



Virtual Meeting Policy

Credition Town Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate. This temporary policy has been developed to assist the Chairman, councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' currently enacted up to 07 May 2021.

Publishing the agenda and receiving additional documentation

Councillors will be summoned as per regulations with an agenda and documents being sent via email as well as being placed on the Council's website. No agendas will be published on physical noticeboards.

In cases where documents originate from a third-party, electronic links will be provided where available.

Virtual Meeting Platform

Credition Town Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems. In preparation for the meeting the clerk will publish the following information, via the summons:

- The Zoom meeting link
- Meeting ID
- Meeting passcode

There is also the option for meetings to be accessed via telephone.

Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a meeting.

Specific Virtual Meeting Requirements

Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see b.

During the meeting, all attendees will be muted, except for the Chairman and host. During the public participation period members of the public will be required to 'enable video' in order for them to be visible to the Chairman and are asked to use the digital raise hand function* to



indicate that they wish to speak. Their microphone will then be un-muted and they can address the meeting. Following the conclusion of their address the microphone will be muted and they should lower their hand.

During the meeting members and officers will use the digital raise hand function to indicate that they wish to speak on an agenda item. The Chairman will ask members accessing the meeting via telephone if they wish to speak.

Councillors are asked to be considerate of one other and not speak over one another.

a. Voting

All voting will be undertaken by casting votes verbally.

b. Poor connectivity

In the case of poor connectivity, it may enhance experience to remove video function. However, the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending, the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

c. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop-outs' result in the meeting becoming inquorate members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later date, subject to statutory meeting notice requirement. Members will be telephoned to advise of the suspension.

d. Telephone attendance

Telephone numbers to dial into the meeting will be published on the council's website. Alternatively, the clerk can be contacted to obtain this information.

Virtual Meeting Etiquette

The council's Standing Orders apply with regard to conduct at meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

Declarations of Interests



A councillor who has declared an interest that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made, the councillor will be returned to the meeting.

Public Participation

The host will read any pre-submitted addresses from the press and public. Any members of the public wishing to speak, will be asked to do so at the relevant section of the meeting.

Confidential Matters

Confidential matters will be dealt with through a separate Zoom meeting, available to members only. On conclusion of the non-confidential matters on an agenda the meeting will be suspended for members to re-join using the confidential zoom meeting link that will have been provided to members only.

Recording of meetings

Zoom meetings will be recorded to aid the minutes and can be made available to members, the press and members of the public.

Other Zoom functions

The chat box will be disabled for meetings, to offer enhanced security. Screen sharing will be disabled for all attendees other than the clerk, who may use this function at times.

*The raise hand function is found by clicking on participants. On a laptop, the raise hand button is at the bottom of the list of participants. On an iPad, you will find the function by clicking on the three dots in the top right-hand corner.

For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020:

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

Prepared by Rachel Avery – Town Clerk and Responsible Financial Officer



**Minutes of the Meeting of Crediton Town Council held on
Tuesday, 19th May 2020, at 7.00 pm via Zoom**

- Present:** Cllrs Mr F Letch, Miss J Harris, Mrs L Martin, Mrs L Brookes-Hocking, Mrs H Zorlu, Mr M Szabo, Mr J Ross, Mr J Cairney & Mr P Vincent
- In Attendance:** Mrs E Anderson, Assistant Clerk
Mrs L Blake, Special Projects Officer
Mrs E Armitage, Administrative Assistant
Mr A Wyer, Mid Devon District Councillor
Mrs R Avery
1 member of the public
- 2005/191 To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllr Mr J Downes (Proposed by Cllr Letch)
- 2005/192 Declarations of Interest**
Cllrs Letch & Cairney declared that as members of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.
- 2005/193 Public Question Time**
There were no questions.
- 2005/194 Order of Business**
There were no changes to the order of business.
- 2005/195 Chairman's and Clerk's Announcements**
There were no announcements.
- 2005/196 Town Council Minutes - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 17th March 2020, as a correct record.** It was **resolved** to approve and sign the minutes of the Town Council meeting held on Tuesday, 17th March 2020 as a correct record. (Proposed by Cllr Vincent)
- 2005/197 Matters Arising**
There were no matters arising.
- 2005/198 To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings until 7th May 2021 or the repeal of legislation, whichever is the earlier.** A copy of the Supplementary Standing Orders had been issued with the agenda. It was **resolved** to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings until 7th May 2021 or the repeal of legislation, whichever is the earlier. (Proposed by Cllr Brookes-Hocking)

