



## **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 Credition Town Council held on  
Tuesday, 21st July 2020, at 7.00 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 (part meeting), Mrs H Zorlu and Mr P Vincent

**In Attendance:** Mr A Wyer, Mid Devon District Councillor  
Mrs R Avery, Town Clerk  
Mrs L Blake, Special Projects Officer

**2007/027 To receive and accept apologies**  
None received.

**2007/028 Declarations of Interest**  
Cllrs Letch and Cairney 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.

**2007/029 To consider and approve the Virtual Meeting Policy.**  
A copy of the draft policy had been issued with the agenda. It was resolved to approve the Virtual Meeting Policy. (Proposed by Cllr Letch).

**2007/030 Public Question Time**  
The following question was asked:

- Would Credition Town Council consider lobbying Devon County Council Highways to request that the cutting of the verge at Well Parks Hill cease, as the high bank offers a valuable wild area and would not affect visibility or safety?  
This was generally supported but it was noted that some residents would prefer for all grass areas in the town to be cut regularly. Cllr Letch requested that a letter be sent to him regarding this for him to investigate.

**2007/031 Order of Business**  
There were no changes to the order of business.

**2007/032 Chairman's and Clerk's Announcements**  
Cllr Letch thanked Cllrs Brookes-Hocking and Vincent for attending the Town Council Surgery at the Farmers' Market on Saturday. He asked that all councillors consider their availability for future surgeries. He had contacted Tesco and Morrisons to discuss holding surgeries in their foyers, but due to the current Covid-19 restrictions this was not possible.

**2007/033 Town Council Minutes.** It was **resolved** to approve and sign the minutes of the Town Council meeting held on Tuesday, 19<sup>th</sup> May and the Credition Town Council Extraordinary Meeting held on Tuesday, 7<sup>th</sup> July 2020 as a correct record. (Proposed by Cllr Brookes-Hocking).

**2007/034 Matters Arising**

Page 53 item 2005/18 – Cllr Letch requested an update. Cllr Brookes-Hocking reported that there was nothing to report as the closing date for the vacancy had not yet passed.

**2007/035 To receive and to ratify the decisions therein, the minutes of the following meetings:**

- **Old Landscore School Sub-Committee held on 16<sup>th</sup> June 2020**

The following concerns were raised:

- That the report sent to Devon County Council had not been considered by the Town Strategy Committee prior to submission
- That the Sub-Committee were only concentrating on a small element of the site's development (the Council office area), with no discussion regarding the site as a whole.

The Special Projects Officer advised that the submission of the report had no financial implication on the Council. The intention had been to consider the discounted cost of the building once provided by DCC, alongside how to proceed with the project. The quote for developing the office space behind the main building had been obtained for information only.

It was noted that no time scale for accepting or declining the offer from DCC had been formally received, but they were understanding of the Town Council's position.

It was **resolved** to receive and ratify the minutes of the Old Landscore School Sub-Committee meeting held on 16<sup>th</sup> June 2020. (Proposed by Cllr Ross, Cllr Vincent voted against).

- **Town Strategy Committee held on 16<sup>th</sup> June 2020**

It was **resolved** to receive and ratify the minutes of Town Strategy Committee meeting held on 16<sup>th</sup> June 2020. (Proposed by Cllr Brookes-Hocking).

- **Council Affairs Committee held on 23<sup>rd</sup> June 2020**

It was **resolved** to receive and ratify the minutes of the Council Affairs Committee meeting held on 23<sup>rd</sup> June 2020. (Proposed by Cllr Harris).

- **Old Landscore School Sub-Committee held on 7<sup>th</sup> July 2020**

The following concerns were raised:

- That no feasibility study or business plan had been commissioned or started
- That there has been no wider discussion regarding the site, other than the fact that it does hold community value.

Cllr Ross stated that as Chairman of the Sub-Committee since June 2020, a meeting had not been held for some time. There had been an intention to move the project forward when submitting the report to DCC, but accepted that the building's future use required discussion.

It was noted that DCC had provided no response to the report, despite the Special Projects Officer following up on this last week.

It was **resolved** to receive and ratify the minutes of the Old Landscore School Sub-Committee meeting held on 7<sup>th</sup> July 2020, with Old Landscore School being an agenda item for the Town Strategy Committee meeting due to be held on Tuesday 28<sup>th</sup> July. (Proposed by Cllr Ross, Cllr Vincent voted against).

- **Town Strategy Committee held on 7<sup>th</sup> July 2020**  
It was **resolved** to receive and ratify the minutes of the Town Strategy Committee meeting held on 7<sup>th</sup> July 2020. (Proposed by Cllr Brookes-Hocking).
- **Christmas in Crediton Sub-Committee held on 8<sup>th</sup> July 2020**  
It was **resolved** to receive and ratify the minutes of the Christmas in Crediton Sub-Committee meeting held on 8<sup>th</sup> July 2020. (Proposed by Cllr Brookes-Hocking).
- **Old Landscore School Sub-Committee held on 14<sup>th</sup> July 2020**  
This meeting was postponed.
- **Assets and Amenities Committee held on 14<sup>th</sup> July 2020**  
It was **resolved** to receive and ratify the minutes of the Assets & Amenities Committee meeting held on 14<sup>th</sup> July 2020. (Proposed by Cllr Harris).

Copies of the minutes had been issued with the agenda.

**2007/036 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 14<sup>th</sup> May 2020 to 21<sup>st</sup> July 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 £34,956.09, receipts totalling £8,519.86, and to accept the bank reconciliation. (Proposed by Cllr Brookes-Hocking).

**2007/037 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).

**2007/038 To approve a budget of £1500 to purchase a cloud-based locking system at Newcombes Meadow.**

Cllr Vincent enquired about the level of usage. It was noted that the single toilet at Newcombes Meadow is accessible via a Radar key, so usage is not as high as it would be if it were accessible to all. Cllr Brookes-Hocking stated that public toilets are one the most appreciated public facilities in the town, with Cllr Zorlu adding that this toilet serves the park.

The Special Projects Officer advised that she had undertaken some research on the locking system, due to difficulties in finding a cleaner previously. This system allows for immediate locking if required but the general opening and closing times are saved to the system, not requiring them to be opened and closed every day.

Cllr Harris stated that this system had been considered previously as the Town Council and requested that the clerk undertake further investigation to ensure that the system is suitable and can be installed.

Cllr Vincent requested that the Town Council allow him to find somebody who would be willing to open and close the toilets on a regular basis.

The clerk advised that due to Covid-19, the risk assessment had been updated and required approval.

It was **resolved** that the budget would be accepted, subject to Cllr Vincent not finding a suitable person to undertake manual opening and closing and the clerk undertaking

satisfactory investigation. (Proposed by Cllr Harris).

- 2007/039 To consider and approve the payment of £923.67 to purchase bird netting for the Bandstand in Newcombes Meadow. (Full cost to be allocated from General Reserves.)**  
 Consideration was given to the purchase of bird netting for the Bandstand. Whilst it was accepted that the bird mess was unpleasant, additional cleaning may be a cheaper alternative. Furthermore, there were concerns regarding the displacement of nesting birds.  
 It was suggested that cheaper alternatives be investigated, but further consideration should be given to the future use of the Bandstand area.  
 It was **resolved** not to approve the payment from general funds, and that the Clerk would investigate cheaper options. It was **resolved** that the future use of the Bandstand would be an agenda item at an Assets and Amenities Committee meeting.
- 2007/040 To consider one grant application to support the recovering of town centres post-Covid 19.**  
 A copy of the application had been issued prior to the meeting.  
 It was **resolved** to approve the payment of £150 for the Best Dressed Christmas Window Competition. (Proposed by Cllr Brookes-Hocking).
- 2007/041 To receive an update on Christmas in Crediton.**  
 The Clerk provided a brief update on the two Christmas in Crediton Sub-Committee meetings. Whilst there would be no light switch on event this year, it was hoped that footfall in the High Street would be increased with shop displays. Cllr Brookes-Hocking added that whilst it may be difficult to decorate the town as usual given restrictions, all involved would do their best to provide a different Christmas event.  
 Cllr Vincent stated that the Town Council should not allow funds to run out of control.  
 Cllr Brookes-Hocking explained that the cost of Christmas lighting was high due to Health and Safety requirements, which would continue as usual but the switch on event was not the most expensive element of the annual project.
- Cllr Downes joined the meeting at 8.33pm.*
- 2007/042 To receive an update on Old Landscore School and to note any actions due to be undertaken during the summer recess.**  
 There was no further update.
- 2007/043 To consider and agree a response to the LGA Model Member Code of Conduct. Information had been issued with the agenda.**  
 Cllr Brookes Hocking reported that the Town and Parish Council sector frequently sees poor member behaviour, with the general feeling amongst most councils being that the current Code is not fit for purpose. The current document is the same across all levels of local government, but previously NALC had a separate Code which was a set of procedures based on the Nolan Principles. The changes proposed in this consultation are not precise enough for the Town and Parish Council sector and does not offer great enough sanctions.  
 It was **resolved** that the Clerk would prepare a response, which would be circulated to councillors prior to submission. (Proposed by Cllr Brookes-Hocking).



