



## Minutes of the Extraordinary meeting of Credition Town Council held on Tuesday 16 February 2021, at 19.00, 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 (part meeting), Mr M Szabo, Mrs H Zorlu and Mrs L Martin

**Apologies:** Cllr Mr J Downes

**Absent:** Cllr Mrs E Brookes-Hocking

**In Attendance:** Mrs R Avery, Town Clerk

**2102/163 To receive and accept apologies.**

The meeting was opened at 19.00. It was **resolved** to accept the apologies of Cllr Downes. (Proposed by Cllr Letch).

**2102/164 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.

**2102/165 To note the Virtual Meeting Policy**

The policy was noted.

**2102/166 Public Question Time**

There were no members of the public present.

**2102/167 Order of business**

There were no changes to the order of business.

**2102/168 Chairman's and Clerk's Announcements**

Cllr Letch reported that the vaccination sessions at the Leisure Centre were going well. He extended thanks to Cllrs Huxtable and Martin, who along with himself, have volunteered for marshalling. He also extended particular thanks to Cllr Martin's parents for volunteering at the sessions.

**2102/169 Town Council Minutes**

It was **resolved** to approve and sign the minutes of the Credition Town Council Meetings held on Tuesday 19 January 2021 as a correct record. (Proposed by Cllr Letch).

**2102/170 Grants 2021/22:**

**- To consider and approve the grant applications, as recommended by the Town Strategy Committee**

It was **resolved** to approve the grants applications, as recommended by the Town Strategy Committee. (Proposed by Cllr Harris).

**- To consider the grant application from Crediton Youth Theatre**

It was **resolved** to approve the grant £1,000 to Crediton Youth Theatre. (Proposed by Cllr Cairney).

**- To consider the grant application from Citizens Advice**

It was **resolved** to approve the grant of £3,000 to Citizens Advice. (Proposed by Cllr Cairney).

**- To consider the grant application from Crediton Arts Centre**

It was **resolved** to approve the grant of £500 to Crediton Arts Centre. (Proposed by Cllr Cairney).

**2102/171 Newcombes Meadow toilet block:**

**- Ideas for the renovation of the toilet block**

Consideration was given to the renovation of the toilet block, including the removal of graffiti and how the building could be reconfigured and renovated.

It was **noted** that the Town Clerk had been contacted by an individual, requesting permission to site a food outlet on the hardstanding outside the accessible toilet on the roadside of the building. It was **agreed** that this would require appropriate permission from Mid Devon District Council, in the first instance.

**- To consider community consultation**

It was agreed that community consultation would be an important part of any plans for the toilet block.

**- To consider setting a task and finish group to look at the project**

It was resolved that Cllrs Huxtable, Harris, Szabo and Zorlu would sit on the task and finish group. (Proposed by Cllr Letch).

**2102/172 To consider arrangements for the 2021 Annual Town Meeting**

It was **noted** that the Town Clerk had received confirmation that the council were not legally required to hold an Annual Town Meeting this year due to the pandemic and associated legislation. It was agreed that a summer event would take place, based around consultation on current projects, as restrictions start to lift.

**2102/173 To consider making representations to MDDC relating to their proposed Public Space Protection Order maps**

It was **resolved** that the areas proposed should be included within the Order and that the maps show a true reflection of the area. (Proposed by Cllr Harris).

**2102/174 To consider the purchase of exhibition boards and gazebos from the Town Team**

It was **resolved** to offer the Town Team £50 for the exhibition boards and gazebos. (Proposed by Cllr Ross).

**2102/175 To note the date of the next meeting – Tuesday 16 March 2021 at 19.00**

The date of the next meeting was **noted**.

Signed .....

Dated.....



## Minutes of the meeting of Credition Town Council held on Tuesday, 19<sup>th</sup> 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 8<sup>th</sup> 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 10<sup>th</sup> November 2020**

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

- **Town Strategy Committee held on 1<sup>st</sup> December 2020**

It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 1<sup>st</sup> 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 10<sup>th</sup> December 2020 – 20<sup>th</sup> 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 9<sup>th</sup> 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 16<sup>th</sup> 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.....



**Christmas in Crediton Sub-Committee Minutes**  
**Tuesday, 8<sup>th</sup> December 2020 at 11.00 am held via Zoom**

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

**Apologies:** Louise Martin and Stephanie Jones

**Abesnt:** Jim Cairney

**71. To receive and accept apologies**

The meeting was opened at 11.00 am.

**72. Declarations of Interest**

There were no declarations of interest.

**73. Christmas in Crediton Sub-Committee Minutes.** It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 24<sup>th</sup> November 2020. (Proposed by Jack Robson).

**74. To receive an update on the Christmas lighting.**

It was noted that the Christmas Trees had now been put into place by the Rotary Club and that Jo would be completing the electrics in the High Street through the week.

**Action: Lisa to email thanks to those involved this year.**

**75. To receive an update on the Baba Yaga performance update and agree any actions.**

Rehearsals continue, and puppets are being built. Jack advised that he had collected the gazebos. The 2pm performance was fully booked and 3 tables are available for the 4pm performance. Additional musical performances were scheduled between the performances. There will be standing room available which will be controlled by the marshalls in place, and a list of names for tables bookings would be provided by Jack. 7 volunteers had been arranged to act as stewards for the event.

**Action: Lisa to contact all volunteers to inform of start time of 1pm until approx 4.30pm.**

**Action: Jack to provide list of bookings for both performances.**

**Action: Lisa to put up Advance Notices in the square regarding the reservation of the benches for the performances.**

**Action: Jack, Lisa and Liz to move the benches into the square in preparation on Thursday 10<sup>th</sup> December at 1pm.**

CODS would be providing entertainment on Sunday 13<sup>th</sup> December.

**76. To review the finances for the 2020 Christmas in Crediton project.**

The finances were reviewed and there is a healthy budget to be carried over to next year.

**Action: Lisa to chase Crediton Dairy regarding sponsorship monies for this year.**



77. To agree the date of the next meeting.  
Agreed: 9<sup>th</sup> February 2021 at 11.00 am.

78. Close  
The meeting closed at 11.37 am.

Signed .....

Date:..... (Chairman)



## Minutes of Crediton Town Council's Council Affairs held on Tuesday, 26<sup>th</sup> January 2021 at 6.00pm, via Zoom

- Present:** Cllrs Miss J Harris (Chairman), Mrs Brookes-Hocking, Mr J Ross, Mrs H Zorlu, Mrs Louise Martin and Mr S Huxtable
- Apologies:** Cllrs Mr F Letch and Mr J Cairney
- In Attendance:** Mrs R Avery, Town Clerk
- 47 To receive and accept apologies**  
The meeting was opened at 6.00pm.
- 48 Declarations of Interest**  
There were no declarations of interest.
- 49 Public Question Time**  
No members of the public were present.
- 50 Order of Business**  
There were no changes.
- 51 Chairman's and Clerk's Announcements**  
There were no announcements.
- 52 Council Affairs Committee Minutes**  
It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 20<sup>th</sup> October 2020, as a correct record. (Proposed by Cllr Ross).
- 53 To discuss and agree an application to the Local Council Award Scheme**  
It was **agreed** that the Town Clerk would start preparing an application for Quality Gold Status. (Proposed by Cllr Brookes-Hocking)
- 54 To agree the date of the next meeting – Tuesday 9<sup>th</sup> February 2021 at 6.00pm.**  
The date of the next meeting was **noted**.

### PART TWO

- 55 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 Harris).

**56 To consider and agree the recruitment of a Town Maintenance Operative, including working hours and salary.**

The vacancy was considered, and it was **resolved** to proceed with the recruitment of a Town Maintenance Operative. (Proposed by Cllr Ross).

**57 To agree the recruitment process for a Town Maintenance Operative, including the following documents:**

- **Job description**  
It was resolved to **approve** the job description, with one amendment. (Proposed by Cllr Ross).
- **Advert**  
It was **resolved** to approve the advert. (Proposed by Cllr Ross).
- **Application form**  
It was **resolved** to approve the application form. (Proposed by Cllr Ross).
- **Short listing for interview pro-forma**  
It was **agreed** that the Town Clerk would draft a pro-forma with suggested categories for consideration at the next Council Affairs Committee meeting.
- **The interview process including who will be present and interview questions**  
It was **agreed** that interview questions would be drafted for consideration at the next Council Affairs meeting. It was **resolved** that Cllrs Harris and the Town Clerk would form part of the panel, alongside Cllr Letch if he agrees. It was **resolved** that Cllr Ross would be a substitute for the interview panel. (Proposed by Cllr Brookes-Hocking).
- **Timescale**  
It was **resolved** that the advert would run from Monday 1<sup>st</sup> February to Friday 19<sup>th</sup> February. A further meeting of the Council Affairs Committee would be convened to shortlist applications. (Proposed by Cllr Harris).

**58 To discuss a staffing matter.**

There was a general discussion relating to the staffing matter, and it was **agreed** for the Town Clerk to undertake further informal discussion with staff members to report back to the next meeting of the Council Affairs Committee.

**59 To discuss council staff terms of employment**

It was **noted** that the Town Clerk would provide a comparison and a new draft contract for consideration at the meeting of the Council Affairs Committee.

**60 Close.**

The meeting was closed at 6.46pm.

Signed .....

Chairman

Dated.....



## Minutes of Crediton Town Council's Council Affairs held on Tuesday, 9<sup>th</sup> February 2021 at 6.00pm, via Zoom

**Present:** Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs E Brookes-Hocking, Mr J Ross, Mrs H Zorlu, Mrs L Martin, Mr J Cairney and Mr S Huxtable

**In Attendance:** Mrs R Avery, Town Clerk

**47 To receive and accept apologies**

The meeting was opened at 18.00.

**48 Declarations of Interest**

There were no declarations of interest.

**49 Public Question Time**

There were no members of the public present.

**50 Order of Business**

There were no changes.

**51 Chairman's and Clerk's Announcements**

There were no announcements.

**52 Council Affairs Committee Minutes**

It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 26 January 2021, as a correct record. (Proposed by Cllr Letch).

**53 To review the following policies:**

- Health and Safety  
It was **resolved** to approve the Health and Safety policy. (Proposed by Cllr Letch).
- Grant Aid  
It was **resolved** to approve the policy and to rename it as the Community Grant policy. (Proposed by Cllr Letch).
- Code of Conduct  
It was **resolved** to approve the Code of Conduct. (Proposed by Cllr Letch).

**54 To receive an update regarding the Local Council Award Scheme**

The clerk provided an overview of the recently announced changes to the scheme. Whilst many of the policies are in place, the strategic plan/action plan required attention, and a general overview of the requirements was required. It was **resolved** that a task and finish group would be set up to undertake a review of the requirements and to update policies for consideration, comprising of Cllrs Brookes-Hocking, Huxtable, Letch and Ross. (Proposed by Cllr Brookes-Hocking).

**55 To consider the resumption of in-person meetings**

It was **noted** that there is currently no suggestion that that the Coronavirus Act, the legislation allowing town and parish councils to meet virtually, will be extended. It was **resolved** for the town clerk to continue to assess the situation and undertake practical investigations, such as room sizes, to provide further information to the committee at future meetings.

**56 To agree the date of the next meeting – Tuesday 9<sup>th</sup> March 2021 at 18.00**

The date of the next meeting was **noted**.

**PART TWO****57 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 Harris).

**58 To consider and agree the use of a community organisation to undertake the Town Maintenance Operative position, opposed to the recruitment of an individual**

After discussion, it was **resolved** that the community organisation would be offered a probationary period of no less than 8 weeks' (maximum 13 weeks'), commencing on 1 March 2021. (Proposed by Cllr Huxtable).

**59 To discuss council staff terms of employment and agree a new Contract of Employment**

It was **resolved** to approve the new contract, replacing existing contracts with immediate effect. (Proposed by Cllr Harris).

**60 Close.**

The meeting was closed at 18.38.

Signed .....Chairman

Dated.....



## Minutes of Credition Town Council's Grants Sub-Committee Meeting held on Tuesday, 24<sup>th</sup> November 2020, at 2.00 pm, via Zoom

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

**In Attendance:** Mrs E Armitage, Administrative Assistant  
Mrs R Avery, Town Clerk

Absent: John Ross

1. **To Elect a Sub-Committee Chairman for 2020-2021.** It was **resolved** to elect Cllr Letch as Sub-Committee Chairman for 2020-2021. (Proposed by Cllr Harris)
2. **To Elect a Sub-Committee Deputy Chairman for 2020-2021.** It was **resolved** to elect Cllr Harris as Sub-Committee Deputy Chairman for 2020-2021. (Proposed by Cllr Letch)
3. **To receive and accept apologies**  
None received.
4. **Declarations of Interest.**  
Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.  
  
Cllr Brookes-Hocking declared a personal interest in Credition Arts Centre as she is a member, Credition Parish Church as she is a member of the congregation, and the Town Team (agenda item 9) "To consider applications for grant funding for the financial year 2021 – 2022 from the following groups/organisations:" in particular the grant application from Credition Town Team, as her husband is involved in this project.
5. **Order of Business**  
There were no changes to the order of business.
6. **Chairman's and Clerk's Announcements**  
The town clerk advised that a budget of £25,000 had been set for the financial year 2020-2021 but additional grants had been made using ear marked reserves, which was not best practice.
7. **Grants Committee Minutes** - To approve and sign the minutes of the Grants Sub-Committee Meeting held on 25<sup>th</sup> February 2020, as a correct record. It was **resolved** to approve and sign the minutes of the Grants Sub-Committee meeting held on 25<sup>th</sup> February 2020, as a correct record. (Proposed by Cllr Brookes-Hocking)
8. **To receive feedback from organisations who were awarded a grant in 2020-2021.** Further documentation had been issued with the agenda. It was **resolved** to note the feedback received. Cllr Brookes-Hocking wanted to thank the organisations/groups for their useful feedback for

9. **To consider applications for grant funding for the financial year 2021-2022 from the following groups/organisations:** It was **resolved** to approve the following applications, subject to Town Strategy approval and budget setting decision making at a meeting in January. (Proposed by Cllr Brookes-Hocking).

Age Concern Crediton	£1,000
Boniface Link Association	£200
Boniface Trail Association	£400
Crediton Arts Centre/Busk It!	£800
Churches Housing Action Team (Mid Devon) Ltd - CHAT	£1,500
Torrige, North, Mid and West Devon Citizens Advice (provisional)	£3,000
CODS – Crediton Operatic and Dramatic Society	£500
Crediton Area History & Museum Society	£1,000
Crediton Arts Centre	£800
Crediton Arts Centre	£1,000
Crediton Congregational Church	£400
The Crediton Heart Project	£1,000
Crediton Parish Church	£160
Crediton Rugby Football Club	£1,000
Crediton Rotary Boniface Club	£750
Crediton Talking Newspaper	£375
Crediton Town Band	£500
Crediton Town Team	£1,000
Crediton Youth FC (pending)	£1,824.95
Friends of Crediton Library	£300
Journey Counselling Service	£250
Significant Seams CIC	£1,000
Sustainable Crediton	£1,000
The Turning Tides Project	£1,000
Unite Carers in Mid Devon	£1,000

(It was agreed to note that Crediton Arts Centre had an additional application for £1,000 which was approved at this meeting but was initially missed off the agenda.)

**Total:** **£21,759.95**

It was **resolved** to provisionally approve the grant application of £3,000 from Torrige, North, Mid and West Devon Citizens Advice, but with a request for clarity over the service provided in Crediton. It was agreed for Cllr Brookes-Hocking to contact them for further information. (Proposed by Cllr Harris)

It was **resolved** to reject the grant application of £4,000 from Connect Mid Devon and it was

agreed to write to them to advise that the Grants Sub-Committee cannot consider financing a Christian Youth Group. (Proposed by Cllr Letch)

It was **resolved** to approve the grant application of £400 from Crediton Congregational Church (CCC) subject to future applications coming from 'The Music Makers' specifically. (Proposed by Cllr Brookes-Hocking)

It was **resolved** to request further information from Crediton Food & Drink Festival as to how they have spent the money received in 2020-2021 as this is not clear from their website. (Proposed by Cllr Brookes-Hocking)

It was **resolved** to approve the grant application of £750 from Crediton Rotary Boniface Club subject to the event taking place. (Proposed by Cllr Letch)

It was **resolved** to approve the grant application of £1,824.95 pending further information from Crediton Youth FC in relation to what previous grants they have received, and it was agreed for Cllr Brookes-Hocking to contact them. (Proposed by Cllr Brookes-Hocking)

It was **resolved** to request further information from Marie Curie as to what the uptake is for Crediton and what work they have done, specifically in the area. (Proposed by Cllr Brookes-Hocking)

It was **resolved** to reduce the amount applied for by Significant Seams CIC from £2,000 to £1,000 as the Sub-Committee were concerned this was a substantial amount to agree. It was also agreed to query the amount of £1,644 towards the Crediton Well-being Social Prescribing Programme. It was agreed that Cllr Brookes-Hocking would contact the applicant for more information on the core costs. (Proposed by Cllr Harris)

It was **resolved** to set the Grants budget at £27,500 for 2021-2022. (Proposed by Cllr Brookes-Hocking.)

A copy of the applications received, together with the supporting documentation had been issued with the agenda.

**10. Close**

The meeting closed at 14.51 pm.

**Signed:**.....  
(Chairman)

**Date:**.....



**OLS Task & Finish Minutes**  
**Wednesday, 16<sup>th</sup> December 2020 at 6.00 pm held via Zoom**

**Page 1**

**Present:** Liz Brookes-Hocking, Frank Letch, Louise Martin (Part-meeting), Helen Tilke (Public Health DCC), Alison Padfield (CHAT), Rachel Avery (Town Clerk) and Lisa Blake (Special Projects Officer)

**1. To receive and accept apologies**

No apologies were received.

**2. Declarations of Interest**

Cllr Letch declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority. Helen Tilke declared an interest in that her employer is DCC, along with the Public Health is a user of the OLS Building. Alison Padfield declared an interest also as a building user of OLS.

**3. Election of Chairman.** It was **resolved** for Cllr Brookes- Hocking to be appointed Chairman (Proposed by Cllr Letch).

Cllr Martin joined the meeting at 6.10pm.

**4. To discuss and agree the specification of the facilities required at Old Landscore School for consideration of a local Architect, in order to obtain some approximate costings and look at the feasibility of requirements.**

Cllr Brookes-Hocking asked both Helen and Alison to give a description of the requirements they had along with the facilities to gain a view of the usage for the building. The Crediton PHN team would very much like to lease space at OLS. Ideally like an office space at all times. Monday to Friday 8-5. (This could also be used as a delivery space as 2 delivery spaces are required at the same time on a Friday). The delivery space currently is Tues-Friday for face to face appointments. When groups are returned a large room would be required on a Thursday morning for Family Focus which is a drop in group for parents to access the service. Alison said that currently the provision is only in Tiverton which makes access for those from Crediton and the rural surrounding areas incredibly challenging and that a regular presence within Crediton Town would be desirable. Their services are facing more demand than ever and this is expected to increase in the aftermath of the pandemic. Ideally a weekly space to be made available with potential for additional session if required.

After some discussion and from the information gained from the Feasibility Study the main areas of immediate improvement required would be the kitchen and toilet facilities. Both groups viewed that they would still be happy to use the premises in the meantime.

It was agreed that in order to make a considered decision a full structural survey would be beneficial, Rachel would obtain quotations for this work and present to Councillors for authority.

**5. To note tasks for office staff to complete:**

- Online Survey to be distributed to existing OLS users- **Lisa to create and distribute.**
- Once potential usages have been discussed, press article to be drafted for printing in the Crediton Courier about the potential project and inviting individual responses from the public.
- Existing town groups along with organisations that offer community space to also be contacted for their responses and feedback.
- Local architects to be approached around costings and involvements- **Rachel to email for quotations.**
- Funding sources that maybe appropriate for the project to be researched.