- 2005/199 To receive, and to ratify the decisions therein, the minutes of the following meetings:**
- **Council Affairs Committee held on 12th May 2020**
It was **resolved** to receive and ratify the minutes of the Council Affairs Committee held on 12th May 2020. (Proposed by Cllr Harris)
- Copies of the minutes had been issued with the agenda.
- 2005/200 To review and amend the Council's Financial Regulations.** A report prepared by the Clerk detailing the recommended amendments had been issued with the agenda. It was **resolved** to amend the Council's Financial Regulations. (Proposed by Cllr Brookes-Hocking)
- 2005/201 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 18th March 2020 to 13th May 2020 inclusive and to receive the bank reconciliation.**
The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £56,805.86, receipts totalling £132,941.56, and accept the bank reconciliation. (Proposed by Cllr Ross)
- 2005/202 Budget Review - To review the budget for the year to date.**
The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein (Proposed by Cllr Letch)
- 2005/203 To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2019-2020 and agree any action.** A copy of the report had been issued with the agenda. It was **resolved** to note the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2019-2020. (Proposed by Cllr Letch)
- 2005/204 To receive and agree the Council's accounts for the financial year 2019-2020.** A copy of the documentation had been issued with the agenda. It was **resolved** to agree and approve the Council's accounts for the financial year 2019-2020. (Proposed by Cllr Harris)
- 2005/205 To consider and agree the Annual Governance Statement 2019/20 detailed in the external audit annual return.** A copy of the annual return had been issued with the agenda. Each item was considered individually, and it was **resolved** to agree the Annual Governance Statement for the year ended 31st March 2020. (Proposed by Cllr Letch)
- 2005/206 To discuss and agree the Annual Accounting Statements 2019/20 detailed in the external audit annual return.** A copy of the annual return had been issued with the agenda. It was **resolved** to agree the Annual Accounting Statements for the year ended 31st March 2020. (Proposed by Cllr Letch)
- 2005/207 To review the Council's insurance requirements. This includes considering quotations received for the renewal of the Council's insurance provision. This is due to the expiry of the Council's current 3-year long term agreement on 31st May 2020, and to agree the Council's insurers for the next three years. All supporting papers had been issued with the agenda.**

It was **resolved** to enter into a 3-year long term agreement with Zurich, commencing on 1st June 2020, at a cost of £1,742.76 per year. (Proposed by Cllr Harris)

2005/208 To receive an update on the recruitment of a new Youth Worker at Crediton Methodist Church and to consider any further assistance the Council may be able to provide. A report provided by Cllr Brookes-Hocking had been issued prior to the meeting. It was **resolved** to fund an additional £3,000 per year for the next two years to Crediton Methodist Church, to assist in the recruitment of a new Youth Worker. (Proposed by Cllr Brookes-Hocking)

2005/209 To consider whether the Town Council wishes to hold its Annual Town Council Meeting and if so to agree a date. It was **resolved** that Crediton Town Council would not hold its Annual Town Council Meeting this year. (Proposed by Cllr Letch)

2005/210 To consider the Council's operations and calendar of meetings for the remainder of 2020, taking into consideration the current restrictions and agree a course of action. Further information had been issued with the agenda. Members discussed this in depth. It was **resolved** to resume the 2020 meeting calendar, holding all meetings virtually via Zoom. (Proposed by Cllr Letch) Members agreed that each meeting agenda should be reviewed 1-2 weeks prior to the meeting date allowing time to cancel the meeting if there is no business to be discussed.

The Assistant Clerk recommended rescheduling the calendar slightly in order that the meetings start week commencing 15th June, giving the new Clerk two weeks to familiarise herself with the Council before meetings fully recommence. All members agreed and the Assistant Clerk confirmed an updated calendar would be circulated once prepared.

2005/211 Close
The meeting closed at 7.55 pm

Signed

Dated.....



Minutes of the Extraordinary Meeting of Credition Town Council held on Tuesday, 7th July 2020, at 5.30 pm via Zoom

Present: Cllrs Mr F Letch, Miss J Harris, Mrs L Martin, Mrs L Brookes-Hocking, Mr M Szabo, Mr J Ross, Mr J Cairney, Mr J Downes and Mr P Vincent

Apologies: Cllr Mrs H Zorlu

In Attendance: Mrs Rachel Avery, Town Clerk
4 members of public

2007/212 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Zorlu.

2007/213 Declarations of Interest

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

2007/214 Chairman's and Clerk's Announcements

There were no announcements.

2007/215 To consider two grant applications from the Town Team to support the recovering of town centres post-Covid 19. Copies of the applications had been issued with the agenda. (Funds made available by Mid Devon District Council and awarded to Credition Town Council.)

Cllr Szabo joined the meeting at 17.39. Cllr Cairney joined the meeting at 17.40.

Consideration was given to the Town Team's application for their 'Share in the Square' initiative. Background information regarding the funding source was provided by Cllr Downes. Concerns were raised regarding ownership of the equipment and whether additional funds would be available to other projects within the town, however it was accepted that the town council could only consider the applications that had been provided and formed part of the agenda. It was **resolved** to approve the grant of £3542 (Proposed by Cllr Downes).

