



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Council Affairs & Finance Committee**, which will be held on **Tuesday 12 March 2024, at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP.**

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 PSLCC

Town Clerk

Thursday, 07 March 2024

Please note that:

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

AGENDA

148 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

149 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

150 - Apologies

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

151 - Declarations of Interest and Requests for Dispensations

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

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

152 - 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

153 - Chair's and Clerk's Announcements

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

154 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 12 December 2023 and Tuesday 13 February 2024, as a correct record

155 - Finance

155.1 - To receive and approve transactions between 01 February 2024 and 29 February 2024

155.2 - To receive and approve the bank reconciliation to 29 February 2024

155.3 - To note bank account balances to 29 February 2024

155.4 - To receive an update on transfer of CCLA funds

156 - Community Grants

To approve the proposed Community Grants, as recommended by the Grants Sub-Committee, for payment in April 2024 for the 2024/25 financial year

157 - Review and Adoption of Policies

To review and adopt the Co-Option Policy

158 - Portrait of His Majesty King Charles III

To consider and agree for Crediton Town Council to apply for a portrait to commemorate the accession of His Majesty King Charles III, at no cost to the council, following the resolution at the last meeting to undertake a Facebook Poll

159 - Community Participation

159.1 - Public Question Time

To receive the report regarding Public Question Time and to approve the proposals therein

159.2 - Coffee and Conversation

To receive an update and to approve any recommendations

160 - Devon Devolution Deal

To receive the report and associated paperwork regarding the proposals and to consider representation for Full Council approval

161 - GDPR

161.1 - To receive the report regarding the concern relating to a GDPR breach and to agree any further action

161.2 - To receive the quote received regarding ongoing support and officer/member training

162 - Annual Town Meeting

To receive the report and consider the recommendations therein

163 - Date of next meeting

To note that the date of the next meeting will be Tuesday 09 April 2024

164 - Part II

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

165 - Council Offices

To receive the report and to agree any further actions

166 - Reports Pack

Attachments – for internal use only

[2023-12-12 - Council Affairs and Finance - Minutes AMENDED.pdf](#)

[2024-02-13 - Council Affairs and Finance Committee - Minutes.pdf](#)

[Transactions 01 - 29 Feb 2024.pdf](#)

[Bank Rec as at 29 February 2024.pdf](#)

[Bank account balances as at 29 Feb 2024.PDF](#)

[Grants List for CA F meeting - 12 March.docx](#)

[Co-option Policy.docx](#)

[PQT Report.docx](#)

[Devon Devolution Deal.docx](#)

[GDPR Report.docx](#)

[ATM Report.docx](#)



**Minutes of the Council Affairs and Finance of the Democratic Services held on Tuesday,
December 12, 2023 at 19:00 at The Bungalow, 8 North Street, Credition, EX17 2BT**

Present:	Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch
Apologies:	Jim Cairney
In Attendance:	Two members of the Public, Natalia Letch
Minute Taker:	Rachel Avery (Town Clerk)

MINUTES

102 PUBLIC QUESTION TIME

Questions were raised by three members of the public. The questions and full responses would be provided on the town council's website in due course.

103 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr Cairney. (Proposed by Cllr Fawssett).

104 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs F Letch and Cochran declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

105 ORDER OF BUSINESS

There was no requirement to amend the order of business.

106 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk advised that Breakthrough Communications would be attending the next committee meeting and requested that any further comments be sent by the end of the week.

107 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Cllr Fawssett advised he would provide further information on DCC banking at the January meeting.

Cllr Backhouse asked if the public were still able to see the data, as she can, further to the alleged breach of GDPR. The Town Clerk advised that this was the case as there had been no confirmation from the ICO.

It was **resolved** to approve the minutes. (Proposed by Cllr Harris).

108 FINANCE

108.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 NOVEMBER 2023 AND 30 NOVEMBER 2023

It was **resolved** to approve transactions. (Proposed by Cllr Cochran).

108.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 NOVEMBER 2023

It was **resolved** to approve the bank reconciliation. (Proposed by Cllr Harris).

108.3 TO NOTE BANK ACCOUNT BALANCES TO 30 NOVEMBER 2023

The bank account balances were **noted**. (Proposed by Cllr Harris).

108.4 TRANSFER OF FUNDS TO CCLA

It was **resolved** to approve the recommendations in the report. (Proposed by Cllr Cochran).

109 BUDGET 2024/25

109.1 TO RECEIVE INFORMATION REGARDING THE COMMUNITY BUDGETING WORKSHOPS

The results of the survey were discussed, and whilst attendance had been low it was felt that continued opportunity for consultation was integral.

109.2 TO RECEIVE THE DRAFT BUDGET PROPOSAL AND TO AGREE ANY INITIAL AMENDMENTS OR RECOMMENDATIONS

The draft budget had been circulated, with Cllr Huxtable requesting that members consider initial proposals and feedback comments to the Town Clerk before the next meeting.

It was **noted** that the proposed budget for 2024/25 included inflation and taking on additional responsibilities, with a similar process being undertaken when reviewing levels or earmarked reserves.

At this stage, a draft budget with a 4.5% increase was being recommended by the Town Clerk, which is below inflation. 6.4% and 7.4% increases were also being considered to, with a 7.4% increase adding £1.00 per month on a Band D property.

Further expenses not considered in the current budget include:

- New toilets at Newcombes Meadow
- Additional maintenance
- Cleaning of assets
- Mayoral chain repairs and valuation

Cllr Fawssett advised of his support to precept increases at higher percentage increases to ensure additional reserves for new services.

Cllr Backhouse advised that increases should be around inflation, even slightly over would be enough to cover what is required for the next financial year.

Cllr Brookes-Hocking noted the large increases in the past two years, but recognised that funds for renovating Old Landscore School, services and assets being reduced or disposed of by higher levels of local authority and ensuring a permanent home for the town council would be required. Whilst it was depressing to see the reduction of public services and lack of investment in assets, the town council cannot rely on volunteers alone and must be conscious of the resilience of the community.

Cllr Cochran noted that further information from Mid Devon District Council had not yet been received, and the Town Clerk expressed concerns that it would not be before a precept request would be made.

Cllr Harris stated that she had no further comments on the budget at this time, but wished for it to be noted that a huge amount of work goes into the budget. Decisions are not made lightly, and all members should be aware of what is being considered.