**6. Additional actions to be completed and next steps.**

Cllr Letch suggested that Crediton Access Group should be contacted for their views on the accessibility of the building for users. It was agreed that in order to make a considered decision a full structural survey would be beneficial, Rachel would obtain quotations for this work and present to Councillors for authority.

**7. Date of next meeting to be confirmed.**

The date of the next meeting would be arranged once the agreed actions had been completed for review.

**8. Close**

The meeting closed at 6.56 pm.

Signed .....

Date:..... (Chairman)



## Minutes of Credition Town Council's Town Strategy Committee held on Tuesday, 12<sup>th</sup> January 2021 at 6.00 pm, via Zoom

**Present:** Cllrs Mrs E Brookes-Hocking, Mr J Ross, Mr F Letch, Miss J Harris, Mrs L Martin, Mr J Cairney, Mr J Downes and Mr G Cochran (part meeting)

**In Attendance:** Mrs R Avery, Town Clerk  
Cllrs Mr S Huxtable and P Vincent (part meeting)  
Richard Martin (Credition Methodist Church Youth Worker) (part meeting)  
Adrian Devereaux (Mid Devon District Council Planning Area Team Leader) (part meeting)  
4 members of the public

### 117. To receive and accept apologies

The meeting was opened at 6.00 pm.

### 118. Declarations of Interest

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

### 119. Public Question Time

It was noted that members of public in attendance wished to comment on the DCC HATOC Traffic Regulations and would be permitted to speak during the item, which would be moved to earlier in the meeting.

### 120. Order of Business

It was **resolved** that item 11 would move to item 6. (Proposed by Cllr Brookes-Hocking).

### 121. Chairman's and Clerk's Announcements.

There were no announcements.

### 122. To consider the Devon County Council (Mid Devon HATOC) (Traffic Regulation) Amendment Order LAB/B17814 ENV 5808, and agree any comments.

Further information had been issued with the agenda.

#### Sch 4.077 – Alexandra Road, Credition

Members of the public advised that original complaints from households in the area would not be remedied with the proposed restrictions. There is existing congestion around neighbouring roads, meaning there is a lack of parking for residents already.

It was **resolved** that the double yellow lines be approved, but that the limited parking restrictions be refused on the basis that it is prohibitive to residents. (Proposed by Cllr Letch). Members of the public were advised that Crediton Town Council are a consultee and any comments should be made to Devon County Councillor Nick Way and DCC directly.

Sch 1.001 – Spruce Park, Crediton

It was **resolved** to approve the proposal. (Proposed by Cllr Brookes-Hocking, Cllr Letch abstained from voting).

Sch 1.001 – Exeter Road, Crediton

It was **resolved** to object to the proposal, as there have been no historic issues of obstructive parking. (Proposed by Cllr Harris).

Sch 1.001 – St Martins Lane, Crediton

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

Sch 1.001 – Threshers, Crediton

It was **resolved** to approve the proposal. (Proposed by Cllr Letch).

Sch. 4.016 Down End, Crediton

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

Sch 1.001 Old Tiverton Road, Crediton

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

Sch. 2.016 Union Road, Crediton

It was **resolved** to object to the proposal, as there have been no historic issues of obstructive parking. (Proposed by Cllr Harris).

**123. To receive an introduction from new Crediton Methodist Church Youth Worker Richard Martin.**

Richard Martin introduced himself, having moved from Bristol where he worked for a small charity undertaking detached youth work.

He is hoping to transfer his knowledge in a different capacity, but will be out in the community trying to work with the youth of Crediton.

He thanked the council for their financial support and for their approval of graffiti work at Newcombes Meadow.

Cllr Cochran asked how he would be working with existing youth provision in the town. Richard explained that partnership working had already started with Crediton Congregational Church and detached work would continue through the lockdown.

Cllr Letch asked about hours and engagement, as many young people are seen at night time.

Richard said that his work could span through the day, and into the evening. Different timeslots are being trialled from after school to evenings. He had arranged lunchtime work with the primary schools and was hoping to arrange similar with QE.

Cllr Cairney welcomed Richard, and said it was an exciting time to be able to start engaging with the young people in Crediton.

Cllr Downes reported issues with young people in Four Mills Lane and Parliament Street, but he rarely received complaints of this nature. Whilst it was not acceptable, Richard suggested these young people are bored and he would be willing to speak to those directly affected as detached youth work should be a part of the community.

The youth of Crediton are poorly served in the town and there is a distinct lack of resources.

Cllr Cochran reported that he would like to be involved in this work, as a previous role of his was within the police's Youth Intervention team.

Richard was thanked for his attendance.

**124. To receive a presentation from Mid Devon District Council regarding recent changes to the Use Class Order and permitted development rights.**

Adrian Devereaux's powerpoint presentation forms part of the minutes.

Cllr Letch asked if the information provided could be put together for Town and Parish Councils, due to the amount of complicated detail.

Cllr Brookes-Hocking agreed that a guide was required. Whilst these changes introduce flexibility, she had concerns that this relaxation could see exploitation of rules.

Adrian was thanked for this attendance.

**125. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 1<sup>st</sup> December 2020, as a correct record.**

It was **resolved** to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 1<sup>st</sup> December 2020 as a correct record. (Proposed by Cllr Letch).

**126. 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:** 20/02006/HOUSE

**Proposal:** Erection of first floor extension

**Location:** Chabans Meadow, Alexandra Road, CREDITON

**Applicant:** Mr & Mrs Heard

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

**Reference:** 20/02141/OUT

**Proposal:** Outline for the erection of 8 dwellings with partial demolition of existing buildings and associated works

**Location:** Woods Group, 32 - 35 Exeter Road, CREDITON

**Applicant:** Mr Wood

Concerns were raised regarding the accessibility of the site, lack of access to communal outside space for two dwellings, lack of light to the basement of the main façade of the building and size of the site in comparison to the Local Plan Review.

It was **resolved** to request an extension, due to the fact that an informed decision cannot be made without comments from DCC as the Highway Authority. Should an extension not be possible, a further Town Strategy Meeting would be convened to discuss this application. (Proposed by Cllr Brookes-Hocking).

**Reference:** 20/02157/CAT

**Proposal:** Notification of intention to carry out works to 1 Scotts Pine tree, 4 Ash trees and 1 Oak tree within the Conservation Area

**Location:** Land at NGR 283842 100572 Penton Rise, CREDITON

**Applicant:** Mr Christopher Dunstan

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

**Reference:** 21/00023/HOUSE  
**Proposal:** Erection of single storey extension  
**Location:** Stoney Park, Westwood Road, Crediton  
**Applicant:** Mr and Mrs Stoye

It was **resolved** to recommend no objection (Proposed by Cllr Harris).

**Reference:** 20/00059/HOUSE (revised drawings)  
**Proposal:** Retention of retaining walls, widening of access and formation of hardstanding for the parking of vehicles  
**Location:** 27 Downeshead Lane, Crediton, Devon, EX17 1HH  
**Applicant:** Ms Sinead Partridge

*Cllr Cochran left the meeting at 7.27pm.*

*Cllrs Cairney, Downes and Letch abstained from the following applications.*

It was **resolved** to recommend refusal on the basis that the wall is not inkeeping with the surrounding area and detracts from the look of the conservation area. (Proposed by Cllr Harris, all in favour).

**Reference:** 20/00061/LBC (revised drawings)  
**Proposal:** Listed Building Consent for removal of boundary wall  
**Location:** 27 Downeshead Lane, Crediton, Devon, EX17 1HH  
**Applicant:** Ms Sinead Partridge

It was **resolved** to recommend refusal on the basis that the wall is not inkeeping with the surrounding area and detracts from the look of the conservation area. (Proposed by Cllr Harris, all in favour).

## 127. 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 Brookes-Hocking).

**Reference:** 20/01820/CAT  
**Proposal:** Notification of intention to fell 1 Silver Birch and 1 Cedar tree and remove overhanging branches of 1 Holme Oak within the Conservation Area  
**Location:** The Beeches, Old Tiverton Road, Crediton  
**Applicant:** Mr & Mrs Webber

**Reference:** 20/01841/CAT  
**Proposal:** Notification of intention to remove 6 branches of 1 Beech tree within the  
**Location:** Glebe House Church Street Crediton Devon  
**Applicant:** Mr Simon Goodenough

**Reference:** 20/01775/FULL  
**Proposal:** Creation of wheelchair access to side of shop to include change of use from Class E to Mixed Use; Class E and Class F (to include the library/reading room) and erection of external stairs to provide first floor access and balcony to include alterations to South and West fenestration

**Location:** Landscore Stores & Flat 14, St Lawrence Green, Crediton, Devon

**Applicant:** Mr P Vincent

**Reference:** 20/01380/TPO

**Proposal:** Application to prune and crown lift 1 Pine, remove to fork at 10.5m and prune 1 Birch and remove deadwood of crown to 1 pine protected by Tree

**Location:** Cedar House, Threshers, Crediton

**Applicant:** Mr Stoyle

It was **resolved** to note that the following applications had been WITHDRAWN: (Proposed by Cllr Harris)

**Reference:** 20/01517/LBC

**Proposal:** Listed Building Consent for the installation of 8 replacement windows on South elevation

**Location:** 9 Union Road, Crediton, Devon

**Applicant:** Mr Robert & Mrs Catherine Harrison

**Reference:** 20/01256/LBC

**Proposal:** Listed Building Consent to replace 1 ground floor window with a door and window unit

**Location:** 7 The Lodge, Western Road, Crediton

**Applicant:** Mr Andrew Wreford

**128. To consider, for approval by Full Council, the recommendations by the Grants Sub-Committee regarding grant applications 2021/22.**

Further information had been issued with the agenda.

It was **resolved** to accept the grants recommendations, for approval by Full Council. (Proposed by Cllr Letch).

**129. To receive an update on the Town CCTV project and consider and agree any actions arising.**

Further information had been issued with the agenda. It was noted that a full report will be submitted for consideration by Full Council next week.

**130. To discuss the continued use of the picnic tables on the Town Square.**

Further information had been issued with the agenda. It was **resolved** that the tables would be removed from the Town Square as soon as possible, with the Town Council leading by example and to support the community in keeping to the latest lockdown rules. It was noted that removal and storage in the garage would be investigated, with a contractor undertaking this work.

**131. To receive a report from the OLS Task and Finish group, and to consider, for approval by Full Council, any recommendations.**

The Town Clerk presented the findings from the survey, which forms an appendix to the minutes. It was noted that 20 responses to the survey had been received and additional Facebook comments had been included. It was noted that the Town Clerk had met with one architect and had plans to meet others next week, alongside contacting the MDDC Conservation Officer regarding plans for the building. It was noted that a further report will be considered by Full Council on Tuesday 19<sup>th</sup> January.

**132. Close.**

The meeting was closed at 8.00 pm.

Signed.....  
(Chairman)

Date:.....





## Minutes of Credition Town Council's Town Strategy Committee held on Tuesday, 02 February 2021 at 18.00, via Zoom

**Present:** Cllrs Mrs E Brookes-Hocking, Mr J Ross (part meeting), Mr F Letch, Miss J Harris, Mrs L Martin, Mr J Cairney, Mr J Downes and Mr G Cochran

**In Attendance:** Mrs R Avery, Town Clerk  
Cllr Mr S Huxtable  
One member of the public

**133. To receive and accept apologies**

The meeting was opened at 18.00.

**134. Declarations of Interest**

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

**135. Public Question Time**

It was noted that the member of public in attendance wished to comment on planning applications 20/00059/HOUSE and 20/00061/LBC and would be permitted to speak during the item.

**136. Order of Business**

There were no changes to the order of business.

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

Cllr Brookes-Hocking reported that the Devon Carbon Plan consultation runs until 15 February and the government's consultation on the Future of Rural Transport runs until 16 February.

**138. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 12 January 2021, as a correct record.**

It was **resolved** to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 12 January 2021 as a correct record. (Proposed by Cllr Letch).

**139. 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:

Cllr Downes and Letch stated that they would not vote, as members of the MDDC planning committee.

**Reference:** 21/00070/HOUSE

**Proposal:** Erection of single storey extension following removal of utility/store

**Location:** 24 Spruce Park, Crediton, Devon

**Applicant:** Mr & Mrs Dawe

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

**Reference:** 21/00067/CAT

**Proposal:** Notification of intention to coppice 2 Hazel, 2 Sycamore and 1 Elder tree within the Conservation Area

**Location:** St Breock, 1 Union Terrace, Crediton

**Applicant:** Mrs Kotarski

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

**Reference:** 20/02056/HOUSE

**Proposal:** Erection of two-storey rear extension

**Location:** 52 Tuckers Meadow, Crediton, Devon

**Applicant:** D Manning

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

**Reference:** 21/00099/FULL

**Proposal:** Erection of a dwelling and alteration to existing access

**Location:** 6 Winswood, Crediton, Devon

**Applicant:** Mr A Leyman

It was **resolved** to recommend refusal on the basis that the proposal does not meet parking allocation requirement and was overdevelopment of the site. (Proposed by Cllr Harris).

**Reference:** 21/00091/HOUSE

**Proposal:** Erection of single storey rear extension, erection of workshop following demolition of existing garage and creation of 3 off road parking spaces

**Location:** 4 Waresfoot Drive, Crediton, Devon

**Applicant:** Mr A Davey

It was **resolved** to recommend refusal due to the removal of all water absorbent surfaces on the site and no provision of mitigating measures to prevent surface run off and the loss of biodiversity. (Proposed by Cllr Brookes-Hocking).

#### 140. 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:** 20/02016/CAT

**Proposal:** Notification of intention to fell 1 Willow tree within a Conservation Area

**Location:** 11 Silbury Place, Crediton, Devon, EX17 3JL

**Applicant:** Mr Drustan Durman

**Reference:** 20/01906/HOUSE

**Proposal:** Removal of existing prefabricated panels and replace with concrete block with render finish and render over stone cladding and erection of side porch

**Location:** Dovedale, Park Road, Crediton, Devon

**Applicant:** Mr G Paradise

**Reference:** 20/01162/LBC

**Proposal:** Listed Building Consent to replace 2 ground floor windows on front elevation with double glazed wooden framed windows

**Location:** 7 The Lodge, Western Road, Crediton, Devon

**Applicant:** Mr and Mrs R Harrison

**Reference:** 19/01530/FULL (revised scheme)

**Proposal:** Conversion of a restaurant to 5 dwellings (Revised Scheme)

**Location:** The Crown of Crediton, Exeter Road, Crediton, Devon

**Applicant:** Mr & Mrs Ho

**141. To receive an update on planning applications 20/00059/HOUSE and 20/00061/LBC and to consider any further representations by Crediton Town Council.**

*Standing orders were suspended to allow the applicant to speak.*

The applicant stated that some of the Town Council's original objections have been mitigated. It was stated that planning permission for a two car car port had already been approved, but what had been built was safer, in line with original approval and looks no worse than the other car ports on the road.

*Standing orders were reinstated.*

*Cllr Ross joined the meeting at 18.29.*

It was **resolved** that Crediton Town Council would recommend no objection with a condition that the trailing plants and hedge be planted to mitigate the wall's appearance, further to information provided at this meeting. (Proposed by Cllr Harris, Cllrs Brookes-Hocking and Ross objected). It was **noted** that Cllr Martin would represent Crediton Town Council at the MDDC Planning Committee meeting.

**142. To receive an update on the Town CCTV project.**

It was **noted** that a wayleave agreement would be required between the Town Council and businesses and it was **resolved** to approve the quote of £250 + VAT. (Proposed by Cllr Harris). It was **resolved** to approve the additional quote of £4000 for the additional back-up system required, to allow cameras to continue to work in case of power loss. (Proposed by Cllr Harris).

**143. Post-Covid Crediton:**

- **To consider partnership working to create a Town Square/Newcombes Meadow Summer Schedule**

Cllr Brookes-Hocking suggested that, as restrictions lift, partnership working should be considered to create a Summer Schedule. This would not just centre around the arts and could be investigated with the new Youth Worker.

Cllr Downes suggested that there is already discussions within the Arts Centre, and providing money would be the best way to support this.

Cllr Letch suggested that he would be willing to set up a petanque league when restrictions had been lifted.

It was **agreed** that Cllr Brookes-Hocking would start discussing this with key stakeholders.

- **To consider the creation of a Recovery Plan.**  
Councillors were invited to consider ways to support the recovery of the community.

## PART TWO

**144. 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.**

**145. Old Landscore School:**

- **To receive an update relating to the purchase of Old Landscore School**  
A brief update was provided by the Town Clerk, reporting progress that had been made since the January Full Council meeting.
- **To consider the responses to the recent councillor survey**  
The responses were **noted**.
- **To receive an update and to agree any actions relating to a full structural survey**  
It was **resolved** that the Town Clerk would be given delegated power to instruct a surveyor to undertake the required survey as soon as possible. (Proposed by Cllr Letch).
- **To consider the next steps in progressing the project**  
It was **noted** that additional surveys would be required, and the Town Clerk/Projects Officer would investigate this.  
It was **noted** that the Town Clerk would assess the Heads of Terms relating to the sale.

**146. Close.**  
The meeting was closed at 19.27.

Signed.....  
(Chairman)

Date:.....

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Allotments

53	<b>Environmental</b> Build up of non-compostable rubbish  <i>To maintain high standard of cleanliness and minimize risk.</i>  The terms and conditions of the tenancy agreements are enforced. There is good liaison with the Boniface Allotments Association and the Town Council in order to address any issues as they arise. The Clerk and Chair of the Boniface Allotment Association carry out regular inspections and address any issues of rubbish as they arise.	Medium Medium	4	Regular site visits by Town Council staff.	Rachel Avery  Mrs Rachel Avery	04/02/2022	<input type="text"/>
302	<b>Environmental</b> Dumping/Hazardous substances  <i>To maintain acceptable standards and minimise danger arising from hazard</i>  Site responsibilities are clearly defined. The terms and conditions of allotment tenancy agreements are enforced. All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly). The Town Council and the Boniface Allotments Association will liaise and address any issues as they arise.	Low High	3		Rachel Avery		<input type="text"/>
303	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism</i>  All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly). Security is reviewed regularly and local police are consulted as and when required. The Town Council will instigate legal action against perpetrators where appropriate.	Low High	3		Rachel Avery		<input type="text"/>
304	<b>Environmental</b> Vermin  <i>To control and minimise impact</i>  Define responsibility for standards of hygiene/cleanliness etc. of site. Rules, terms and conditions of tenancy agreements are enforced. All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly). Appropriate action to deal with any identified problems is taken. There is liaison between the Town Council and the Boniface Allotments Association to identify	Low High	3		Rachel Avery		<input type="text"/>

51	<b>Physical</b>	Public Injury as a result of contractor	Low	High	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
<i>To minimise risk to allotment holders and others when contractor on site</i>							
Any Contractors instructed by the Town Council must have a minimum £5m public liability insurance and have completed a risk assessment and work method statement as a minimum requirement.							
297	<b>Physical</b>	Uncontrolled equipment	Low	High	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
<i>To ensure that all equipment is properly secured and controlled and that safety of users is not compromised</i>							
Terms and conditions of tenancy agreement are enforced. All allotment sites are inspected regularly (minimum quarterly). Allotment tenants are encouraged to report any issues. Town Council maintains liaison with Boniface Allotments Association.							
300	<b>Physical</b>	Personal injury	Low	High	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
<i>To minimise risk</i>							
Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Examination of allotment environment is undertaken on a quarterly basis as a minimum with any required works identified. Liaison with Boniface Allotments Association to identify any possible risks early so they can be addressed.							