Standing orders were suspended.

A brief overview of the project was provided by the Chairman of the Credition Heart Project Website Group.

Standing orders were reinstated.

Cllr Brookes-Hocking declared a personal interest.

Consideration was given to the Heart Project website, to provide a continued online platform to businesses as lockdown restrictions ease. It was **resolved** to approve the grant of £1000 (Proposed by Cllr Brookes-Hocking).

2007/216 Close

The meeting closed at 5.53pm.

Signed

Dated.....



Christmas in Crediton Sub-Committee Minutes
Wednesday, 8th July 2020 at 10.00am
Held via Zoom

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, Louise Martin, Alan Quick, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

Absent: John Ross

1. **To Elect a Sub-Committee Chairman for 2020-2021.**
It was **resolved** to elect Liz as Committee Chairman for 2020/21. (Proposed by Alan).
2. **To Elect a Sub-Committee Vice Chairman for 2020-2021.**
It was **resolved** to elect Louise as Committee Vice Chairman for 2020/21. (Proposed by Liz).
3. **To receive and accept apologies**
There were no apologies.
4. **Declarations of Interest**
None declared.
5. **Christmas in Crediton Sub-Committee Minutes** – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 11th February 2020. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 11th February 2020.
6. **To consider how Christmas in Crediton 2020 can proceed due to current restrictions imposed due to Covid-19.**
Provisional bookings for the land train, two-way radios, road closure and St John's Ambulance had been made, but it was agreed that due to restrictions on gatherings, it would not be possible to hold Christmas in Crediton in its usual form this year due to lack of control of stewarding social distancing and ensuring that it is a safe event for all involved.
Agreed: The usual decorating of the town would take place as normal.
Agreed: Light switch on to take place on Saturday 28th November.
Action: Lisa to obtain provisional date for cross street lighting to be put up by Lamps and Tubes and to confirm that Jo Ward is willing to install other lighting in the town. Lisa to contact Rotary Club regarding putting up trees.
Action: Lisa to cancel provisional bookings.
The Hat-tastic theme had already been agreed, and the infrastructure of this year's event would need to change. Ideas discussed included a virtual light switch on, design a hat competition, virtual involvement of schools, nurseries, guides, scouts etc, a selfie frame in the town to encourage posting photographs online and shop window dressing with a hat theme.
Businesses would not be asked for donations to the event this year, but would be invited to plug in to lighting.
A leaflet should be sent to businesses outlining the plans for this year's event.
Agreed: Leaflet to be sent to all business in the High Street.

Action: Rachel to create leaflet.

A letter to schools would also be required, to ensure that they would be included in the events as they have previously.

Action: Stephanie to talk to schools and nurseries about involvement.

The main sponsors of previous events would need to be contacted, as they may still wish to be involved, which would be appreciated.

Action: Lisa to contact sponsors.

Prizes would be required for the design a hat competition.

Action: Lisa to contact Tesco.

7. **To agree the date of the next meeting.**
Agreed: Monday 20th July 2020 at 10.00am.

8. **Close**
The meeting closed at 11.17am.

Signed

Date:..... (Chairman)



Minutes of Crediton Town Council's Council Affairs held on Tuesday, 23rd June 2020 at 6.00pm, via Zoom

Present: Cllrs Miss J Harris, Mr F Letch, Mr J Ross, Mrs H Zorlu and Mrs L Martin

Apologies: Cllr Mrs E Brookes-Hocking

In Attendance: Mrs R Avery, Town Clerk

1 To elect a Committee Chairman for 2020/21

It was **resolved** to elect Cllr Harris as Committee Chairman for 2020/21. (Proposed by Cllr Letch).

2 To elect a Committee Vice Chairman for 2020/21

It was **resolved** to elect Cllr Letch as Committee Vice Chairman for 2020/21. (Proposed by Cllr Harris).

3 To receive and accept apologies

It was **resolved** to approve the apologies of Cllr Brookes-Hocking. (Proposed by Cllr Harris).

4 Declarations of Interest

Cllr Letch declared that as a member 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.

5 Public Question Time

No members of the public were present.

6 Order of Business

There were no changes.

7 Chairman's and Clerk's Announcements

There were no announcements.

8 Council Affairs Committee Minutes - To approve and sign as a correct record the minutes of the Council Affairs Committee meeting held on **24th February and 12th May 2020**.

It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on **24th February and 12th May 2020**, as a correct record. (Proposed by Cllr Letch).

9 Matters Arising

There were no matters arising.

10 To receive a verbal update on the Council's home working arrangements whilst the current COVID 19 restrictions are in place and to agree any actions

The clerk provided a brief overview of home working arrangements. Weekly staff meetings have been initiated to discuss workload and any other issues arising. It was agreed that the

current arrangements are working well.

