



**Minutes of the Meeting of Credition Town Council held on  
Tuesday 18 May 2021, at 19.00, at Old Lanscore School, Greenway, Credition**

**Present:** Cllrs Mr F Letch, Miss J Harris, Mr S Huxtable, Mrs E Brookes-Hocking, Mr G Cochran, Mr M Szabo, Mrs L Martin and Mrs H Zorlu

**Apologies:** Cllrs Mr J Downes, Mr J Ross and Mr J Cairney

**Absent:** Cllr Mr P Vincent

**In Attendance:** Mrs R Avery, Town Clerk  
Mrs E Armitage, Administrative Assistant  
Mr A Quick, Credition Courier  
1 member of the public

**2105/001 To elect the Chairman/Mayor for 2021-22**

It was **resolved** to elect Cllr Brookes-Hocking as the Chairman and Mayor for 2021-22. (Proposed by Cllr Huxtable)

**2105/002 The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**

The Chairman, Cllr Brookes-Hocking, read and signed the prescribed 'Declaration of Acceptance of Office'.

Cllr Brookes-Hocking thanked her fellow councillors for putting their confidence in her. She stated that Cllr Letch would be a hard act to follow; he had given a huge amount to time, enthusiasm, commitment, and leadership to the town, and she was delighted to be following in his footsteps.

**2105/003 To elect the Deputy Chairman/Deputy Mayor for 2021-22**

It was **resolved** to elect Cllr Harris as the Deputy Chairman and Deputy Mayor for the 2021-22. (Proposed by Cllr Letch).

**2105/004 To receive a speech from the outgoing Mayor**

Cllr Letch read the following speech:

*'I do not know if 13 years as Mayor and Chairman is a record but it is a very long time and I think with my new commitments at District Council and County Council, it is time for me to hand over to somebody with the time it takes to do the job properly. I have enjoyed my time as Mayor and Chairman. There have been a few downturns such as the loss of the council building, but most of my memories are happy ones. I have worked with three Town Clerks and seen the coming and going of 15 or so Town Councillors. Of all the Town Councillors, the one who has supported me most is Joyce Harris my vice-chairman. I cannot forget the help and support I have received from Natalia, who greatly enjoyed her role as Town Mayoress.'*

*As Mayor it has been my delight to visit the local schools on many occasions, to improve our relationship with our twin town in France, Avranches, to represent the town at the Mid Devon show, the police awards ceremonies, various CODS' productions and the most moving time of the year is our wonderful commemoration held on 11 November each year at the War Memorial. As Chairman, I have seen the creation of Christmas in Crediton which has been such an outstanding success. I have re-introduced the garden competition which has included my favourite category, namely the Mayor's favourite, and I instigated the surgeries held on the Town Square.*

*Although I am standing down as Chairman, I shall remain on the Town Council because it is something that is dear to my heart. I shall continue to work for the town at all the levels at which I represent it. We have been going through difficult times, the loss of face-to-face meetings, which little attendance. Zoom meetings have engaged the public, but I ask if it is our fault or theirs, but in the recent elections there was only a 39% turnout. I hope that we can have a united and happy band of councillors, with an end to haranguing of emails which has been so difficult over the past six months. I wish my successor a very happy and fulfilling time ahead.'*

**2105/005 To receive and accept apologies**

It was **resolved** to accept apologies from Cllrs Cairney, Downes and Ross. It was **resolved** not to accept apologies from Cllr Vincent because his opinion that the location of the meeting was unsuitable and the arrangements for public participation were inadequate were not considered to be acceptable reasons for failing to attend. (Proposed by Cllr Letch).

**2105/006 Declarations of Interest**

Cllr Letch 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.

**2105/007 Public Question Time**

A member of the public congratulated Cllr Brookes-Hocking on her election as Mayor and Chairman and asked the following question:

- Local people and visitors have enjoyed the hospitality provided by the town council-owned benches on the Town Square. Can you reassure people that the town council has plans to keep them in the well-service and pristine condition that they find them in today?

Cllr Brookes-Hocking reported that the Town Council has plans in place to keep them in the required condition and a meeting with Mid Devon District Council has been arranged to discuss the management of the asset.

**2105/008 Order of business**

There were no changes to the order of business.

**2105/009 Chairman's and Clerk's Announcements**

There were no announcements.

