do not create unnecessary business risk to the CTC by their misuse of the internet

Section 8 Bullying and Cyberbullying

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phones. For more information see CTC anti bullying policy and mobile phone policy.

Section 9 - A Named Person(s) for Child Protection

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with child protection issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures. For example:

CTC has an appointed individual(s) who are responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within CTC are:

Designated Person for Child Protection
Name: Cath Kelly
Work telephone number: 01363 773717
Email Address: communityyouthworker@crediton.gov.uk

Deputy Designated Person
Name: Rachel Avery
Email Address: r.avery@crediton.gov.uk

For more information, go to CTC Youth Work website: https://www.crediton.gov.uk/Youth-Work.

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 10 - Recording and managing confidential information.

If CTC becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Devon Childrens Front Door. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

Staff (paid / unpaid) will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

Section 11 Whistle Blowing Procedure (Procedures to deal with in house allegations against other workers/volunteers)

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.
As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management.
Should any uncertainty about how to proceed if there was a whistleblowing situation and you need immediate advice contact the **(LADO) on 01392 386013** or email ladosecure-mailbox@devon.gcsx.gov.uk for a notification form for advice on how to proceed with the immediate situation. Outside of working hours the **Emergency Duty Team (0345 6000388)** can give advice and/or in the event of an emergency situation arising, the police.
If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Partnership visit https://www.dcfp.org.uk/

Section 12 Disseminating/Reviewing Policies and Procedures

CTC will review this policy on an annual basis, and this will be signed by the Chair of Trustee or his/her deputy when the revised policy has been accepted. Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers.

Date that the policy was last amended / reviewed by the Trustee Board:

Signature of the Chair:

Date of the next Review:

Appendix 1

Definitions of Abuse

Neglect The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide food, clothing and shelter;
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision;
- ensure access to appropriate medical care or treatment.

Possible indicators of Neglect Obvious signs of lack of care including:
Problems with personal hygiene, constant hunger, inadequate clothing, emaciation, lateness or non-attendance at the setting, poor relationship with peers, untreated medical problems, compulsive stealing and scavenging, rocking, hair twisting, thumb sucking, running away, low self-esteem. Etc.

Physical Abuse
May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Possible Indicators Physical signs that do not tally with the given account of occurrence, conflicting or unrealistic explanations of cause, repeated injuries, delay in reporting or seeking medical advice.

Sexual Abuse
Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and includes involving children in watching pornographic material or watching sexual acts.

Possible indicators of Sexual Abuse Sudden changes in behaviour, displays of affection which are sexual and age inappropriate, tendency to cling or need constant reassurance, tendency to cry easily, regression to younger behaviour – e.g. thumb sucking, acting like a baby, unexplained gifts or money, depression and withdrawal, wetting/soiling day or night, fear of undressing for PE etc.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Possible Indicators of Emotional Abuse Rejection, isolation, child being blamed for actions of adults, child being used as carer for younger siblings, affection and basic emotional care giving/warmth, persistently absent or withheld.

Online Safety

An Online Safety Considerations document 2019, identifies the responsibilities for our setting with regards to online safety for the children:

> *You play an essential role in helping young children learn the foundations of safe online behaviour. Even if children don't have access to technology within your setting, they will may be using it at home, with their friends or in other public spaces. Children are naturally curious in understanding the world we live in; it is our responsibility to enable them to do so, including helping them to recognise the value of technology and use it safely. Role modelling safe use of the internet should become part of our everyday practice'.* (2019)

It is not the technology itself that will present the greatest risk, but the behaviours of individuals using such equipment. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child/adult subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child.

Child Exploitation and E-Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people we will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites. Our Policies will clearly state that mobile phone, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Child Trafficking

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud.

Concealed Pregnancies

The concealment of a pregnancy represents a challenge for professionals in safeguarding the welfare and the wellbeing of the foetus (unborn child) and the mother. There is no national agreed definition of what constitutes a concealed pregnancy, however a coordinated multi-agency approach is required once the fact of a pregnancy has been established; this will also apply to future pregnancies where there has been a previous concealed pregnancy.

