



Crediton Town Council

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

To All Crediton Town Councillors,

You are hereby summoned to attend an **Extraordinary Meeting of Crediton Town Council**, which will be held on **Tuesday 16 February 2021 at 19.00**.

This will be a virtual meeting using the Zoom meeting platform. The details for accessing the meeting are:

Join Zoom Meeting

<https://zoom.us/j/94345004156?pwd=S0dXQjISVzRULzkwWWorTkJFTzd0Zz09>

Dial by your location

+44 203 901 7895 United Kingdom	+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom	+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom	+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom	

Meeting ID: 943 4500 4156

Passcode: 566734

Find your local number: <https://zoom.us/u/aeqsyX2ffn>

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC
Town Clerk

11 February 2021

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Crediton Town Council is unable to make any decision on matters not listed within the agenda
- This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
- This meeting will be recorded and may be livestreamed to Crediton Town Council' social media platforms.

AGENDA

1. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda
3. **To note the Virtual Meeting Policy**
4. **Public Question Time** - To receive questions from members of the public relevant to the work of the Council. *(A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)*
5. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public
6. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make (for information only)
7. **Town Council Minutes** - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday 19 January 2021, as a correct record
8. **Grants 2021/22:**
 - To consider and approve the grant applications, as recommended by the Town Strategy Committee
 - To consider the grant application from Crediton Youth Theatre
 - To consider the grant application from Citizens Advice
 - To consider the grant application from Crediton Arts Centre
9. **Newcombes Meadow toilet block:**
 - Ideas for the renovation of the toilet block
 - To consider community consultation
 - To consider setting a task and finish group to look at the project
10. **To consider arrangements for the 2021 Annual Town Meeting**
11. **To consider making representations to MDDC relating to their proposed Public Space Protection Order maps**
12. **To consider the purchase of exhibition boards and gazebos from the Town Team**
13. **To note the date of the next meeting – Tuesday 16th March 2021 at 19.00**



Minutes of the meeting of Credition Town Council held on Tuesday, 19th January 2021 at 7.00 pm via Zoom

Present: Cllrs Mr F Letch, Miss J Harris, Mr S Huxtable, Mr J Cairney, Mr J Ross, Mr P Vincent, Mr G Cochran, Mr M Szabo, Mrs L Brookes-Hocking, Mrs H Zorlu, Mr J Downes (part meeting)

In Attendance: Mrs R Avery, Town Clerk
Mrs E Anderson, Assistant Clerk
Mrs L Blake, Projects Officer (part meeting)
Mid Devon District Councillor Mr A Wyer
Devon County Councillor Mr N Way (part meeting)

2101/140 To receive and accept apologies.

The meeting was opened at 7.00 pm. There were no apologies. The Town Clerk advised that Cllr Martin may be late joining as she is volunteering at the vaccination centre.

2101/141 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.

Cllr Vincent declared a Disclosable Pecuniary Interest in agenda item 23 relating to Old Landscore School.

2101/142 To note the Virtual Meeting Policy

The policy was noted.

2101/143 Public Question Time

There were no members of the public present.

2101/144 Order of business

There were no changes to the order of business.

2101/145 Chairman's and Clerk's Announcements

The Town Clerk advised that 2021-22 grant applications had been considered by the Grants Sub-Committee and Town Strategy Committee and approved in principle. Further information was awaited from Citizens Advice and it was recommended that an extraordinary meeting be held in February to consider this. The Town Clerk also suggested arranging a meeting with Citizens Advice to get a better understanding of the services they are currently providing in Credition.

The Chairman advised members that, along with Cllr Huxtable and Cllr Martin, he had attended the vaccination centre on Saturday as a volunteer marshal. With the additional help of his wife and the Council's Projects Officer, the Town Council had managed to cover four of the marshalling slots. Cllrs Letch, Martin and Huxtable had also assisted today and would be again on Friday.

Cllr Downes joined the meeting at 7.07 pm and 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.