**Submitted to council:** \_\_\_\_\_

*No of issues listed: 1*

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Bonfire Celebrations</b>							
391	<b>Financial</b> Insurance cover  <i>To provide adequate protection</i> Ensure that appropriate insurance cover is in place as a prerequisite to events.	Low High	3		Rachel Avery		<input type="text"/>
283	<b>Physical</b> Health & Safety  <i>To maintain a high standard of Health &amp; Safety and meet all statutory requirements</i> Determine responsibility for Health & Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place. Advice taken from Emergency Services for all Town Council events. Emergency Services are present at the event. A separate risk assessment is conducted with action taken where and when necessary.	Medium High	6	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to a bonfire.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
284	<b>Physical</b> Personal Injury  <i>Ensure that effective arrangements are in place to minimise risk</i> Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Arrange attendance of First Aid/ambulance service. Separate risk assessments are completed for each event.	Low High	3		Rachel Avery		<input type="text"/>
390	<b>Physical</b> Fire  <i>To minimise the risk of fire</i> Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of all fireworks and other combustible materials. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations are followed.	Medium High	6	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to a bonfire.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 2

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

How to complete (individual risk section):

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Clocks

254	Administration/Legal	Provision of adequate insurance cover	Low	3		Rachel Avery	
	<p><i>To ensure that all risks are adequately covered</i></p> <p>Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.</p>						

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

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## Code of Conduct

30	<b>Administration/Legal</b> Failure to maintain / update Register of Interests/Gifts  <i>To maintain records of members Declarations of Interest</i>  Members are aware of their statutory responsibilities. Every Councillor is issued with a new councillors pack, upon signing their Declaration of Acceptance of Office. Register of Members' Interests maintained, with reminders for Councillors to review regularly. Declaration of Interests agenda item at each meeting and recorded in the minutes. Register of gifts and hospitality book maintained, all gifts/hospitality valued at £25 or more must be declared.	Low  High	3	Town Clerk to initiate quarterly email reminders, marked with high importance.	Rachel Avery  Mrs Rachel Avery	05/03/2021  <input type="text"/>	
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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Community Centres</b>							
231	<b>Administration/Legal</b> Failure to obtain all necessary licences, ie bar, music, weddings, etc  <i>To meet all statutory requirements for service provision</i>  Town Clerk is responsible for obtaining all necessary licences. Copies of records of licence applications, renewals etc. are kept and reviewed on an annual basis as a minimum.	Low High	3		Rachel Avery		<input type="text"/>
226	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism</i>  Security reviewed and monitored on a regular basis Liaison with local enforcement agencies maintained. Legal action against perpetrators will be taken, where/when appropriate.	Low High	3		Rachel Avery		<input type="text"/>
213	<b>Physical</b> Personal injury  <i>To ensure that any conditions that might lead to personal injury are minimised and properly controlled</i>  All staff have appropriate training and adhere to approved working practices. Risk Assessments are carried out as require/identified and any risks to the public are minimised and eliminated wherever possible. An accident/incident log is maintained to records of any injuries/near misses.	Low High	3		Rachel Avery		<input type="text"/>
214	<b>Physical</b> Security of buildings  <i>To maintain a high standard of security</i>  Town Clerk is responsible for security/control of premises. Key register is maintained. Hirers are required to sign for keys. In addition to key entry there is also a keypad entry system. Liaison with local enforcement agencies maintained.	Low High	3		Rachel Avery		<input type="text"/>

*To safeguard against fire risk*

The building has had an independent fire risk assessment carried out.  
 Staff have received appropriate fire safety training.  
 All fire extinguishers have been tested by an independent fire company.  
 Fire door installed.

**Submitted to council:** \_\_\_\_\_

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**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Computing</b>							
318	<b>Physical</b> Loss/damage arising from unauthorised use	Low High	3		Rachel Avery		<input type="text"/>
	<i>Maintain security of computer</i> Access restricted through use of controlled passwords. Passwords are changed periodically.						
325	<b>Physical</b> Loss arising from theft/misappropriation	Low High	3		Rachel Avery		<input type="text"/>
	<i>Maintain adequate security of site and equipment</i> Access to Town Council offices only available when Town Council staff are present. All computers are password protected. The Council has a Cyber Security Policy. Additional security locks have been added to the Council's office premises to increase security.						
27	<b>Technical</b> Crash of IT System	Medium Medium	4	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to the failure of technology.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
	<i>To minimise risk arising from breakdown of equipment</i> Town Council computer systems are now backed up to the cloud via Office 365. In addition to this they are also backed up daily via a fire-walled NAS drive. In addition to this there is a fire-walled and password protected external hard drive back-up plugged into the NAS drive. Town Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software and anti virus software is used.						

**Submitted to council:** \_\_\_\_\_

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**Minute reference:** \_\_\_\_\_

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Council Meetings</b>							
217	<b>Administration/Legal</b> Failure to meet statutory duty	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To meet all statutory requirements and maintain effective administration</i></p> <p>All meetings (notification of meetings, minute taking, minute signing and keeping records of minutes) comply with LGA 1972. Town Clerk is CiLCA qualified. Council randomly checks its own internal controls as well as Internal Auditor checks.</p>						
218	<b>Administration/Legal</b> Access.	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To meet all statutory requirements and maintain effective administration.</i></p> <p>Town Council meetings are held at Old Landscore School which is DDA compliant. Table set aside for press and public. Sufficient seating available for press and public.</p>						
219	<b>Physical</b> Security	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that effective security arrangements are in place</i></p> <p>Town Council officers are aware of responsibility for security/control and implementation in order to protect themselves and others.</p>						
319	<b>Physical</b> Personal Injury	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>Ensure that effective arrangements are in place to minimise risk</i></p> <p>Appropriate regulations/controls are in place to minimise the risk of injury to officers, members and public. Defined standards are maintained. Where necessary, appropriate notices are in place. Council has appropriate insurance cover which is reviewed on an annual basis as a minimum.</p>						

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## Council Property and Documents

45	<b>Physical</b> Loss / Damage to Civic Regalia  <i>To safeguard council assets</i>  Register of Assets maintained and updated annually and as and when required. Council has adequate insurance against damage and theft. Proper security/storage is in place. Users are aware of their responsibility when regalia is in their care. Civic Regalia is suitably maintained and cleaned. Civic Regalia is collected and returned under secure conditions.	Low High	3		Rachel Avery		<input type="text"/>
46	<b>Professional</b> Failure to effectively process documents  <i>To ensure effective processing and safe keeping of all documentation received by the Town Council</i>  Town Clerk is responsible for maintenance of effective control of documentation. Deeds and leases stored in fire proof box in Town Council office, and then within a locked cupboard. Security waste is disposed of via Security Waste Contractor. All documents kept on computer are backed up daily in three different places each with its own security restrictions. Restricted access to Town Council Offices unless with a Town Council Officer.	Low High	3		Rachel Avery		<input type="text"/>

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*Risk / Hazard*

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## Data Protection

29	Administration/Legal	Breach of confidentiality.	Low	3		Rachel Avery	
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To ensure that statutory requirements are met.

Crediton Town Council is registered as a Data Controller with the Information Commissioners Office.  
 Town Council has a Data Protection Policy.  
 All Town Council Officers undertake training when they commence employment and and periodically afterwards.  
 All Councillors are aware of their obligation under Data Protection and undergo ad hoc training.

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## Employment of Staff

23	<b>Administration/Legal</b> Failure to comply with Employment Law	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that the council fulfils its responsibilities</i></p> <p>Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Town Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention of the Council Affairs Committee.</p> <p>Training arranged as and when required including Clerks CPD.</p>						
785	<b>Financial</b> Overpayment or underpayment of salaries and expenses	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>Ensure that all payments to staff are in accordance with employment contracts approved by the council</i></p> <p>Monthly payroll schedule is verified by Clerk &amp; Council. Monthly employers payments are verified by Clerk &amp; Council. Cheques and electronic payments are signed and authorised by two Council signatories. BACS salary payments made are checked by two Town Council officers before being sent.</p>						
19	<b>Professional</b> Loss of key staff	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To avoid problems arising from loss of key personnel</i></p> <p>Procedures for key functions are documented. Four members of staff (Town Clerk, Assistant Clerk, Projects Officer and Administrative Assistant) provide flexibility and cover.</p>						
21	<b>Professional</b> Lack of Employee motivation/efficiency	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To meet commitment of council employment policy</i></p> <p>Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.</p>						

High

To protect staff

Town Council officers are equipped with personal attack alarms.  
Staff have telephone access at all times during their work.  
Appropriate insurance is maintained.  
The Town Council has a Lone Worker Policy.

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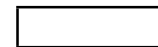
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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b><u>Entertainment and the arts</u></b>							
197	<b>Administration/Legal</b> Provision of adequate insurance cover	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that appropriate insurance cover in place</i></p> <p>Insurance requirements reviewed annually to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.</p>						
199	<b>Administration/Legal</b> Staff training	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that all staff have appropriate training</i></p> <p>Determine council policy for training for the event and ensure all staff and volunteers receive appropriate training where necessary. Maintain records of training provided.</p>						
191	<b>Environmental</b> Vandalism	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To minimise the risk of loss/damage/injury arising from vandalism</i></p> <p>Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.</p>						
193	<b>Financial</b> Failure to review rents and charges	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that all charges are subject to annual review</i></p> <p>Review all charges annually as an integral part of the budgetary process.</p>						
196	<b>Financial</b> Contractual arrangements with service providers- films, artistes etc	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that proper contractual arrangements are in place</i></p> <p>Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of Council.</p>						

347	Fire	To safeguard against the risk of fire	Low	High	3	Rachel Avery	<input type="text"/>
		Health & Safety testing to be completed including a full risk assessment. Ensure appropriate staff training Provide for strict security/control of combustibile materials held by council. Provide appropriate extinguishers, signage etc. Ensure appropriate regulations are followed and detailed in hire documentation.					
185	Physical	Maintenance of buildings	Low	High	3	Rachel Avery	<input type="text"/>
		<i>To ensure proper maintenance of premises and minimise risk of loss/damage/injury</i>  Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed.					
186	Physical	Security of buildings	Low	High	3	Rachel Avery	<input type="text"/>
		<i>To maintain security of Council premises</i>  Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.					
187	Physical	Maintenance of equipment	Low	High	3	Rachel Avery	<input type="text"/>
		<i>To ensure proper maintenance of equipment and minimize loss/damage/injury.</i>  Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound.					
189	Physical	Security of exhibits	Low	High	3	Rachel Avery	<input type="text"/>
		<i>To minimise the risk of loss or damage to exhibits</i>  Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.					



To safeguard against fire risk

- Health & Safety testing to be completed and full risk assessment.
- Ensure appropriate staff training
- Provide for strict security/control of combustible materials held by council.
- Provide appropriate extinguishers, signage etc.
- Ensure appropriate regulations are followed and detailed in hire documentation.

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## Financial Management

39	<p><b>Administration/Legal</b> Failure to comply with HMRC regulations</p> <p><i>Efficient financial administration</i></p> <p>Salaries and pension payments are calculated in house using MoneySoft payroll software and RTI to HMRC utilised.                      Figures are checked by staff on a regular basis to ensure correct.                      Records relating to the payment of salaries are comprehensively checked and maintained.                      Prompt payment of all sums due are arranged.                      Systems and figures are internally audited.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="text"/>
40	<p><b>Administration/Legal</b> Failure to comply with HMRC regulations</p> <p><i>Efficient financial administration</i></p> <p>Scribe accounting system used.                      VAT properly administered, with returns being made on a quarterly basis.                      Refer to guidance from HMRC where necessary.                      All input tax is properly recorded on Scribe accounting package.                      All claims reconciled to cashbook.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="text"/>
327	<p><b>Administration/Legal</b> Failure to maintain record of council assets</p> <p><i>To minimise the risk of loss associated with failure to maintain adequate records</i></p> <p>Town Clerk is responsible for maintenance of asset register.                      All acquisitions/disposals are accurately and promptly recorded.                      Periodical inventory checks carried out.                      Asset register reviewed annually as a minimum.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="text"/>
338	<p><b>Administration/Legal</b> Incurring expenditure without proper legal authority</p> <p><i>To ensure all expenditure is intra vires, ie. "within the powers"</i></p> <p>Town Clerk checks to ensure all expenditure is within legal authority.</p> <p>Town Council has attained General Power of Competence.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="text"/>

35	Financial	Failure to keep proper financial records	Low	3	Rachel Avery	
			High			
		<p>Town Clerk is appointed Responsible Financial Officer and Proper Officer. Standing Orders and Financial Regulations are in place and reviewed as a minimum annually.</p> <p>The Council has appointed Councillors as random audit checkers to randomly inspect the Council's procedures and the work of the office staff.</p> <p>Independent internal auditor appointed - Auditing Solution Ltd.</p> <p>All reports considered at either Full Council or appropriate committee meetings.</p>				
36	Financial	Poor Financial Management	Low	3	Rachel Avery	
			High			
		<i>To ensure effective management of financial affairs of council.</i>				
		<p>Responsibility for the management of the financial affairs of the council has been established and is contained within Financial Regulations.</p> <p>Standing Orders and Financial Regulations reviewed as a minimum on an annual basis.</p> <p>Town Clerk maintains an effective budgetary control/financial reporting system.</p> <p>Council maintains an effective internal control system and internal audit.</p>				
37	Financial	Failure to set a precept within sound budgeting arrangements	Low	3	Rachel Avery	
			High			
		<i>To ensure that the budget procedure is both efficient and effective</i>				
		<p>Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe.</p> <p>Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year for all heads of income and expenditure. Adequacy of all balances and reserves are reviewed as a minimum annually.</p> <p>Effective budget monitoring is in place throughout the year, with year to date budget sheets</p>				
38	Financial	Loss of money through theft/misappropriation	Low	3	Rachel Avery	
			High			
		<i>To ensure that effective financial controls are in place</i>				
		<p>Receipts are issued for all income. Secure arrangements are in place for all monies held prior to banking.</p> <p>Proper arrangements are in place for prompt recording and banking of all cash received. Bank reconciliation carried out by Town Clerk/Assistant Clerk on a weekly basis, with Town Council receiving bi-monthly reconciliations.</p> <p>Council presented with bi-monthly financial reports.</p>				

41	<b>Financial</b>	Failure to ensure proper use of funds under specific powers	Low	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
				High		
		<i>To ensure that expenditure is properly authorised and controlled</i>				
		Council has attained General Power of Competence.				
		Town Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/council.				
		All approvals for expenditure are properly recorded in council minutes and on the Scribe accounting package.				
		Town Clerk ensures that no alternative statutory authority is available/being breached.				

42	<b>Financial</b>	Risk to third party as a consequence of providing a service	Low	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
				High		
		<i>To protect interest of council</i>				
		Appropriate insurance cover/policy is in force.				

326	<b>Financial</b>	Failure to maintain an effective payments system	Low	3	Rachel Avery	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
				High		
		<i>To minimise the risk of loss</i>				
		Town Clerk responsible for control of expenditure, with councillors appointed as random audit checkers.				
		All payments supported by an invoice/voucher. All details are checked and payment entered onto Scribe Accounting software package.				
		All payments are approved by Council and appended to minutes.				
		All cheques and electronic payments are signed and authorised by at least two authorised				

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

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**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Land</b>							
162	<b>Administration/Legal</b> Maintenance and Security of Deeds of ownership etc	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure security of records</i></p> <p>Town Clerk is responsible for the adequate security of Council records. All deeds, leases and relevant documents are held in fire proof deed boxes inside a locked cupboard within the Town Council offices. Where possible paper and electronic copies are also held.</p>						
163	<b>Administration/Legal</b> Maintenance of Asset Register	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To ensure that all assets of the council are properly recorded</i></p> <p>Town Clerk responsible for maintenance of an asset register. All purchases/disposals are accurately and promptly recorded.</p>						
157	<b>Environmental</b> Vandalism	Medium Medium	4	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to vandalism.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
	<p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required. The Town Council will instigate legal action against perpetrators where appropriate.</p>						
158	<b>Environmental</b> Fly tipping	Medium High	6	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to fly tipping.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
	<p><i>To minimise risks associated with fly tipping</i></p> <p>All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify. The Town Council will address any issues as they arise. The Town Council will liaise with the police and/or other authorities where necessary.</p>						

**High**

*To minimise risk of injury*

- Ensure that all staff have appropriate training and adhere to approved working practices, and staff have defined job description.
- Ensure that the correct, properly maintained tools/equipment are available as appropriate.
- Ensure that all appropriate disclaimer notices, warning signs etc. are in place and that any risks to the public are minimised and eliminated wherever possible.
- Maintain records of training, injury and appropriate insurance cover.

**High**

*To ensure proper maintenance of council assets*

Register of all furniture is maintained. Regular inspections are carried out with action taken to remedy any issues identified.

**Submitted to council:** \_\_\_\_\_

*No of issues listed: 2*

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Litter</b>							
7	<p><b>Administration/Legal</b>      Inefficient service provision</p> <p><i>To employ trained/experienced personnel</i></p> <p>Ensure that staff have appropriate training.                      Ensure that staff are aware of all health &amp; safety issues                      All staff have a written contract of employment.                      Protective clothing and personal safety equipment issued to all operational staff.</p>	<p>Medium</p> <p>Medium</p>	4	Monitor contractors to ensure effective service provided.	Rachel Avery	04/02/2022	<input type="checkbox"/>
4	<p><b>Environmental</b>      Vandalism/theft/damage</p> <p><i>To minimise the risk of loss/damage/injury arising from vandalism</i></p> <p>Review security and monitor all areas on a regular basis.                      Maintain liaison with local enforcement agencies.                      Define a policy for dealing with anti-social behaviour.                      Instigate legal action against perpetrators where appropriate.</p>	<p>Medium</p> <p>Medium</p>	4	Regular site visits. Town Clerk cannot control acts of vandalism.	Rachel Avery		<input type="checkbox"/>
5	<p><b>Environmental</b>      Unauthorised Fly posting/nuisance</p> <p>Define policy on fly posting.                      Maintain liaison with enforcement agencies.                      Take action as appropriate against offenders.</p>	<p>Medium</p> <p>Medium</p>	4	Create fly posting policy.	Rachel Avery  Mrs Rachel Avery	04/02/2022	<input type="checkbox"/>
6	<p><b>Financial</b>      Inadequate insurance cover</p> <p><i>To ensure that the council has proper insurance protection.</i></p> <p>Ensure that council has determined policy for insurance cover and that appropriate cover is in place.                      Arrange periodical review.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="checkbox"/>
339	<p><b>Financial</b>      Inadequate budget provision</p> <p><i>To ensure adequate funding</i></p> <p>Ensure that service requirements are included in budgetary process.</p>	<p>Low</p> <p>High</p>	3		Rachel Avery		<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

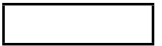
How to complete (individual risk section):

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(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Meeting of the Council</b>							
31	<b>Administration/Legal</b> Failure to meet statutory duty on meetings	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>All Meetings open to everyone</i></p> <p>All notices are posted in the prescribed places 3 clear days prior to any meeting.                      All Councillors are notified of Meetings by way of a summons and agenda.                      Minutes of all meetings are taken and kept.                      Attendance records are maintained.                      All meetings comply with LGA 1972. Clerk is CiLCA qualified.</p>						
32	<b>Administration/Legal</b> Failure to report Council business in Minutes	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>Proper recording of council minutes</i></p> <p>Ensure proper, timely and accurate recording of council business in the minutes.                      Minutes drafted within 7 days of meeting taking place.                      All minutes comply with the requirements of LGA 1972.                      Resolutions clearly identifiable. Accurate minute numbering, signed and paginated.                      Maintain security of master copy.</p>						
33	<b>Administration/Legal</b> Failure to comply with new Regulations /Legislation	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>All Meetings open to everyone</i></p> <p>Town Clerk to keep up to date with changing regulations/legislation and undertake training as required.                      Council to ensure membership of appropriate local/national associations is maintained.                      Council to continue to subscribe to appropriate publications.                      Clerk to undertake CPD and training as and when required/appropriate.                      A poster is displayed regarding the recording of meetings.</p>						
34	<b>Administration/Legal</b> Failure to respond to the elector's wish to exercise its rights	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>All Meetings open to everyone</i></p> <p>Ensure members and staff are aware of Electors' Rights.                      Follow procedures for dealing with enquiries.                      Increase awareness of accessibility of the Council to the public.</p>						





*Ensure that provisions of the act are met*

Meetings of the Council are held in DDA compliant premises.