There was discussion regarding staff returning to work, however maintaining social distancing would be difficult in the office. Furthermore, there was a lack of protective screening to allow for the office to be reopened to the public. Whilst government policy has reduced social distancing to one metre plus, the reopening of the office would not be considered at this time but would continue to be monitored.

11 To review the following policies:

- **Protocol on Marking the Death of Senior Members of the Royal Family**
- **Crime and Disorder Statement**

A copy of the policies had been issued with the agenda.

It was **resolved** to approve the Protocol on Marking the Death of Senior Members of the Royal Family, with the name of the Union Jack Flag being amended to Union Flag and the addition of HRH Prince of Wales to the list of those receiving a Ceremonial Royal Funeral. (Proposed by Cllr Letch).

It was **resolved** that the Crime and Disorder Statement would be reviewed after the recruitment of a Youth Worker (Proposed by Cllr Letch).

PART TWO

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

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Letch).

13. To discuss and agree a response to the email received by councillors regarding historic council correspondence.

It was **resolved** that the email received would be formally responded to by Cllr Harris, as Chairman of the Council Affairs Committee (Proposed by Cllr Ross, Cllr Letch voted against).

14. To discuss the council's staff structure and requirements for future professional development.

The clerk provided an overview of the current staffing structure and requested that she undertake a full review of roles and responsibilities for each member of staff. It was **resolved** that the clerk would provide a report on staffing for consideration at the next meeting of this committee. (Proposed by Cllr Letch).

15. Close. The meeting closed at 6.38pm

Signed

Chairman

Dated.....



Minutes of Credition Town Council's Old Landscore School Committee held on Tuesday, 7th July 2020, at 1.00 pm via Zoom

Present: Cllrs Mr J Ross, Mr F Letch, Miss J Harris, Mr P Vincent

In Attendance: Mrs Lisa Blake, Special Projects Officer (SPO)
Mrs Rachel Avery, Town Clerk

15. To receive and accept apologies

None received.

16. Declarations of Interest

Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority. Cllr Vincent declared a personal interest.

17. Public Question Time

There were no members of the public.

18. Order of Business

There were no changes to the order of business.

19. Chairman's and Clerk's Announcements

There were no announcements.

20. Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Old Landscore School Sub-Committee meeting held on 16th June 2020. It was **resolved** to approve and sign the minutes of the Old Landscore School Sub-Committee meeting held on 16th June 2020 as a correct record (Proposed by Cllr Harris).

21. Matters Arising

There were no matters arising.

22. To receive an update on the report submitted for consideration to Devon County Council regarding the purchase/long term lease of Old Landscore School under the Community Asset Transfer Scheme. The SPO advised that the report was submitted to David Bowles at DCC on Tuesday 30th June 2020. The proposal will be assessed and an officer recommendation prepared for submission to the relevant DCC portfolio holder for a decision. Once a decision has been made on the proposal DCC will contact CTC with an update and an "offer" to transfer the site, along with any conditions that DCC would impose. This offer can then be discussed by CTC for a decision to be made. CTC are under no obligation to accept the offer.

23. To receive an update on the Feasibility Study for Old Landscore School and agree any actions.

The SPO advised that along with the Town Clerk a meeting had been held with Mrs Dawn Eckhart to outline the priorities for the Feasibility Study on the Old Landscore Building. Dawn agreed to formulate a time plan and information on the next proceedings of the progression of the

Feasibility Study. (This information was provided prior to the meeting.) During the meeting, Dawn also raised the importance of a Building Condition Survey along with market valuation of the property. The SPO advised that she had made contact with a recommended company for a quotation for these services and that an update would be provided, once a response had been received. It was agreed that until the offer from DCC had been received, additional matters would not be investigated further.

24. To receive an update on the information received from MDDC Planning Department and agree any actions. The SPO advised that she had contacted Helen Govier, Principal Planning Officer at MDDC for the area and based on the alterations being considered planning permission would be required. As the building is in a conservation area, planning would ensure that any developments or alterations would not result in harm to the character, appearance or significance of the conservation area. There is a free pre-application service for advice for Town Councils and this could be used to discuss the proposals in more details with a planning office and the conservation officer once firmer decisions and sketch plans were available.

25. To receive an update on the meeting with Building Control and agree any actions. The SPO advised that a meeting with Mr Rob Shaw from Building Control and Bob Brooks (RJ Brooks) had been held on 29th June 2020. Mr Shaw followed up with an email confirming the following points

- From a Building Regulations point of view the office build is relatively straightforward. A Full Plans application would be required (where drawings/specifications are submitted which are checked and approved when the Planning Department are happy with it) as there is a requirement to send drawings to the fire service the services of an architect/designer would also be required. The Building Regulations fee will be based on the estimated cost of the project.
- One element to consider that will add to the cost of the building is the need to waterproof the rear and side walls as they are retaining walls so will be to all intents and purposes like basement walls.
- The office building and the town councils plan to create car parking will need input from the Planning department.