2101/146 Town Council Minutes

It was **resolved** to approve and sign the minutes of the Crediton Town Council Meetings held on Tuesday 8th December 2020 as a correct record. (Proposed by Cllr Letch).

2101/147 Police report

It was **resolved** to note the police report. (Proposed by Cllr Letch).

The Town Clerk advised that PC Armitage had been invited to join an informal discussion with the Clerk and a few Councillors. It was requested that Councillors contact the Town Clerk if they wish to attend.

2101/148 To adopt the minutes of the following meetings:

- **Assets & Amenities Committee held on 10th November 2020**

It was **resolved** to adopt the minutes of the Assets & Amenities Committee meeting held on 10th November 2020. (Proposed by Cllr Harris).

- **Town Strategy Committee held on 1st December 2020**

It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 1st December 2020. (Proposed by Cllr Brookes-Hocking).

2101/149 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 10th December 2020 – 20th January 2021 inclusive and to receive the bank reconciliation.

The schedule of payments and receipts had been issued prior to the meeting. The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £30,009.77, receipts totalling £1,091.14, and to accept the bank reconciliation. (Proposed by Cllr Letch).

Apologies were received and accepted from Cllr Martin at 7.15 pm

2101/150 Budget 2021/22:

- **To consider and agree/amend Crediton Town Council's budgets for the financial year 2021/22.**

A copy of the budget had been issued prior to the meeting.

It was **resolved** to consider allocating an Ear Marked Reserve of £10,000 for Newcombes Meadow Toilet Block in the 2022/23 budget process. (Proposed by Cllr Szabo)

It was **resolved** to agree Crediton Town Council's budgets for the financial year 2021/22. (Proposed by Cllr Letch)

- **To consider and agree/amend Crediton Town Council's level of reserves for the financial year 2021/22**

It was **resolved** to agree Crediton Town Council's level of reserves for the financial year 2021/22. (Proposed by Cllr Letch)

- **To consider and agree Crediton Town Council's precept for the financial year 2021/22.**

The Town Clerk provided a presentation on the Council's precept for the financial year 2021/22. Councillors thanked the Town Clerk for providing clear budget documents that were easy to understand.

Members discussed the precept in detail as well as information from District Councillors expecting discontinuation of certain services from higher level authorities.

It was **resolved** that the precept be set at £325,197.32 for the financial year 2021/22.

2101/151 To receive an update regarding The Bungalow, 8 North Street, Crediton.

The Town Clerk confirmed the planning application for change of use from residential to office space had been submitted to Mid Devon District Council. If a decision is received before the February Extraordinary meeting, it would be included on the agenda for discussion.

County Councillor Nick Way joined the meeting at 7.48 pm

2101/152 To consider and approve a contractor, to implement the new CCTV system.

A copy of the CCTV report had been issued prior to the meeting. It was **resolved** to proceed with ASAP Security's proposal to install a new CCTV system in Crediton at a cost of £24,763 + VAT. (Proposed by Cllr Cochran)

2101/153 To consider and agree the initial investigation of CCTV on the Industrial Estate, and to undertake initial consultation with business owners.

It was **resolved** for Cllr Ross to investigate how best to contact the business owners on the Industrial Estate to get their feedback. (Proposed by Cllr Letch). Cllrs Letch and Ross will contact Mid Devon District Council to see if they can provide any assistance.

Cllr Harris left the meeting at 8.00 pm and re-joined at 8.03 pm due to connection issues.

2101/154 Climate Change and Sustainability Sub-Committee:

- **To receive a report on the two informal meetings held regarding current membership of the sub-committee**

The Town Clerk provided members with a summary of the discussions had at the meetings held in December and January. It had been agreed that the sub-committee membership and terms of reference needed updating.

- **To consider and agree/amend the proposed Terms of Reference**

The Town Clerk read the Terms of Reference aloud. It was **resolved** to agree the proposed Terms of Reference. (Proposed by Cllr Letch, Cllr Ross voted against)

- **To consider and agree how this information will be circulated to the existing members of the Sub-Committee**

As the previous Clerk to the sub-committee, Mr Andi Wyer would assist the Town Clerk in contacting the existing members.