A mobile hearing loop is available for use during meetings.

All conditions of the Act as they affect service provision are met.

Town Clerk responsible for ensuring that standards/ongoing requirements are met.

Periodical review of service.

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Newsletters

130	Administration/Legal	Defamation	Low	3		Rachel Avery	
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To minimize associated risk.

- All input is subject to careful check by Lead Councillor and Officers before going to print.
- Arrange for professional examination of any sensitive material.
- Ensure that adequate insurance cover is held.

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Open spaces</b>							
126	<b>Administration/Legal</b> Absence of agreements with users, permits etc  <i>To facilitate control of facilities</i> Ensure that signed contracts/agreements/permits are in place, where necessary. Maintain a register of users.	Low High	3		Rachel Avery		<input type="text"/>
121	<b>Environmental</b> Fly tipping  <i>To minimise the impact of fly tipping and associated health/safety risk</i> Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate.	Medium High	6	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to fly tipping.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
122	<b>Environmental</b> Pollution  <i>To minimise risk/complaint arising from pollution at council owned facilities</i> Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.	Low High	3		Rachel Avery		<input type="text"/>
368	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> <i>To minimise risk arising from anti-social behaviour</i> Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to vandalism.	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>

High

To minimise the risk of personal injury to persons using council facilities.

- Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.
- Arrange regular site inspection to ensure that defined standards are being maintained.
- Ensure that, where necessary, appropriate signage is in place and detailed records maintained.
- Ensure that appropriate insurance cover is in place.

High

To ensure that all council assets are properly maintained

- Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.
- Arrange regular site inspection to ensure that defined standards are being maintained.
- Ensure that, where necessary, appropriate signage is in place.
- Maintain detailed records.
- Ensure appropriate insurance cover is in place.

Submitted to council: \_\_\_\_\_

No of issues listed: 2

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: Frank Letch \_\_\_\_\_

Signed by responsible Finance officer: Rachel Avery \_\_\_\_\_

- How to complete (individual risk section):
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  2. Action by person - the name or names of the persons taking the relevant actions.
  3. Action by date - the proposed date that this action should be completed by.
  4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Play Areas</b>							
324	<b>Administration/Legal</b> Inadequate maintenance of records  <i>To maintain a register of complaints/injuries and action taken</i> Proper records are maintained for all complaints/injuries.	Low High	3		Rachel Avery		<input type="text"/>
323	<b>Financial</b> Inadequate insurance cover  <i>To ensure that council has adequate insurance</i> All relevant risks are included on the councils insurance policy.	Low High	3		Rachel Avery		<input type="text"/>
322	<b>Physical</b> Personal Injury  <i>To ensure play surfaces &amp; equipment are in a safe condition</i> All play surfaces are regularly inspected and action is taken to remedy any issues identified. There is no play equipment at the play areas maintained by the Council.	Low High	3		Rachel Avery		<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Provision of Office Accommodation</b>							
345	<b>Financial</b> Inadequate budget provision  <i>To ensure proper financial provision</i> Requirements included in annual budget process.	Low High	3		Rachel Avery		<input type="text"/>
353	<b>Physical</b> Fire  <i>To safeguard against fire risk</i> Offices are leased from a private Landlord. Staff receive health and safety training. Strict security/control of combustible materials held by council. There is a separate Fire Risk Assessment. Fire extinguishers are provided and on a servicing contract. Staff have been trained in how to use fire extinguishers. Fire drills held on a regular basis	Low High	3		Rachel Avery		<input type="text"/>
399	<b>Physical</b> Legionella bacteria in water supply  <i>Risk Assessment required every two years, if applicable</i> Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Town Council. Greater risk from Legionella bacteria could occur in showering facilities.	Low High	3		Rachel Avery		<input type="text"/>
26	<b>Technical</b> Defective Electrical Equipment/Machinery  Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Low High	3		Rachel Avery		<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Provision of Website/Internet Access

28	<b>Technical</b> Failure of Website/Internet Providers	Low	3		Rachel Avery		<input type="checkbox"/>
<p><i>To maintain high standard of service provision</i></p> <p>Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.</p>							

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

How to complete (individual risk section):

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Public Conveniences</b>							
93	<b>Environmental</b> Pollution	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To minimise risks arising from pollution</i></p> <p>Town Clerk to ensure that all equipment is properly maintained and operating correctly.                      Town Clerk to ensure that all drains etc. are properly maintained and fully functional.                      Town Clerk to carry out appropriate tests, when required, and maintain records.</p>						
94	<b>Environmental</b> Vandalism	Medium High	6	Male/female toilets currently closed and locked. Accessible toilet to front of block open 9.00-16.00 and is opened and closed using cloud based locking system	Rachel Avery Mrs Rachel Avery	04/02/2022	<input type="text"/>
	<p><i>To minimise the risk of loss/damage/injury arising from vandalism</i></p> <p>The Town Council maintains liaison with local enforcement agencies.                      Take action as appropriate against offenders.                      Ensure appropriate insurance cover is in place.</p>						
91	<b>Physical</b> Hazardous substances control	Low High	3		Rachel Avery	01/03/2021	<input type="text"/>
	<p><i>To minimise associated risks</i></p> <p>All hazardous substances are securely locked away in Cleaners cupboard where there is no public access.                      Staff to receive adequate training in the provision of hazardous substances.                      Protective clothing is provided.</p>						
398	<b>Physical</b> Legionella - Legionnaires disease	Low High	3		Rachel Avery		<input type="text"/>
	<p><i>To control Legionella bacteria in the water systems</i></p> <p>There are no showering facilities. There is only a cold water supply to the handwash basins.</p>						

**Submitted to council:** \_\_\_\_\_

*No of issues listed: 1*

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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4. Action completed - that the proposed action has been taken (ticked)  
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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Shelters &amp; Seats</b>							
370	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour</i>  Maintain liaison with enforcement agencies. The Town Council will instigate legal action against perpetrators where appropriate.	Low High	3		Rachel Avery		<input type="text"/>
351	<b>Physical</b> Fire  <i>To safeguard against fire risk</i>  Fire is likely to occur due to arson. The Town Council maintains contact with emergency services and will pursue a prosecution against vandalism/arson.	Low High	3		Rachel Avery		<input type="text"/>
362	<b>Physical</b> Injury or damage arising from use  <i>To minimise risk arising from use</i>  Public seating is regularly inspected for defects. Members of the public are encouraged to report any problems they identify. Shelters and seats are repaired/renewed as and when required. Appropriate insurance cover is held.	Low High	3		Rachel Avery		<input type="text"/>
371	<b>Technical</b> Inadequate maintenance of shelters & seats  <i>To minimise risk arising</i>  They are regularly inspected and cleaned. Repairs and maintenance is carried out as and when required. Any equipment identified as dangerous will be repaired or removed. Maintain records of repair and maintenance.	Low High	3	Bus shelters and seats checked regularly as part of TC inspections	Rachel Avery  Mrs Rachel Avery	02/03/2021	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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3. Action by date - the proposed date that this action should be completed by.
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*Risk / Hazard*

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>War Memorials</b>							
57	Physical  Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism</i>  Members of the public are encouraged to report any issues. Maintain liaison with local police. The Town Council will instigate legal action against perpetrators where appropriate. Insurance held.	Medium  High	6	No further action required. The Town Council is unable to control the hazard any further. The risk still remains high as it relates to vandalism.	Rachel Avery  Mrs Rachel Avery	04/02/2022	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

**Signed by responsible Finance officer:** Rachel Avery \_\_\_\_\_

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(not recorded on LCRS .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Web Sites

316	Administration/Legal	Ownership and Control of Universal Resource Locator (URL)	Low High	3		Rachel Avery	<input type="text"/>
		<i>To ensure that council has full control of website</i>					
		Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.					
		Ensure that hosting charges and domain renewal charges are met by council.					
		Ensure that council has full details of web address, account name, username and password to manage the web address.					
375	Administration/Legal	Risk arising from use of unlicensed software	Low High	3		Rachel Avery	<input type="text"/>
		<i>To ensure that the council is protected from charges of condoning use of unlicensed software</i>					
		The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site.					
		This is particularly important where the site is built or managed on behalf of the council.					
377	Administration/Legal	Loss of Data/ Inability to access backup	Low High	3		Rachel Avery	<input type="text"/>
		<i>To avoid risk arising from loss of data</i>					
		Website is subject to outside management and regularly backed up and reviewed.					
382	Administration/Legal	Non conformance with the Data Protection Act	Low High	3		Rachel Avery	<input type="text"/>
		<i>To minimise risk.</i>					
		Where posting information to website, or storing personal information, the Clerk ensures the Council is GDPR compliant.					
386	Administration/Legal	Compromise of copyright by inclusion of website links or frames	Low High	3		Rachel Avery	<input type="text"/>
		<i>To minimise risk</i>					
		If web site contains links to other sites ensure permission of destination website is prerequisite.					

High

*To minimise risk*

Only information that has been approved and conforms with the GDPR will be posted on the Council's website.

The website contains a list of local groups and organisations together with the name and contact details for the secretary/Chair. The Town Council will only publish these details when it has that persons express consent for publication.

**Submitted to council:** \_\_\_\_\_

*No of issues listed:* 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Frank Letch \_\_\_\_\_

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(not recorded on LCRS .

# LCRS Step 5 - Risk report for Allotments

Your Duty =

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

Act = s 23, 26 and 42 Small Holdings & Allotments Act 1908, s 9 Allotments Act 1950

Risk /  
Hazard / Requirement

Control

310 Administration/Legal

Absence of a completed agreement with every allotment holder

To have a completed agreement on file for every allotment holder

A tenancy agreement is completed and signed by all parties prior to occupation of the allotment garden plot. An allotment register is maintained. The tenancy agreements and the rules are reviewed annually by the Clerk, the Council's Environment Committee and the Boniface Allotment Association to ensure adequacy of conditions.

Annually  
Rachel Avery

Low

Medium

2

309 Administration/Legal

Maintenance of Allotment Register

To maintain an up to date register of allotment holders

A proper register is maintained to ensure all amendments are promptly recorded. Boniface Allotments Association is kept up to date with changes. On an annual basis, at renewal, new contact detail forms are sent to all allotment holders to ensure their contact details are kept up to date.

Annually  
Rachel Avery

Low

Medium

2



50 <b>Administration/Legal</b> Poor Grass Cutting	Annually Rachel Avery	Low	Medium	2	The paths between allotments are maintained by the tenants as part of their Tenancy Agreement. The Allotments and all public access paths are inspected on a regular basis by the Boniface Allotments Association and quarterly (as a minimum) by the Town Clerk. The Tenancy Agreement Terms and Conditions are enforced.
To maintain required standards at allotment sites					
312 <b>Administration/Legal</b> Provision of adequate insurance cover	Annually Rachel Avery	Low	Medium	2	Annual review of insurance is carried out to ensure all appropriate risks are covered by the Town Council. All Tenants are members of the Boniface Allotments Association. (The membership is paid automatically when paying the allotment fee to the Town Council.) The Boniface Allotments Association arranges insurance for all plot holders through the annual subscriptions. Any and all changes to allotment tenancies are notified to the Chairman of the Boniface Allotments Association. A copy of the Boniface Allotments Association insurance is checked and a copy held on file by the Town Council.
To ensure that the council is fully protected against mandatory and other risks					
301 <b>Environmental</b> Accumulation of rubbish	Annually Rachel Avery	Low	Medium	2	Responsibility for site maintenance is clearly defined. All allotment sites are regularly inspected by the Boniface Allotments Association and the Town Clerk. Tenants are also encouraged to report any issues as they arise. The terms and conditions of tenancy agreements are enforced. Boniface Allotments Association and Town Council liaise and act quickly to resolve any issues that may arise.
To maintain acceptable standards for site					

53 <b>Environmental</b>	Build up of non-compostable rubbish  To maintain high standard of cleanliness and minimize risk.	The terms and conditions of the tenancy agreements are enforced. There is good liaison with the Boniface Allotments Association and the Town Council in order to address any issues as they arise. The Clerk and Chair of the Boniface Allotment Association carry out regular inspections and address any issues of rubbish as they arise.	Quarterly	Medium	Medium	4	Yes
302 <b>Environmental</b>	Dumping/Hazardous substances  To maintain acceptable standards and minimise danger arising from hazard	Site responsibilities are clearly defined. The terms and conditions of allotment tenancy agreements are enforced. All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly). The Town Council and the Boniface Allotments Association will liaise and address any issues as they arise. The Town Council will liaise with police and/or other authorities where necessary.	Quarterly	Low	High	3	
49 <b>Environmental</b>	Loss / Damage to water supply  To maintain adequate water supply and minimise loss/damage arising there from	The Town Council is responsible for the maintenance of the water supply. Procedures are in place to rectify faults should they occur. The water supply is switched off during the winter months to prevent burst pipes.	As and when	Medium	Low	2	

52 <b>Environmental</b>	Quarterly Rachel Avery	Low	Medium	2
Untidy Plots	To ensure that site is maintained to the required/acceptable standard	<p>Quarterly site visits are carried out the by Town Clerk.  The rules, terms and conditions of tenancy agreements are enforced.  Allotment tenants are notified of any identified issues on their plots as they arise and given appropriate time to rectify issues. Notices are served as and when required.  Town Council and Boniface Allotments Association liaison is maintained at all times.</p>		
303 <b>Environmental</b>	As and when Rachel Avery	Low	High	3
Vandalism	To minimise the risk of loss/damage/injury arising from vandalism	<p>All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly).  Security is reviewed regularly and local police are consulted as and when required.  The Town Council will instigate legal action against perpetrators where appropriate.</p>		
304 <b>Environmental</b>	Annually Rachel Avery	Low	High	3
Vermin	To control and minimise impact	<p>Define responsibility for standards of hygiene/cleanliness etc. of site.  Rules, terms and conditions of tenancy agreements are enforced.  All allotment sites are inspected on a regular basis by the Boniface Allotments Association and the Town Clerk (minimum quarterly).  Appropriate action to deal with any identified problems is taken.  There is liaison between the Town Council and the Boniface Allotments Association to identify and address issues early.</p>		

308	<b>Financial</b>		Quarterly <i>Rachel Avery</i>	Low	Medium	2
	Failure to collect rents & charges					
	To ensure that all income due to the council is properly collected and banked	Town Council is responsible for collection of income due. Proper records of income received and banked are maintained. Scribe accounting package is used and records are audited internally and externally. Terms and conditions of allotment tenancy agreements are enforced. Allotment Register is accurately maintained. Town Clerk follows procedures for outstanding debts.				
306	<b>Financial</b>		Annually <i>Rachel Avery</i>	Low	Low	1
	Failure to review rents & charges					
	To ensure that rent income is subject to regular review	Allotments rents and charges are reviewed annually as an integral part of the annual budget process.				
300	<b>Physical</b>		Annually <i>Rachel Avery</i>	Low	High	3
	Personal injury					
	To minimise risk	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Examination of allotment environment is undertaken on a quarterly basis as a minimum with any required works identified. Liaison with Boniface Allotments Association to identify any possible risks early so they can be addressed. Guidance issued to all allotments holders regarding legionella precautions. Legionella monitoring regime implemented to test water supply.				

51	<b>Physical</b>	Public Injury as a result of contractor	As and when	Low	High	3
		To minimise risk to allotment holders and others when contractor on site	<i>Rachel Avery</i>			
			Any Contractors instructed by the Town Council must have a minimum £5m public liability insurance and have completed a risk assessment and work method statement as a minimum requirement.			
<hr/>						
299	<b>Physical</b>	Security	Annually	Low	Low	1
		To ensure security of site and equipment	<i>Rachel Avery</i>			
			The responsibility of allotment holders is clearly defined in the tenancy agreement and rules. There is no Town Council equipment on site.			
<hr/>						
297	<b>Physical</b>	Uncontrolled equipment	Quarterly	Low	High	3
		To ensure that all equipment is properly secured and controlled and that safety of users is not compromised	<i>Rachel Avery</i>			
			Terms and conditions of tenancy agreement are enforced. All allotment sites are inspected regularly (minimum quarterly). Allotment tenants are encouraged to report any issues. Town Council maintains liaison with Boniface Allotments Association.			

Unoccupied Plots

*Rachel Avery*

To control and minimise empty allotments

An allotment waiting list is maintained.

The Boniface Allotments Association and the Town Council liaise to ensure any empty sites are adequately maintained.

Town Council advertises vacancies when needed.

**Completed by:****Date:****Position:**No of Risks **18**No of risks scored: **18**No of Action Plans: **1**

# LCRS Step 5 - Risk report for Bonfire Celebrations

Your Duty =

Act = s 145 Local Government Act 1972

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:

Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
391	<b>Financial</b> Insurance cover To provide adequate protection	Ensure that appropriate insurance cover is in place as a prerequisite to events.	Annually Rachel Avery	Low	High	3	
390	<b>Physical</b> Fire To minimise the risk of fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training.</p> <p>Provide for strict security/control of all fireworks and other combustible materials.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations are followed.</p> <p>Fire &amp; Rescue Service is present at all Town Council events where there is fire.</p> <p>Advice regarding management of the event is taken and implemented from the Emergency Services.</p>	Annually Rachel Avery	Medium	High	6	Yes

283	<b>Physical</b>	Health & Safety	To maintain a high standard of Health & Safety and meet all statutory requirements	Determine responsibility for Health & Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place. Advice taken from Emergency Services for all Town Council events. Emergency Services are present at the event. A separate risk assessment is conducted with action taken where and when necessary.	Annually	Medium	High	6	Yes
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284	<b>Physical</b>	Personal Injury	Ensure that effective arrangements are in place to minimise risk	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Arrange attendance of First Aid/ambulance service. Separate risk assessments are completed for each event. First Aid cover is provided by a qualified contractor at each event.	Annually	Low	High	3	
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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks	4	No of risks scored:	4	No of Action Plans:	2
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# LCRS Step 5 - Risk report for Christmas Lights

Your Duty =

**Crediton Town Council**

Assessment year: 2020

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

Act =

**Risk /  
Hazard / Requirement**

**Control**

822 **Administration/Legal**

Lack of lights

Monthly

Rachel Avery

Low

Low

1

The Christmas in Crediton Sub-Committee exists to liaise with all areas of the community regarding the erection of Christmas lights.

The Town Council allocates an annual budget towards the provision of Christmas Lights.

An earmarked reserve fund exists for the repair and replacement of Christmas Lights.