- 2007/044 To consider and agree a response to Mid Devon District Council regarding anti-social behaviour at the Market Street toilets. Information had been issued prior to the meeting.**  
 Cllr Cairney suggested that a cloud-based locking system could be investigated, with costs being covered by Mid Devon District Council.  
 Cllr Vincent stated that there are systematic anti-social behaviour issues in different areas of the town and residents should be encouraged to report such issues to the Police. It was **resolved** that the Clerk would continue to pursue this issue with MDDC and to investigate cloud-based locking systems. (Proposed by Cllr Brookes-Hocking).
- 2007/045 To resolve to grant the Clerk, in consultation with Cllrs Letch and Harris, designated authority to comment on planning applications during the Council's Summer recess.**  
 It was **resolved** to grant the Clerk, in consultation with Cllrs Letch and Harris, designated authority to comment on planning applications during the Council's Summer recess. (Proposed by Cllr Brookes-Hocking).
- 2007/046 To note the birthday of Mr Bert Jewell and to agree any action.**  
 It was **resolved** to provide Mr Bert Jewell with a card and gift, to show appreciation for the huge amount of work he does for the town. (Proposed by Cllr Brookes-Hocking).
- 2007/047 Councillor Reports - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.**  
 Cllr Cairney had chaired a meeting of MDDC's Licensing Committee, where new animal breeding legislation had been passed.
- Cllr Ross reported that the Chamber of Commerce and League of Friends had not been meeting during the lockdown period. Sustainable Crediton have restarted maintenance of Belle Parade and are looking at other sites.
- Cllr Brookes-Hocking reported on her position within Devon Association of Local Councils, who had recently become an independent organisation. She is working alongside other councillors on the governance of DALC to present to the annual conference in October, which will be held virtually. DALC are also starting to offer some of their training events virtually.
- Cllr Letch reported that he had been contacting MDDC about black bin bags which are not appropriately sorted prior to being put out for collection. Waste is expensive to send to landfill and MDDC will send notices to residents not sorting recycling.
- 2007/048 Correspondence and Matters To Note - To receive Council correspondence and matters to note. A list of the correspondence and matters to note had been issued with the agenda.** It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch).



## PART TWO

- 2007/049**      **To resolve 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 the public and press be excluded from the meeting for the following items. (Proposed by Cllr Letch).
- 2007/050**      **To receive recommendations/nominations for individuals who will receive a Crediton Town plate in 2020 and to consider how the awards will be presented. Councillors were reminded that this is to recognise the efforts of those who demonstrate outstanding commitment to the well-being of Crediton and the community.**  
Due to the confidential nature of this item, no further information can be disclosed at this time.
- 2007/051**      **Close**  
The meeting closed at 9.12 pm.

Signed .....

Dated.....



**Minutes of the Extraordinary Meeting of Credition Town Council held on  
Thursday, 20<sup>th</sup> August 2020, at 7.00 pm via Zoom**

**Present:** Cllrs Mr F Letch, Miss J Harris, Mr M Szabo, Mr J Downes and Mrs H Zorlu

**Apologies:** Cllr L Brookes-Hocking

**Absent:** Cllrs Mrs L Martin, Mr J Ross, Mr J Cairney and Mr P Vincent

**In Attendance:** Mrs R Avery, Town Clerk  
1 member of the public

**2008/052 To receive and accept apologies**

It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking.

**2008/053 Declarations of Interest**

Cllrs Letch and Downes 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.

Cllr Downes declared a pecuniary interest in item 5, as a member of staff at Credition Arts Centre, and would leave the meeting whilst discussion and voting took place.

**2008/054 Chairman's and Clerk's Announcements**

There were no announcements.

**2008/055 To consider a donation to Age Concern for their ongoing costs during the Covid-19 pandemic.** Additional information had been issued with the agenda.

Consideration was given to the email received from Age Concern, which outlined their ongoing work through the Covid-19 pandemic and lack of income due to the closure of the Day Centre and charity shop.

It was **resolved** that a donation of £1000 be paid to Age Concern with immediate effect. (Proposed by Cllr Letch).

It was **resolved** that an additional £4000 be ringfenced within council funds for Age Concern, with them providing evidence of need to the Town Council should funds be required. (Proposed by Cllr Szabo).

**2008/056 To consider a donation to Credition Arts Centre for their Town Square weekend performance events.** Additional information had been issued with the agenda.

*Cllr Downes left the meeting.*

Consideration was given to the additional support that has been given by Credition Arts Centre in providing weekend entertainment in the Town Square.

It was **resolved** that a donation of £500 be paid to Credition Arts Centre with immediate effect. (Proposed by Cllr Letch).

*Cllr Downes rejoined the meeting.*

**2008/057**

**Close**

The meeting closed at 7.19pm.

Police Report – Crediton Town

Most commonly reported crimes during July 2020

Violence and sexual offences - 14

Anti-social behaviour - 11

Criminal damage and arson - 4

Public order – 5



## Minutes of Credition Town Council's Parish Paths Sub-Committee Meeting, held on Tuesday, 30th June 2020, at 12.30 pm, via Zoom

**Present:** Cllrs Mr F Letch, Mr J Downes and Mrs E Brookes-Hocking

**In Attendance:** Mrs Emma Anderson, Assistant Clerk  
Mrs Rachel Avery, Town Clerk

**1. To Elect a Committee Chairman for 2020-2021**

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

**2. To Elect a Committee Deputy Chairman for 2020-2021**

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

**3. To receive and accept apologies**

There were no apologies.

**4. Declarations of Interest**

Cllrs Letch and Downes 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.

**5. Public Question Time**

There were no questions.

**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. Parish Paths Committee Minutes – To approve and sign the minutes of the Parish Paths Committee Meeting held on 29<sup>th</sup> October 2019, as a correct record. Copies had been circulated with the agenda. It was resolved to approve and sign the minutes of the Parish Paths Committee Meeting held on 29<sup>th</sup> October 2019, as a correct record (Proposed by Cllr Letch).**

**9. Matters Arising**

There were no matter arising.

**10. To receive an update on the Parish Path Scheme from Mrs Ros Davies, Devon County Council.**

Mrs Ros Davies was unable to attend the meeting.

**11. Financial Report - To receive the financial report relating to Credition parish paths.**

The Assistant Clerk confirmed that there is currently £3,522.65 in the Parish Paths budget, with £2,872.65 of this unallocated.

**12. To receive an update on the following and agree any actions:**

- **FP29 – Installation of handrail.**

This has now been installed.

- **FP20 – Additional signage through Downes Golf Course.**

The Assistant Clerk advised she would email Mrs Ros Davies to find out if a site visit had taken place. Cllr Downes expressed concern that, as this footpath is rarely used, it has become very overgrown. With the footpath already being steep, this has made it almost unusable. It was agreed for the Assistant Clerk to contact Mrs Ros Davies to find out if this path can be reinstated to make it accessible to users.

- **FP33 – Installation of new bench.**

This has now been installed. Cllr Letch confirmed it is well used and appreciated.

- **FP2 – Resurfacing.**

The Assistant Clerk advised members that Devon County Council (DCC) now has the funding available to lay stone on the footpath. Both QE and the tenant at Stonypark have given permission to access the footpath via their land, if this is feasible. DCC and its contractor will be arranging a site visit to scope out the area and will keep us informed.

**13. To consider quotations received to repair the wooden gate on FP19 and agree a course of action.**

Copies of the quotations received had been issued prior to the meeting. It was **resolved** to accept the quotation from John Butt Fencing & Building at a total cost of £249 + VAT with the money being allocated from the FP19 P3 grant.

**14. Close**

The meeting closed at 12.48 pm

Signed.....  
(Chairman)

Date:.....



**Christmas in Crediton Sub-Committee Minutes**  
**Monday, 20th July 2020 at 10.00am Held via Zoom**

**Page 3**

**Present:** Liz Brookes-Hocking, John Ross, Stephanie Jones, Alan Quick, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

**Apologies:** Louise Martin and Jack Robson

**9. To receive and accept apologies**

It was **resolved** to receive and accept apologies from Jack Robson.

**10. Declarations of Interest**

None declared.

**11. Christmas in Crediton Sub-Committee Minutes** – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 8<sup>th</sup> July. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 8<sup>th</sup> July 2020.

**12. To discuss plans for Christmas lighting**

Lisa had contacted Jo Ward regarding the lighting, and a response is awaited.

Lisa had contacted Paul Fallon, who had confirmed that the Rotary Club would be willing install the Christmas trees as usual. He had expressed an interest in attending these meetings, and the minutes would be sent to him directly.

Lisa had contacted Lamps and Tubes, who would email this week with an updated quote. The three main lighting rigs in the High Street were discussed. As a matter of urgency, the owner of the Natwest building would need to be contacted to ensure that lighting on the building could proceed. The three buildings with lighting rigs should be contacted to remind them of when the lights would be installed and switched on.