- 2105/010 Town Council Minutes**  
It was **resolved** to approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday 27 April 2021 as a correct record. (Proposed by Cllr Harris).
- 2105/011 To receive, and to ratify the decisions therein, the minutes of the following meetings**  
Minutes had been issued with the agenda:
- **Grants Sub-Committee held on 05 January 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Letch).
  - **Assets and Amenities Committee held on 05 January 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Harris)
  - **Town Strategy Committee held on 02 March 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Brookes-Hocking).
  - **Council Affairs Committee held on 09 March 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Harris).
  - **Christmas in Crediton Sub-Committee held on 23 March 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Brookes-Hocking).
  - **Town Strategy Committee held on 06 April 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Brookes-Hocking).
  - **Climate Change and Sustainability Committee held on 08 April 2021**  
It was **resolved** to approve the minutes of the meeting. (Proposed by Cllr Brookes-Hocking).
- 2105/012 To review the Council's delegation arrangements to committees, sub-committees and employees**  
A copy of the Council's Scheme of Delegation had been issued prior to the meeting. It was **resolved** to approve the Scheme of Delegation. (Proposed by Cllr Harris).
- 2105/013 To receive nominations for the appointment of members to existing committees and sub-committees:**
- a. Planning and Town Strategy Committee  
It was **resolved** to appoint Cllrs Harris, Ross, Cairney, Brookes-Hocking, Martin, Huxtable and Downes to serve on the Planning and Town Strategy Committee. (Proposed by Cllr Harris).
  - b. Council Affairs and Finance Committee  
It was **resolved** to appoint Cllrs Letch, Zorlu, Harris, Ross, Cairney, Brookes-Hocking, Martin and Huxtable to serve on the Council Affairs and Finance Committee. (Proposed by Cllr Harris).
  - c. Amenities and the Built Environment Committee  
It was **resolved** to appoint Cllrs Harris, Zorlu, Ross, Cairney, Szabo, Huxtable, Cochran and Martin to serve on the Amenities and The Built Environment Committee. (Proposed by Cllr Harris).
  - d. Property and Assets Committee  
It was **resolved** to appoint Cllrs Letch, Harris, Brookes-Hocking, Szabo, Huxtable and Martin to serve on the Property and Assets Committee. (Proposed by Cllr Harris).

- e. Climate Change and Sustainability Committee  
It was **resolved** to appoint Cllrs Vincent, Brookes-Hocking, Cochran, Downes, Huxtable and Ross to serve on the Climate Change and Sustainability Committee. (Proposed by Cllr Cochran).
- f. Christmas in Crediton Sub-Committee  
It was **resolved** to appoint Cllrs Brookes-Hocking, Martin and Huxtable to serve on the Christmas in Crediton Sub-Committee. (Proposed by Cllr Brookes-Hocking).
- g. Grants Sub-Committee  
It was **resolved** to appoint Cllrs Brookes-Hocking, Harris, Ross and Huxtable to serve on the Grants Sub-Committee. (Proposed by Cllr Harris).
- h. Parish Paths Sub-Committee  
It was **resolved** to appoint Cllrs Downes, Martin, Huxtable and Cochran to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Cochran).
- i. Old Landscore School Sub-Committee  
It was **resolved** that this committee would be disbanded due to the creation of the Property and Assets Committee. (Proposed by Cllr Brookes-Hocking).

**2105/014 To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee**

It was **resolved** to approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee. (Proposed by Cllr Harris).

**2105/015 To appoint four Councillors to be the Town Council's internal control checkers for 2021-22**

It was **resolved** to appoint Cllrs Brookes-Hocking, Harris, Letch and Ross as the Town Council's internal control checkers for 2021-22. (Proposed by Cllr Harris).