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

# LCRS Step 5 - Risk report for Clocks

Your Duty = Power to provide public clocks

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
254	<b>Administration/Legal</b> Provision of adequate insurance cover To ensure that all risks are adequately covered	Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Annually Rachel Avery	Low	High	3	
252	<b>Financial</b> Inadequate budget Provision To ensure adequate budget provision	Anticipated costs (such as annual maintenance) are adequately provided for in annual budget. Earmarked reserve fund is held to cover any unexpected expense.	Annually Rachel Avery	Low	Low	1	

251	<b>Physical</b>	Maintenance of Clock	To ensure efficient and accurate timekeeping	Clock serviced on an annual basis by appointed reputable company, with any defects identified being rectified. Contractor insurance is checked before being instructed. Maintenance records are maintained.	Annually	Low	Low	1
					Rachel Avery			

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250	<b>Physical</b>	Security of Clock.	To ensure security of council assets.	Clock is insured and inspected by a reputable company on an annual basis with any defects addressed. Clock's details are listed on Council asset register and photographs are held.	Annually	Low	Medium	2
					Rachel Avery			

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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks	4	No of risks scored:	4	No of Action Plans:	0
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# LCRS Step 5 - Risk report for Code of Conduct

Your Duty = Duty to adopt a code of conduct

**Crediton Town Council**

Assessment year: 2020

Action by: Mrs Rachel Avery

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

Risk /  
Hazard / Requirement

Control

30 Administration/Legal

Failure to maintain / update Register of Interests/Gifts

To maintain records of members Declarations of Interest

Members are aware of their statutory responsibilities. Every Councillor is issued with a new councillors pack, upon signing their Declaration of Acceptance of Office. Register of Members' Interests maintained, with reminders for Councillors to review regularly. Declaration of Interests agenda item at each meeting and recorded in the minutes. Register of gifts and hospitality book maintained, all gifts/hospitality valued at £25 or more must be declared.

Quarterly

Low

High

3

Rachel Avery

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

# LCRS Step 5 - Risk report for Community Centres

*Your Duty* = Power to provide and equip buildings for use of clubs having athletic, social or educational objectives

*Act* = s 19 Local Government (Miscellaneous Provisions) Act 1976

## Crediton Town Council

Assessment year: 2020

Action by:

Scoring note:

Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
231	<p><b>Administration/Legal</b></p> <p>Failure to obtain all necessary licences, ie bar, music, weddings, etc</p> <p>To meet all statutory requirements for service provision</p>	<p>Town Clerk is responsible for obtaining all necessary licences.</p> <p>Copies of records of licence applications, renewals etc. are kept and reviewed on an annual basis as a minimum.</p>	<p>Annually</p> <p>Rachel Avery</p>	Low	High	3	
232	<p><b>Administration/Legal</b></p> <p>Maintenance of diary of events/usage</p> <p>To provide effective control of facility bookings etc</p>	<p>Diary is maintained by Council Office staff using office 365 electronic diary.</p> <p>Completion of a booking/application form together with a copy of the necessary insurance documents are a prerequisite to facility hire.</p> <p>All applications to be cross referenced to account/receipt number and filed.</p>	<p>Annually</p> <p>Rachel Avery</p>	Low	Low	1	

225	<b>Environmental</b> Cleaning	Old Landscore School currently closed due to Covid-19. Deep cleans if building is used. Quality of cleaning is periodically checked by the Town Clerk and Council Office staff.	<i>Monthly</i> <i>Rachel Avery</i>	<b>Low</b>	<b>Low</b>	<b>1</b>
227	<b>Environmental</b> Pollution, ie. noise, litter etc To maintain desired standards for use of facilities and limit impact of pollution	Standard terms and conditions for hirers are included on the booking/application form. All hirers are made aware of conditions attached to the use of the premises. Town Clerk deals with any offenders in a proportionate and appropriate manner.	<i>Annually</i> <i>Rachel Avery</i>	<b>Low</b>	<b>Low</b>	<b>1</b>
226	<b>Environmental</b> Vandalism To minimise the risk of loss/damage/injury arising from vandalism	Security reviewed and monitored on a regular basis Liaison with local enforcement agencies maintained. Legal action against perpetrators will be taken, where/when appropriate.	<i>Annually</i> <i>Rachel Avery</i>	<b>Low</b>	<b>High</b>	<b>3</b>

230	<b>Financial</b>	Failure to collect income	To ensure that all income is received and properly banked	No charges are currently being applied to community groups and organisation at the Old Landscore School building as it is a period of 'try before you buy'.	Quarterly Rachel Avery	Low	Medium	2
				The following applies to commercial hire: Invoices are issued at the end of each month. All receipts received are banked promptly. Proper records of income received and banked are maintained. Financial records relating to the Old Landscore School building are cost coded separately within the				

229	<b>Financial</b>	Failure to review charges	To ensure that all charges are subject to regular review	All charges are reviewed annually as an integral part of the budget process.	Annually Rachel Avery	Low	Low	1
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228	<b>Financial</b>	Inadequate budget provision	To ensure that service provision is included in budgetary process	Anticipated costs are adequately provided for in budgetary process. Council approval to be sought for any unexpected expense to be met from reserves.	Annually Rachel Avery	Low	Low	1
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349	<b>Physical</b> Fire	To safeguard against fire risk	The building has had an independent fire risk assessment carried out. Staff have received appropriate fire safety training. All fire extinguishers have been tested by an independent fire company. Fire door installed.	Quarterly Rachel Avery	Low	High	3
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220	<b>Physical</b> Maintenance of buildings	To ensure that council property is properly maintained and minimise loss/damage/injury	Old Landscore School is currently owned by Devon County Council and it is responsible for the fabric of the building. Any works required are reported to Devon County Council. Records of any works carried out by the Town Council are documented. Town Clerk to carry out regular inspections of all buildings. Town Clerk ensures that proper contractual arrangements are in place and that adequate insurance cover is in place.	Annually Rachel Avery	Low	Medium	2
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221	<b>Physical</b> Maintenance of equipment	To ensure that all equipment is properly maintained	Equipment is properly maintained through regular inspection/ servicing. The Council maintains a records of maintenance on the building and its equipment.	Annually Rachel Avery	Low	Low	1
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213	<b>Physical</b>	Personal injury		Annually Rachel Avery	Low	High	3
		To ensure that any conditions that might lead to personal injury are minimised and properly controlled	All staff have appropriate training and adhere to approved working practices. Risk Assessments are carried out as require/identified and any risks to the public are minimised and eliminated wherever possible. An accident/incident log is maintained to records of any injuries/near misses.				
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214	<b>Physical</b>	Security of buildings		Annually Rachel Avery	Low	High	3
		To maintain a high standard of security	Town Clerk is responsible for security/control of premises. Key register is maintained. Hirers are required to sign for keys. In addition to key entry there is also a keypad entry system. Liaison with local enforcement agencies maintained.				
<hr/>							
222	<b>Physical</b>	Security of equipment		Annually Rachel Avery	Low	Low	1
		To ensure that all property is secure and minimise loss by theft or otherwise	Town Clerk to ensure the responsibility of users is clearly defined in hire/user agreement. Town Clerk has overall responsibility for security/control. A record of loss or damaged equipment is maintained. An asset register is maintained.				

223	<b>Physical</b> Security of Hazardous Substances + D73 To minimise the risk of damage/injury arising from the use of hazardous substances	The only hazardous substances kept on the premises are cleaning liquids. These are to be kept in a locked cabinet.	Annually Rachel Avery	Medium	Low	2
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224	<b>Physical</b> Stock control To minimise the risk of loss	Currently the only stock required is cleaning equipment. Town Clerk to arrange for regular stock checks.	Monthly Rachel Avery	Low	Low	1
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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks 16	No of risks scored: 16	No of Action Plans: 0
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# LCRS Step 5 - Risk report for Computing

Your Duty = Power to facilitate discharge of any function

**Crediton Town Council**

Assessment year: 2020

Act = s 111 Local Government Act 1972

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
325	<b>Physical</b> Loss arising from theft/misappropriation Maintain adequate security of site and equipment	Access to Town Council offices only available when Town Council staff are present. All computers are password protected. The Council has a Cyber Security Policy. Additional security locks have been added to the Council's office premises to increase security.	Annually Rachel Avery	Low	High	3	
318	<b>Physical</b> Loss/damage arising from unauthorised use Maintain security of computer	Access restricted through use of controlled passwords. Passwords are changed periodically.	Annually Rachel Avery	Low	High	3	

Crash of IT System

To minimise risk arising from breakdown of equipment

Town Council computer systems are now backed up to the cloud via Office 365. In addition to this they are also backed up daily via a fire-walled NAS drive. In addition to this there is a fire-walled and password protected external hard drive back-up plugged into the NAS drive. Town Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software and anti virus software is used.

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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	<i>No of Risks</i> <b>3</b>	<i>No of risks scored:</i> <b>3</b>	<i>No of Action Plans:</i> <b>1</b>
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# LCRS Step 5 - Risk report for Council Meetings

Your Duty =

## Crediton Town Council

Assessment year: 2020

Action by:

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
218	<b>Administration/Legal</b> Access. To meet all statutory requirements and maintain effective administration.	Town Council meetings are held at Old Landscore School which is DDA compliant. Table set aside for press and public. Sufficient seating available for press and public.	Annually Rachel Avery	Low	High	3	
217	<b>Administration/Legal</b> Failure to meet statutory duty To meet all statutory requirements and maintain effective administration	All meetings (notification of meetings, minute taking, minute signing and keeping records of minutes) comply with LGA 1972. Town Clerk is CiLCA qualified. Council randomly checks its own internal controls as well as Internal Auditor checks.	Rachel Avery	Low	High	3	

319	<b>Physical</b>	Personal Injury	Ensure that effective arrangements are in place to minimise risk	Appropriate regulations/controls are in place to minimise the risk of injury to officers, members and public. Defined standards are maintained. Where necessary, appropriate notices are in place. Council has appropriate insurance cover which is reviewed on an annual basis as a minimum.	Annually Rachel Avery	Low	High	3
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219	<b>Physical</b>	Security	To ensure that effective security arrangements are in place	Town Council officers are aware of responsibility for security/control and implementation in order to protect themselves and others.	Annually Rachel Avery	Low	High	3
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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks	4	No of risks scored:	4	No of Action Plans:	0
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# LCRS Step 5 - Risk report for Council Property and Documents

Your Duty = Duty to disclose documents and to adopt publication scheme

**Crediton Town Council**

Assessment year: 2020

Act = Freedom of Information Act 2000

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Action by:

Your action required (>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score
44	<b>Financial</b> Legal Liability as a result of Asset Ownership. Provision of adequate public liability insurance	Detailed asset register is maintained. Adequate public liability insurance is in place with Came & Company. Separate legal liability and asset risk assessments are maintained by the Town Clerk.	Annually Rachel Avery	Low	Medium	2
45	<b>Physical</b> Loss / Damage to Civic Regalia To safeguard council assets	Register of Assets maintained and updated annually and as and when required. Council has adequate insurance against damage and theft. Proper security/storage is in place. Users are aware of their responsibility when regalia is in their care. Civic Regalia is suitably maintained and cleaned. Civic Regalia is collected and returned under secure conditions.	Monthly Rachel Avery	Low	High	3

43	<b>Physical</b>	Loss of assets	To minimise the risk of loss through theft/misappropriation of assets	Effective security of all assets maintained. Asset Register maintained and reviewed annually as a minimum.	Annually	Low	Medium	2
<i>Rachel Avery</i>								
<hr/>								
46	<b>Professional</b>	Failure to effectively process documents	To ensure effective processing and safe keeping of all documentation received by the Town Council	Town Clerk is responsible for maintenance of effective control of documentation. Deeds and leases stored in fire proof box in Town Council office, and then within a locked cupboard. Security waste is disposed of via Security Waste Contractor. All documents kept on computer are backed up daily in three different places each with its own security restrictions. Restricted access to Town Council Offices unless with a Town Council Officer.	Daily	Low	High	3
<i>Rachel Avery</i>								

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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	<i>No of Risks</i> 4	<i>No of risks scored:</i> 4	<i>No of Action Plans:</i> 0
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# LCRS Step 5 - Risk report for Data Protection

Your Duty = Duty of Notification and Duty to Disclose (subject access)

**Crediton Town Council**

Assessment year: 2020

Act = Data Protection Act 1998

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Action by:

Your action required (>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score
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29	<b>Administration/Legal</b> Breach of confidentiality.		Daily Rachel Avery	Low	High	3
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To ensure that statutory requirements are met.

Crediton Town Council is registered as a Data Controller with the Information Commissioners Office. Town Council has a Data Protection Policy. All Town Council Officers undertake training when they commence employment and and periodically afterwards. All Councillors are aware of their obligation under Data Protection and undergo ad hoc training. Town Clerk, Assistant Clerk and Councillors have received GDPR training. The Council is compliant with the GDPR legislation.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

# LCRS Step 5 - Risk report for Employment of Staff

Your Duty = Duty to Appoint

**Crediton Town Council**

Assessment year: 2020

Act = s 112 Local Government Act 1972

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
23	<b>Administration/Legal</b> Failure to comply with Employment Law To ensure that the council fulfils its responsibilities	Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Town Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention of the Council Affairs Committee.  Training arranged as and when required including Clerks CPD.  Appropriate employment advice is sought when required.	Annually Rachel Avery	Low	High	3	
785	<b>Financial</b> Overpayment or underpayment of salaries and expenses Ensure that all payments to staff are in accordance with employment contracts approved by the council	Monthly payroll schedule is verified by Clerk & Council. Monthly employers payments are verified by Clerk & Council. Cheques and electronic payments are signed and authorised by two Council signatories. BACS salary payments made are checked by two Town Council officers before being sent.	Monthly Rachel Avery	Low	High	3	

22	<b>Professional</b>	Attacks on Personnel	To protect staff	Town Council officers are equipped with personal attack alarms. Staff have telephone access at all times during their work. Appropriate insurance is maintained. The Town Council has a Lone Worker Policy.	Monthly	Low	High	3
					<i>Rachel Avery</i>			
17	<b>Professional</b>	Inability to recruit	To improve recruitment	Recruitment policy reviewed when the need arises to recruit staff.	As and when	Low	Medium	2
					<i>Rachel Avery</i>			
18	<b>Professional</b>	Inability to retain staff	To minimise risk arising from high turnover of staff	Staff Appraisals conducted on an annual basis and when required.	Annually	Low	Medium	2
					<i>Rachel Avery</i>			

21	<b>Professional</b>		Annually <i>Rachel Avery</i>	Low	High	3
	Lack of Employee motivation/efficiency					
	To meet commitment of council employment policy	Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.				
20	<b>Professional</b>		Annually <i>Rachel Avery</i>	Low	Medium	2
	Lack of Training					
	To meet Council commitment to staff training	Training provided as and when identified/requested, including CPD. Training requirements reviewed as part of the annual appraisal system. Advantage taken of any localised training through local associations, SLCC, DALC etc. Staff encouraged to network with other Clerks in the area. Appropriate training records maintained.				
19	<b>Professional</b>		Quarterly <i>Rachel Avery</i>	Low	High	3
	Loss of key staff					
	To avoid problems arising from loss of key personnel	Procedures for key functions are documented. Four members of staff (Town Clerk, Assistant Clerk, Projects Officer and Administrative Assistant) provide flexibility and cover.				

Completed by:

Date:

Position:

No of Risks 8

No of risks scored: 8

No of Action Plans: 0

# LCRS Step 5 - Risk report for Entertainment and the arts

Your Duty = Provision of entertainment and support of the arts

Crediton Town Council

Assessment year: 2020

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

Risk /  
Hazard / Requirement

Control

Annually  
Rachel Avery

Low

Medium

2

198 Administration/Legal

Absence of key staff

To ensure that minimum staffing arrangements are in place to meet service need

Event Management Plans are devised for all events clearly defining responsibilities, key personnel and their deputies as well as overall management of the event.

197 Administration/Legal

Provision of adequate insurance cover

To ensure that appropriate insurance cover in place

Insurance requirements reviewed annually to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.

Annually  
Rachel Avery

Low

High

3

199	<b>Administration/Legal</b>		Annually	Low	High	3
	Staff training		Rachel Avery			
	To ensure that all staff have appropriate training	Determine council policy for training for the event and ensure all staff and volunteers receive appropriate training where necessary. Maintain records of training provided.				

192	<b>Environmental</b>		As and when	Low	Medium	2
	Noise pollution		Rachel Avery			
	To minimise risk/complaint arising from noise pollution at council owned facilities	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.				

191	<b>Environmental</b>		Annually	Low	High	3
	Vandalism		Rachel Avery			
	To minimise the risk of loss/damage/injury arising from vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.				

196	<b>Financial</b>	Contractual arrangements with service providers- films, artistes etc	As and when <i>Rachel Avery</i>	Low	High	3
		To ensure that proper contractual arrangements are in place	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of Council.			
194	<b>Financial</b>	Failure to collect rents & charges	Annually <i>Rachel Avery</i>	Low	Medium	2
		To maximise income due to the council	Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any irrecoverable debts.			
193	<b>Financial</b>	Failure to review rents and charges	Annually <i>Rachel Avery</i>	Low	High	3
		To ensure that all charges are subject to annual review	Review all charges annually as an integral part of the budgetary process.			

347	<b>Fire</b> To safeguard against the risk of fire		Annually Rachel Avery	Low	High	3
<hr/>						
348	<b>Physical</b> Fire To safeguard against fire risk		Annually Rachel Avery	Low	High	3
<hr/>						
185	<b>Physical</b> Maintenance of buildings To ensure proper maintenance of premises and minimise risk of loss/damage/injury		Annually Rachel Avery	Low	High	3
<hr/>						



187	<b>Physical</b>		Annually Rachel Avery	Low	High	3
	Maintenance of equipment	To ensure proper maintenance of equipment and minimize loss/damage/injury.	<p>Determine responsibility for use and control.          Arrange contract maintenance for specialist equipment.          Provide for any necessary staff training.          Provide for appropriate protective clothing.          Ensure that any necessary licences, certificates for use have been obtained.          Ensure that security is sound.          Ensure that any disposals are properly dealt with.          Maintain proper records.</p>			
186	<b>Physical</b>		Annually Rachel Avery	Low	High	3
	Security of buildings	To maintain security of Council premises	<p>Responsibility for security defined.          Staff employed or contract with service provider in place.          Appropriate staff training complete.          Detailed schedules/records maintained.          Liaison with local enforcement agencies maintained.</p>			
188	<b>Physical</b>		Annually Rachel Avery	Low	Medium	2
	Security of equipment	To minimise loss through theft/misappropriation	<p>Define policy for security of premises and equipment.          Determine responsibility for security/control of equipment.          Ensure effective security arrangements in place.          Maintain asset register.</p>			

189	<b>Physical</b>	Security of exhibits		Annually	Low	High	3
		To minimise the risk of loss or damage to exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Rachel Avery			

190	<b>Physical</b>	Stock control		Annually	Low	Medium	2
		To minimise the risk of loss	Determine responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Rachel Avery			

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_ No of Risks 16 No of risks scored: 16 No of Action Plans: 0

# LCRS Step 5 - Risk report for Financial Management

Your Duty = Duty to ensure responsibility for financial affairs

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note: Low = 1 Medium = 2 and High = 3
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Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
39	<p><b>Administration/Legal</b></p> <p>Failure to comply with HMRC regulations</p> <p>Efficient financial administration</p>	<p>Salaries and pension payments are calculated in house using MoneySoft payroll software and RTI to HMRC utilised.</p> <p>Figures are checked by staff on a regular basis to ensure correct.</p> <p>Records relating to the payment of salaries are comprehensively checked and maintained.</p> <p>Prompt payment of all sums due are arranged.</p> <p>Systems and figures are internally audited.</p>	<p>Quarterly</p> <p>Rachel Avery</p>	<p>Low</p>	<p>High</p>	<p>3</p>	
40	<p><b>Administration/Legal</b></p> <p>Failure to comply with HMRC regulations</p> <p>Efficient financial administration</p>	<p>Scribe accounting system used.</p> <p>VAT properly administered, with returns being made on a quarterly basis.</p> <p>Refer to guidance from HMRC where necessary.</p> <p>All input tax is properly recorded on Scribe accounting package.</p> <p>All claims reconciled to cashbook.</p>	<p>Quarterly</p> <p>Rachel Avery</p>	<p>Low</p>	<p>High</p>	<p>3</p>	