**Action: Lisa to find out who owns Natwest and to ensure that the building can be used for lighting.**

**Action: Lisa to contact businesses with lighting rigs attached to buildings.**

Liz expressed disappointment that Tesco had not installed brackets to the shop for trees.

**Action: Lisa to contact Andrew Drayton.**

Concerns were raised that if some shops had not reopened by Christmas, there may be an issue with electricity supply and tree arrangements.

**Agreed: Survey of High Street to be undertaken in September.**

**Action: Rachel/Lisa to undertake survey.**

**13. To discuss communication with businesses, schools and other organisations regarding Christmas in Crediton 2020.**

The agreed letter had been delivered to the High Street. Some businesses were not open or very busy, so an additional delivery will take place.

Lisa had found an email from Crediton Dairy, dated March 2020, stating that they would be willing to continue to sponsor the event.

**Agreed: Courtesy email to be sent to all sponsors – Crediton Dairy, Hedgerow Print and Create Storage. Courtesy email to be sent to The Green House, who provide electricity for the tree in the Square.**



**Action: Lisa to email sponsors and The Green House.**

Steph had emailed the schools, with a positive response so far from Sandford Primary School. It was accepted that this school year had been very difficult, but she hoped that schools would be in contact after the summer holidays to discuss involvement. Steph had spoken to the Scouts, who are not currently meeting. Regulations on meeting are changing rapidly, and they would like to be involved.

**14. To discuss other plans considered at the meeting held on 8<sup>th</sup> July 2020**

Consideration would need to be given to the way in which events would be released on virtual platforms.

**Action: Rachel to investigate.**

Steph had circulated the poem that she had written to launch the hat design competition. It was agreed that the competition should be a 2d design, but people would be encouraged to turn their designs into a real hat. Making large 2d hats would be a good activity for schools and groups, and these could be displayed in shop windows.

**Agreed: Competition to be launched just before October half term with a video release of the poem.**

**Action: Steph to investigate and arrange.**

School choirs could still be involved by creating videos. The video could be edited to include all schools singing the same song.

**Action: Steph to investigate and discuss with schools.**

Old Landscore School was offered as a base, if required for events or storage.

**15. To agree the date of the next meeting.**

**Agreed: Monday 14<sup>th</sup> September 2020 at 2.00pm.**

**16. Close**

The meeting closed at 10.48am.

Signed .....

Date:..... (Chairman)



**Minutes of Credition Town Council's Town Strategy Committee held on  
Tuesday, 28th July 2020 at 6.00 pm, via Zoom**

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

**Apologies:** Cllr Mr F Letch

**In Attendance:** Mrs Rachel Avery, Town Clerk  
Mrs Lisa Blake, Special Projects Officer

**32. To elect a Committee Chairman 2020/21.**

It was **resolved** to elect Cllr Brookes-Hocking as Committee Chairman 2020/21. (Proposed by Cllr Harris).

**33. To elect a Committee Vice Chairman 2020/21.**

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

**34. To receive and accept apologies**

It was **resolved** to receive and accept the apologies of Cllr Letch. (Proposed by Cllr Harris).

**35. Declarations of Interest**

Cllrs Cairney and Downes 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.

**36. Public Question Time**

There were no members of public in attendance.

**37. Order of Business**

There were no changes.

**38. Chairman's and Clerk's Announcements**

There were no announcements.

**39. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 7<sup>th</sup> July 2020, as a correct record.**

Page 8, item 27 – Cllr Brookes Hocking requested that the an amendment be made to state that the Greater Exeter Strategic Plan might be altered due to the economic impact of Covid-19.

It was **resolved** to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 7<sup>th</sup> July 2020 as a correct record, subject to the typographic amendment. (Proposed by Cllr Harris).

**40. Matters Arising**

There were no matters arising.

#### 41. 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: 20/01003/HOUSE

Proposal: Erection of single storey extension following removal of conservatory

Location: Westfield, Alexandra Road, CREDITON

Applicant: Mr & Mrs Thicthener, Westfield, Alexandra Road, CREDITON, EX17 2DZ

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

Reference: 20/00904/FULL

Proposal: Replacement of ground floor windows and doors on West and South elevations

Location: Hillbrow, 1 Park Road, CREDITON

Applicant: Mr B Shears, Hillbrow Residential Home, 1 Park Road, CREDITON, EX17 3BS

It was **resolved** to recommend NO OBJECTION, subject to the replacements being like for like in a wood construction. Concerns were raised regarding the installation of PVC-u windows in listed properties and requested clarification on MDDC's current policy. (Proposed by Cllr Harris).

Reference: 20/00906/LBC

Proposal: Listed Building Consent for the replacement of ground floor windows and doors on West and South elevations

Location: Hillbrow, 1 Park Road, CREDITON, EX17 3BS

Applicant: Mr B Shears, Hillbrow Residential Home, 1 Park Road, CREDITON, EX17 3BS

It was **resolved** to recommend NO OBJECTION, subject to the replacements being like for like in wood construction. Concerns were raised regarding the installation of PVC-u windows in listed properties and requested clarification on MDDC's current policy. (Proposed by Cllr Harris).

Reference: 20/01076/HOUSE

Proposal: Erection of two-storey side extension

Location: 51 Spruce Park, CREDITON, DEVON

Applicant: Mr M Bolt, 51 Spruce Park, CREDITON, DEVON, EX17 3HJ

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

Reference: 20/00996/HOUSE

Proposal: Erection of rear extension to existing garage and single storey rear extension

Location: 23 Beech Park, CREDITON, EX17 1HW

Applicant: Mr P Beer, 23 Beech Park, CREDITON, EX17 1HW

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

#### 42. 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:20/00940/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 noted that the following application had been WITHDRAWN:

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

**43. To receive an update on Old Landscore School and to consider and agree immediate steps to proceed with the investigation of its use and possible sale to CREDITON Town Council.**

Cllr Brookes- Hocking provided an overview of how the site had been thought of as a permanent office for the Town Council and additional space for community use. The Town Council had agreed that the building should not go into private ownership as it had significant architectural and historic value, but no other decisions had been made. There is little in the way of community space in that part of the town, and DCC offered a tenancy at will period to enable the Town Council to explore options.

It was noted that the Heart Project felt that the building was too small for their auditorium plans and a community hub would require a town centre setting, but communication between them and the Town Council would be important.

Cllr Downes stated that an options document would be required to understand the requirements of users and how the building could facilitate the needs of the community.

The Special Projects Officer advised that the feasibility study would cover these requirements and a document would support decision-making. It was **resolved** to instruct Dawn Eckhart to undertake the feasibility study. (Proposed by Cllr Harris).

Cllr Harris stated that whilst it was important to undertake this study, the council should not commit the spending of any other funds. The building is currently not fit for purpose and would require a lot of work prior to it being inhabited by the Town Council or for any other use.

It was noted that there had been no update from DCC on the report submitted in June. The clerk would contact them to request an update, a meeting and information on any deadlines they may have.

It was accepted that the current Town Council offices are not fit for purpose and further consideration of this would be required.

It was **resolved** that a progress report on Old Landscore School would be an agenda item for September. (Proposed by Cllr Brookes-Hocking).

**44. To consider a give way to cyclists restriction in Belle Parade. (This item had been requested by Cllr Downes).**

Cllr Downes provided a brief overview of increased road use by cyclists and the importance on making other road users aware of cyclists.

It was **resolved** that in line with the climate emergency declaration, Devon County Council would be contacted to request a change in priority at Belle Parade to allow for cyclists to have a right of way to Market Street. (Proposed by Cllr Downes).

**45. To discuss the damage to the fingerpost located at the top of Jockey Hill and to note the decision made by Assets and Amenities on 14<sup>th</sup> July 2020. A copy of the Assets and Amenities Committee Meeting had been issued with the agenda.**

It was noted that this item had been discussed at Assets and Amenities, and further information is awaited.

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

It was noted that Cllr Brookes-Hocking was amending Neighbourhood Plan policies that conflicted with the Mid Devon Local Plan.

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

Cllr Brookes-Hocking reported that use of the food bank during lockdown had increased by over 100% and she would be meeting with them in September. The social prescribing project administered by Involve had gone well, with additional funds being sought to continue the service. Karen Nolan from Involve is planning to call a meeting of the Crediton Health and Well-being Partnership in September. This group brings together the statutory and voluntary groups operating in the field of health and well-being in the town.

**48. Close.**

The meeting was closed at 6.59pm.

Signed.....  
(Chairman)

Date:.....

I, Councillor Joyce Harris, confirm that I carried out a random audit check at the Council Offices on Wednesday, 16<sup>th</sup> September 2020, this included following the audit trail of voucher number 148. I found everything to be in order.

Signed..........

Dated.....16-9-20.....