2101/155 Town Square Tables:

Cllr Brookes-Hocking declared a personal interest.

- **To consider purchasing the tables from the Town Team, and to administer their use.**

It was **resolved** to consider taking over the tables and undertake negotiations with the Town Team in relation to the purchase amount. (Proposed by Cllr Brookes-Hocking, Cllrs Letch and Downes abstained)

- **To note the removal of the tables as a matter of emergency**

It was **resolved** to note the removal of the tables. (Proposed by Cllr Letch)

2101/156 To note and discuss the recent Section 106 reports provided by Mid Devon District Council.

The Town Clerk advised that Mid Devon District Council (MDDC) are now publishing S106 reports and suggested that the Town Council might like to consider how some of the funds could be spent. The Town Clerk will be meeting with two officers from MDDC to discuss projects that MDDC may support.

Cllr Brookes-Hocking suggested looking at age-appropriate equipment in the park, especially as detached youth work is increasing in the town. It was **agreed** to contact the local youth workers for their thoughts.

2101/157 To consider arrangements for the 2021 Annual Town Meeting.

It was **resolved** to postpone the 2021 Annual Town Meeting until a time that the Town Clerk deemed it feasible to be held in person. (Proposed by Cllr Letch).

2101/158 Councillor Reports

Cllr Ross:

- The Chamber of Commerce has restarted its delivery hub project, delivering produce from local businesses to vulnerable people during lockdown.
- As the end of the financial year approaches, the League of Friends are looking forward to making healthy donations next year towards health & well-being projects in the area.
- Sustainable Crediton it still 'locked down'. The Pollinator Project is still active but slow due the current lockdown.

Cllr Szabo:

- South West in Bloom have awarded a certificate congratulating Crediton for continuing to excel during Covid-19.

District Councillor Wyer:

- Will be stepping back from District Councillor duties in Feb and March whilst undergoing treatment. Cllr Letch will be covering the ward.

County Councillor Way:

- The deadline for consultation on the recent traffic orders is 9th February.
- The current lockdown has created some workforce constraints but the work at Fordton is going ahead and on schedule to be completed as planned.
- There are still some funds remaining in the Locality Fund which will be closing at the end of March. A recommendation has been put forward to support Crediton's CCTV

project.

Cllr Letch:

- Twinning group in Avranches is locked down due to Covid-19 so there are no planned exchanges this year.
- Received a wonderful letter from Dokkum which included an invitation to Peter Grimes live in Dokkum in September.

2101/159 To note Council Correspondence and Matters to Note. A list had been issued with agenda.

It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch). Cllr Brookes-Hocking drew councillors' attention to the report provided by Crediton Foodbank.

2101/160 To note the date of the next meeting – Tuesday 16th March 2021 at 7.00 pm.

The date of the next meeting was noted.

PART TWO

2101/161 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).

Cllr Vincent left the meeting

2101/162 To consider the report regarding Old Landscore School, and to agree any recommendations therein.

A copy of the OLS report had been issued prior to the meeting.

Consideration was given to the documents provided to councillors prior to the meeting.

It was **resolved** to approve a tentative decision to purchase Old Landscore School for community use, with the Town Clerk obtaining a full survey of the building. (Proposed by Cllr Brookes-Hocking, Cllr Harris voted against.)

It was **resolved** for the Town Clerk to proceed with ordering a full survey, with the cost of the survey to be confirmed. (Proposed by Cllr Letch)

The meeting closed at 9.28 pm.

Signed

Dated.....