327 <b>Administration/Legal</b>	<p>Failure to maintain record of council assets</p> <p>To minimise the risk of loss associated with failure to maintain adequate records</p>	<p>Town Clerk is responsible for maintenance of asset register.  All acquisitions/disposals are accurately and promptly recorded.  Periodical inventory checks carried out.  Asset register reviewed annually as a minimum.</p>	<p>Annually  <i>Rachel Avery</i></p>	<p>Low</p>	<p>High</p>	<p>3</p>
338 <b>Administration/Legal</b>	<p>Incurring expenditure without proper legal authority</p> <p>To ensure all expenditure is intra vires, ie. "within the powers"</p>	<p>Town Clerk checks to ensure all expenditure is within legal authority.</p> <p>Town Council has attained General Power of Competence.</p>	<p>Annually  <i>Rachel Avery</i></p>	<p>Low</p>	<p>High</p>	<p>3</p>
41 <b>Financial</b>	<p>Failure to ensure proper use of funds under specific powers</p> <p>To ensure that expenditure is properly authorised and controlled</p>	<p>Council has attained General Power of Competence.  Town Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/council.  All approvals for expenditure are properly recorded in council minutes and on the Scribe accounting package.  Town Clerk ensures that no alternative statutory authority is available/being breached.</p>	<p>Quarterly  <i>Rachel Avery</i></p>	<p>Low</p>	<p>High</p>	<p>3</p>

<p>35 <b>Financial</b> Failure to keep proper financial records</p>	<p>Monthly Rachel Avery</p> <p>Low High 3</p>	<p>Town Clerk is appointed Responsible Financial Officer and Proper Officer. Standing Orders and Financial Regulations are in place and reviewed as a minimum annually. The Council has appointed Councillors as random audit checkers to randomly inspect the Council's procedures and the work of the office staff. Independent internal auditor appointed - Auditing Solution Ltd. All reports considered at either Full Council or appropriate committee meetings.</p>
<p>326 <b>Financial</b> Failure to maintain an effective payments system To minimise the risk of loss</p>	<p>Monthly Rachel Avery</p> <p>Low High 3</p>	<p>Town Clerk responsible for control of expenditure, with councillors appointed as random audit checkers. All payments supported by an invoice/voucher. All details are checked and payment entered onto Scribe Accounting software package. All payments are approved by Council and appended to minutes. All cheques and electronic payments are signed and authorised by at least two authorised members.</p>
<p>37 <b>Financial</b> Failure to set a precept within sound budgeting arrangements To ensure that the budget procedure is both efficient and effective</p>	<p>Monthly Rachel Avery</p> <p>Low High 3</p>	<p>Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe. Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year for all heads of income and expenditure. Adequacy of all balances and reserves are reviewed as a minimum annually. Effective budget monitoring is in place throughout the year, with year to date budget sheets presented to Council bi-monthly.</p>

38	<b>Financial</b>	Loss of money through theft/misappropriation	To ensure that effective financial controls are in place	Receipts are issued for all income. Secure arrangements are in place for all monies held prior to banking. Proper arrangements are in place for prompt recording and banking of all cash received. Bank reconciliation carried out by Town Clerk/Assistant Clerk on a weekly basis, with Town Council receiving bi-monthly reconciliations. Council presented with bi-monthly financial reports. Council holds adequate fidelity guarantee insurance.	Quarterly Rachel Avery	Low	High	3
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36	<b>Financial</b>	Poor Financial Management	To ensure effective management of financial affairs of council.	Responsibility for the management of the financial affairs of the council has been established and is contained within Financial Regulations. Standing Orders and Financial Regulations reviewed as a minimum on an annual basis. Town Clerk maintains an effective budgetary control/financial reporting system. Council maintains an effective internal control system and internal audit.	Annually Rachel Avery	Low	High	3
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42	<b>Financial</b>	Risk to third party as a consequence of providing a service	To protect interest of council	Appropriate insurance cover/policy is in force.	Annually Rachel Avery	Low	High	3
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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_ No of Risks 11 No of risks scored: 11 No of Action Plans: 0

# LCRS Step 5 - Risk report for Gifts

Your Duty = Power to accept

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

**Risk /  
Hazard / Requirement**

**Control**

314 **Administration/Legal**

Failure to notify/record gifts

To protect interest of council and members

Ensure that all staff/members are aware of responsibilities.

A gift register is maintained and Councillors are reminded of their responsibility to register any gifts received.

Annually

Low

Medium

2

Rachel Avery

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

# LCRS Step 5 - Risk report for Land

Your Duty = Power to acquire by agreement, to appropriate, to dispose of land  
Power to accept gifts of land

**Crediton Town Council**

Assessment year: 2020

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

**Risk /  
Hazard / Requirement**

**Control**

162 **Administration/Legal**

Maintenance and Security of Deeds of ownership etc

To ensure security of records

Town Clerk is responsible for the adequate security of Council records.

All deeds, leases and relevant documents are held in fire proof deed boxes inside a locked cupboard within the Town Council offices.

Where possible paper and electronic copies are also held.

Annually

Rachel Avery

Low

High

3

163 **Administration/Legal**

Maintenance of Asset Register

To ensure that all assets of the council are properly recorded

Town Clerk responsible for maintenance of an asset register.

All purchases/disposals are accurately and promptly recorded.

Annually

Rachel Avery

Low

High

3



784	<b>Environmental</b>	Failure to comply within consultation deadline	Annually <i>Rachel Avery</i>	Low	Low	1	
		To meet consultation timetable					
							Town Council sets timetable and reviews regularly. Appropriate legal advice sought in relation to any land transactions.
158	<b>Environmental</b>	Fly tipping	Annually <i>Rachel Avery</i>	Medium	High	6	Yes
		To minimise risks associated with fly tipping					
							All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify. The Town Council will address any issues as they arise. The Town Council will liaise with the police and/or other authorities where necessary.
156	<b>Environmental</b>	Maintenance of land including grass cutting	Annually <i>Rachel Avery</i>	Low	Medium	2	
		To ensure that council assets are properly maintained.					
							Maintenance contracts are in place to ensure that a planned programme is in place. Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified.

157	<b>Environmental</b>		Annually	Medium	Medium	4	Yes
	Vandalism		Rachel Avery				
	To minimise the risk of loss/damage/injury arising from vandalism.	Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required. The Town Council will instigate legal action against perpetrators where appropriate.					

161	<b>Financial</b>		Annually	Low	Medium	2	
	Failure to collect income		Rachel Avery				
	To minimise risk of loss	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Town Clerk responsible for collection of income All income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts Take appropriate recovery action where necessary. Write off irrecoverable sums to be subject to council approval.					

160	<b>Financial</b>		Annually	Low	Medium	2	
	Failure to review rents and other charges		Rachel Avery				
	To ensure that all rents and charges are subject to review	All rents and charges are subject to review as part of the budgetary process. Contractual conditions for review of land rents etc. are strictly adhered to.					

159	<b>Financial</b>	Inadequate budget provision	To ensure proper budget provision.	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Medium	2
<i>Rachel Avery</i>								
<hr/>								
152	<b>Physical</b>	Maintenance of fences, hedges, gates, footpaths etc	To ensure proper maintenance of council owned assets	Maintenance contracts are in place to ensure work is undertaken within a planned programme. All works undertaken by Contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-compliant issues identified.	Annually	Low	Medium	2
<i>Rachel Avery</i>								
<hr/>								
154	<b>Physical</b>	Maintenance of furniture	To ensure proper maintenance of council assets	Register of all furniture is maintained. Regular inspections are carried out with action taken to remedy any issues identified.	Monthly	Low	High	3
<i>Rachel Avery</i>								

151	<b>Physical</b>	Public/Personal Injury	To minimise risk of injury	Ensure that all staff have appropriate training and adhere to approved working practices, and staff have defined job description. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place and that any risks to the public are minimised and eliminated wherever possible. Maintain records of training, injury and appropriate insurance cover.	Annually	Low	High	3
					Rachel Avery			

155	<b>Physical</b>	Unauthorised access/trespass	To maintain security of council assets	Council has policies in place for access to land. Appropriate signage is in place. Town Council liaises with local police as and when required. The Town Council will instigate appropriate action against offenders.	Annually	Low	Medium	2
					Rachel Avery			

<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks	13	No of risks scored:	13	No of Action Plans:	2
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# LCRS Step 5 - Risk report for Litter

Your Duty = Power to provide receptacles; Duty to empty & cleanse those provided

**Crediton Town Council**

Assessment year: 2020

Act = s 5 and 6 - Litter Act 1983

Scoring note: Low = 1 Medium = 2 and High = 3
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Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
7	<b>Administration/Legal</b> Inefficient service provision To employ trained/experienced personnel	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues All staff have a written contract of employment. Protective clothing and personal safety equipment issued to all operational staff.	Monthly Rachel Avery	Medium	Medium	4	Yes
3	<b>Environmental</b> Inappropriate location of litter bins To determine location for best use	Define council policy and plan for location of bins. Carry out periodical review.	Annually Rachel Avery	Low	Medium	2	

5	<b>Environmental</b>	Unauthorised Fly posting/nuisance		Annually Rachel Avery	Medium	Medium	4	Yes
			Define policy on fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.					
4	<b>Environmental</b>	Vandalism/theft/damage		Annually Rachel Avery	Medium	Medium	4	Yes
		To minimise the risk of loss/damage/injury arising from vandalism	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.					
339	<b>Financial</b>	Inadequate budget provision		Annually Rachel Avery	Low	High	3	
		To ensure adequate funding	Ensure that service requirements are included in budgetary process.					

6 **Financial**  
 Inadequate insurance cover  
 To ensure that the council has proper insurance protection.

Ensure that council has determined policy for insurance cover and that appropriate cover is in place.  
 Arrange periodical review.

2 **Physical**  
 Failure to empty  
 To maintain high standard of service provision

Define responsibility for clearing bins  
 Implement effective programme,  
 Ensure appropriate plans in place for emergency/overflow situation.

**Completed by:** **Date:** **Position:** *No of Risks* 7 *No of risks scored:* 7 *No of Action Plans:* 3

# LCRS Step 5 - Risk report for Meeting of the Council

Your Duty = Duty to meet

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note: Low = 1 Medium = 2 and High = 3
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Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
360	<b>Administration/Legal</b> Disability & Discrimination Act Ensure that provisions of the act are met	Meetings of the Council are held in DDA compliant premises. A mobile hearing loop is available for use during meetings. All conditions of the Act as they affect service provision are met. Town Clerk responsible for ensuring that standards/ongoing requirements are met. Periodical review of service.	Annually Rachel Avery	Low	High	3	
33	<b>Administration/Legal</b> Failure to comply with new Regulations /Legislation All Meetings open to everyone	Town Clerk to keep up to date with changing regulations/legislation and undertake training as required. Council to ensure membership of appropriate local/national associations is maintained. Council to continue to subscribe to appropriate publications. Clerk to undertake CPD and training as and when required/appropriate. A poster is displayed regarding the recording of meetings.	Monthly Rachel Avery	Low	High	3	



31	<b>Administration/Legal</b>	Monthly Rachel Avery	Low	High	3
	Failure to meet statutory duty on meetings All Meetings open to everyone	All notices are posted in the prescribed places 3 clear days prior to any meeting. All Councillors are notified of Meetings by way of a summons and agenda. Minutes of all meetings are taken and kept. Attendance records are maintained. All meetings comply with LGA 1972. Clerk is CiLCA qualified.			

32	<b>Administration/Legal</b>	Quarterly Rachel Avery	Low	High	3
	Failure to report Council business in Minutes Proper recording of council minutes	Ensure proper, timely and accurate recording of council business in the minutes. Minutes drafted within 7 days of meeting taking place. All minutes comply with the requirements of LGA 1972. Resolutions clearly identifiable. Accurate minute numbering, signed and paginated. Maintain security of master copy.			

34	<b>Administration/Legal</b>	Annually Rachel Avery	Low	High	3
	Failure to respond to the elector's wish to exercise its rights All Meetings open to everyone	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public.			

<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks 5	No of risks scored: 5	No of Action Plans: 0
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# LCRS Step 5 - Risk report for Newsletters

Your Duty = Power to provide from 'free resource'

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
130	<p><b>Administration/Legal</b></p> <p>Defamation</p> <p>To minimize associated risk.</p>	<p>All input is subject to careful check by Lead Councillor and Officers before going to print.</p> <p>Arrange for professional examination of any sensitive material.</p> <p>Ensure that adequate insurance cover is held.</p>	<p>As and when</p> <p>Rachel Avery</p>	Low	High	3	
132	<p><b>Administration/Legal</b></p> <p>Failure to meet minimum requirement for gold quality status</p> <p>To meet required standard</p>	<p>Arrange testing/assessment of input to ensure that requirement is met.</p> <p>Completed newsletter is circulated to all Councillors for checking prior to full publication.</p>	<p>Quarterly</p> <p>Rachel Avery</p>	Low	Low	1	

131	<b>Administration/Legal</b>	As and when <i>Rachel Avery</i>	Low	Medium	2
	Failure to meet statutory obligation re non - political content  To meet required standard.	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.			
128	<b>Environmental</b>	Quarterly <i>Rachel Avery</i>	Low	Low	1
	Failure to deliver and litter  To minimise litter arising from newsletter distribution	Test distribution arrangements. Take appropriate action against offenders. Printing is done in house. Only the exact number of newsletters required for each distribution point are printed.			
341	<b>Financial</b>	Annually <i>Rachel Avery</i>	Low	Low	1
	Inadequate budget provision  To ensure review of service requirement	The costs to produce the newsletter is included within the annual budgetary process.			

Non production of newsletter

Town Clerk responsible for ensuring all publication deadlines are met.  
Newsletter is printed in house.

**Completed by:**

**Date:**

**Position:**

No of Risks 6

No of risks scored: 6

No of Action Plans: 0

# LCRS Step 5 - Risk report for Open spaces

Your Duty = Power to acquire land and maintain

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
126	<p><b>Administration/Legal</b></p> <p>Absence of agreements with users, permits etc</p> <p>To facilitate control of facilities</p>	<p>Ensure that signed contracts/agreements/permits are in place, where necessary.</p> <p>Maintain a register of users.</p>	<p>Annually</p> <p>Rachel Avery</p>	<p>Low</p>	<p>High</p>	<p>3</p>	
121	<p><b>Environmental</b></p> <p>Fly tipping</p> <p>To minimise the impact of fly tipping and associated health/safety risk</p>	<p>Carry out regular site inspections.</p> <p>Arrange for safe disposal facility.</p> <p>Ensure any hazardous substances are properly dealt with.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Enforce regulations/bye-laws as appropriate.</p>	<p>Weekly</p> <p>Rachel Avery</p>	<p>Medium</p>	<p>High</p>	<p>6</p>	<p>Yes</p>

122	<b>Environmental</b>		As and when	Low	High	3	
	Pollution		Rachel Avery				
	To minimise risk/complaint arising from pollution at council owned facilities	Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.					
368	<b>Environmental</b>		Monthly	Medium	Medium	4	Yes
	Vandalism		Rachel Avery				
	To minimise the risk of loss/damage/injury arising from vandalism.	Take reasonable action to maintain security of sites. Arrange for regular site visits.					
	To minimise risk arising from anti-social behaviour	Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.					
124	<b>Financial</b>		Monthly	Low	Medium	2	
	Failure to collect all income due to the council		Rachel Avery				
	To maximise income and minimise risk of loss	Clerk is responsible for collecting income. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Maintain appropriate internal control and internal audit testing.					

123	<b>Financial</b>	Failure to review charges	To ensure that all charges are reviewed annually	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Medium	2
<hr/>								
125	<b>Financial</b>	Inadequate budget provision	To ensure proper financial provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2
<hr/>								
117	<b>Physical</b>	Personal injury	To minimise the risk of personal injury to persons using council facilities.	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place.	Annually	Low	High	3

## Property Maintenance

*Rachel Avery*

To ensure that all council assets are properly maintained

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.  
 Arrange regular site inspection to ensure that defined standards are being maintained.  
 Ensure that, where necessary, appropriate signage is in place.  
 Maintain detailed records.  
 Ensure appropriate insurance cover is in place.

**Completed by:****Date:****Position:***No of Risks* **9***No of risks scored:* **9***No of Action Plans:* **2**



# LCRS Step 5 - Risk report for Planning & Development Control

Your Duty = Rights of consultation

Crediton Town Council

Assessment year: 2020

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

ID Risk /  
Hazard / Requirement

Control

Annually  
Rachel Avery

Low

Medium

2

54 Environmental

Failure to comply within consultation deadline

To meet consultation timetable

Planning applications are considered monthly at Town Strategy Committee Meetings. During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided. Extensions requested to LPA as required. Responses to planning applications are submitted using the Planning Authority's online planning portal the day after the Council meeting.

Completed by:

Date:

Position:

No of Risks 1

No of risks 1  
scored:

No of Action 0  
Plans:

# LCRS Step 5 - Risk report for Play Areas

Your Duty = Power to provide

**Crediton Town Council**

Assessment year: 2020

Act = s 19 Local Government(Misc Provisions) Act 1976

Scoring note: Low = 1 Medium = 2 and High = 3
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Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
324	<b>Administration/Legal</b> Inadequate maintenance of records To maintain a register of complaints/injuries and action taken	Proper records are maintained for all complaints/injuries.	Annually Rachel Avery	Low	High	3	
344	<b>Financial</b> Inadequate budget provision To ensure proper financial provision	Ensure that service requirements are detailed in annual budget process. The two play areas the Council has acquired do not have any play equipment. The costs required to maintain the play areas is considered annual by the Council as part of the budgetary process.	Annually Rachel Avery	Low	Medium	2	

323	<b>Financial</b>	Inadequate insurance cover	To ensure that council has adequate insurance	All relevant risks are included on the councils insurance policy.	Annually	Low	High	3
					Rachel Avery			

322	<b>Physical</b>	Personal Injury	To ensure play surfaces & equipment are in a safe condition	All play surfaces are regularly inspected and action is taken to remedy any issues identified. There is no play equipment at the play areas maintained by the Council.	Daily	Low	High	3
					Rachel Avery			

<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks 4	No of risks scored: 4	No of Action Plans: 0
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# LCRS Step 5 - Risk report for Provision of Office Accommodation

Your Duty = Power to provide

**Crediton Town Council**

Assessment year: 2020

Act = s 133 Local Government Act 1972

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
345	<b>Financial</b> Inadequate budget provision To ensure proper financial provision	Requirements included in annual budget process.	Annually Rachel Avery	Low	High	3	
353	<b>Physical</b> Fire To safeguard against fire risk	Offices are leased from a private Landlord. Staff receive health and safety training. Strict security/control of combustible materials held by council. There is a separate Fire Risk Assessment. Fire extinguishers are provided and on a servicing contract. Staff have been trained in how to use fire extinguishers. Fire drills held on a regular basis Separate risk assessment for office work and visitors to the office.	Annually Rachel Avery	Low	High	3	

399	<b>Physical</b>	Legionella bacteria in water supply	As and when <i>Rachel Avery</i>	Low	High	3
		Risk Assessment required every two years, if applicable	Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Town Council. Greater risk from Legionella bacteria could occur in showering facilities.			
24	<b>Physical</b>	Poor Office Conditions	Quarterly <i>Rachel Avery</i>	Low	Medium	2
		All office accommodation to be of a good standard	Regular inspection of office conducted by Town Clerk. Any adverse conditions dealt with and/or reported to Landlord. Arrange repair/maintenance etc. in accordance with tenancy agreement.			
25	<b>Physical</b>	Poor/Faulty Office Furniture	Monthly <i>Rachel Avery</i>	Low	Medium	2
		To maintain approved standards for office furniture and fittings	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.			