## Motion requiring Written Notice to the Proper Officer – Standing Order 9

|  |  |
|--|--|
| Meeting the motion is intended to be considered at (including date): |  |
| Title of Motion:   |  |
| Proposed by:   |  |
| Seconded by: (if applicable)   |  |
| Proposed Resolution:   |  |
| Background: (provided by the proposer)                               |  |
| Financial implication(s): (provided by the proposer)                 |  |
| Legal implication(s):  |  |
| Proposers signature:   |  |
| Seconders signature: (if applicable)                                 |  |
| Date of submission to the Proper Officer <sup>[1]</sup> :            |  |

### Officer comments:

|                           |  |
|---------------------------|--|
| Background:               |  |
| Financial implication(s): |  |

<sup>[1]</sup> The mover of a motion must have given written notice of its wording to the Proper Officer at least 7 clear days before the meeting – clear days do not include the day of the notice or the day of the meeting. Standing Order 9b.





# Credition Town Council

8A North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

Agenda Item 16

## ***Committee Information***

|   |   |
|---|---|
| <b><u>Town Strategy Committee</u></b><br><b>Current members – 6</b><br><b>Vacancies – 2 (Quorum 4)</b> <ul style="list-style-type: none"><li>• Cllr Brookes-Hocking</li><li>• Cllr Harris</li><li>• Cllr Letch</li><li>• Cllr Downes</li><li>• Cllr Ross</li><li>• Cllr Cairney</li></ul>                             | <b><u>Council Affairs Committee</u></b><br><b>Current members – 6</b><br><b>Vacancies – 2 (Quorum 4)</b> <ul style="list-style-type: none"><li>• Cllr Harris (Chair)</li><li>• Cllr Ross</li><li>• Cllr Brookes-Hocking</li><li>• Cllr Letch</li><li>• Cllr Zorlu</li><li>• Cllr Martin</li></ul> |
| <b><u>Assets &amp; Amenities Committee</u></b><br><b>Current members – 7</b><br><b>Vacancies – 1 (Quorum 4)</b> <ul style="list-style-type: none"><li>• Cllr Harris (Chair)</li><li>• Cllr Letch</li><li>• Cllr Szabo</li><li>• Cllr Ross</li><li>• Cllr Zorlu</li><li>• Cllr Martin</li><li>• Cllr Cairney</li></ul> | <b><u>Grants Sub-Committee</u></b><br><b>Current members – 4</b><br><b>Vacancies – 1 (Quorum 3)</b> <ul style="list-style-type: none"><li>• Cllr Letch (Chair)</li><li>• Cllr Brookes-Hocking</li><li>• Cllr Harris</li><li>• Cllr Ross</li></ul>   |
| <b><u>Christmas in Credition Sub-Committee</u></b><br><b>Current members – 3</b><br><b>Vacancies – 1 (Quorum 3)</b> <ul style="list-style-type: none"><li>• Cllr Brookes-Hocking (Chair)</li><li>• Cllr Ross</li><li>• Cllr Martin</li></ul>  | <b><u>Parish Paths Sub-Committee</u></b><br><b>Current members – 3</b><br><b>Vacancies – 1 (Quorum 3)</b> <ul style="list-style-type: none"><li>• Cllr Letch</li><li>• Cllr Brookes-Hocking</li><li>• Cllr Downes</li></ul>   |



# Credition Town Council

8A North Street

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## **Old Landscore School Sub-Committee**

**Current members – 4**

**Vacancies – 2 (Quorum 3)**

- Cllr Ross
- Cllr Letch
- Cllr Harris
- Cllr Vincent

**Emma Anderson**

---

**From:** Frank Letch <frankletch@aol.com>  
**Sent:** 14 September 2020 11:35  
**To:** Rachel Avery  
**Subject:** Fwd: A request to existing OPCC Cllr Advocates

-----Original Message-----

From: HARRISON Michael 97047 <Mick.HARRISON@devonandcornwall.pnn.police.uk>  
Sent: Mon, 14 Sep 2020 11:20  
Subject: A request to existing OPCC Cllr Advocates

**This message is primarily directed towards those Cllr Advocates that are the only OPCC Cllr Advocate representatives on their respective Parish and Town Councils.**

Dear Cllr Advocates –

During April, May and June of this year, particularly as guidance and regulations in relation to the pandemic regularly changed, the OPCC's Cllr Advocate Scheme proved invaluable in keeping local communities informed. Cllr Advocates also provided the OPCC (and through the OPCC, Devon and Cornwall Police) with important information concerning what exactly was going on in their Parishes and Towns.

Should we move towards a similar situation in the next few months, OPCC / Cllr Advocate communications will again be important.

With that in mind, could I ask Parish and Town Cllrs that are the only OPCC Cllr Advocates on their Parish or Town Council, to encourage at least one other of their Cllrs to also join the scheme please. This will provide some resilience should for any reason the solitary OPCC Cllr Advocate be unavailable.

If you also have contacts with your surrounding Town and Parish Council's, please could you also encourage Cllrs from those to join our OPCC Cllr Advocate Scheme. There are over 600 Town and Parish Councils across Devon and Cornwall. We presently have just over 200 OPCC Cllr Advocates. Anything you can do to help increase those numbers would be very much appreciated.

By all means feel free to pass on my email address to any Cllrs wishing to know more about the scheme.

Best Regards

Mick HARRISON  
Community Engagement Worker  
Office of the Police and Crime Commissioner  
Devon, Cornwall and the Isles of Scilly

*Please take 60 seconds to complete the PCC's road safety poll [click here](#)*



**PCC**  
Office of the Police and  
Crime Commissioner  
Devon and Cornwall

*Getting the best for the public from  
the police and supporting others to  
keep communities safe across Devon,  
Cornwall and the Isles of Scilly*

Follow us online:    



For up to date Covid19 information  
visit [Gov.uk/Coronavirus](https://www.gov.uk/coronavirus)



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For more information, or to contact us, please visit us at [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk) or [www.dorset.police.uk](http://www.dorset.police.uk) or e-mail [101@devonandcornwall.pnn.police.uk](mailto:101@devonandcornwall.pnn.police.uk) or [101@dorset.pnn.police.uk](mailto:101@dorset.pnn.police.uk)



# Credon Town Council

## Risk Assessment

Item 20

|  |                              |  |                             |
|--|------------------------------|--|-----------------------------|
| <b>Activity:</b> <i>Reopening of Old Landscore School following COVID 19</i> |                              | <b>Site:</b> <i>Old Landscore School, Greenway, Credon, EX17 3LP</i> |                             |
| <b>People at Risk:</b> <i>Council staff, hirers and visitors</i>             |                              |  |                             |
| <b>Contact Person:</b> Rachel Avery  | <b>Job Title:</b> Town Clerk | <b>Date:</b> 4 <sup>th</sup> September 2020                          | <b>Review Date:</b> Monthly |

| Hazard – area or people  | Risk  | Initial Rating (L, M, H,) | Existing Control Measures   | Final Rating (L, M, H,) | Additional Action Required (action by whom and completion date)  |
|--|---|---------------------------|---|-------------------------|--|
| <b>GENERAL</b><br><i>Exposure to Covid-19 by individuals visiting building</i> | <i>Infection resulting in catching Covid-19</i> | <i>M</i>                  | <i>All visitors to the building instructed to observe 2m (or 1m plus) rule in line with Government guidance.</i><br><br><i>Stay at home guidance to be followed if visitors exhibit signs of Covid-19 prior to entering the building.</i><br><br><i>All visitors to be advised to wash clothing after visiting the building.</i><br><br><i>Vulnerable people to be advised of the need to be cautious when visiting the building.</i><br><br><i>Regular and thorough cleaning of building, to include all surfaces that may have been touched.</i><br><br><i>Maximum occupancy numbers indicated via signage on door.</i> | <i>M</i>                | <i>Signs to be put up around office and in porch – Projects Officer</i><br><br><i>All visitors to be reminded of the importance of social distancing – Projects Officer</i><br><br><i>Any issues with social distancing to be reported and risk assessment revised accordingly – Town Clerk/Projects Officer</i><br><br><i>Hirers to be provided with additional</i> |

|   |  |                 |  |                 |  |
|---|--|-----------------|--|-----------------|--|
|   |  |                 |  |                 | <p><i>information sheet prior to booking – Town Clerk/Projects Officer</i></p> <p><i>Hirers to be reminded that they can discuss issues with the Town Council – Projects Officer</i></p>   |
| <p><b>HAND WASHING</b><br/>Exposure to Covid-19</p> | <p><i>Infection resulting in catching Covid-19</i></p> | <p><i>M</i></p> | <p><i>Hand washing facilities with water and soap are in place.</i></p> <p><i>Hands must be washed for a minimum of 20 seconds, with paper towels being used to dry hands.</i></p> <p><i>Hand sanitiser provided in each room and at entrance and exit points.</i></p> <p><i>All internal doors should be kept open to aid ventilation and to reduce touching of door handles.</i></p> <p><i>All visitors to be advised not to touch surfaces unnecessarily.</i></p> | <p><i>M</i></p> | <p><i>Regular reminders to visitors of the importance of hand washing – Projects Officer to hirers</i></p> <p><i>Signs to be added to hand washing areas – Projects Officer</i></p> <p><i>Regular checks to ensure there are supplies - Cleaner</i></p> <p><i>Regular reminders to visitors – Projects Officer to hirers</i></p> |
| <p><b>CLEANING</b><br/>Exposure to Covid-19</p>     | <p><i>Infection resulting in catching Covid-19</i></p> | <p><i>M</i></p> | <p><i>Cleaner to undertake deep clean after the building is used.</i></p> <p><i>Additional cleaning products should be brought by users to undertake before and after wipe downs.</i></p> <p><i>The use of fabric chairs will be prohibited due to inability to clean properly, unless chairs can be isolated for a minimum of 72 hours).</i></p>  | <p><i>M</i></p> | <p><i>Reminder to hirers – Town Clerk</i></p> <p><i>Clerk to investigate rotation of chairs (at least 72 hours isolation)</i></p>  |