It was requested for the SPO to circulate a copy of the email to the sub-committee.

CLRs J Harris left the meeting at 1.33 pm

26. Close The meeting closed at 1.35pm.

Signed.....
(Chairman)

Date:.....



Minutes of Credition Town Council's Old Landscore School Committee held on Tuesday, 16th June 2020, at 1.00 pm via Zoom

Present: Cllrs Mr J Ross, Mr F Letch, Miss J Harris

In Attendance: Mrs Lisa Blake, Special Projects Officer (SPO)
Mrs Rachel Avery, Town Clerk

Absent: Cllr Mr P Vincent

1. To elect a Committee Chairman for 2020-2021

It was **resolved** to elect Cllr Ross as Committee Chairman for 2020-2021. (Proposed by Cllr Harris)

2. To elect a Committee Deputy Chairman for 2020-2021

It was **resolved** to elect Cllr Harris as Committee Deputy Chairman for 2020-2021. (Proposed by Cllr Letch)

3. To receive and accept apologies

None received.

4. Declarations of Interest

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

5. Public Question Time

There were no members of the public.

6. Order of Business

There were no changes to the order of business.

7. Chairman's and Clerk's Announcements

There were no announcements.

8. Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Old Landscore School Sub-Committee meeting held on 10th March 2020. It was **resolved** to approve and sign the minutes of the Old Landscore School Sub-Committee meeting held on 10th March 2020 as a correct record (Proposed by Cllr Harris).

9. Matters Arising

There were no matters arising.

10. To consider and agree/amend the Old Landscore Report for submission to Devon County Council and agree any actions. A copy of the report had been issued prior to the meeting. It was resolved that the report would be amended by the SPO in line with the requirements from DCC and that this would be circulated to all committee members before submission. (Proposed by Cllr Letch).

11. To receive an update on the Feasibility Study for Old Landscore School.

The SPO reported that she had emailed Mrs Dawn Eckhart about the feasibility study but was awaiting a response.

12. To consider/amend the building specification for the quotation of the extension of the rear office and agree any actions. A copy of the quotation had been issued with the agenda. After a lengthy discussion it was **resolved** for the SPO to arrange a site meeting with R J Brooks and the Sub-Committee to discuss the specification for the extension requirements. (Proposed by Cllr Letch).

13. To receive an update on the Old Landscore Building usage and maintenance.

The SPO advised that the fire door was being replaced the following day. The woodlouse infestation had unfortunately returned in the rear office and would require further treatment. Councillors agreed that decisions needed to be made swiftly in order for progress to be made as to whether the TC office should be relocated to the OLS site pending completion of an office extension. It was **resolved** for the SPO to find further information around planning requirements to remove the front wall and create parking spaces within the boundary and keeping the original pillar entrance. It was further **resolved** for the SPO to speak to Conservation at MDDC around any preferred building materials and specifications for development. (Proposed by Cllr Letch).

14. Close The meeting closed at 1.37 pm.

Signed.....
(Chairman)

Date:.....



**Minutes of Credition Town Council's Town Strategy Committee held on
Tuesday 16th June 2020 at 6.00 pm, via Zoom**

Present: Cllrs Mrs E Brookes-Hocking (Committee Chairman), Miss J Harris, Mr F Letch and Mr J Ross

Absent: Cllrs Mr J Cairney and Mr J Downes

In Attendance: Mrs Rachel Avery, Town Clerk

1. To receive and accept apologies

None received.

2. Declarations of Interest

Cllr Letch declared that as a member of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

3. Public Question Time

There were no members of the public in attendance.

4. Order of Business

There were no changes to the order of business.

5. Chairman's and Clerk's Announcements

The clerk reported that a new Committee Chairman and Vice Chairman for the municipal year would be elected at the next meeting.

Cllr Brookes-Hocking reported that further to the increased financial support from the town council and additional funds being sought from other bodies, the vacancy for a Youth Worker will be advertised. It is hoped that the appointed person will start in September.

6. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 3rd March 2020, as a correct record.

It was resolved to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 3rd March 2020 as a correct record. (Proposed by Cllr Harris).

7. Matters Arising

There were no matters arising.

8. Mid Devon District Council - Planning Applications [MDDC Planning Public Access Portal](#)

Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 20/00764/CAT

Proposal: Notification of intention to fell 1 Leylandii and 2 Holly trees within the Conservation Area
 Location: Glebeside, Union Road, Crediton
 Applicant: Ms K Bowen, Glebeside, Union Road, Crediton

It was **resolved** to recommend NO OBJECTION, subject to MDDC's Tree Officer's professional opinion that the work is necessary. (Proposed by Cllr Harris).