Ensure maintenance agreement/contract in place where appropriate.  
 Allocate responsibility for local repair/maintenance.  
 Restrict access to qualified personnel only.  
 Arrange regular inspection to ensure that any statutory obligations are met.  
 Maintain appropriate records.

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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	<i>No of Risks</i> <b>6</b>	<i>No of risks scored:</i> <b>6</b>	<i>No of Action Plans:</i> <b>0</b>
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# LCRS Step 5 - Risk report for Provision of Website/Internet Access

Your Duty = Power to provide from 'free resource'

**Crediton Town Council**

Assessment year: 2020

Act = s 137 Local Government Act 1972

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
346	<b>Financial</b> Inadequate budget provision To ensure proper financial provision	Service requirement is included in annual budgetary process.	Annually Rachel Avery	Low	Medium	2	
28	<b>Technical</b> Failure of Website/Internet Providers To maintain high standard of service provision	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly Rachel Avery	Low	High	3	

Completed by:

Date:

Position:

No of Risks 2

No of risks scored: 2

No of Action Plans: 0

# LCRS Step 5 - Risk report for Public Conveniences

Your Duty = Power to provide

**Crediton Town Council**

Assessment year: 2020

Act = s 87 Public Health Act 1936

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Action by:

Your action required (>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score
99	<b>Administration/Legal</b> Contracts with service providers To ensure proper administrative arrangements	Town Clerk ensures that contracts with service providers are maintained. Contractors are required to provide proof of insurance and where necessary risk assessments and work method statements.	Annually Rachel Avery	Low	Medium	2
100	<b>Administration/Legal</b> Disability & Discrimination Act To meet statutory obligations for service provision	Town Clerk ensures that all conditions of the Act as they affect service provision are met. Carry out periodical review of service.	Annually Rachel Avery	Low	Medium	2



98 <b>Administration/Legal</b>	Service level agreement with principal authority	This is not required as the Town Council owns the toilets.	Annually	N/A	N/A	0	<i>Rachel Avery</i>	
93 <b>Environmental</b>	Pollution To minimise risks arising from pollution	Town Clerk to ensure that all equipment is properly maintained and operating correctly. Town Clerk to ensure that all drains etc. are properly maintained and fully functional. Town Clerk to carry out appropriate tests, when required, and maintain records.	Daily	Low	High	3	<i>Rachel Avery</i>	
94 <b>Environmental</b>	Vandalism To minimise the risk of loss/damage/injury arising from vandalism	The Town Council maintains liaison with local enforcement agencies. Take action as appropriate against offenders. Ensure appropriate insurance cover is in place.	Annually	Medium	High	6	Yes	<i>Rachel Avery</i>

95	<b>Financial</b>	Failure to achieve desired standard of cleaning/hygiene To maintain high standard of hygiene/cleanliness	The Town Council employees a cleaner to clean the public toilets. The Town Council provides appropriate staff training as and when necessary/required. The Town Clerk arranges periodical checks.	Daily Rachel Avery	Low	Low	1
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96	<b>Financial</b>	Failure to collect all income To minimise the risk of loss.	Not applicable, no income received.	Annually Rachel Avery	N/A	N/A	0
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97	<b>Financial</b>	Inadequate budget provision To ensure proper financial provision	Ensure that service requirements are included in annual budget process.	Annually Rachel Avery	Low	Medium	2
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91	<b>Physical</b>	Hazardous substances control	To minimise associated risks	Annually Rachel Avery	Low	High	3
				All hazardous substances are securely locked away in Cleaners cupboard where there is no public access. Staff to receive adequate training in the provision of hazardous substances. Protective clothing is provided.			

398	<b>Physical</b>	Legionella - Legionnaires disease	To control Legionella bacteria in the water systems	As and when Rachel Avery	Low	High	3
				There are no showering facilities. There is only a cold water supply to the handwash basins.			

90	<b>Physical</b>	Maintenance	To ensure proper maintenance of premises and minimise risk of loss/damage/injury	Annually Rachel Avery	Low	Medium	2
				Premises are inspected on a regular basis. Any works/maintenance identified is arranged by Office staff in a timely manner.			

89	<b>Physical</b> Security	To safeguard council property	Annually Rachel Avery	Low	Medium	2
			Toilet is currently opened and closed using a cloud locking system (accessible toilet to road side of building. Male/Female toilets to park side closed. Public Conveniences are listed on Council asset register.			

92	<b>Physical</b> Water supply	To maintain adequate water supply and minimise any loss/damage arising	Daily Rachel Avery	Low	Medium	2
			Toilets are inspected on a regular basis. Members of the public are encouraged to report any faults identified. Council staff will make swift arrangements to rectify any defaults.			

<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks	13	No of risks scored:	13	No of Action Plans:	1
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# LCRS Step 5 - Risk report for Shelters & Seats

Your Duty = Power to provide

**Crediton Town Council**

Assessment year: 2020

Act = s 4 Local Government (Miscellaneous Provisions) Act 1953

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Action by:

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
372	<b>Administration/Legal</b> Provision of inadequate standard of seating To minimise risk arising from provision	Town Council has a seating policy including a list of preferred suppliers. All prospective donors are provided with a copy of the policy. Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually Rachel Avery	Low	Medium	2	
370	<b>Environmental</b> Vandalism To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour	Maintain liaison with enforcement agencies. The Town Council will instigate legal action against perpetrators where appropriate.	Annually Rachel Avery	Low	High	3	

351	<b>Physical</b>	Fire	To safeguard against fire risk	Annually <i>Rachel Avery</i>	Low	High	3
<p>Fire is likely to occur due to arson. The Town Council maintains contact with emergency services and will pursue a prosecution against vandalism/arson.</p>							
362	<b>Physical</b>	Injury or damage arising from use	To minimise risk arising from use	Annually <i>Rachel Avery</i>	Low	High	3
<p>Public seating is regularly inspected for defects. Members of the public are encouraged to report any problems they identify. Shelters and seats are repaired/renewed as and when required. Appropriate insurance cover is held.</p>							
371	<b>Technical</b>	Inadequate maintenance of shelters & seats	To minimise risk arising	Annually <i>Rachel Avery</i>	Low	High	3
<p>They are regularly inspected and cleaned. Repairs and maintenance is carried out as and when required. Any equipment identified as dangerous will be repaired or removed. Maintain records of repair and maintenance.</p>							

Provision of inadequate public seating

To ensure that standards as determined by council are met

The Council has a seating policy.  
Any person wishing to provide public seating are provided with a copy of the council policy and the approved list of suppliers.  
Town Clerk to inspect all seats prior to acceptance to ensure required standards are met.

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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks <b>6</b>	No of risks scored: <b>6</b>	No of Action Plans: <b>0</b>
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# LCRS Step 5 - Risk report for Town and Country Planning

Your Duty = Right to be notified of planning applications

**Crediton Town Council**

Assessment year: 2020

Act = s 1 (p8) Town and Country Planning Act 1990

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Action by:

Your action required (>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score
62	<b>Administration/Legal</b> Failure to meet consultation deadlines <a href="#">To meet consultation timetable</a>	Planning applications are considered monthly at Town Strategy Committee meetings. Delegated arrangements are made during the Summer and Christmas recess. Where necessary liaise with the Planning Authority for possible extension. Council responses to planning applications are submitted to the Planning Authority using the electronic planning portal.	Annually Rachel Avery	Low	Medium	2
61	<b>Administration/Legal</b> Maintenance of register/records	All planning applications are e-mailed directly to the Council, these are cross referenced against the Consultee In-tray on the online planning portal. The planning applications form part of the Council minutes, so all decisions/comments are recorded within the Council minutes.	Annually Rachel Avery	Low	Medium	2



Security of records

To safeguard planning records

Planning records are held by the Planning Authority.  
Details of decisions taken by the Council are held with the minutes electronically as well as paper copies.

**Completed by:**

**Date:**

**Position:**

No of Risks 3

No of risks scored: 3

No of Action Plans: 0

# LCRS Step 5 - Risk report for War Memorials

Your Duty = Power to maintain, repair, protect and adapt war memorials

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
313	<p><b>Physical</b></p> <p>Inadequate budget provision</p> <p>To ensure annual service review</p>	<p>Review service provision within annual budget process.</p> <p>Earmarked reserve fund is held for any unscheduled works that are required.</p>	<p>Annually</p> <p>Rachel Avery</p>	Low	Medium	2	
359	<p><b>Physical</b></p> <p>Inadequate maintenance</p> <p>To maintain war memorial and the surrounding area to an acceptable standard</p>	<p>War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor.</p>	<p>Annually</p> <p>Rachel Avery</p>	Low	Medium	2	

Vandalism

To minimise the risk of loss/damage/injury arising from vandalism

Members of the public are encouraged to report any issues.  
Maintain liaison with local police.  
The Town Council will instigate legal action against perpetrators where appropriate.  
Insurance held.

**Completed by:**

**Date:**

**Position:**

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **1**

# LCRS Step 5 - Risk report for Web Sites

Your Duty =

**Crediton Town Council**

Assessment year: 2020

Action by:

Scoring note: Low = 1 Medium = 2 and High = 3
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Review  
timing &  
Responsibility

Likelihood  
of  
occurrence

Impact  
on  
Council

Score

Your  
action  
required  
(>3)

ID	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
386	<b>Administration/Legal</b> Compromise of copyright by inclusion of website links or frames To minimise risk	If web site contains links to other sites ensure permission of destination website is prerequisite.	Annually Rachel Avery	Low	High	3	
387	<b>Administration/Legal</b> Confusion arising from links to external websites To minimise risk	Ensure that adequate control is in place and that web site makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites.	Annually Rachel Avery	Low	Medium	2	

321	<b>Administration/Legal</b> Content To maintain effective administration		<i>Rachel Avery</i>	Low	Medium	2
		Ensure that all content is specifically approved by council. Councillors are regularly asked for feedback on Town Council website. The website is being updated to ensure compliance with the new website accessibility regulations.				

376	<b>Administration/Legal</b> Dependence upon an individual To ensure that the site activity is not restricted to one person		<i>Annually</i> <i>Rachel Avery</i>	Low	Low	1
		There are at least two officers with the ability to undertake all website activity and are up to date with current site status. Training is provided ad and when necessary.				

373	<b>Administration/Legal</b> Insurance To protect council		<i>Rachel Avery</i>	Low	Medium	2
		Appropriate insurance cover is held by council.				

383 <b>Administration/Legal</b>	Lack of motivation for continued management of website To minimise risk	The Council recognises the risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. There are regular reviews of the site content and development. The site is currently being updated to meet the new website accessibility regulations. Councillors are regularly asked for feedback on Town Council website.	Quarterly	Low	Low	1
385 <b>Administration/Legal</b>	Lack of visibility of visitor numbers To maintain adequate statistics	Website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the process.	Annually	Low	Low	1
377 <b>Administration/Legal</b>	Loss of Data/ Inability to access backup To avoid risk arising from loss of data	Website is subject to outside management and regularly backed up and reviewed.	Monthly	Low	High	3

<p>381 <b>Administration/Legal</b>  Non compliance with Freedom of Information Act  To minimise risk</p>	<p style="text-align: right;"><i>Annually</i>    <b>Low</b>    <b>Medium</b>    <b>2</b>  <i>Rachel Avery</i></p> <p>The Town Clerk ensures that legal requirements are met in full.  The Town Clerk ensures that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.</p>
<p>382 <b>Administration/Legal</b>  Non conformance with the Data Protection Act  To minimise risk.</p>	<p style="text-align: right;"><i>As and when</i>    <b>Low</b>    <b>High</b>    <b>3</b>  <i>Rachel Avery</i></p> <p>Where posting information to website, or storing personal information, the Clerk ensures the Council is GDPR compliant.</p>
<p>316 <b>Administration/Legal</b>  Ownership and Control of Universal Resource Locator (URL)  To ensure that council has full control of website</p>	<p style="text-align: right;"><i>Annually</i>    <b>Low</b>    <b>High</b>    <b>3</b>  <i>Rachel Avery</i></p> <p>Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.  Ensure that hosting charges and domain renewal charges are met by council.  Ensure that council has full details of web address, account name, username and password to manage the web address.</p>

375 <b>Administration/Legal</b>	Risk arising from use of unlicensed software	Annually <i>Rachel Avery</i>	Low	High	3
	To ensure that the council is protected from charges of condoning use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.			
388 <b>Administration/Legal</b>	The placing of information on site that may put people at risk	Annually <i>Rachel Avery</i>	Low	High	3
	To minimise risk	Only information that has been approved and conforms with the GDPR will be posted on the Council's website.			
		The website contains a list of local groups and organisations together with the name and contact details for the secretary/Chair. The Town Council will only publish these details when it has that persons express consent for publication.			
380 <b>Technical</b>	Failure to meet needs/expectations of visitors to site	Annually <i>Rachel Avery</i>	Low	Medium	2
	To minimise risk	Employ only suitably skilled persons to design develop site.			
		Maintain a record of all views, comments, complaints received.			
		Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.			
		Maintain dialogue with site visitors where appropriate.			
		The Council is currently making changes to the site in order to comply with the new website accessibility regulations.			



378	<b>Technical</b>	Inadequate control of website	To minimise risk arising from third party input	Annually Rachel Avery	Low	Medium	2
				Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.			

384	<b>Technical</b>	Lack of visibility of website to search engines	To minimise risk and maximise visitor numbers	Quarterly Rachel Avery	Low	Low	1
				Website is regularly updated and can be found when googled.			

379	<b>Technical</b>	Risk arising from poor design / appearance of website	To minimise risk arising from poor design	As and when Rachel Avery	Low	Low	1
				Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation. The Council is currently altering the website in order to comply with the new website accessibility regulations.			

<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	No of Risks 17	No of risks scored: 17	No of Action Plans: 0
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## Bungalow Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 16 March 2021

### **Recommendation**

Full Council is recommended to consider and approve the Heads of Agreement (subject to the Council' solicitor agreeing the terms), relating to the rent of The Bungalow, 8 North Street, Credition, EX17 2BT.

#### **1. Background**

- 1.1 Full Council has approved £17,500 for the rental of the building as part of the 2021/22 budget.
- 1.2 The Town Clerk has agreed a rent of £800 per month, totalling £9,600 per annum.
- 1.3 The Town Clerk has obtained Change of Use planning permission but must submit an application to Building Control.

#### **2. Proposals**

- 2.1 That the building control application consist of:
  - changing current doors to fire doors
  - creation of French doors from window in 'front room' to comply with fire regulations
- 2.2 That Mid Devon District Council be contacted to advise of the building use and business rate charges.
- 2.3 That an appropriate committee investigates the creation of a community hub for the front office.
- 2.4 That appropriate furniture be purchased to create working spaces within the new building.
- 2.5 That the garden be tended by The Turning Tides CIC to provide additional outside space.

#### **3. Financial Implications**

- 3.1 The rent and business rates will be the main costings related to the office. Business rates will be calculated after a decision has been made on OLS.
- 3.2 The Heads of Terms states that the building is on a repairing lease, similar to the current North Street office.
- 3.3 Any additional furniture to provide both office and meeting space will incur a cost.

#### **4. Conclusion**

- 4.1 In the absence of a purchasable building, the bungalow offers additional working space for staff, and rentable meeting space for outside community groups/organisations.

Rachel Avery – Town Clerk and RFO

## LEASE – HEADS OF AGREEMENT

PROPERTY: 8 North Street, Crediton, Devon, EX17 2BT

LANDLORDS: [REDACTED]

TENANT: Crediton Town Council, 8a North Street, Crediton, Devon, EX17 2BT

LANDLORDS' SOLICITOR: Mrs Tracy Neal, Battens Solicitors, The Bank House, Long Street, Sherborne, Dorset, DT9 3BU  
Email: [REDACTED]  
Telephone: [REDACTED]

TENANT'S SOLICITOR: To be advised

COMMENCEMENT DATE: 1<sup>st</sup> March 2021 (maturing 30<sup>th</sup> September 2032)

TERM: Eleven years and six months

RENT: £9600.00 per annum payable monthly in advance

RENT REVIEWS: 1<sup>st</sup> March 2024 and 1<sup>st</sup> March 2027

BREAK OPTIONS: 30<sup>th</sup> September 2025 by giving six months written notice

INSURANCE: Contribution of 25% of the annual premium for the whole property

REPAIRING/MAINTENANCE OBLIGATIONS:

- a) The occupied building shaded red on the plan full repairing and maintaining. The property has just been fully refurbished so is in perfect condition
- b) A contribution of 25% of the cost of repairing and maintaining the whole of the front of the property on North Street, Crediton
- c) A contribution of 25% of the cost of repairing and maintaining the passageway leading from North Street to the rear of the property
- d) Upkeep of the garden and yard shaded green on the plan excluding the boundary walls

# INDEPENDENT SURVEYS (SOUTH WEST)

Broadbury, OKEHAMPTON, Devon, EX20 4NH

*Consultant Forensic Surveyors*

Okehampton (01837) 871517

Holsworthy (01409) 829155

Tavistock (01822) 649470

**Fax:** (01837) 871298

Exeter (01392) 434444

Plymouth (01752) 674444

Launceston (01566) 749370

Bodmin (01208) 479292

**e-mail:** expertise@independent-surveys.co.uk

Building Surveys \* Insurance & Building Claims \* Accidents in the Workplace \* Dangerous Structures \* Scaffolds \* Airfields

Ms Lisa Blake  
Special Projects Office  
Crediton Town Council  
8A North Street  
CREDITON  
EX17 2BT

**Our Ref:** G7.S/0

**Date:** 02.02.2021

**Your Ref:**

**By E-mail only:** projectsofficer@crediton.gov.uk

Dear Ms Blake,

## **SURVEY OF OLD LANDSCORE SCHOOL, EX17 3LP**

Thank you for your enquiry about the cost of a *Level 3 Building Survey* of the premises named above.

I understand that the property comprises the former school building, outbuildings and external curtilage which you already occupy on a provisional arrangement with DCC.

Our Building Survey dealing with the matters set out under Item 1 of the attached Survey Information Sheet will produce a comprehensive report of approximately 30 pages detailing the form of construction of the property, highlighting principal defects (if any) and making suggestions, if appropriate, for any further specialist investigation considered necessary. The limitations on the extent of inspection are set out under Item 2 of the Survey Information Sheet but can be expanded wherever this is considered advisable, at additional cost, to include the specialist examinations shown in Item 3.

Our fees for the initial survey described will be a maximum sum of £1800 plus VAT (max. total £2160).

The purpose of the report is to provide you with a detailed cost-effective appraisal of the property to assist your purchase negotiations and knowledge of condition and our fees quotations are based on a realistic assessment of the time necessary to carry out a comprehensive examination of accessible parts of the building and services. However, you should regard the figure as a maximum charge which would not be exceeded without your specific consent. When our account is drawn up we charge merely for the time spent on site and in preparing the written report and the cost will be less if we are able to save time on site.

Independent Surveys (SW), as a member of the Independent Surveyors and Valuers Association, acts in accordance with the Charter of the Association (copy enclosed) which offers assurance that your interests will be fully respected. Instructions to act will not be accepted if there is considered to be any conflict of interest which might prejudice advice given. Any personal or previous professional relationships concerning property with which we have a financial interest will also be declared prior to accepting instructions. Furthermore, Independent Surveys (SW) undertakes not to reveal any information received from you or discovered whilst acting on your behalf to any third party without your consent. The only exception to this would be the event of discovering a hazard to safety whilst

carrying out a survey, in which case the hazard would be notified to the person/s responsible for the building.

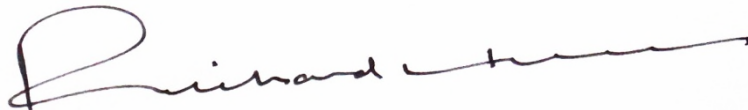
**General Data Protection Regulations (GDPR):** We confirm that all information provided by you will be held safely and strictly in confidence. It will be used for communicating with you personally and will not be released to others without your specific consent. Your authority and appointment to proceed with this instruction by signature below includes consent to continue to communicate with you using the contact details provided and such consent will remain in force until formally revoked.