110 GRANTS 2024/25

110.1 TO RESOLVE, FOR APPROVAL BY FULL COUNCIL, TO VIRE DIVERSITY FESTIVAL GRANT (£600) TO EAR MARKED RESERVES

It was **resolved** to vire the funds. (Proposed by Cllr Harris).

110.2 TO RESOLVE, FOR APPROVAL BY FULL COUNCIL, TO ALLOCATE THE REMAINING UNSPENT FUNDS (£506.48) TO THE 2024/25 BUDGET

It was **resolved** to allocate the remaining funds to the 2024/25 budget. (Proposed by Cllr Harris).

111 COMPLAINT TO DEVON COUNTY COUNCIL

It was **resolved** that the Town Clerk would write a letter of complaint to Devon County Council and the Local Council Ombudsman. (Proposed by Cllr Cochran).

It was requested that Cllr F Letch raise these concerns with the leader and CEO regarding the way they propose to communicate with town and parish councils as Devon moves to a Devolution Deal.

112 DATE OF NEXT MEETING

The date of the next meeting was noted – Tuesday 09 January 2024.

113 PART II

114 YOUTH WORK STAFFING

It was **resolved** to accept recommendations made in the report, subject to budget approvals in January. (Proposed by Cllr Huxtable).

115 REPORTS PACK

Signed

Dated.....



**Minutes of the Council Affairs and Finance Committee held on Tuesday, February 13, 2024
at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP**

Present: Liz Brookes-Hocking, Steve Huxtable, Rachel Backhouse, Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris

Apologies: Cllr F Letch

In Attendance: One member of the public

Minute Taker: Rachel Avery – Town Clerk

MINUTES

131 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

132 PUBLIC QUESTION TIME

Questions were raised by a member of the public. The questions and full responses would be provided on the town council's website in due course.

133 APOLOGIES

It was **resolved** to approve apologies for Cllr F Letch. (Proposed by Cllr Harris).

134 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

There were no declarations of interest.

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

There were no requests for dispensations.

135 ORDER OF BUSINESS

There were no amendments to the order of business.

136 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

137 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

It was **resolved** to approve the minutes of 10 January 2024. (Proposed by Cllr Brookes-Hocking).

It was **resolved** that given the request made by a member of the public regarding the minutes of the meeting held on 12 December, Cllr Huxtable would provide a transcript for consideration at the March meeting. (Proposed by Cllr Huxtable).

138 FINANCE

138.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JANUARY 2024 AND 31 JANUARY 2024

It was **resolved** to approve transactions between 01 January 2024 and 31 January 2024. (Proposed by Cllr Harris)

138.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 JANUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 31 January 2024. (Proposed by Cllr Harris).

138.3 TO NOTE BANK ACCOUNT BALANCES TO 31 JANUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 31 January 2024. (Proposed by Cllr Brookes-Hocking).

138.4 TO RECEIVE AN UPDATE ON TRANSFER OF CCLA FUNDS

It was **noted** that there was no further update, but the item would be added to the March agenda.

139 REVIEW AND ADOPTION OF POLICIES

Privacy Policy – it was **noted** that the policy would be reviewed, further to the complaint raised in relation to GDPR.

Disciplinary Policy – it was **resolved** to approve the policy. (Proposed by Cllr Cochran)

140 PORTRAIT OF HIS MAJESTY KING CHARLES III

Consideration was given to whether the town council should apply for the free-of-charge portrait. Whilst there were differing opinions as to whether an application should be made. It was **agreed** that a poll would be added to social media to gauge the opinion of the wider community, and a resolution would be made at the next meeting of the committee. (Proposed by Cllr Huxtable)

141 COMMUNITY PARTICIPATION

141.1 PUBLIC QUESTION TIME

The following comments were made:

- Meetings of the council and its committees are not a public meeting, but meetings to which the public are invited
- Standing orders can be suspended, and voting on this is vital
- The use of standing orders are integral to the meetings of the council, but debating at a public meeting is different
- The public can engage with the council in many other ways, and a poster has been designed to add to the website, notice boards and social media
- That questions to the District Council must be provided two days prior to the meeting
- Engagement with the community is vital
- Structure and debate is possible within meetings and should be investigated.

It was generally accepted that standing orders are clear in terms of the rules of public question time, but further investigation should be undertaken.

It was **agreed** that additional information should be added to the website to provide guidance regarding public question, for approval at the next meeting. (Proposed by Cllr Huxtable)

141.2 COFFEE AND CONVERSATION

It was **agreed** that other avenues of community discussion would be useful. It was agreed that Cllrs Huxtable, Backhouse and Fawssett would meet to agree next steps, for approval at the next meeting.

142 ANNUAL TOWN MEETING

Consideration was given to the merits of holding the meeting on the Town Square or in a building such as the Boniface Centre. The Town Clerk would further investigate the availability of locations and available dates in the first two weeks of May, for further consideration at the next meeting.

143 CLIMATE AND ECOLOGICAL EMERGENCY CONSIDERATION

It was **noted** that any consideration to the climate and ecological emergency would be reported through minutes of all Full Council and Committee meetings, in italic text.

144 DATE OF NEXT MEETING

The date of the next meeting, Tuesday 12 March 2024, was **noted**.

145 PART II

It was resolved to move into Part II. (Proposed by Cllr Huxtable).

146 COUNCIL OFFICES

Cllr Brookes-Hocking declared an interest and left the room

The report was received. It was **resolved** to recommend approval, to Full Council, of the recommendations therein. (Proposed by Cllr Cochran, Cllr Backhouse abstained).

147 REPORTS PACK

Signed

Dated.....