9. Mid Devon District Council - Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed. (Proposed by Cllr Harris).

Reference: 20/00161/LBC
 Proposal: Listed building consent for a repair and partial replacement of front and rear roofs and installation of a skylight
 Location: 9 East Street, Crediton, Devon, EX17 3AT
 Applicant: Ms McLintock, 9 East Street, Crediton, EX17 3AT

Reference: 20/00270/NMA
 Proposal: Non material amendment for 18/01383/FULL to raise the ridge height of the dwellings
 Location: R & M Peters & Co Hawkins Way, Lords Meadow Industrial Estate
 Applicant: R & M Peters & Co Hawkins Way, Crediton, Devon, EX17 1HZ

10. To discuss Mid Devon District Council's Design Guide (Supplementary Planning Document) and to agree a response.

Further information had been issued with the agenda.

Cllr Brookes-Hocking commented that a huge amount of work had been achieved in the creation of this document. MDDC had created a comprehensive Design Guide, including the identification and explanation of the characteristics of the settlement areas within the district.

Explanation of the characteristics are helpful, however some of the weaknesses pertaining to Crediton were not as relevant to design going forwards. Some of the weaknesses identified in Tiverton, especially on connectivity and road design, apply equally to Crediton. There are:

- Pedestrian connections among new estates are an after thought
- Excessively large junctions to small, infill, cul de sac developments in outlying areas
- Pedestrian and cycle links around the town not integrated well with neighbouring area
- Oversize highways through neighbourhoods result in poor public realm and car dominance.

It was recognised that some of these are highways issues and should be taken on board by Devon County Council as their requirements have an effect on accessibility and the sense of community of future developments.

It was **resolved** that the above comments would be sent to MDDC. (Proposed by Cllr Brookes-Hocking).

It was **noted** that the Neighbourhood Plan group would also respond to this consultation.

- 11. To discuss Mid Devon District Council's consultation on making a Public Space Protection Order (PSPO) relating to dog control for the next three years and to agree a response.** Further information had been issued with the agenda.
- It was **noted** that this consultation deals with areas owned by Mid Devon District Council, however signs had been added to People's Park. As People's Park belongs to the town council, these signs should be removed.
- Cllr Letch stated that, in his opinion, dogs should remain on leads in any area near a main road. Cllr Ross stated that he supported this proposal, with the view that dogs being kept on leads was likely to reduce issues with dog fouling.
- Cllr Brookes-Hocking agreed that dog fouling is an issue, but did not think that the order would eliminate this. She went on to state that this proposal is draconian and that the order was unfair on any dog walker unable to access an area not controlled by the PSPO.
- Cllr Ross suggested that a dog walking area could be investigated to offer a place for dog walkers to use. Furthermore, he suggested that any new developments should include dog walking areas.
- Cllr Harris stated that whilst she supported the proposal, she was unsure of how MDDC intended to police the PSPO.
- It was **resolved** to support the PSPO, whilst noting that People's Park is not included in the order. (Proposed by Cllr Brookes-Hocking).
- It was **resolved** to advertise the consultation on social media and the town council's website. (Proposed by Cllr Brookes-Hocking).
- It was **resolved** to consider the use of town council owned areas for dog walking at a future meeting. (Proposed by Cllr Brookes-Hocking).
- 12. To consider the proposal from Mid Devon District Council to install dual use recycling bins in Crediton and to agree a response.** Further information had been issued with the agenda.
- It was **resolved** to support the installation of dual use recycling bins and would prefer metal bins where possible. (Proposed by Cllr Brookes-Hocking).
- 13. To receive an update on Crediton Neighbourhood Plan and agree any actions.**
- It was **noted** that there had been no further progress due to the lockdown.
- 14. To receive an update from the Climate Change and Sustainability Sub-Committee.**
- It was **noted** that meetings of the sub-committee had not taken place, but Cllr Brookes-Hocking had preferred not to arrange such meetings as this is not a clerked committee of the council. However, she would reassess this decision moving forwards. Cllr Ross offered to support online meetings of the sub-committee.
- It was **noted** that MDDC would be holding 'Mid Devon Climate Conversations' with Cllr Elizabeth Wainright (MDDC cabinet member for Climate Change), the first of which being held on Friday 26th at 1.00pm.
- 15. To discuss the social care provisions in Crediton and agree any actions.**
- Cllr Brookes-Hocking reported that the increased use of the foodbank had initiated this agenda item. At some point, she suggested that the town council should meet with volunteers and staff regarding how they have managed during the lockdown and how the town proceeds.

16. Close.

The meeting was closed at 6.54pm.

Signed.....
(Chairman)

Date:.....