Where there is a strong suspicion that a pregnancy is being concealed, it may be necessary to share this information with other agencies, irrespective of whether consent to disclose can be obtained. Every effort should be made to encourage the (young) person to obtain medical advice. If this is unlikely a referral should be made to Children's Social Care. An open assessment or previous referral to Front Door and/or contact other agencies known to have involvement with the young person must also be established so that a fuller assessment of the available information and observations can be made.

Criminal Gang Exploitation & County Lines

County lines is when criminals from larger cities expand their drug networks to other areas of the country – usually rural and suburban areas.
The crime is called county lines because dealers use dedicated mobile phone 'lines' to supply drugs. These criminals often exploit vulnerable adults and children to move and store drugs and money and regularly use coercion, intimidation, violence (including sexual violence) and weapons.
County lines activity can still be exploitation even if it appears to be consensual. It can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
Vulnerable adults and children who use drugs, are in financial difficulty, have disabilities or have mental health problems are at greatest risk of being exploited by county lines gangs. People are groomed through offers of 'free' drugs, causing them to accumulate debts which can only be paid off by participating in county lines activities (also known as debt bondage).
Sometimes drug dealers will take over the home of a vulnerable person – this is known as cuckooing.

Common signs that someone is being exploited include those listed below.

- becoming more secretive, aggressive or violent
- meeting with unfamiliar people
- persistently going missing – someone may go missing from their home or local area when they are trafficking drugs along 'deal lines'
- leaving home without explanation or staying out unusually late
- loss of interest in school, college or work and decline in performance

- suspicion of physical assault or unexplained injuries – including 'DIY injuries', (knife and puncture wounds) which are signs of punishment for drug-related debts
- using language relating to drug dealing, violence or gangs
- carrying a weapon
- associating with a gang
- becoming isolated from peers and social networks
- having a friendship or relationship with someone who appears older or controlling
- using drugs, especially if their drug use has increased
- unexplained acquisition of money, drugs or mobile phones.

Please note that this is not an exhaustive list and that warning signs will show themselves differently in each person. It is important to explore all concerns over someone's behaviour and personal circumstances and to consider whether they could be signs of exploitation

Domestic Abuse
The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality".
This can also include coercive and controlling behaviour.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse.
If staff need further advice regarding concerns about domestic abuse, they can call the Domestic and Sexual Violence abuse team on **0345 155 1074**.

Fabricated and Induced Illnesses
Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of her/his main carer, and which is attributed by the adult to another cause.

Concerns will be raised for a small number of children when it is considered that the health or development of a child is likely to be significantly impaired or further impaired by the actions of a carer or carers having fabricated or induced illness. Where there is a suspicion of FII, we will refer to the local authority as outlined in this safeguarding policy.

Forced and Under-age Marriage
A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

Genital mutilation/female circumcision

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Historical Abuse

Allegations of child abuse are sometimes made by adults or children many years after the abuse has occurred. There are many reasons for an allegation not being made at the time including fear of reprisals, the degree of control exercised by the abuser, shame or fear that the allegation may not be believed. The person becoming aware that the abuser is being investigated for a similar matter or their suspicions that the abuse is continuing against other children may trigger the allegation. If these allegations involve people who worked with children and young people or local political figures it must be reported to the Local Authority Designated Officer (LADO) for the area in which the alleged abuse took place/where the professional worked, and the LADO procedures must be followed.

Honour Based Violence

Honour based violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in activities or unreasonable restrictions at home. Where it is suspected that a child/young person is at risk form Honour based violence the Designated Safeguarding Lead should be informed.

Child on Child Abuse

Children can abuse other children, and this is referred to as 'child on child abuse' this can take many forms including those listed above as well as bullying, sexual violence and harassment etc. Staff will raise concerns when there are issues of peer on peer abuse and DSL's will consider what support might be needed for both the victim and perpetrators**.**

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

It is a statutory duty to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements for longer than 28 days.