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		152,045.14					152,045.14	
	Banked 01/02/2024	3.00						
#177	Youth Club (YW)	3.00			1240	410	3.00	YC attendance
	Banked 01/02/2024	12.36						
#178	Allotment Barnfield	12.36			1150	160	11.16	B2C Rent 23/24
					1170	180	1.20	B2C BAA 23/24
	Banked 01/02/2024	250.00						
#179	Bovey Tracey Town Council	250.00			4190	130	250.00	Traffic management course fee
	Banked 05/02/2024	18.54						
#180	Allotment Barnfield	18.54			1150	160	16.74	B2E Rent 23/24
					1170	180	1.80	B2E BAA 23/24
	Banked 05/02/2024	9.00						
#181	CISCO	9.00			1280	130	9.00	Meeting room hire
	Banked 05/02/2024	18.00						
#182	Youth Club (YW)	18.00			1240	410	18.00	YC attendance
	Banked 05/02/2024	250.00						
#183	Dawlish Town Council	250.00			4190	130	250.00	Traffic management course fee
	Banked 06/02/2024	8.17						
#184	Allotment Exhibition	8.17			1150	150	7.38	E19C Rent 23/24
					1170	180	0.79	E19C BAA 23/24
	Banked 06/02/2024	250.00						
#185	Axminster Town Council	250.00			4190	130	250.00	Traffic management course fee
	Banked 07/02/2024	5.00						
#186	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 08/02/2024	171.00						
#187	Youth Club (YW)	171.00			1240	410	3.00	YC attendance
					1240	410	10.00	YC attendance
					1240	410	28.00	YC attendance
					1240	410	30.00	YC attendance
					1240	410	100.00	YC attendance
	Banked 08/02/2024	125.00						
#188	Ivybridge Town Council	125.00			4190	130	125.00	Traffic management course fee
	Banked 09/02/2024	5.00						
#189	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 09/02/2024	40.00						
#190	The Turning Tides Project	40.00			1280	130	40.00	OLS - room hire
	Banked 09/02/2024	270.00						
#191	Devon County Council	270.00			1280	130	270.00	Meeting room hire
	Banked 12/02/2024	5.00						

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
#192	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 12/02/2024	125.00						
#193	Bishopsteignton Parish Council	125.00			4190	130	125.00	Traffic management course fee
	Banked 13/02/2024	40.00						
#194	Youth Club (YW)	40.00			1240	410	10.00	YC attendance
					1240	410	30.00	YC attendance
	Banked 14/02/2024	5.00						
#195	Youth Club (YW)	5.00			1240	410	5.00	YC attendance
	Banked 19/02/2024	25.00						
#196	Youth Club (YW)	25.00			1240	410	25.00	YC attendance
	Banked 21/02/2024	18.00						
#197	Youth Club (YW)	18.00			1240	410	18.00	YC attendance
	Banked 26/02/2024	100.00						
#198	VOYC Devon	100.00			4720	410	100.00	First aid - reimbursed
	Banked 27/02/2024	10.00						
#199	Youth Club (YW)	10.00			1240	410	10.00	YC attendance
	Banked 27/02/2024	16.54						
#200	Allotment Exhibition	16.54			1150	150	14.94	E22A Rent 23/24
					1170	180	1.60	E22A BAA 23/24
Total Receipts for Month		1,779.61	0.00	0.00			1,779.61	
Cashbook Totals		153,824.75	0.00	0.00			153,824.75	

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2024	South West Water	DD #576	55.21			4235	160	55.21	Water - Barnfield
01/02/2024	Mr C Pugsley	SO #577	800.00			4390	250	800.00	Bungalow rent - Feb
05/02/2024	Amazon (EU s.a.r.l UK branch)	BACS #578	28.27		4.71	4085	120	23.56	Office stationery
05/02/2024	Amazon (GC Johnson Ltd)	BACS #579	28.99		4.83	4720	410	24.16	Youth - Silbury Place supplies
06/02/2024	Spar	BACS #580	9.97			4440	250	9.97	Meeting refreshments
07/02/2024	Spar	BACS #581	2.15			4720	410	2.15	Youth - refreshments
07/02/2024	Amazon (S 6 TOOLS LTD)	BACS #582	16.48		2.75	4230	350	13.73	OLS - padlock
07/02/2024	Aon UK Limited	BACS #583	80.00			4125	180	80.00	BAA - insurance
08/02/2024	Morrisons	BACS #584	4.88			4720	410	4.88	Youth - training refreshments
08/02/2024	Morrisons	BACS #585	5.24			4720	410	5.24	Youth - refreshments
09/02/2024	Amazon (EU s.a.r.l UK branch)	BACS #586	37.03		6.17	4085	120	30.86	Stationery - ID badges
09/02/2024	British Gas	DD #587	11.64		0.55	4290	340	11.09	Electricity - Newcombes toilet
09/02/2024	C Kelly	BACS #588	8.35			4720	410	8.35	Youth - supplies & refreshment
09/02/2024	Nigel Kelly	BACS #589	460.00			4230	350	200.00	Rubbish collection & disposal
						4470	300	260.00	Rubbish collection & disposal
09/02/2024	Hooper Services	BACS #590	804.00		134.00	4250	410	480.00	Grass verge cutting
						4560	360	80.00	Peoples Park - windblown tree
						4230	200	110.00	Grass cut, hedge, shrubs
12/02/2024	The Green House	BACS #591	292.00			4660	390	292.00	Electricity - Xmas tree
13/02/2024	Nexus Open Systems	DD #592	353.76		58.96	4070	120	294.80	IT Support - February
13/02/2024	Octopus Energy	DD #593	17.18		0.82	4290	210	16.36	Electricity - Bandstand
15/02/2024	Amazon (EU s.a.r.l UK branch)	BACS #594	20.28		3.39	4720	410	10.69	Youth - lino cutters
						4720	410	6.20	Youth - carbon paper
15/02/2024	British Gas	DD #595	122.99		5.86	4290	250	117.13	Bungalow - electricity
16/02/2024	Tesco	BACS #596	7.75			4720	410	7.75	Youth - sausages
16/02/2024	Amazon (Quickdraw Supplies)	BACS #597	18.95		3.16	4720	410	15.79	Youth - lino block
16/02/2024	Crown Gas & Power Ltd	DD #598	251.93		12.00	4290	250	239.93	Bungalow - gas
20/02/2024	Spar	BACS #599	8.14			4115	120	8.14	Office consumables
21/02/2024	A & K Electrical Services	BACS #600	117.60		19.60	4230	350	49.00	PAT testing
						4390	250	49.00	PAT testing
21/02/2024	Adams	BACS #601	21.43		3.57	4540	350	2.08	Supplies - various
						4020	365	9.22	Supplies - various
						4115	120	6.56	Supplies - various
21/02/2024	M J Tucker Plumbing Ltd	BACS #602	49.30			4390	250	49.30	Toilet repair - bungalow
21/02/2024	DALC	BACS #603	72.00		12.00	4190	130	60.00	Webinar - charring meetings
21/02/2024	DALC	BACS #604	162.00		27.00	4190	130	135.00	DALC AGM & Conference
21/02/2024	Devon Tree Services	BACS #605	528.00		88.00	4230	150	440.00	Exhibiton Road - hedge cut
21/02/2024	Hooper Services	BACS #606	822.00		137.00	4250	190	205.00	Peoples Park - grass cutting
						4250	410	480.00	Grass verge cutting
22/02/2024	Tesco	BACS #607	13.79			4720	410	13.79	Youth - storage
22/02/2024	Wage payments	BACS #608	10,632.20			4000	110	10,632.20	Salaries - February
22/02/2024	HMRC	BACS #609	2,651.54			4030	110	2,651.54	HMRC