|   |  |   |   |   |  |
|---|--|---|---|---|--|
| <b>EMERGENCY PROCEDURES</b><br>Exposure to Covid-19                             | Infection resulting in catching Covid-19 | M | <p>If a visitor to the building (or someone in their household) becomes unwell with a new continuous cough or high temperature, they must immediately notify the event organiser. They will be sent home, advised to have a test and follow the stay at home guidance.</p> <p>An isolation room will be available to those exhibiting symptoms but need to be collected.</p>  | M | Reminders to hirers – Projects Officer   |
| <b>EXTERNAL HIRER INFORMATION</b><br>Managing bookings during Covid-19 pandemic |  |   | <p>Guidance issued to all hirers prior to booking. Hirers will be expected to be competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>Hirers own risk assessments should be undertake prior to bookings taking place.</p> <p>The event organiser will hold contact details for attendees to ensure that the government's Test and Trace process can be undertaken.</p> |   | <p>Bookings subject to ad-hoc checks to ensure compliance – Town Clerk/Projects Officer</p> <p>Copy of risk assessments to be held on file</p> <p>Hirers to show that they hold appropriate information of all attendees</p> |
| <b>Outside areas around building</b>  | Infection resulting in catching Covid-19 |   | Reduce congregation before entering building by marking 2m queuing points.  | L | Regular checks to ensure markers are visible – Projects Officer  |
| <b>Entrance hall/corridors</b>  | Infection resulting in catching Covid-19 | M | Identification of pinch points in building and busy areas where it may not be possible for social distancing to be observed and attempt to mark 2m queuing markers.   | M | <p>Regular checks to ensure markers are visible – Projects Officer</p> <p>Regular checks to ensure that areas are safe – Projects Officer</p>  |



|                  |   |          |  |          |   |
|------------------|---|----------|--|----------|---|
| <b>Main Hall</b> | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>Activity set up in advance of start time to ensure social distancing guidance is adhered to when users arrive.</i></p> <p><i>Staggered entry and exit advised.</i></p> <p><i>Users advised to bring own equipment to ensure sharing is not required.</i></p>                                       | <i>M</i> | <i>Reminders to hirers – Projects Officer</i>   |
| <b>Side Hall</b> | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>Social distancing more difficult in small areas.</i></p> <p><i>Side Hall to be used for separate entry and exit points, so cannot be used as a hireable area.</i></p>  |          | <i>Hirers requested not to use this area at this time other than for entry and exit, but will be reviewed regularly in line with guidance changes – Projects Officer/Town Clerk</i>   |
| <b>Kitchen</b>   | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>Hirers are asked to ensure that no more than one person uses kitchen facilities at any one time.</i></p> <p><i>Hirers to bring own tea towels.</i></p> <p><i>Hand wash, paper towels and hand sanitiser will be provided.</i></p> <p><i>Hirers to clean all crockery thoroughly after use.</i></p> | <i>M</i> | <p><i>Hirers advised – Projects Officer</i></p> <p><i>Hirers requested not to use kitchen facilities if possible – Projects Officer</i></p> <p><i>Ensure soap and paper towels are regularly replenished – Cleaner/Projects Officer</i></p> |
| <b>Toilets</b>   | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>Hirers are asked to ensure that no more than one person uses toilet facilities at any one time.</i></p> <p><i>Hirers to clean all surfaces after use.</i></p> <p><i>Anyone not using the building for a planned event should not be allowed to use the toilet facilities.</i></p>                  | <i>M</i> | <p><i>Additional signage – Projects Officer</i></p> <p><i>Ensure soap and paper towels are regularly replenished – Cleaner/Projects Officer</i></p>   |

|                     |   |          |   |          |   |
|---------------------|---|----------|---|----------|---|
| <b>Back Office</b>  | <i>Infection resulting in catching Covid-19</i> | <i>H</i> | <i>Back office to be used as isolation area for anyone exhibiting signs of contracting Covid-19.</i><br><br><i>Back office to be deep cleaned if it is used by anyone exhibiting signs of contracting Covid-19.</i><br><br><i>The office will not be used by any staff members for office work.</i> | <i>H</i> | <i>To be monitored and reassessed as required – Town Clerk/Projects Officer</i> |
| <b>Storage Area</b> | <i>Infection resulting in catching Covid-19</i> | <i>L</i> | <i>Access to storage area is not regularly required.</i><br><i>The area is well ventilated and will not require cleaning.</i>   | <i>L</i> |   |



# Credon Town Council

## Risk Assessment

Item 20

|  |                              |  |                             |
|--|------------------------------|--|-----------------------------|
| <b>Activity:</b> <i>Town Council office working following COVID 19</i> |                              | <b>Site:</b> <i>Council Offices, 8A North Street, Credon, EX17 2BT</i> |                             |
| <b>People at Risk:</b> <i>Council staff, councillors and visitors</i>  |                              |  |                             |
| <b>Contact Person:</b> Rachel Avery                                    | <b>Job Title:</b> Town Clerk | <b>Date:</b> 27 <sup>th</sup> August 2020                              | <b>Review Date:</b> Monthly |

| Hazard  | Risk  | Initial Rating (L, M, H,) | Existing Control Measures  | Final Rating (L, M, H,) | Additional Action Required (action by whom and completion date)   |
|---|---|---------------------------|--|-------------------------|---|
| <b>SOCIAL DISTANCING</b><br><i>Exposure to Covid-19</i> | <i>Infection resulting in catching Covid-19</i> | <i>M</i>                  | <i>Staff and councillors instructed to observe 2m rule in line with Government guidance.</i><br><br><i>Councillor communication to remain primarily by email and telephone calls. Visits to be pre-arranged.</i><br><br><i>Visitors to remain in porch, unless a pre-arranged appointment has been made.</i><br><br><i>Council meetings to be held remotely.</i> | <i>M</i>                | <i>Signs to be put up around office and in porch - Town Clerk</i><br><br><i>Staff to be reminded of the importance of social distancing – Town Clerk</i><br><br><i>Councillors to be notified and reminded – Town Clerk</i><br><br><i>Any issues with social distancing to be reported and risk assessment revised accordingly – Town Clerk</i> |

|   |  |                 |  |                 |   |
|---|--|-----------------|--|-----------------|---|
|   |  |                 | <p><i>Contractors or workmen who must visit the office for maintenance and technical support will be met by a member of staff to oversee the visit and ensure social distancing is followed. If work requires access to office, this will be prearranged to ensure members of staff can work from home if required.</i></p> <p><i>Office kitchen to be used by one person at a time.</i></p>   |                 | <p><i>To be overseen by Town Clerk or Deputy Clerk</i></p> <p><i>Staff to be reminded – Town Clerk</i></p>  |
| <p><b>HAND WASHING</b><br/>Exposure to Covid-19</p> | <p><i>Infection resulting in catching Covid-19</i></p> | <p><i>M</i></p> | <p><i>Hand washing facilities with water and soap are available in the staff toilet and kitchen. Staff are aware that they must use the hand washing facilities.</i></p> <p><i>Hands must be washed for a minimum of 20 seconds, with paper towels being used to dry hands.</i></p> <p><i>Hand sanitiser provided in each room and in porch. These should be used hourly and after handling equipment or paperwork.</i></p> <p><i>Antibacterial spray to be on every desk and used to wipe down all equipment after use.</i></p> <p><i>Antibacterial spray at photocopier to be wiped after each use.</i></p> <p><i>Mini hand sanitisers on every desk for individual use.</i></p> | <p><i>M</i></p> | <p><i>Regular reminders to staff and the importance of hand washing – Town Clerk</i></p> <p><i>Signs to be added to hand washing areas – Town Clerk</i></p> <p><i>Regular reminders to staff – Town Clerk</i></p> <p><i>Regular reminders to staff – Town Clerk</i></p> |
| <p><b>PPE</b><br/>Exposure to Covid-19</p>          | <p><i>Infection resulting in catching Covid-19</i></p> | <p><i>M</i></p> | <p><i>Face coverings – staff are not required to use face coverings in the office.</i></p>   | <p><i>L</i></p> | <p><i>Face masks and gloves are available in the office.</i></p>  |