Minutes of Credition Town Council's Town Strategy Committee held on Tuesday 7th July 2020 at 6.00 pm, via Zoom

Present: Cllrs Mrs E Brookes-Hocking (Committee Chairman), Miss J Harris, Mr F Letch and Mr J Ross, Mr J Downes and Mr J Cairney

In Attendance: Mrs Rachel Avery, Town Clerk
2 members of the public

17. To receive and accept apologies

None received.

Cllr Cairney joined the meeting at 18.04.

18. Declarations of Interest

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

Cllr Brookes-Hocking declared personal interest in item 8 (24).

19. Public Question Time

No members of the public wished to speak.

20. Order of Business

There were no changes to the order of business.

21. Chairman's and Clerk's Announcements

There were no announcements.

22. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 16th June 2020, as a correct record.

It was resolved to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 16th June 2020 as a correct record. (Proposed by Cllr Ross).

23. Matters Arising

There were no matters arising.

24. To receive a presentation from the Town Team regarding the 'Share in the Square' project and to consider further Town Council support.

Standing orders were suspended.

Rod Brookes-Hocking provided an overview of the project and reported on its immediate popularity. He thanked the district and town councils for their support with the project so far. Working with the Arts Centre, a £33,000 lottery bid has been submitted to secure funding for the support of activities primarily aimed at keyworkers which may include quizzes, food workshops and advice sessions. If the bid were successful, these activities would run to the end

of October.

He hoped that a collaborative approach, including the Town Team, Town Council and Arts Centre, could support further funding opportunities.

A member of the public expressed concerns regarding risk assessments, insurance liability, lack of public consultation and individuals not adhering to social distancing rules. The Town Team holds a £10m public liability insurance cover and has the voluntary support of the Rotary Club to support the enforcement of social distancing and to disinfect the tables.

There was discussion regarding the storage of the tables, however an agreement with the Farmers' Market means that they will remain the square for the summer period.

Standing orders were reinstated.

It was **resolved** to support funding applications for activities on the Town Square. (Proposed by Cllr Letch).

25. Mid Devon District Council - Planning Applications [MDDC Planning Public Access Portal](#)

Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 20/00705/LBC

Proposal: Listed Building Consent for refurbishment of ground floor and first floor, erection of extension and partial demolition to create 1 flat

Location: Rear of 20 High Street, Crediton, Devon, EX17 3AH

Applicant: Ms R Board, The Old Rectory, Upton Hellions

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris).

Reference: 20/00704/FULL

Proposal: Refurbishment of ground floor and first floor, erection of extension and partial demolition to create 1 flat

Location: Rear of 20 High Street, Crediton, Devon, EX17 3AH

Applicant: Ms R Board, The Old Rectory, Upton Hellions

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris).

Reference: 20/00903/LBC

Proposal: Listed Building Consent for the erection of single storey extension and landscaping following demolition of existing scullery

Location: 14 East Street, Crediton, Devon, EX17 3AT

Applicant: Mr D Smith, 14 East Street, Crediton, Devon, EX17 3AT

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris).

Reference: 20/00901/HOUSE

Proposal: Erection of single storey extension and landscaping following demolition of existing scullery

Location: 14 East Street, Crediton, Devon, EX17 3AT

Applicant: Mr D Smith, 14 East Street, Crediton, Devon, EX17 3AT

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris).

Reference: 20/00889/HOUSE

Proposal: Erection of a workshop/gym

Location: The Old Reservoir, Southfield Drive, Crediton, Devon, EX17 2ET

Applicant: Mr J Cheffings, The Old Reservoir, Southfield Drive, Crediton, EX17 2ET

It was **resolved** to recommend NO OBJECTION, subject to a condition being added to approval that the workshop/gym is not be used as a commercial building, that a more suitable roofing material be used and that adequate soundproofing be installed. (Proposed by Cllr Ross).

Reference: 20/00936/HOUSE

Proposal: Erection of two storey extension to rear following demolition of existing extension

Location: 55 East Street, Crediton, Devon, EX17 3BA

Applicant: Mr A Rose, 55 East Street, Crediton, EX17 3BA

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Harris).

Reference: 20/00940/CAT

Proposal: Notification of intention to remove 1 Elder tree within the Conservation Area

Location: Dung Lane (R/o 71 High Street), Crediton, Devon

Applicant: Mr R Stephens, Hazeldene, Threshers, Crediton, EX17 3PB

It was **resolved** to recommend NO OBJECTION, subject to MDDC's Tree Officer's professional opinion that the work is necessary. (Proposed by Cllr Harris).

Reference: 20/00447/FULL

Proposal: Conversion of former school building to a dwelling

Location: Crediton Preparatory School, Searle Street, Crediton, Devon, EX17 2AT

Applicant: Mr John Norton, Hill Budge Terrace, Crediton, Devon

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Harris).