Radicalisation and Violent Extremism

We recognise that people we work with may be vulnerable individuals who have the potential to be radicalised or influenced by violent extremism. Keeping children safe at risk of radicalisation should be approached in the same way as safeguarding children from other risks. Children should be protected from messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology and extremist Animal Rights movements. Concerns that a child or young person is being radicalised or may be radicalising others should be raised with the Designated Safeguarding Lead immediately, who will discuss these concerns with the police.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Sexually Active under Eighteen years old

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

Understanding Sexualised Behaviours in children

Children and young people typically display a range of sexualised behaviours as they grow up. However some may display problematic or abusive sexualised behaviour. This is harmful to the children who display it as well as the people it's directed towards.

Everyone who works or volunteers with children should be able to distinguish developmentally typical sexual behaviour from sexual behaviours that are problematic or harmful. This will help you respond appropriately and provide children and young people with the right protection and support.

To help us recognize where sexualised behaviours are harmful we have used Hackett's sexualised behaviour continuum model (2010) as outlined below. Staff should use this to help advise whether there is a risk of abuse for the child or others around the child.



PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during

pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Children's Front Door, both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- CTC Designated Safeguarding Officer Contact Phone Number 01363 773717

- Devon Children's Front Door
  PO Box 723
  Exeter
  EX1 9QS
  Tel: 0345 155 1071

- Devon Early Help Referral- 0345 155 1071

- Devon Local Area Designated Officer (LADO) 01392 386013

- Devon Emergency Duty Team 0845 6000388

- If you have reason to believe that a child is at immediate risk of harm, ring the police on 999

- NSPCC National Child Protection Helpline on 0808 800 5000.

Appendix 3

Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	**Male/Female** **Age/Date of Birth:**
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	**Club:** **Club Role:**
Address:	Email address: Mobile Phone No:

Community Bulletin Report

Report by: **Town Clerk**
To: **Oversight Committee**
Date: **For consideration on 27 October 2026**

Recommendation
The Oversight Committee is requested to note, review and approve the recommendations detailed in this report.

1. Purpose

1.1 This report serves as an update to members on progress with the proposed Community Bulletin project, to note the submission of a grant application to support delivery, and seek approval for expenditure required to progress the project.

2. Background

2.1 The proposed Community Bulletin aims to improve communication between local organisations, community groups, residents and stakeholders by providing a coordinated platform for sharing information, opportunities and local initiatives.

2.2 As previously discussed, the project supports wider objectives around community engagement, partnership working and strengthening local networks across Crediton and the surrounding area.

3. Recommendations

3.1 Members are asked to note that an application has been submitted to the Devon County Council Locality Fund seeking grant funding of £800.00 towards the costs associated with the development and launch of the Community Bulletin. A funding decision is currently awaited.

3.2 In order to maintain project momentum and enable preparatory work to proceed, members are requested to approve the expenditure outlined below.
Should the Locality Fund application be successful, the approved expenditure will be reimbursed from the grant award, thereby reducing the net cost to the Council.
The proposed expenditure relates to:

- Advert in Crediton Courier: £200+VAT
- Design: £68.00

3.3 Members of the Community Committee have been asked to consider the use of the St Lawrence Green phonebox (retained as an obscura) to publicise, alongside usual publication methods (social media/notice board/Manor Office).

3.4 As part of the development of the Community Bulletin, a non-networking community stakeholder event is planned for January 2027.
The purpose of the event will be to:

- Bring together representatives from community organisations, voluntary groups and local stakeholders
- Introduce the Community Bulletin initiative and its aims
- Explore opportunities for collaboration and information sharing
- Encourage organisations to contribute.

The event will be informal and structured to facilitate discussion and relationship-building whilst focusing on the practical benefits of improved community communication.
The cost of this is yet to be determined, but any grant funding received will be used.

3.5 To note that promotion of the project and stakeholder event will commence during the Christmas in Crediton programme.

4. Financial Implications

4.1 The financial implications are highlighted at item 3.2.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 The Oversight Committee is requested to note the report, for information.

CREDITON TOWN COUNCIL

Community Bulletin Report

Report by:	**Town Clerk**
To:	**Oversight Committee**
Date:	**For consideration on 27 October 2026**

Recommendation
The Oversight Committee is requested to note, review and approve the recommendations detailed in this report.

1. **Purpose**
   1.1 To consider options for replacing staff laptops and to seek approval on a preferred procurement approach.