|  |   |          |   |          |   |
|--|---|----------|---|----------|---|
|  |   |          | <i>Gloves – the wearing of gloves is not required in the office, but should be used for specific cleaning tasks.</i>  |          | <i>Stock levels of PPE to be checked regularly – Admin Assistant</i>  |
| <b>CLEANING</b><br><i>Exposure to Covid-19</i>             | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>Cleaner to clean office, including the shared toilet and kitchen facilities and high use areas such as light switches, door handles etc.</i></p> <p><i>Additional cleaning products are available to staff for use as required.</i></p>   | <i>M</i> | <i>Reminders to staff to ensure desk and equipment (including phone handsets) are regularly cleaned – Town Clerk</i>  |
| <b>EMERGENCY PROCEDURES</b><br><i>Exposure to Covid-19</i> | <i>Infection resulting in catching Covid-19</i> | <i>M</i> | <p><i>If a member of staff (or someone in their household) becomes unwell with a new continuous cough or high temperature, they must immediately notify the Town Clerk. They will be sent home, advised to have a test and follow the stay at home guidance. The Town Clerk will maintain regular contact with staff members during this time.</i></p> <p><i>Staff are aware that they must not come to the office if they have any symptoms.</i></p> <p><i>If advised that a member of staff or public has developed Covid-19 and were recently on the premises, the Town Clerk will contact Public Health England to obtain advice, identify people who have been in contact with them and will take action any precautions required.</i></p> | <i>M</i> | <p><i>Staff to be reminded regularly – Town Clerk</i></p> <p><i>Councillors to be reminded regularly to stay away from office if they have symptoms or feel unwell – Town Clerk</i></p> |
| <b>MENTAL HEALTH</b>                                       |   |          | <p><i>The Town Clerk will promote mental health and wellbeing awareness to staff during the outbreak and will offer support as required.</i></p> <p><i>Staff should immediately notify the Town Clerk if they have any concerns</i></p>   | <i>L</i> | <i>Staff to be regularly reminded about arrangements and support – Town Clerk</i>   |

|  |  |   |   |   |  |
|--|--|---|---|---|--|
| <b>VULNERABLE PEOPLE</b><br>Exposure to Covid-19 | Infection resulting in catching Covid-19 | M | <p>Any member of staff or Councillor who has identified as vulnerable or extremely vulnerable by their GP or the government should notify the Town Clerk.</p> <p>All staff to use hand sanitiser and face coverings when in the presence of those identified in this category should mitigate infection risk.</p> <p>Any councillor identified as vulnerable or extremely vulnerable should follow Government guidance.</p> | M | <p>Staff to be regularly reminded about arrangements and support for vulnerable people -Town Clerk</p> <p>Staff to update Town Clerk on any changes or concerns to their health.</p> |
|--|--|---|---|---|--|

## Emma Anderson

---

**From:** Emily Armitage  
**Sent:** 14 September 2020 13:02  
**To:** Emily Armitage  
**Subject:** FW: Annual General Meeting | 7 October 2020  
**Attachments:** Agenda 07.10.20.pdf; Appendix A.pdf; Appendix B.pdf; Appendix C.pdf; Appendix D.pdf; Form of Proxy.docx

---

**From:** Cara Stobart <[cara@devonalc.org.uk](mailto:cara@devonalc.org.uk)>  
**Sent:** 27 August 2020 16:39  
**Subject:** Annual General Meeting | 7 October 2020

Dear Member

### ANNUAL GENERAL MEETING | 7 OCTOBER 2020

As a member of the Devon Association of Local Councils Ltd you are invited to attend the Annual General Meeting taking place on Wednesday 7 October 2020, at 10.00am. The meeting will be held remotely by Zoom due to ongoing risks associated with COVID-19. Unfortunately, the conference which usually adjoins the AGM has been cancelled.

#### Who can attend the AGM?

Each member council may appoint one person to act as its representative to attend, to speak and vote at a general meeting. Its representative must be a councillor holding office in the council, or an appointed person designated at a council meeting to represent the council. A parish meeting representative must be either the chairman or a local government elector of the parish designated at a parish meeting to represent it at meetings of the company.

Each member council may appoint one additional person as its representative to attend and speak. That person may be a councillor, clerk or other employee of the council.

**Polite request:** We ask that member councils consider sending just their voting representative this year. This will assist us to manage voting in a large meeting in remote meeting setting.

#### Proxy Voting

All member councils are able to use the Form of Proxy to indicate their position for motions on the agenda. **Polite request:** We ask that all members, regardless of whether they send a representative to the meeting or not, use the Form of Proxy to indicate their preferred candidates for appointment to the Board of Directors only, appointing the Chairman of the meeting as the proxy, to assist us to collating the votes for each candidate.

#### Register to attend

All representatives are required to register in advance for this meeting. Register your place using the following link: <https://us02web.zoom.us/meeting/register/tZwsce6orzsiG9Wo6fdMqLVRA15DuRliDUTP>



As part of the registration process you will be required to indicate if you are a voting or non-voting representative. After registering, and following admin approval, you will receive a confirmation email containing joining instructions.

We hope that your council will be represented at the AGM.

Kind regards

**Cara Stobart**, County Officer

**Devon Association of Local Councils Ltd**

t: 01392 241131 ext \*200 | w: [devonalc.org.uk](http://devonalc.org.uk) | The Devon Rural Hub, Amory Building, Cheriton Bishop, Devon EX6 6JH

**Encs:** AGM Agenda; Appendix A: Minutes; Appendix B: Annual Report 2019/20; Appendix C: Candidates for the Board of Directors; Appendix D: Draft articles of association; Form of Proxy.

## THE ROYAL BRITISH LEGION

# COVID-19 PANDEMIC

## GUIDELINES FOR BRANCHES

*This information is intended to help you, as a member of The Royal British Legion to decide what steps you should take to stop and control the spread of the COVID-19 virus and keep yourself and other members safe.*

### General

Members of The Royal British Legion must follow the guidelines and advice issued by the government or their local authority\*.

### Branch / County meetings

Although some of the lockdown restrictions are now lifted, the virus is still a threat and therefore we strongly recommend avoiding face-to-face meetings.

There is no essential need to arrange Branch meetings in person: meeting objectives can be achieved via teleconferences or videoconferences (online).

Despite some shops and businesses opening we are still asked to adhere to social distancing rules in many parts of the world. Lack of face-to-face meetings will therefore help to keep you and other members safe.

### VJ Day, parades, events

We hope this will change by October but for now Remembrance parades and physical events must not take place. Branches and Counties are encouraged to arrange virtual events instead. Please bear in mind that members' safety is our priority and therefore we want to ensure that no one's life is put at risk especially when it comes to older members and veterans.

Yammer is a very good channel to get advice and tips from other branches on organising online events.

### Fundraising / awareness raising activities

Activities such as setting up and manning stalls, stands, public information points, etc. currently cannot be undertaken safely. There are a lot of requirements around setting up such activities, and we cannot reasonably expect our members, who are volunteers, to have the knowledge and be sufficiently equipped to fulfil all these criteria.

As you would expect, other charities are facing the same challenges. Like them, the Legion's Fundraising directorate is trying to find ways that will support safe fundraising. They are working with the Fundraising Regulator and the Institute of Fundraising. As safe methods are agreed these will be communicated through the community fundraising line, and you will be given the appropriate advice via MSOs and on O365.

### Branch Occupied Properties (not Clubs)

Branches occupying their own premises should not use them and cannot hire them to third parties. The Legion Estates Team are reviewing government statutory compliance responsibilities on a regular basis and may require the help of some branches to open up properties for inspection purposes only, although it is envisaged this will not be before 31 August 2020. Any further questions about branch occupied properties and their usage can be sent to:

[CommercialAdmin@britishlegion.org.uk](mailto:CommercialAdmin@britishlegion.org.uk)

## Beneficiary support

Home and hospital visits are currently not allowed and Branch Community Support activities are limited to Telephone Buddies. As previously stated, this will assist in controlling the spread of the virus.

## Funerals

Funeral attendance is still restricted by Government advice to specific groups and individuals, therefore Standard Bearers must not attend unless they fall into any of the allowed categories of people. Full guidance can be found [here](#). If the funeral takes place outside England, local guidelines must be followed.

## Remember to follow the common advice

- Wear face coverings while travelling on public transport
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser; this is particularly important after taking public transport
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Always carry tissues with you to cover your cough or sneeze, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home and work environment
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are unwell.

## \*Official resources/guidance

### UK Government (advice which mainly applies only to England):

<https://www.gov.uk/coronavirus>

Frequently Asked Questions:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

### Scottish Government: <https://www.gov.scot/coronavirus-covid-19/>

Guidance including on distancing and shielding:

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

### Welsh Government: <https://gov.wales/coronavirus>

Guidance on staying at home and away from others:

<https://gov.wales/staying-home-and-away-others-guidance>

### Northern Ireland Executive: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Guidance on staying at home and self-isolation:

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>

### Isle of Man Government: <https://covid19.gov.im>

### Government of Jersey: <https://www.gov.je/Health/Coronavirus/Pages/index.aspx>

### States of Guernsey: <https://covid19.gov.gg>

### Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

**Emma Anderson**

---

**From:** Emma Anderson  
**Sent:** 14 July 2020 17:09  
**To:** Natasha May  
**Cc:** Andrew Busby; Rachel Avery  
**Subject:** RE: Market Street Toilets

Hi Tash,

Thank you for your email. I have forwarded this response to PCSO Nicola Payne for information and received the response below:

This is disappointing. This is not the first report of anti-social behaviour at the location. Drug taking has also been mentioned in recent weeks. From 2300 onwards we rely on response units who are already under-resourced and this would sadly not be a priority, although it is on the list of places to check on our patrols when able. More practical solutions are the best options, such as locking up early.