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/02/2024	Peninsula Pensions	BACS #610	3,301.83			4040	110	3,301.83	Pensions - February
23/02/2024	Amazon (EU s.a.r.l UK branch)	BACS #611	45.20		7.53	4720	410	37.67	Youth - Soldering iron
26/02/2024	Amazon (Bargain Online Ltd)	BACS #612	7.78		1.30	4720	410	6.48	Youth - craft supplies
26/02/2024	Amazon (Cold Jade Ltd)	BACS #613	8.98			4720	410	8.98	Youth - craft supplies
26/02/2024	Amazon (Window Films Direx)	BACS #614	44.99		7.50	4230	350	37.49	OLS - window film
26/02/2024	Concorde	DD #615	13.11		2.19	4060	120	10.92	Printing charges - December
27/02/2024	Amazon (Greener Books Ltd)	BACS #616	3.63			4720	410	3.63	Youth - books
27/02/2024	Valda Energy	DD #617	344.49		16.41	4290	250	42.52	Front office - electricity
						4290	340	8.12	Electricity - Newcombes toilet
						4290	350	277.44	Electricity - OLS
28/02/2024	Morrisons	BACS #618	9.04			4720	410	9.04	Youth - refreshments
28/02/2024	We Print Gifts Ltd	BACS #619	54.65		9.11	4085	120	45.54	Lanyards
28/02/2024	British Gas	DD #620	8.14		0.39	4290	250	7.75	Office standing charge - Feb
29/02/2024	Nexus Open Systems	DD #621	204.70		34.12	4070	120	170.58	IT support - February
29/02/2024	Concorde	DD #622	260.09		43.35	4075	120	216.74	Telephone charges - January
Total Payments for Month			22,821.68	0.00	646.27			22,175.41	
Balance Carried Fwd			131,003.07						
Cashbook Totals			153,824.75	0.00	646.27			153,178.48	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		258,892.71					258,892.71	

Banked **29/02/2024** **1,158.23**

#9 CCLA	CCLA	1,158.23			1090	120	1,158.23	Interest on account
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Total Receipts for Month		1,158.23	0.00	0.00			1,158.23	
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Cashbook Totals		<u>260,050.94</u>	<u>0.00</u>	<u>0.00</u>			<u>260,050.94</u>	
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Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		260,050.94						
	Cashbook Totals		260,050.94	0.00	0.00			260,050.94	

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	29/02/2024	239	131,003.07
			<hr/> 131,003.07
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			131,003.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			131,003.07
		Balance per Cash Book is :-	131,003.07
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	29/02/2024		260,050.94
			<u>260,050.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			260,050.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			260,050.94
		Balance per Cash Book is :-	260,050.94
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Co-Operative Current 15006951	131,003.07
29/02/2024	Cambridge & Counties 15006951	89,933.70
29/02/2024	Nationwide Account 90097276	85,476.46
29/02/2024	Hampshire Trust 10254426	0.00
29/02/2024	United Trust Bank	88,010.76
29/02/2024	CCLA	260,050.94

654,474.93

Receipts not on Bank Statement

0.00

Closing Balance

654,474.93

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	131,003.07
2	Cambridge & Counties 6951	89,933.70
3	Nationwide Account 7276	85,476.46
4	Hampshire Trust Bank 4426	0.00
5	United Trust Bank 6692	88,010.76
7	CCLA	260,050.94

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 654,474.93

List of Community Grants 2024/25

- Crediton Food Larder - **£500.00**
- North Creedy Choral Society - **£600.00**
- St Boniface Concert Society - **£600.00**
- Crediton Town Band - **£600.00**
- Sustainable Crediton - **£1,000.00**
- Crediton Area History & Museum Society - **£1,000.00**
- Crediton Heart Project - **£1,000.00**
- The Folklore Library and Archive - **£1,000.00**
- Journey Counselling Service - **£1,000.00**
- Crediton Youth Theatre - **£1,000.00**
- Crediton & District Swimming Club - **£1,200.00**
- Significant Seams CIC - **£1,260.00**
- Crediton Rugby Football Club - **£1,500.00**
- CODS - **£1,500.00**
- Unite Carers in Mid Devon - **£2,000.00**
- Age Concern Crediton - **£2,000.00**
- Crediton Town Team - **£2,000.00**
- The Bookery - **£2,444.70**
- Crediton Congregational Church - **£1,000.00**
- Crediton Youth Orchestra - **£3,000.00**
- Citizens Advice Torridge North Mid & West Devon - **£3,500.00**
- Crediton Arts Centre (Shakespeare Production) - **£500**
- Crediton Arts Centre - Busk It! - **£800**
- Crediton Arts Centre (running costs) - **£1,000**
- Mid Devon Mobility - **£1,500**
- The Turning Tides Project - **£2,000**
- Churches Housing Action Team (CHAT) - **£3,000**

Total = £38,504.70



Co-option Policy

The Co-option of a Town Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Crediton Town Council:

- 1) On receipt of written confirmation from the Electoral Services Office at Mid Devon District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:
 - a) advertise the vacancy for 4 weeks on the Council notice boards and website, and place an advert in the local press,
 - b) advise the Council that the Co-option Policy has been instigated, by sending an e-mail to all members.
- 2) Applicants for co-option will be asked to:
 - a) submit information about themselves, by way of completing a short application form.
 - b) confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form
- 3) Copies of the applicant's application form will be circulated to all members by the Clerk at least seven days prior to the meeting of the full Council, when the Co-option will be considered.
- 4) Applicants will be required to attend the meeting of the full Council when the Co-option will be considered. At the meeting, applicants will be asked to give a short presentation and may be asked questions.
- 5) Discussion about the applications will take place in council session without intervention from the candidates or public. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained. Members shall vote by signed ballot. If any member so requires, the Clerk shall record the names of members who voted on any question to show whether they voted for, against, or abstained. In the case of an equality of votes, the Chair of the meeting has a second or casting vote.
- 6) Candidates may stay in the room for the vote.
- 7) After the vote has been concluded, the Chair will declare the successful candidate duly elected.