Credition Town Council

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Grant Aid Application Form 2021-22

The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By completing this form, you will be providing the Council with your consent to this use.	
►Name of Organisation:	
CREDITON ARTS CENTRE	
►Contact Details:	
Title (Mr/Mrs/Miss/Ms/Other)	MR MR
First Names	JACK
Last Name	ROBSON
Position in Organisation	ADMINISTRATOR
Address	CREDITON ARTS CENTRE EAST STREET CREDITON
Postcode	EX17 3AX
Telephone Number	01363 773260
Email Address	info@creditionartscentre.org
Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details. John Downes (caretaker) is a Town Councillor	
►Purpose/Aims of Organisation:	
Credition Arts Centre is an Arts Education charity serving the town and its surrounding district, having been in existence for over 30 years. Our aim is to promote arts and education through our activities in our East Street building and in the town, including classes, theatre productions, music events, hosting touring theatre and dance, festivals and facilitating entertainment of all kinds.	
►Size of Organisation/Number of Members:	
12 Trustees 200 Friends	



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►Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding.

In Summer 2021 we will undertake a local tour of an outdoor production of Shakespeare's "The Merry Wives of Windsor". We will perform for one weekend in Newcombe's Meadow Park, followed by two weekends of village performances in Chariton Fitzpaine, Salford and Newton St Cyres, as well as Exeter. The production will involve 16 actors, 4 musicians and support staff, and is expected to play to up to 600 people in Newcombe's Meadow.

►Total cost of the project or scheme requiring funding:

£ 7900

►Amount of Grant applied for:

£ 500

►Annual Budget: Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.

Attached.

►Account of Activities over the Previous Year:

At the beginning of the year we hosted a number of performances in our building including dance, theatre and music, as well as the Credition Youth Theatre production "The Unibella Man". After the pandemic struck our activities were more limited, but we were centrally involved in the creation of Shave in the Square, as well as producing Busk It! and two outdoor puppet plays, "Fearless Jack" and "Baba Yaga".



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► Account of Plans for Forthcoming Year:

We will once again be co-ordinating Shave in the Square from April; the Merry Wives of Windsor will tour in late June and early July; "All is Mended" will tour gardens and care homes in the summer; more puppet plays are planned. Hopefully we will be able to resume indoor activities in the summer/autumn.

► Previous Applications: Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

We have been lucky enough to receive the generous support of Crediton Town Council over many years. Most recently we have received support for Busk It!, Baba Yaga and our general running costs in 2019/20

► Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No



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► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.

► **Declaration:**

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed

Date

12/01/21

This form must be returned to Credition Town Council, 8A North Street, Credition, Devon, EX17 2BT, no later than 30th September 2020.

Your application must be accompanied by a copy of your most recent published financial accounts.

Grant Aid applications for the financial year 2021/22 will be payable in April/May 2021.

The Merry Wives of Windsor – Budget

Income

Box Office:	Crediton Performances	2400
	Village/Woodland Performances	1000
DCC	(Nick Way)	500
DCC	(Margaret Squire)	500
CTC		500
Other grants / sponsorship		3000
	Total	7900

Expenditure

Fees	Costume Designer	800
	MD	800
	Director / Adapter	1000
	Set Designer	600
	Stage Manager	300
	Musicians x 3	900
CAC Admin Fee		750
Costume Materials		650
Set/Props		400
Publicity / printing		350
Technical		200
Infrastructure		350
Transport		300
Contingency		500
	Total	7900



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►Name of Organisation:

Credition Youth Theatre

►Contact Details:

Title (Mr/Mrs/Miss/Ms/Other) Mr

First Names Jez

Last Name Taylor

Position in Organisation Director

Address 35 Willow Walk, Credition, Devon

Postcode EX17 1DD

Telephone Number 01363 773337

Email Address cyt@waxroom.co.uk

Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details. N/A

►Purpose/Aims of Organisation:

Credition Youth Theatre is an open access youth arts organisation led by professional theatre and music practitioners, and is based at Credition Arts Centre. We create dynamic, original musical theatre with young people aged 7-18. CYT provides the opportunity for young people in Credition to enjoy the dramatic arts through weekly sessions and holiday projects, and we have developed an excellent reputation in the local community for high quality productions. CYT teaches many transferable skills, builds confidence, and fosters teamwork and creativity amongst its members. We endeavour to keep the cost of participation as low as possible, to enable as many young people as possible to engage in our high quality arts activities.