We will continue to look into this our end, but I wonder if you could explore whether any MDDC officers in Crediton would be willing to do this?

Best wishes  
Emma

**Mrs Emma Anderson (BA Hons)**  
**Assistant Clerk**

Crediton Town Council  
8a North Street  
Crediton  
EX17 2BT  
Tel: 01363 773717

*Please note I do not work on Thursdays.*

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**From:** Natasha May <nmay@middevon.gov.uk>  
**Sent:** 14 July 2020 14:51  
**To:** Emma Anderson <assistant@crediton.gov.uk>  
**Subject:** RE: Market Street Toilets

Hi Emma

Thanks for your email, I've received the following response from Andy Busby.

***Due to Covid-19 we have committed our cleaning resource (that has now been contracted out) to cleaning the PC twice a day and therefore we currently do not have the facility for a third visit each day to lock up. If a local representative from the Town Council wishes to volunteer with locking up, we would of course be interested.***

Kind Regards  
Tash

Natasha May | Property Services Office Manager for Corporate Property & Commercial | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP  
Direct dial: 01884 234364 | Switchboard: 01884 255255 | Email: [nmay@middevon.gov.uk](mailto:nmay@middevon.gov.uk) | Website: [www.middevon.gov.uk](http://www.middevon.gov.uk)



<https://www.facebook.com/MidDevonDC/>



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**From:** Emma Anderson <[assistant@crediton.gov.uk](mailto:assistant@crediton.gov.uk)>  
**Sent:** 14 July 2020 13:48  
**To:** Natasha May <[nmay@middevon.gov.uk](mailto:nmay@middevon.gov.uk)>  
**Subject:** RE: Market Street Toilets

Hi Natasha,

Further to your reply below regarding the Market St toilets, do you think locking them overnight is something you would consider based on the ASB being reported?

Best wishes  
Emma

**Mrs Emma Anderson (BA Hons)**  
**Assistant Clerk**

Crediton Town Council  
8a North Street  
Crediton  
EX17 2BT  
Tel: 01363 773717

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**From:** Natasha May <[nmay@middevon.gov.uk](mailto:nmay@middevon.gov.uk)>

**Sent:** 14 July 2020 11:58

**To:** Andrew Busby <[ABusby@middevon.gov.uk](mailto:ABusby@middevon.gov.uk)>

**Subject:** RE: Market Street Toilets

Hi Andy

Cleaners are currently attending twice daily (COVID cleaning) but we are not attending to lock them.

Kind Regards

Tash

Natasha May | Property Services Office Manager for Corporate Property & Commercial | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP

Direct dial: 01884 234364 | Switchboard: 01884 255255 | Email: [nmay@middevon.gov.uk](mailto:nmay@middevon.gov.uk) | Website: [www.middevon.gov.uk](http://www.middevon.gov.uk)



<https://www.facebook.com/MidDevonDC/>



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**From:** Andrew Busby <[ABusby@middevon.gov.uk](mailto:ABusby@middevon.gov.uk)>

**Sent:** 14 July 2020 10:42

**To:** Natasha May <[nmay@middevon.gov.uk](mailto:nmay@middevon.gov.uk)>

**Subject:** FW: Market Street Toilets

f.y.i

Andrew Busby | Group Manager for Corporate Property and Commercial Assets

| Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP

Direct dial: 01884 234948 | Switchboard: 01884 255255 |

Email: [abusby@middevon.gov.uk](mailto:abusby@middevon.gov.uk) | Website: [www.middevon.gov.uk](http://www.middevon.gov.uk)



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**AWARDS 2020**  
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**From:** Emma Anderson <[assistant@crediton.gov.uk](mailto:assistant@crediton.gov.uk)>

**Sent:** 14 July 2020 10:19

**To:** Andrew Busby <[ABusby@middevon.gov.uk](mailto:ABusby@middevon.gov.uk)>

**Subject:** FW: Market Street Toilets

Hi Andy,

Please see below. Could you let me know whether Market St toilets are being locked overnight and if so, what time?

Best wishes

Emma

**Mrs Emma Anderson (BA Hons)**

**Assistant Clerk**

Crediton Town Council

8a North Street

Crediton

EX17 2BT

Tel: 01363 773717

*Please note I do not work on Thursdays.*

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LOCAL COUNCIL  
AWARD SCHEME  
QUALITY

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**From:** PAYNE Nicola 30030 <[Nicola.PAYNE@devonandcornwall.pnn.police.uk](mailto:Nicola.PAYNE@devonandcornwall.pnn.police.uk)>  
**Sent:** 14 July 2020 09:29  
**To:** Emma Anderson <[assistant@crediton.gov.uk](mailto:assistant@crediton.gov.uk)>  
**Cc:** MCMILLAN Lisa 30341 <[Lisa.MCMILLAN@devonandcornwall.pnn.police.uk](mailto:Lisa.MCMILLAN@devonandcornwall.pnn.police.uk)>; WARING David 30422 <[David.WARING@devonandcornwall.pnn.police.uk](mailto:David.WARING@devonandcornwall.pnn.police.uk)>; ARMITAGE Dan 16235 <[Dan.ARMITAGE@devonandcornwall.pnn.police.uk](mailto:Dan.ARMITAGE@devonandcornwall.pnn.police.uk)>  
**Subject:** Market Street Toilets

Hi Emma

I have received reports of ASB by the toilets in Market Street. Initially the report related to 11-midnight on Fridays and Saturdays, but it appears there was an issue at 10.30 last night. Teenagers in and out of the toilets with loud music etc...

Can you tell me if these toilets are being locked at a specific time? If not, is it possible to reinstate this as I think the shelter of the toilet is what is making them come back.

Thanks

Nikki

**PCSO 30030 Nicola Payne**  
**Crediton Neighbourhood Policing Team**  
**Crediton Police Station**  
**Tel:101**  
**Email: [Nicola.payne@devonandcornwall.pnn.police.uk](mailto:Nicola.payne@devonandcornwall.pnn.police.uk)**

\*\*\*\*\*

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# Credition Town Council

8A North Street

Item 25

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

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## LICENCE AGREEMENT

for

The temporary and occasional putting of up to 6 tables and up to 18 chairs in the Town Square,  
Credition ('the Square')

This Licence Agreement is made and effective as of 1<sup>st</sup> May 2020 (the 'commencement date') by and between

**CREDITON TOWN COUNCIL** of Council Offices, 8A North Street, Credition, in the County of Devon ('the Licensor') acting by the hand of RACHEL AVERY its duly authorised officer

and

**[COMPANY]** of [Address], Credition, in the County of Devon ('the Licensee') acting by the hand of [Name of Proprietor], the aforesaid being duly authorised to enter into this Agreement.

### IT IS AGREED THAT

1. This licence agreement is entered into on the basis that no relationship of landlord and tenant is created between Credition Town Council and the Licensee, and that no right to exclusive possession or occupation of any part of the Square is granted.
2. This licence agreement is personal to the licensee named therein and is not capable of being assigned or otherwise transmitted.
3. Mid Devon District Council retains control, possession and management of the Square and its use by Mid Devon District Council, members of the public and third parties must not be impeded or restricted.
4. Credition Town Council is entitled to suspend temporarily the rights granted by this licence in the event that Mid Devon District Council requires the use of the Square for an event.
5. This agreement will expire on 31st October 2020 unless terminated by the parties etc.
6. Credition Town Council reserves the right to terminate this licence agreement at any time on not less than seven days' previous written notice



# Credition Town Council

8A North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

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7. The Licensee may terminate this licence agreement at any time on not less than seven days' previous written notice.
8. Tables and chairs used on the Square must be stable and suitable for the surface on which they are used.
9. The Licensee consents to allow all members of the public to use their tables and chairs immaterial of whether they are a customer of their establishment.
10. In addition to point 9 above, the Licensee will not permit other establishments to use their tables and chairs.
11. The Licensee must hold Employer's Liability Insurance and Public Liability Insurance for the sum of no less than £5,000,000. A copy of which must be provided to Credition Town Council at the commencement of this Licence Agreement and as and when requested.
12. The Licensee is required to complete and maintain a risk assessment appertaining to the safety of persons using their tables and chairs such assessment to include but not to be limited to matters such as the location(s) where tables and chairs are to be placed.
13. Tables and chairs may be placed in the Town Square between the hours of 8.00am and 10.30pm. The Licensee is required to remove their tables and chairs from the Square outside of these hours.
14. All litter within the vicinity of the Licensee's tables and chairs should be cleared as soon as possible and action should be taken to ensure litter does not blow away.
15. The vicinity of the Licensee's tables and chairs must be kept clean and tidy at all times.
16. The Licensee is not to cause or permit any damage to the Square and/or its appurtenances and forthwith to rectify to the satisfaction of Mid Devon District Council any damage actually caused to the Square and/or its appurtenances.
17. The Licensee must comply with all statutory provisions and other regulations and/or bye-laws made by any competent authority relating to the use of the Square and to adhere to all requirements and/or recommendations made as a result of any risk assessment carried out.
18. The Licensee has an obligation not to do or cause or permit there to be done anything which is illegal or which may be or become a nuisance, annoyance, inconvenience or disturbance to Mid Devon District Council, Credition Town Council or the owner or occupier of any property adjoining or in the vicinity of the Square.