Co-option Application Form

Name.....

Address for Correspondence

.....

.....Postcode

Tel. Mobile

Are you 18 or over? YES/NO

Which Ward(s) would you like to be member of

Please detail any experience you have that may be relevant to Credition Town Council. (If necessary, please continue on a separate sheet of paper).

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Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper).

.....

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.....

.....

Signed Dated

Please return your completed form, together with the Co-option Eligibility Form to: Rachel Avery, Town Clerk, Credition Town Council, 8 North Street, Credition, EX17 2BT by no later than add date.





Co-option Eligibility Form

1. A person is qualified to be elected/co-opted as a Credition Town Councillor, if he/she is a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland, or a relevant citizen of the European Union, and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) has reached 18 years of age and
- is registered as a local government elector for the town; or
 - has during the whole of the twelve months preceding the date of co-option, occupied as owner or tenant, any land or other premises in the town; or
 - his/her principal or only place of work during those twelve months has been in the town; or
 - has during the whole of twelve months resided in the town or within 3 miles of it.

Please circle which of the above applies to you.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
- a) holds any paid office or employment of the local council (other than the office of Chair) or of a joint committee on which the Council is represented; or
 - b) is a person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986 (but see below¹); or
 - c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
 - d) is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

¹A person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief order becomes disqualified from the date of the judgement or execution.

I (*insert name*) hereby confirm, that I am eligible to apply for the vacancy of Credition Town Councillor, and the information given on this form is a true and accurate record.

Signed Dated





CREDITON TOWN COUNCIL

Public Question Time Report

Report by: Town Clerk and Cllr Huxtable
To: Council Affairs and Finance Committee
Date: For consideration on 12 March 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the report below in relation to the use of Public Question Time at all Full Council and Committee meetings.

1. Purpose

- 1.1 This report provides a proposal to approve the use of Public Question Time during convened meetings of Credition.
- 1.2 This report sets out proposed wording to the public regarding the use of Public Question Time.
- 1.3 This report sets out proposed opportunities for debate in other ways.

2. Background

- 2.1 Credition Town Council's Council Affairs and Finance Committee meeting have been considering the use of Public Question Time and how to ensure visiting members of the public can ensure they have an opportunity to speak at meetings.
- 2.2 The recent Communications Strategy highlights the need for 'meet the council' type events, but these are separate to Public Question Time, at convened meetings of the council to transact business.

3. Proposals

3.1 Public Question Time

To approve that CTC's Standing Orders provide clear guidance on the running of Public Question Time.

To approve the wording for the town council's website, as in Appendix A.

3.2 Further participation

For Councillors Huxtable, Backhouse and Fawssett to continue to investigate how the Coffee and Conversation events will work, including considering the use of future community participation events.

4. Financial Implications

- 4.1 There are no further financial implications that have not already been provided to members as part of ongoing discussion.

5. Climate Implications

- 5.1 There are no further climate implications that have not already been provided to members as part of ongoing discussion.

6. Conclusion

- 6.1 Credition Town Council welcomes opportunities to engage with the public, recognising that there are many ways in which individuals may wish to communicate. It should be of importance to members to ensure that as many ways of open dialogue with the public are available, within remaining capacity across the staff team and with support from elected members.

Guidance on Public Question Time

Members of the public are welcome and encouraged to come along to Crediton Town Council (CTC) meetings. By law, members of the public must be admitted to meetings of CTC. However, the law does not allow members of the public to take part in the debates.

CTC sets aside an opportunity for the public to speak at the beginning of each meeting. We do this by temporarily deferring the start of the meeting. Members of the public are very welcome to remain for the rest of the meeting, or leave as soon as they have spoken; this is entirely their choice and CTC welcomes your attendance.

Members of the public are welcome to raise a point relating to an item on the agenda. Issues that do not relate to the agenda will be delayed until a subsequent meeting as CTC is unable to make a decision binding in law, unless a specific item is included on the agenda.

Members of the council are always willing to discuss topics put forward by the public. Agendas are prepared in the week before the date of the meeting so members of the public will need to inform the Town Clerk or Chair ten days prior to the meeting if there is an item they would like to be included on the agenda. Although this might seem a long time in advance, CTC is required by law to publicise its agenda at least three clear days before each meeting; these days do not include the day of issue or the day of the meeting.

Here are some guidelines regarding Public Question Time:

- The Chair controls this session
- Each speaker can speak for up to 3 minutes or as decided by the Chair (if there is a keen interest in an issue, it is sensible for a spokesperson to be identified to speak rather than the same point being repeated)
- Questions should be directed to the Chair
- It might be that the Chair invites the Town Clerk to respond to you
- Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair shall direct in which order this will be
- The Chair will not usually suspend Standing Orders once the meeting has started, allowing members of the public to speak during the meeting (this is only permitted via a resolution)

The rules on how meetings are run is set out in CTC's Standing Orders which can be downloaded from CTC's website or via request to the CTC office.



CREDITON TOWN COUNCIL

Devon and Torbay Devolution Deal Consultation

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 13 March 2024

Recommendation

To consider the consultation documents regarding the Devon Devolution Deal and to:

- a. Note report content and decide consultation response as a body corporate, for recommendation to Full Council
- b. Note that members can respond individually
- c. Consider making no response to the consultation.

1. Purpose

- 1.1 This report sets out information relating to the Devon and Torbay Devolution Deal.