Reference: 20/00970/LBC

Proposal: Listed Building Consent for the conversion of barns into entertainment venue and accommodation

Location: Higher Park Farm, Crediton, Devon, EX17 3PR

Applicant: Mr S Curran, Higher Park Farm, Crediton, Devon, EX17 3PR

It was **resolved** to recommend NO OBJECTION, subject to the character of the building being retained as per the Heritage Statement and Historic Building Recording document, and that advice from the Conservation Officer is adhered to. (Proposed by Cllr Brookes-Hocking).

Reference: 20/00918/HOUSE

Proposal: Demolition of garage

Location: Fair Havens, Mill Street, Crediton, EX17 3AA

Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High Street, Crediton, EX17 3LF

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Harris).

26. Mid Devon District Council - Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed. (Proposed by Cllr Harris).

Reference: 20/00605/FULL

Proposal: Formation of 5 additional parking spaces and erection of retaining wall

Location: Parr House, Lennard Road, Crediton, Devon

Applicant: Newcombes (Crediton) Housing Association Ltd, The Armstrong Room, Parr House, Lennard Road, Crediton, Devon, EX17 2AP

Reference: 20/00764/CAT

Proposal: Notification of intention to fell 1 Leylandii and 2 Holly trees within the Conservation Area

Location: Glebeside, Union Road, Crediton, Devon

Applicant: Ms K Bowen, Glebeside, Union Road, Crediton, Devon, EX17 3AW

Reference: 20/00834/NMA

Proposal: Non-Material Amendment for 19/00124/FULL to allow change of roof material to natural slate

Location: Higher Park Farm, Crediton, Devon

Application: Stephen Hargreaves Architecture and Design Ltd, 2 Church House, Castle Street, Tiverton Devon EX16 6GA

27. To note that a public consultation on the Greater Exeter Strategic Plan is due to take commence in September. Further information had been issued with the agenda.

There was discussion regarding the aims of the Greater Exeter Strategic Plan. It was noted that the document would be amended due to the impact of Covid-19.

It was **resolved** to note that public consultation will commence in September. (Proposed by Cllr Letch).

28. To consider and agree the Town Council's administrative support of the Climate Change and Sustainability Sub-Committee.

Cllr Brookes-Hocking advised that Andi Wyer had previously supported the administration of the sub-committee in a voluntary capacity, but this was longer tenable given the considerable administrative responsibility.

It was **resolved** that the administration of the Climate Change and Sustainability Sub-Committee would be considered by the Council Affairs committee, with the view to it being clerked and administered by a member of staff. (Proposed by Cllr Brookes-Hocking).

29. To receive an update on Crediton Neighbourhood Plan and agree any actions.

It was noted that Cllr Brookes-Hocking had recommenced work on amending policies required for the Neighbourhood Plan.

30. To discuss the social care provisions in Crediton and agree any actions.

Cllr Brookes-Hocking advised that she would contact Involve and the Food Bank to understand what support may be required in the town as lockdown restrictions lift, especially in the longer term. Cllr Letch reported Involve had worked with Age Concern, who had recently been provided with a grant from NFU Mutual.

31. Close.

The meeting was closed at 7.24 pm.

Signed.....
(Chairman)

Date:.....

From: Crediton Courier Editor <editor@creditoncourier.co.uk>

Sent: 11 July 2020 15:20

To: Rachel Avery <townclerk@crediton.gov.uk>

Subject: Funding application - Community grant

Dear Rachel

I am writing to ask if Crediton Town Council could assist with some funding from the town centre recovering funding you have received from Mid Devon District Council.

Each year I run the Best Dressed Christmas Shop window competition in the Crediton Courier and it would be great if the Town Council was able to support this with sponsorship.

I normally fund the prizes from my own pocket and it would be great if the Town Council could fund these. The prizes are normally bought from High Street shops and the winners are the shopkeepers or business owners who have decorated the best window or shop or business display.

Voting forms are placed in the Courier for the public to choose the winners.

We normally present a prize and a certificate to the first four or five shopkeepers or business owners. We could acknowledge the town council in the publicity and on the certificate.

With the cost of the purchase of the prizes, printing of certificates, laminating, publicity I estimate the total cost would be £150.

It would be nice if the Mayor was able to present the certificates and prizes with myself if that was possible.

Kind Regards

Alan

Alan Quick - Editorial Manager
editor@creditoncourier.co.uk

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Local Government Association Model Member Code of Conduct

Consultation

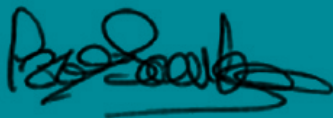
Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

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

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility 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 civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The 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 not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council 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. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, 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.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone 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 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 council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted 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 other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare 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 declared by you or other members, 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. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

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 member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

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 declare 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.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare 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 declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare 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 declare the nature of the interest.
6. 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 friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare 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 declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
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.
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.
Licences	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 has 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

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) 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.	



Local Government Association

18 Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

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