►Size of Organisation/Number of Members:

Approximately 40-50 local young people at any given time.



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►Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding.

The grant is required to help towards Crediton Youth Theatre's operational costs for next year. We will deliver weekly sessions and stage / film at least one original musical production in Crediton in the school holidays.

Like many organisations, we have been hit hard by the Covid-19 pandemic. We have been able to keep sessions going via Zoom and will keep this option open in case of further restrictions next year. We intend to run socially-distanced sessions with smaller groups, in accordance with official guidelines. The smaller group sizes have an increased cost in terms of venue hire and wages. A grant from the Town Council will help us to meet those costs and offer subsidised places to families experiencing financial hardship.

Music and drama are great ways for young people to make new friends, increase their self-confidence and have fun. Crediton Youth Theatre wants all local young people to have the chance to get involved. The groups meet every week at Crediton Arts Centre or online where required. Activities include games, solo and group work, improvisation, writing, singing, physical theatre and exploring characters.

The youth theatre provides a safe space where young people can come together to engage in creative, physical and imaginative activities that stretch them and expand their social and performance skills.

A grant from Crediton Town Council would enable us to continue to provide local children and young people with something fun, stimulating and fulfilling to do in their free time, and provide entertainment and a point of pride for the local community, whilst ensuring that we are able to keep costs affordable for all families to access.

►Total cost of the project or scheme requiring funding:

6250

►Amount of Grant applied for:

1000

►Annual Budget: Please include details on any anticipated income (including grants applied for and sources of other funding) and any proposed expenditure. Please attach a copy of the organisation's most recent set of accounts or business plan if available.



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Anticipated (Estimated) Income:

Grant funding - £2450

Sessional fees - £3000

Ticket & DVD sales - £300

Lighting hire (in kind) - £200

other - £300

TOTAL = £6250

Anticipated (Estimated) Expenditure:

Hire of Credition Arts Centre - £1600

Directors' & workshop leaders' fees - £3400

Costume Hire & Set Design - £500

Lighting and PA hire - £200

Volunteer expenses - £300

Publicity, marketing, stationery and admin - £250

TOTAL = £6250

►Account of Activities over the Previous Year:

Weekly / bi-weekly drama sessions with young people (some carried out online).

A February half term project culminating in three live performances.

A series of creative writing workshops to engage members and generate new content.

►Account of Plans for Forthcoming Year:



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Weekly drama and music sessions with young people at Crediton Arts Centre and online.

A number of workshops to generate ideas and material.

At least one week-long performance project (or equivalent) in the school holidays resulting in a short film and / or outside production, working in small socially-distanced groups.

A continued facility to offer and deliver online youth theatre and devising sessions via Zoom

► Previous Applications: Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

2014 – received £500 towards 2015 operational costs.

2015 – received £1,000 via Crediton Arts Centre towards “Operation Belinda” at Crediton town square, as part of Credfest 2015.

2016 - received £500 towards February 2017 half-term project.

2017 - received £800 towards “Hopping Mad” production at Newcombes Meadow, as part of Credfest 2017.

2018 - received £800 towards a series of workshops and a collaborative production

2019 - received £1,000 towards operational costs

► Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation’s work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No



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► **Additional Information:** Please provide any additional information you may consider relevant or helpful to the Council when considering this application.

We have a proven track record of engaging with young people who are less experienced, confident or in need of extra support. To that end, our creative process is inclusive, collaborative and supportive. We actively encourage young people in our sessions to make friends with new people and welcome new members.

Equality of opportunity is at the heart of our activities - we do not hold auditions and all members get a speaking and singing part in our shows.

We strive for the highest quality performances, by employing a talented team of professionals including set and costume designers, a musical director, a live band, an assistant director, and sound and lighting engineers along with enthusiastic adult and young adult volunteers.

► **Declaration:**

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed Jez Taylor

Date 11/02/21

This form must be returned to Credition Town Council, 8A North Street, Credition, Devon, EX17 2BT, no later than 30th September 2019.

Your application must be accompanied by a copy of your most recent published financial accounts.