# Credition Town Council

8A North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [townclerk@credition.gov.uk](mailto:townclerk@credition.gov.uk)

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19. The Licensee must indemnify Mid Devon District Council and Credition Town Council in so far as it is lawful to do so for all losses claims demands actions proceedings damages costs expenses or other liability incurred by the licensee in the exercise of the rights granted by the licence and for any loss or damage suffered by the licensee as a result of any cause beyond the control of Mid Devon District Council and Credition Town Council that prevents the licensee from using the Square or for any difficulty or interruption in obtaining access to the Square by reason of temporary works of repair or maintenance.

Signed.....

Date:.....

(RACHEL AVERY

on Behalf of Credition Town Council)

Signed .....

Date:.....

( \_\_\_\_\_

on Behalf of \_\_\_\_\_)

**From:** Rachel Avery  
**Sent:** 18 August 2020 14:55  
**To:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Subject:** RE: ICO to the Crediton Town Council - GDPR/DPA18 Complaint [Ref. RFA0905612]

Dear Rachel

I am the new Town Clerk to Crediton Town Council.

Moving forward, I would propose that the Town Council notes the contents of your email at its Full Council meeting due to be held on Tuesday 22<sup>nd</sup>. At that meeting, it will be minuted that there was a dispute with the minute notes in question.

Furthermore, I will keep a copy of the attached emails with the meeting notes for our records. If the council were to receive any further complaints of this nature, we will advise that notes will not be amended but a note will be added to our records to show a personal data dispute.

Would you like me to provide you a copy of the minutes when they are available?

Kind regards

**Rachel Avery PSLCC**  
**Town Clerk and Responsible Finance Officer**

Crediton Town Council  
8a North Street  
Crediton  
EX17 2BT  
Tel: 01363 773717

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**From:** [casework@ico.org.uk](mailto:casework@ico.org.uk) <[casework@ico.org.uk](mailto:casework@ico.org.uk)>

**Sent:** 18 August 2020 13:45

**To:** Rachel Avery <[townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)>

**Subject:** ICO to the Crediton Town Council - GDPR/DPA18 Complaint [Ref. RFA0905612]

Sent by email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

18 August 2020

## **Case Reference Number RFA0905612**

Dear Ms Dalley,

I am writing in relation to a data protection complaint we have received from Mr Patrick Collier of [REDACTED] - [REDACTED] about Crediton Town Council ('the Council').

We received this complaint earlier this year but due to the number of complaints we have received, the impact of the Covid-19 pandemic which resulted in us pausing some cases to ensure organisations could focus their resources on the pandemic, and also the initial case officer now being away from the office we're only just raising this case with the Council. Therefore we're sorry for this delay and any inconvenience this may have caused.

### **The ICO's role**

Part of our role is to consider complaints from individuals who believe there has been an infringement of the Data Protection law. Before outlining the nature of the complaint to us I wanted to draw to your attention the information below about our approach during the coronavirus pandemic.

### **Covid 19**

We are aware that the coronavirus pandemic is putting unprecedented pressure on many organisations. Some organisations have told us that they have had to reduce or suspend elements of their information rights practice due to the need to prioritise resources.

During these unprecedented times we must balance upholding important individual rights and protections granted to people by law, alongside recognising the challenges that many organisations, such as those providing a frontline service, face. As a proportionate regulator we will act in a manner which takes account of these circumstances, including how we approach our work.

When considering individual complaints we will therefore take into account the impact that the crisis may be having on the organisation complained about.

### **Details of the complaint**

As I understand Mr Collier disputes the accuracy of some of the personal data recorded in meeting notes. He raised his concerns with the Council in December

2019 and received a response on 23 January 2020 (see attached) which advised the transcripts/notes won't be amended.

### **Our view and further action required**

I have reviewed all the information provided by Mr Collier and can provide the following response. We're unable to determine the Council has contravened the GDPR/DPA18 in relation to the accuracy of the meeting notes in this case because the meetings notes are a matter of opinion as to what was said rather than a factual inaccuracy.

Essentially for personal data to be considered inaccurate under the GDPR/DPA18 they have to be incorrect or misleading as to any matter of fact. For example if the Council had recorded a date of birth incorrectly the individual could provide evidence to prove the inaccuracy and the information would be amended.

Where personal data takes the form of opinions or descriptions of what people believe to have been said or occurred on a particular occasion, it is not possible to conclude that there has been a contravention of the GDPR/DPA18.

Therefore as the personal data Mr Collier is disputing by the Council are opinions of what was said in a meeting then we will not be able to force the Council to amend this information and the only action we could take was to ensure the Council has recorded a note to show that Mr Collier disputes the information.

In light of the above and to ensure the Council is fully compliant with the GDPR/DPA18 we would advise the Council to ensure a note is added to their records to show that Mr Collier disputes the information recorded in the meeting notes. In particular I would suggest to keep a record of the email exchange Mr Collier had with the Council (see attached) and hold these in relation to the meeting notes to show that he disputes some of the personal data recorded.

I would also suggest that if the Council receives any similar complaints in future about the accuracy of meeting notes then you should advise the individual that although the notes won't be amended a note will be added to your records to show the personal data is disputed.

I would be grateful if you could confirm in writing to me **within 14 days** that the above action will be taken. If you're unable to respond within this time frame then please contact me directly.

Providing we're satisfied with your response we will not take any further action in this case and I will not write to you further. If I have any concerns about your response I will write to you again.

We keep a record of all the complaints raised with us about the way organisations process personal information. The information we gather from complaints may form the basis for action in the future where appropriate.

Thank you for your assistance in this matter.

Yours sincerely,

Rachel Webster  
Lead Case Officer (0330 414 6743)

**ICO Statement**

You should be aware that the Information Commissioner often receives request for copies of the letters we send and receive when dealing with casework. Not only are we obliged to deal with these in accordance with the access provisions of the data protection framework and the Freedom of Information Act 2000, it is in the public interest that we are open and transparent and accountable for the work that we do.

For information about what we do with personal data see our privacy notice at [www.ico.org.uk/privacy-notice](http://www.ico.org.uk/privacy-notice)

Matters to Note

- M1. Invitation to attend the free Devon Community Resilience Forum Virtual Event
- M2. Coronavirus – Information for Parish and Town Councils
- M3. Press Release: Communities supported with two COVID-19 test facilities for Mid Devon
- M4. Press Release: Council's recycling fleet gets a 'green' upgrade
- M5. Coronavirus – Information for Parish and Town Councils
- M6. Press Release: Cullompton Neighbourhood Plan – The Next Steps
- M7. Involve Covid – 19 Bulletin no.4
- M8. Latest news on health and care services in Plymouth
- M9. VOYC Newsletter July 2020
- M10. Town and Parish Newsletter – August 2020
- M11. Press Release: MDDC adopts its new Local Plan
- M12. Chief Executive's Bulletin
- M13. Devon Climate Emergency August Newsletter
- M14. Mid Devon Climate Conversation #2
- M15. Devon Voice Summer 2020
- M16. Crediton Wellbeing – formal evaluation report
- M17. Involve Funding News August 2020
- M18. Presentation for Parishes – Covid 19
- M19. Members' COVID-19 Bulletin
- M20. Chief Executive's Bulletin
- M21. Town and Parish Newsletter – September 2020
- M22. Press Release: MDDC announces a change to its Cabinet make-up
- M23. Chief Executive's Bulletin
- M24. DALC Newsletter #47 2020
- M25. Latest Covid-19 Updates and Resources from Devon Communities Together
- M26. More Devon Libraries are open, plasma donor research underway, school and college travel reminders
- M27. Devon unveil Sherford to Exeter route for Tour of Britain
- M28. Press Release: West Exe to benefit from new look play area
- M29. Rebuilding Communities



## Correspondence

- C1. MDDC - Community Policy Development Group Agenda
- C2. MDDC - Extraordinary Council Meeting for the Adoption of the Local Plan
- C3. MDDC - Cabinet Agenda
- C4. MDDC - Audit Committee Agenda
- C5. MDDC - Planning Committee Agenda
- C6. MDDC - Scrutiny Committee Agenda
- C7. MDDC - Business and Planning Act 2020
- C8. MDDC - Full Council Agenda
- C9. MDDC - Cabinet Agenda
- C10. MDDC - Planning Committee Agenda
- C11. MDDC - Scrutiny Committee Agenda
- C12. MDDC - Licensing Sub-Committee C Agenda
- C13. MDDC - Homes Policy Development Group Agenda