**2105/016 To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council:**

- |    |   |                                 |
|----|---|---------------------------------|
| a. | Hayward's Educational Foundation  | Cllr Huxtable                   |
| b. | Crediton United Charities   | Cllr Harris, Cllr Zorlu         |
| c. | Devon Association of Local Councils<br>( & Larger Councils Sub Committee) | Cllr Brookes-Hocking            |
| d. | Crediton Twinning Association   | Cllr Huxtable, Cllr Letch       |
| e. | Boniface Link Association   | Cllr Harris                     |
| f. | Mid Devon Community Safety Partnership                                    | Cllr Huxtable                   |
| g. | Friends of Crediton Station   | Cllr Martin, Cllr Szabo         |
| h. | Sustainable Crediton  | Cllr Ross, Cllr Brookes-Hocking |
| i. | Boniface Trail Association  | Cllr Huxtable                   |
| j. | Crediton Chamber of Commerce  | Cllr Ross                       |
| k. | Okehampton Rail Forum   | Cllr Szabo                      |
| l. | League of Friends of Crediton Hospital                                    | Cllr Ross                       |
| m. | Age Concern Trustees  | Cllr Martin, Cllr Szabo         |
- (Proposed by Cllr Letch).

- 2105/017 To note the Calendar of Meetings for the year**  
A copy of the new calendar had been issued with the agenda, which was **noted**. It was **noted** that a list of councillors sitting on each committee and a timetable of dates be circulated to councillors.
- 2105/018 To review the signatories on the Council's Bank and Building Society accounts**  
It was noted that a review of the bank and building society accounts and signatories would be considered by the Council Affairs Committee on 08 June.
- 2105/019 To confirm that in accordance with the Localism Act 2011, Crediton Town Council considers itself an 'eligible council' to exercise the General Power of Competence having met the following criteria:**
- **At the time of this resolution two thirds of the members of the Council have stood for election**
  - **The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012**
- It was **resolved** that Crediton Town Council continues to meet the criteria to exercise the General Power of Competence. (Proposed by Cllr Letch).
- 2105/020 To consider the adoption of a Mayoral Charity**  
Further information had been issued with the agenda. It was **resolved** to approve the adoption of the Mayoral Charity. (Proposed by Cllr Cochran).
- 2105/021 To resolve to make the following Members' allowances for the financial year 2021-22**
- **Mayor's Allowance £600**
  - **Elected Members' Allowance £80**
- It was **resolved** to approve the allowances. (Proposed by Cllr Letch).
- 2105/022 To review the Council's insurance requirements**  
Further information had been issued with the agenda. It was **resolved** to approve the annual insurance policy, subject to the Town Clerk confirming that the storage box for the mayoral chain is adequately insured. (Proposed by Cllr Letch).
- 2105/023 Review of inventory of land and assets including buildings and office equipment**  
It was **resolved** to approve the inventory. (Proposed by Cllr Brookes-Hocking).
- 2105/024 Council Annual Report 2020-21 - To receive the Chairman's Annual Report 2020-21 and to approve for publication**  
It was **noted** that the draft Annual Report would be circulated to councillors as a final draft for approval this week.
- 2105/025 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 17 March – 18 May inclusive and to receive the bank reconciliation**  
The schedule of payments, receipts and bank transfers had been issued prior to the meeting. It was **resolved** to approve the payments and receipts and accept the bank reconciliations. (Proposed by Cllr Letch).

- 2105/026 Budget Review - To review the budget for the year to date**  
The Town Clerk advised that the new finance software training is awaited, and therefore a budget review document is currently unavailable.
- 2105/027 To receive the documents for the financial year 2020-21, in preparation for the external audit on 24 May**  
It was **noted** that an additional Full Council meeting will be convened on 08 June to sign the external audit paperwork.
- 2105/028 To receive the report relating to Old Landscore School and to consider the recommendation therein**  
The Town Clerk requested that consideration be given to the installation of one full size toilet to enable people to use one if required, however the current Covid-19 restrictions mean that access to the toilet is restricted. Furthermore, internal painting of the hall would improve meeting experience and suggested a 'painting party'  
It was resolved to approve the installation of a toilet, limited to £500 and the investigation of a painting party. (Proposed by Cllr Szabo).  
She advised that there had been several enquiries relating to the use of the building by pre-lockdown users and new enquiries, which would require consideration as restrictions ease.  
It was **noted** that the purchase of the building was being finalised, and further community consultation and planning would be undertaken as the project progresses.
- 2105/029 To receive an update on CCTV on the Industrial Estate**  
A report by Cllr Ross had been issued with the agenda, which was **noted**.
- 2105/030 To note the date of the next meeting – Tuesday 20 July 2021 at 19.00**  
The date of the next meeting was noted. The meeting was closed at 19.47.

Signed .....

Dated.....