2. Background

- 2.1 A devolution arrangement differs from local government reorganisation (the last Devon reorganisation included the abolishment of Rural District Councils, resulting in the formation of Crediton Town Council in 1974).
- 2.2 Devolution differs from local government reorganisation:
 - Local government reorganisation involves merging existing authorities into new unitary ones to improve efficiency and representation
 - Devolution typically involves existing two-tier authorities forming an additional statutory body called a Combined Authority. This allows access to increased powers and funding from the government in certain areas, while authorities continue in their current form.
- 2.3 This deal is Level 2 (The other levels of Devolution are Level 1- informal joint working between authorities, Level 2 – a single institution without an elected Mayor (as evidenced in this consultation). The most local example of an operating Level 2 Devolution deal can be seen in Cornwall, and Level 3 - a form of local Government reorganisation creating a single institution with a directly elected Mayor (such as seen in the case of existing Metro/Mayors).

3. Proposals

- 3.1 The proposals for the Devon and Torbay Devolution were announced in January 2024. The public consultation runs until 24 March 2024.
- 3.2 The deal involves:
 - Forming the Devon and Torbay Combined County Authority (CCA), with a leadership group and nominated chair, to provide vision, accountability, and value
 - New skills powers including the Adult Education Budget to shape training to meet economic needs
 - £16 million funding for housing, net zero, and business transition
 - Collaboration with Homes England on affordable housing and regeneration
 - New transport powers including bus franchising
 - Shared Prosperity Fund planning/delivery role potential from 2025/26
 - Integrating the Heart of the South West Local Enterprise Partnership (LEP) functions into the CCA but retaining an independent business voice
 - Cooperation with the Police and Crime Commissioner
 - A clear resilience and emergency planning role.

- 3.3 This initial deal is seen as a starting point with potential for evolution over time.
- 3.4 The governance arrangements for the CCA includes:
- Devon County Council and Torbay Council as constituent members
 - 3 elected members per constituent council, including Leader
 - 4 non-constituent district council members
 - 2 associate business/skills members
- (Note: district councils cannot be constituents, the Chair of the CCA will rotate every two years and the Chair has no casting vote).
- 3.5 Joint Team Devon committee will replace the LEP, with county, districts, national parks, DALC etc, providing a voice and collective position.
- 3.6 Constituents have overall responsibility and voting rights. Decision-making split between reserved/general matters.
- 3.7 Possible advisory boards will be created such as Growth, Skills, Housing which will be formalised but will have no decision-making powers.
- 3.8 Separate overview/scrutiny and audit committees required.
- 3.9 Central funding guaranteed initially but constituent contributions may be needed after 2026/27.
- 3.10 An outline of the questions asked within the consultation are in Appendix A of this report.
- 3.11 The questions outlined in Appendix A have been sent to all members. Responses will be collated to inform the report to Full Council on 19 March 2024.

4. Officer comments

- 4.1 This is not devolution to town/parish level and therefore does not address the issue of service/asset/liability transfer to our sector.
- 4.2 There is insufficient project funding (£16m) for long term sustainability and does not address the current financial issues faced by DCC and district councils.
- 4.3 The town and parish council sector needs a clear and consistent outline of principal authority statutory functions for effective engagement/communication in the future.
- 4.4 Clarification needed of DALC role and capacity given the large number of councils in Devon and the wide variety of needs/challenges.

5. Conclusion

- 5.1 Crediton Town Council has a right to respond to the consultation as a corporate body, and recommendations made through this committee and the Planning and Town Strategy Committee will be provided at the Full Council meeting on Tuesday 19 March 2024.

NOTE:

Consultation Link: [Devon and Torbay's deal - Devon and Torbay Devolution Deal \(devontorbaydeal.org.uk\)](https://devontorbaydeal.org.uk)

Government Policy Paper: [Devon and Torbay devolution deal - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Consultation questions

Councillors are asked to consider the questions highlighted if they wish to submit a corporate response.

What is the Devon and Torbay Combined County Authority?

On 25 January 2024 the Government announced the potential for a devolution deal for Devon and Torbay. Devon County Council and Torbay Council have produced a draft proposal (the 'Proposal') and have agreed to consult on the Proposal to create a new entity called the Devon and Torbay Combined County Authority (CCA). The proposed CCA is a legal requirement to oversee new powers and funding devolved from Government for a range of local priorities including housing, jobs and training, and transport.

If the Proposal is implemented, existing funding and powers will move from central government to Devon and Torbay, with further powers also being available to the CCA. This will enable local voices to play a greater role in decision-making in the area to secure more investment and deliver better outcomes for local communities.

The Proposal would not mean removing or merging local councils. Each council would continue to exist and would still be responsible for public services in their area. Funding to establish the CCA would be provided by the Government.

Maximising our economic potential

We will make sure we have the skilled workforce our local economy needs for the future. We'll work to secure new investment to help create additional high value jobs.

- The Deal would devolve the budget for adult education to the Devon and Torbay CCA. The CCA would be responsible for making funding allocations to adult education providers meaning we would have the flexibility to tailor provision to local needs and priorities.
- Funding for Free Courses for Jobs will also be devolved and ring-fenced.
- The CCA will work with the Devon and Plymouth Chamber of Commerce providing input to and supporting the development of the Local Skills Improvement Plan for the area. The Plan will help build a stronger and more dynamic partnership between employers and further education providers.
- The Department for Education will continue to work with Devon and Torbay to commission a local programme of Skills Bootcamps.
- We want to ensure that we retain a shared focus on careers education and advice for young people. The Government will work with the CCA and other partners to continue the work within the Careers Hub.
- The Department for Work and Pensions, through the Job Centre Plus and the Partnership teams, will work with the CCA on shared strategic priorities recognising the crucial link between local skills, education, health and workforce development.
- The CCA will take on the relevant functions and roles of the Heart of the South West Local Enterprise Partnership (LEP) in line with published guidance. We will work together so that the business voice is represented with Devon and Torbay.
- The Government will work closely with the CCA to make it easier for businesses to access the information, advice and support they need. This will draw on the Department for Business and Trade's global and sector offer.
- With the Department for Science, Innovation and Technology and UK Research and Innovation we will explore opportunities for closer long-term collaboration to strengthen Devon and Torbay's research and innovation capacity.
- We will look to make the most of the opportunities for further joint working around farming, fishing and coastal matters, building upon local good practice and programmes around farm resilience, aquaculture and renewable energy policy and practice.