2. **Background**
   2.1 Two existing staff laptops are approaching the stage where replacement is required, to ensure staff have reliable equipment capable of supporting current and future software requirements, security updates, and operational needs.
   2.2 CTC's IT support provider has provided a quotation for the supply, setup and configuration of replacement devices.
   2.3 Whilst the quotation provides a fully supported procurement route, there may be an opportunity to achieve savings through the direct purchase of devices from the Dell Outlet programme (dented/scratched devices, but fully refurbished).
   As of 21 October 2026, the lowest-priced Dell laptop identified that broadly meets the specification requirements outlined within the quotation is £895.00+VAT per device, though there is only one device in stock. Members should note that Dell Outlet stock changes frequently and availability cannot be guaranteed. Any purchase would therefore be subject to officers confirming that the selected device meets the specification requirements and remains available at the time of ordering.
   2.4 Should suitable devices remain available at the point of purchase, direct procurement from Dell Outlet could potentially reduce the capital cost of replacement hardware whilst still allowing CTC's IT provider to undertake any required setup and configuration work.

3. **Recommendations**
   3.1 The Oversight Committee is recommended to:
   - Consider and approve the quotation received from Nexus Open Systems Ltd for the supply and configuration of replacement laptops
   - Consider and approve procuring suitable devices directly from Dell Outlet where equivalent devices are available at a lower cost, or proceeding with the quote for new laptops
   - Delegate authority to the Town Clerk to purchase up to two laptops either through the supplier quotation or directly from Dell Outlet, whichever represents the best value and meets operational requirements
   - Consider and approve the purchase of equipment and associated setup and configuration costs required to deploy the new devices, using EMR 339: IT Equipment/Support, giving delegated authority to the Town Clerk to spend up to this amount for two laptops and configuration

4. **Financial Implications**
   4.1 The financial implications are highlighted at item 3.1.

5. Climate Implications

5.1 There are no additional climate implications.

6. Conclusion

6.1 Replacement of staff laptops will require investment to ensure staff have reliable, secure and appropriately specified equipment to undertake their roles.



Nexus Open Systems Ltd

Quote: Crediton Town Council - Laptop Quote

Prepared for **Crediton Town Council**

By Josh Bradley | josh.bradley@nexusos.co.uk

Valid until Monday, September 28, 2026

Below are a few options for laptop replacements.

However these cost significantly more at the moment, due to the increase in RAM costs, they have doubled in the past 12 months.

Laptop Option				**£2,020.16**
Product		**Quantity**	**Price**	**Amount**
☐	 Dell Pro 16 Core Ultra 5 225U 16 GB RAM, 512 GB SSD 16", Non-Touch, Windows 11 Pro, FHD+, Ips, 3	2	£1,159.30	£2,318.60
☐	 Lenovo ThinkPad L14 - 14" Ultra 5 Processor 16 GB RAM, 512 GB SSD, Non-Touch, Windows 11 Pro	2	£1,134.13	£2,268.26
☑	Lenovo ThinkBook 14" Intel Core Ultra 5 325 (LPE-cores Up To 3.40GHz, 12MB), 16 GB RAM, 512 GB SSD, Non-Touch, Windows 11 Pro	2	£1,010.08	£2,020.16

Setup and Configuration Labour

Unbox: Unpack all components and assemble the workstation, keyboard, mouse and other peripherals.
Initial Power-Up & Testing: Turn on the workstation and complete the initial setup wizard, including selecting language, region, and time zone.
Remove Unnecessary Programs: Uninstall any pre-installed bloatware or unnecessary programs to optimise system performance.
Install Essential Software: Install necessary applications such as antivirus software, office suite, and any other required tools for your work.
Join Domain: Connect the workstation to the company domain by setting up the domain profile and ensuring network connectivity (if applicable)
Configure User Accounts: Create and configure user accounts with appropriate permissions and settings.
Update and Backup: Run system updates to ensure all software is up-to-date and set up a backup solution to protect important data.

Labour				**£513.00**
Product		**Quantity**	**Price**	**Amount**
	Fixed Price Laptop/PC build	2	£256.50	£513.00

T&Cs

This Quote is issued as part of our Contract with you, together with any other bespoke Contract documents issued in connection. The remainder of the Contract, including terms specific to the items listed above, must be downloaded from our terms page at www.nexusos.co.uk/terms2.