- Exploratory conversations will be held between the CCA and the Department for Digital, Culture, Media and Sport and its Arms Length Bodies on the region's appetite and capacity for partnership working across the culture, heritage, sport, communities and visitor economy as applicable.
- We will have regular engagement with the Government on the digital connectivity delivery plans for the region, particularly where they involve hard to reach rural and coastal areas.

2.To what extent do you agree or disagree with the proposal to maximise our economic potential through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to maximise our economic potential, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Addressing our housing pressures

In partnership, we will deliver additional investment in affordable housing schemes for local people, reducing homelessness. Greater Community Land Trust-led delivery will support rural and coastal affordable housing delivery.

- The CCA will work with Homes England, with the support of the Department for Levelling Up, Housing and Communities, to combine our skills and capacity to reduce the barriers to affordable housing delivery, regeneration and wider housing growth. We will develop a shared development pipeline which will be underpinned by a clear action plan.
- There will be potential investment through current and future funding streams, including the Affordable Homes Programme and Brownfield, Infrastructure and Land Fund.
- The CCA will explore, collectively with Homes England and the Department for Levelling Up, Housing and Communities, how wider measures, such as facilitating greater Community Land Trust-led delivery, could better support our plans to increase much needed rural and coastal affordable housing delivery, especially across small sites.
- Part of the Government's capital commitment to the CCA will be available to support the development of a small sites Green Homes investment programme.
- The Government has recognised the differentiated nature of local housing markets across Devon and Torbay and work that is underway by the Devon Housing Commission.
- The CCA will have access to additional land assembly powers for housing, regeneration and economic purposes. It will work in partnership with the Government on additional solutions for individuals who are homeless and on the challenges around second homes and holiday lets.

3.To what extent do you agree or disagree with the proposal to address our housing pressures through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to address our housing pressures, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree

- Strongly disagree
- Don't know

Improving local transport

We will strengthen our joined-up approach as equal partners, helping to improve the efficiency and co-ordination of public transport. Shared responsibility for strategic transport will support economic growth.

- The CCA will become the Local Transport Authority for Devon and Torbay taking on the strategic coordination role and accountability for the associated responsibilities and local public transport powers
- As the Local Transport Authority, the CCA will develop an area-wide Local Transport Plan. The Department for Transport will use this Plan as a basis for future local transport investment
- The CCA will design and deliver a pipeline of transport interventions which align with Devon and Torbay's wider priorities including local growth, improving transport user experience, decarbonisation and reducing environmental impact.
- The CCA will be accountable for the receipt and allocation of Government local transport funding to Devon County Council and Torbay Council, whilst highways funding will go directly to those councils as highways authorities. The operational responsibility for highways will remain with constituent councils.
- Peninsula Transport Sub-National Transport Body (STB) will develop its Regional Centre of Excellence, which will offer bespoke capability and tools to support to all LTAs in the STB area.
- As the Local Transport Authority, the CCA will be responsible for:
 1. Bus Service Improvement Plans
 2. Enhanced Partnerships
 3. Subsidised bus services
 4. Concessionary fare schemes
- Where practical, the CCA will work towards streamlining Devon and Torbay's engagement with commercial bus operators and coordinate existing separate arrangements into a single Enhanced Partnership. If the CCA considers that bus franchising is likely to deliver better outcomes, Government will consider conferring franchising powers to the CCA.

4. To what extent do you agree or disagree with the proposal to improve local transport through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to improve local transport, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Meeting our net zero ambitions

We will unlock Devon and Torbay's huge green economic potential, with more investment in green business growth and attracting inward investment to the area. Our transition to a net-zero economy will be accelerated, capitalising on our area's world-leading expertise in green science and technology.

- Part of the Government's capital commitment to the CCA will be available to support business to invest in green business transition activity. This will offer Devon and Torbay's business community an opportunity to both modernise and decarbonise activity at a faster rate.
- The capital commitment will also enable the CCA to support the development of green skills capacity building within the further and higher education sector.
- The CCA will work with Government on planning our future energy system for net zero.

- The CCA will become the heat network Zoning Co-ordinator, playing a key role in the delivery of heat decarbonisation infrastructure. The Government will support the CCA to take forward heat network zoning in collaboration with the private sector to utilise all available low carbon heat sources.
- The CCA will work with the Government to explore the benefits of and design options for a place-based approach to delivering retrofit measures.
- We will be provided with opportunities to work with the South West Net Zero Hub to explore sources of funding for projects within our area.
- The CCA will work with Government on local environment policies to support the delivery of England's new Environmental Improvement Plan. Devon and Torbay will be considered as a test-bed geography for future policies such as new carbon codes for soils and the restoration of marine habitats.

5.To what extent do you agree or disagree with the proposal to meet our net zero ambitions through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to meet our net zero ambitions, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Delivering investment in Devon and Torbay

There will be local democratic accountability for big investment decision in the local economy. Business and skills representatives will have a strong voice and a direct route to locally-elected decision-makers.

- From 2025/2026, the CCA could have delivery responsibility for the UK Shared Prosperity Fund (or its successor). In doing so, the CCA will engage with constituent councils, district councils and other local partners to make sure that the needs of residents can be effectively addressed.
- £16 million of capital funding will be provided to the CCA from the Government to support local priorities. This will accelerate Devon and Torbay's transition to a net-zero economy. It will help us to capitalise on our expertise in environmental science and technology, with a focus on new green jobs, homes, skills and business growth. Alongside this we will seek to attract additional private sector investment into these areas.
- The CCA would have direct control over £11 million per year of funding for adult education until 2030. This will enable us to create up to 50,000 new training and re-training opportunities.
- There will be democratic control of Local Enterprise Partnership assets and funding.

6.To what extent do you agree or disagree with the proposal to deliver investment in Devon and Torbay through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to deliver investment in Devon and Torbay, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Creating a strong and sustainable local economy

We will support high growth business sectors such as marine engineering, defence, photonics and digital, as well as our traditional strengths of tourism, agritech and food production. Through creating a strong and sustainable local economy, we can increase productivity and pay across Devon and Torbay.

- Part of the Government's capital commitment to the CCA will be made available to enable the development of crucial coastal and marine energy infrastructure to allow for the transition to low carbon shipping. This will complement existing planned Levelling Up investment in Northern Devon and Torbay.
- The CCA and VisitEngland will work with the accredited Local Visitor Economy Partnership for the region to help further develop the region's visitor economy, harnessing the region's potential to grow domestic and international visitor spend and encouraging visits throughout the year.
- The Government and the CCA will seek to maximise the impact of our core sectors through:
 1. Aligning activity around our High Growth Opportunities including marine manufacturing, specialist innovation assets and the photonics sector;
 2. Maximising opportunities linked to Floating Offshore Wind development;
 3. Fully realising opportunities within the Advanced Engineering and Manufacturing sector;
 4. Working closely with the Department for the Environment, Food and Rural Affairs around the agritech and fishing sectors;
 5. Exploring the potential of the small but nationally significant health and life sciences cluster

7. To what extent do you agree or disagree with the proposal that it will support industries that are important to Devon and Torbay?

(If you have any comments you would like to make around the proposal to create a strong and sustainable local economy, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Delivering Our Ambitions

We will implement streamlined management and decision-making arrangements with a strong business and skills voice to address the big opportunities and challenges for Devon and Torbay. These arrangements will need to accord with the provisions of the Levelling-up and Regeneration Act 2023.

In order that powers and funding are available, suitable management and decision-making arrangements must be put in place. These arrangements provide the Government with assurance that funding will be spent appropriately, and statutory functions will be delivered effectively and efficiently.

To achieve this, our proposals include the integration of the Heart of the South West Local Enterprise Partnership (insofar as they relate to Devon and Torbay) with wider structures and the formation of a new Devon and Torbay Growth Board. There will also be a Skills and Employment Board created. This will help ensure there continues to be strong and independent local business and skills voices that inform local decision-making and strategic economic planning.

The governance model proposed would build upon existing structures and recognises the significant role for the eight district councils (who would be able to nominate two representatives to the proposed CCA alongside the creation of a Team Devon Joint Committee to further strengthen local partnership working arrangements).

8. To what extent do you agree or disagree with the proposed delivery arrangements for the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the delivery proposal, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Your comments

9.If you have any comments you would like to make about the proposals for the Devon and Torbay Combined County Authority, please tell us using the space below.



GDPR Alleged Breach Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 12 March 2024

Recommendation

The Council Affairs and Finance Committee is recommended to note the contents of this report (item 161.1) and to consider the quote received for ongoing support and training (item 161.2).

1. Purpose

1.1 This report sets out the steps that have been taken since the last meeting in relation to the alleged breach of GDPR.

2. Background

2.1 A concern was raised by a member of the public in November 2019 relating to an alleged GDPR breach.

2.2 The complainant stated that the town council had breached GDPR by publishing a surname and plot number (alongside payment amount) to allocate payments within the transaction list which is published within the agenda pack.

3. Actions since last meeting

3.1 The Town Clerk has written to the ICO explaining the situation and requesting guidance on the situation.

3.2 The Town Clerk has obtained a quote for ongoing support and training relating to Data Protection.

3.3 The Town Clerk, further to the response from the ICO, will review the reporting of transactions within Rialtas, and amend as considered appropriate and in line with best practice and existing legislation.

4. Proposals

3.1 A quote has been received for ongoing support, as detailed in Appendix A.

5. Financial Implications

4.1 A quote has been received. The Town Clerk has contacted one other provider, but is yet to receive a response:

Quote A	Initial Audit	£500.00
	Monthly Retainer	£149.00

6. Climate Implications

5.1 There are no climate implications.

7. Conclusion

6.1 CTC is responsible for compliance of GDPR law and regulations.

Appendix A

Further to our recent conversation, I wanted to share how I can assist Crediton Town Council in ensuring your data protection compliance journey is smooth and effective.

We specialise in offering tailored services to help companies like yours achieve and maintain compliance. Our offerings include onsite consultancy, comprehensive training, policy crafting and reviews, remote DPO support via email, telephone, and video, as well as thorough audits to ensure your compliance remains robust.

For Crediton Town Council specifically, I recommend beginning with an audit to evaluate your current data protection posture. This audit will provide valuable insights into your current status, which we'll document within the website app. Through this platform, you'll have real-time access to monitor your compliance health score, while also facilitating seamless communication, task setting, and document management. Moreover, our app streamlines administrative processes, allowing for easy handling of Subject Access Requests (SARs) and Freedom of Information (FOI) requests directly within the platform.

To kickstart this process, the initial one-day onsite audit is priced at £500. Following this, we offer an ongoing retainer of £149 per month. This retainer grants you continued access to the app, a convenient instant messaging service for prompt query resolutions, SAR and FOI management capabilities, as well as two hours per month of dedicated Data Protection services aimed at enhancing your compliance journey and elevating your health score.

I'm excited about the opportunity to collaborate with Crediton Town Council and support you in achieving and maintaining robust data protection compliance. Should you have any questions or wish to discuss this further, please feel free to reach out at your convenience.



CREDITON TOWN COUNCIL

Annual Town Meeting Report

Report by: Town Clerk
To: Council Affairs and Finance Committee
Date: For consideration on 12 March 2024

Recommendation

The Council Affairs and Finance Committee is recommended to consider the report below in relation to the arrangements for the Annual Town Meeting.

1. Purpose

1.1 This report sets out a proposal from Cllr Brookes-Hocking to hold the Annual Town Meeting in conjunction with the Mayoral Reception.

2. Background

2.1 All parishes and towns in England must hold an Annual Parish or Town Meeting. This is an annual statutory public meeting of electors and is therefore not used to address standard Council business¹.

3. Proposals

- 3.1 That the Annual Town Meeting be held on Friday 17 May 2024 at the Town Hall, incorporating both the Mayoral Reception and Annual Town Meeting.
- 3.2 That community groups and organisations will be invited to attend to celebrate achievements in the council year 2023/24.
- 3.3 That an opportunity will be provided for free debate for members of the public.
- 3.4 Food and drink will be provided.

4. Financial Implications

4.1 The following budgets will be used as necessary to pay for catering and hall hire:
Annual Town Meeting
Mayoral Reception

5. Climate Implications

5.1 Local catering quotes will be obtained and local produce will be used where possible.

6. Conclusion

6.1 The Mayor is yet to hold their annual reception, and would like to take the opportunity to hold both events as an opportunity to bring the community together.

¹ Local Government Act 1972 s9