Your offer to purchase the quoted items, and our acceptance of the offer, are covered in the Framework Agreement, section 2. This Quote may subsequently be varied by an agreed Project Plan, as laid out in the Framework Agreement, section 3.

For Goods, refer to 'Sale of Goods Terms'. For products with associated terms from the Original Service Supplier, these are 'Resale Products' or 'Resale Services'; refer to 'Reseller Terms'. For Retainer, refer to 'Retainer Terms'. Pricing may change after the end of the month.

Subtotal	£2,533.16
Shipping	£25.00
VAT (20.00%)	£511.63
Total	**£3,069.79**

CREDITON
TOWN COUNCIL

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

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
- Emergency or charitable funding requests
- 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, up to a total of 10% of the approved grants budget. Any grants awarded will be reported, for noting, to the next Oversight Committee meeting.
- The Large Community Grants Scheme is available to organisations applying for a grant 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 no earlier than April of each year.

2.2 Applicants 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.

2.3 Applicants may be offered less than the requested amount or no grant at all, if the total requests take CTC over its annual allocation.

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 In line with policy section 2.1, the Town Clerk will review, assess and score applications, using the requirements in policy section 1.5, on the following basis:

Criterion	Score	Definition
Achieves outcomes detailed in 1.5a 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.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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.

4.5 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

4.6 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 policy section 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 provided on CTC's website.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

5.7 If a large grant is awarded, the applicant may 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 feedback form to show how the grant was used
- Abide by all relevant law and regulations.
- Provide CTC with for 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 applicant's 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.

6.4 For each application, CTC will record and publish the organisation, amount requested, amount awarded and short reason for request for funding.

7. General

7.1 CTC acknowledges that some organisations may experience difficulty in completing the application or meeting grant policy requirements, 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

CREDITON
TOWN COUNCIL

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

Small Grants Application Form (up to £700.00)

Crediton Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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 Crediton
- 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight 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.

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

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number:

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?	

What are the aims of your organisation?			
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts		
	Health		
	Environment		
	Youth		
What is the name of the project/activity you are applying for?			
When will the project be started/finished?			
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)			

Please tell us about your project and how your project fits with these criteria
(500 words maximum)

Financial information

What is the ***total*** cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	
What is the amount of grant requested from Crediton Town Council?	
How much have you raised already?	
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit?
b) How many are involved in decision-making and ownership of this project?
c) Will your project encourage more Crediton residents to get involved?
If so, how?
2. Are you partnering with other Crediton groups and, if not, could you consider doing so?

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?
4. Will your project continue after this grant is spent? If so, how will it be funded?

Declaration

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 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 end your application by email. **Applications will not be taken to committee without all these supporting documents**	
Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) **Typed entries acceptable for email applications**	
Date:	

Please return your completed application form to: Crediton Town Council, Manor Office, 6 North Street, Crediton, EX17 2BT
Email: e.armitage@crediton.gov.uk

CREDITON
TOWN COUNCIL

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

Large Grants Application Form (over £700.00)

Crediton 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 Crediton
- 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.crediton.gov.uk

Name of Organisation		
Name of Project or Activity		
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
Amount of funding requested from CTC		

Contact Details

Name of the person making the application	
Position in organisation	
Email address	
Telephone number	

Organisation details

Address	

Website	
Social media links	
Description of organisational purpose	
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number:

Project Details

1. Briefly outline the project that you have planned

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)

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

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

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

6. If CTC is unable to award your grant request in full, please indicate the minimum amount you would require for your project to remain viable.

7. 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)

8. 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?

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 5th event	Sign in sheets

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

What is the total cost of your project?	
How much funding would you like from CTC?	
Where will the remaining funding come from?	

Budget (please complete the following budget for your project or provide a supplementary document)			
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?	
If so, how much?	
What was the project?	
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 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) Signature 2 (Chair or senior representative of the organisation) **Typed entries acceptable for email applications**	
Date:	

Please return your completed application form to: Crediton Town Council, Manor Office, 6 North Street, Crediton, EX17 2BT
Email: e.armitage@crediton.gov.uk