When you have considered your needs, and if you would like to us to act on your behalf in this matter, please sign a copy of this letter, scan and return it to me by email in accordance with our Quality Management procedures.

Your instruction in this matter will be a ‘distance contract’ subject to Consumer Protection as defined in *The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013\**. You have rights to cancel the contract within 14 days following instruction as explained in more detail in the ‘Right to Cancel’ leaflet attached to this letter.

If you need a further discussion prior to making a decision or confirming instructions then please call me so that we can deal with the matter to cover all your needs.

Yours sincerely,



**R.H. HULLS, FRICS**  
**Chartered Building Surveyor**

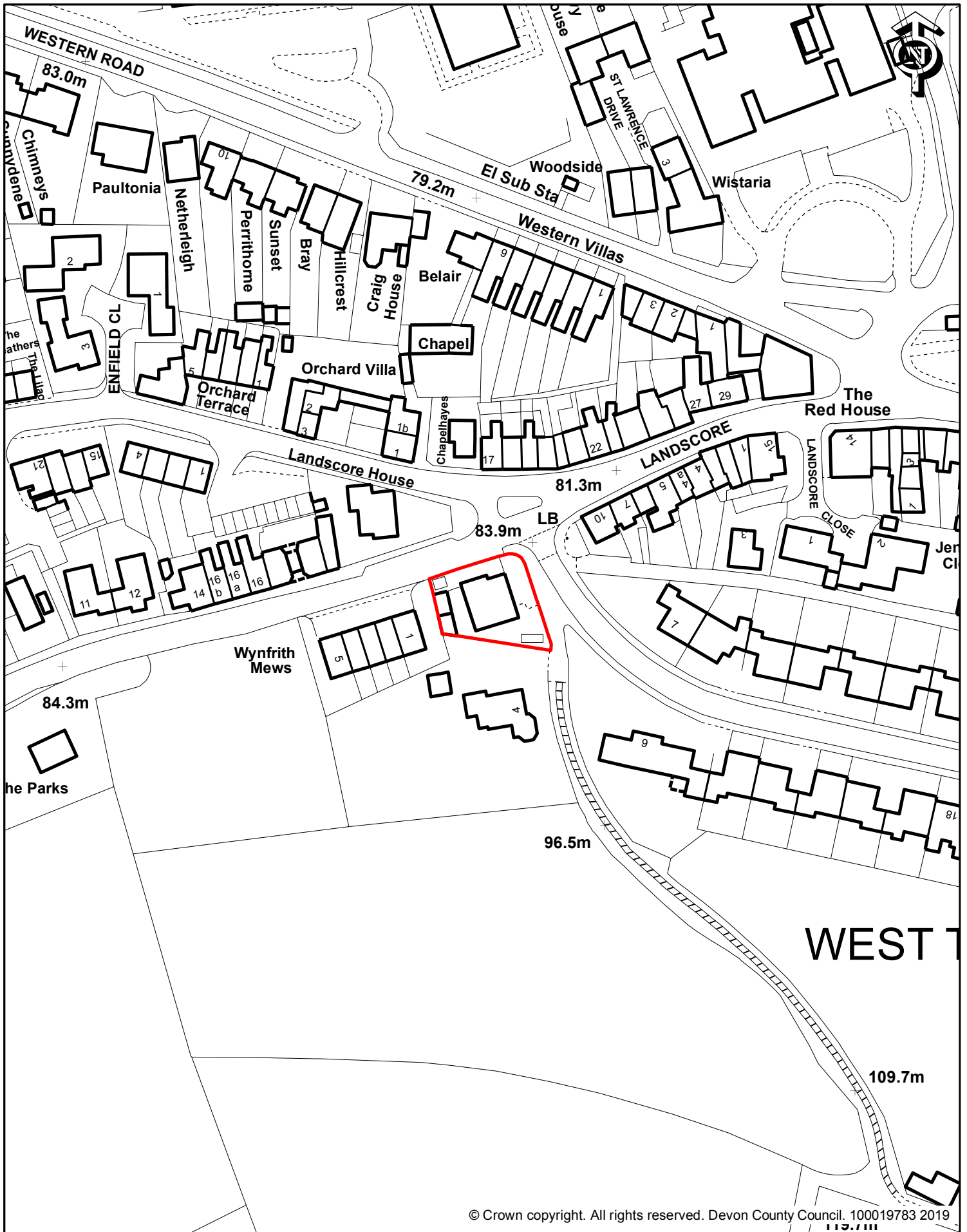
Encs: Survey Information Sheet Conditions of Engagement ISVA Charter Right to Cancel leaflet
--

I have read the above letter together with the attached Survey Inspection Sheet, Conditions of Engagement and ‘Right to Cancel’ leaflet and would like you to proceed on the basis shown above.


For avoidance of doubt, it is my request, in accordance with Clause 3b(1)(a) of the Regulations referred to above\*, that you start acting immediately on my behalf. I am aware that I will be liable for any charges accruing for work carried out under this instruction within the cancellation period referred to in the ‘Right to Cancel’ leaflet.

**Signed:**            Rachel Avery.....

**Date:**              03/02/2021.....



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Title: <b>Crediton Old Landscore School</b>		Project: <b>Site plan</b>	
 <p><b>NPS South West Ltd</b></p> <ul style="list-style-type: none"> <li>• Head office: Venture House, 1 Capital Court, Bittern Road, Sowton Ind Est, Exeter, EX2 7FW</li> <li>• South office: The Acorn Centre, Lee Mill Ind. Est. Ivybridge, PL21 9GP</li> </ul>	Scale: <b>1:1,250</b>	Date: <b>Jun 19</b>	Contact:
	File/ Deed:	OS Sheet:	Telephone:
	Prep: <b>CP</b>	Checked:	Office: <b>EXETER</b>
	BIS No:	Project No: <b>19001</b>	Drwg No: <b>OLS01</b>

## **INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

## **APPENDIX 1**

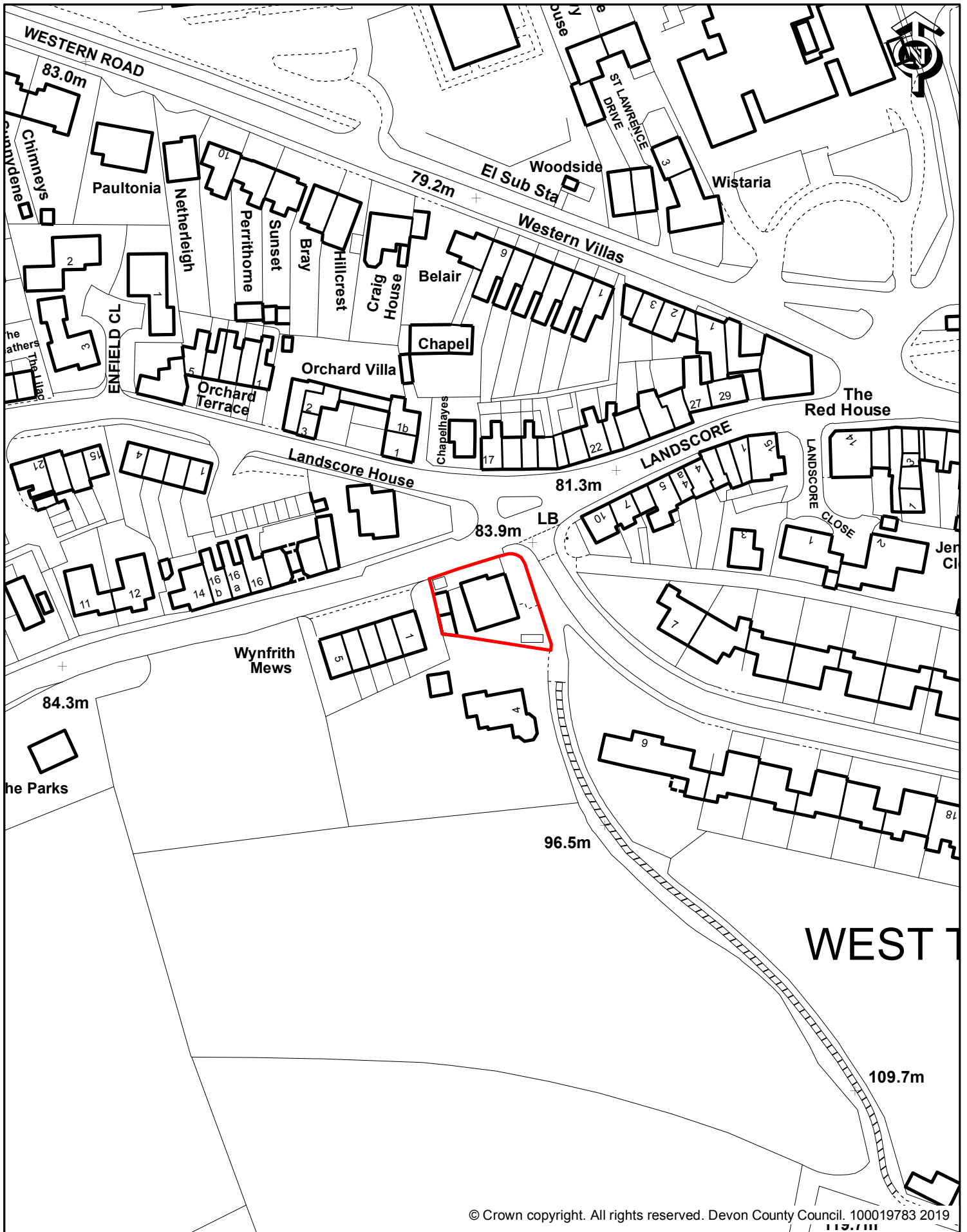
to

Report prepared by


**Richard Henry Hulls, PhD, BSc, FRICS, CMIOSH**

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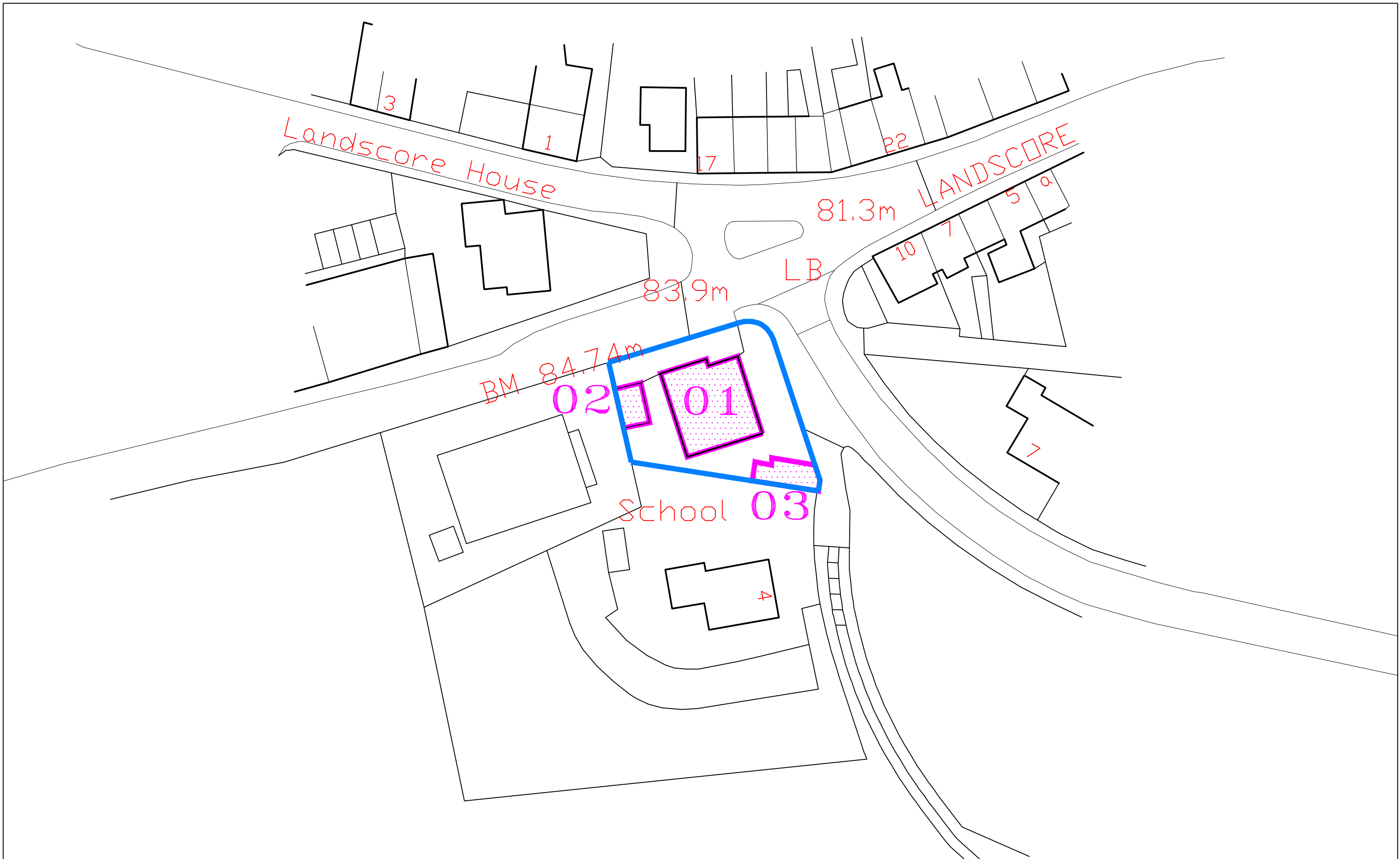
Okehampton (01837) 871517      Exeter (01392) 434444  
Holsworthy (01409) 829155      Plymouth (01752) 674444  
Tavistock (01822) 649470      Launceston (01566) 749370  
**Fax:** (01837) 871298      Bodmin (01208) 479292  
**e-mail:** [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)



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	BIS No:	Project No: <b>19001</b>	Drwg No: <b>OLS01</b>





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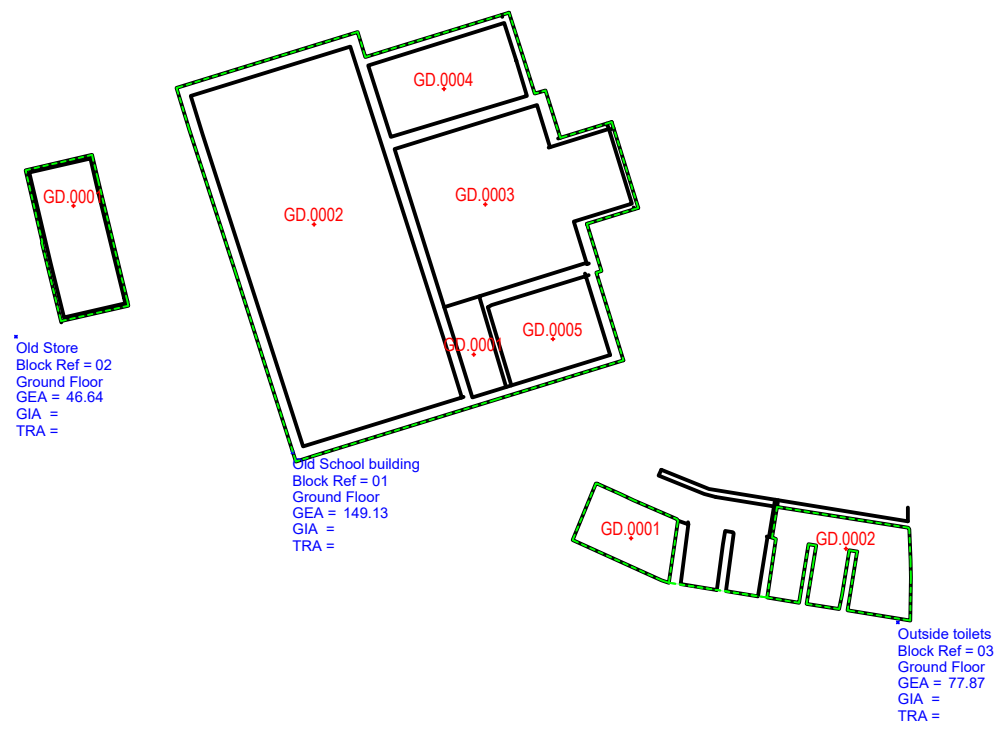


County Hall,  
Topsham Road,  
Exeter,  
EX2 4QG  
01392 384392



NPS South West  
Capital Court  
Bittern Road  
Sowton  
Exeter  
EX2 7FW  
01392 351042

B.I.S. No.	3547	DCSF No	Name Old Landscore School Early Bird Nursery	
Address	Old Landscore School Early Bird Nursery Greenway Credton Devon		Dept.	CYPS
			Tel:	
			Scale	1:500
			Drawn by	CP
			Date	Aug 10
			Sheet	OS 1 of 1



# Ground Floor



County Hall,  
Topsham Road,  
Exeter,  
EX2 4QG  
01392 384392



NPS South West  
Capital Court  
Bittern Road  
Sowton  
Exeter  
EX2 7FW  
01392 351042

B.I.S. No.	3547	DCSF No	Name Old Landscore School Early Bird Nursery	
Address	Old Landscore School Early Bird Nursery Greenway Credton Devon		Dept.	CYPS
			Drawn by	CP
			Tel:	Date Aug 10
			Scale	NTS
			Sheet	FP 1 of 1

## Area and Room list

### 354701 : OLD LANDSCORE SCHOOL EARLY BIRD NURSERY

01- OLD SCHOOL BUILDING -			
Reference	Use	Sub use	Area (m2)
<b>Ground Floor</b>			
GD.0001	Ancillary/Circulation	Entrance Foyer / Reception	3.60
GD.0002	Non School	Nursery	65.79
GD.0003	Non School	Nursery	31.74
GD.0004	Pupil Changing/Toilets	Cloakroom	11.14
GD.0005	Kitchen/dining	Kitchen	9.48
<b>Sub total</b>			<b>121.75</b>
02- OLD STORE -			
Reference	Use	Sub use	Area (m2)
<b>Ground Floor</b>			
GD.0001	Teaching Storage	Store/cupboard	17.58
<b>Sub total</b>			<b>17.58</b>
03- OUTSIDE TOILETS -			
Reference	Use	Sub use	Area (m2)
<b>Ground Floor</b>			
GD.0001	Pupil Changing/Toilets	Boys Toilet	5.70
GD.0002	Pupil Changing/Toilets	Infants Toilet (shared)	18.36
<b>Sub total</b>			<b>24.06</b>
<b>Total</b>			<b>163.39</b>



## 354701 : OLD LANDSCORE SCHOOL EARLY BIRD NURSERY

OLD LANDSCORE, GREENWAY, CREDITON, DEVON, EX17 3LP

Site area : 520m2, 0.13 acres, 0.05 Hectares  
 Total Gross internal area of buildings : 171m2  
 Nr buildings on site : 3, Number of blocks :3  
 Main contact :  
 SLA details : East :

[Search for another site](#)

## Condition survey

[Current survey](#) [Archived surveys](#)  
[Produce reports](#)  
[Element cost summary](#) [Survey Detail](#) [Written report](#) [Block cost summary](#) [Survey audit history](#) [Survey check](#)

### Building surveyors report

#### **Block 01: Main Building:**

Structurally the building is generally in a satisfactory condition. The external envelope is in a functional condition but life-cycle component renewal of windows and doors is considered an essential priority. Single glazed timber casement and steel crittal windows have far out-reached their intended life-expectancy and the building would benefit from an upgraded aluminium double glazed specification being installed. Roof coverings are generally performing as intended although the brick chimney stack requires urgent repointing and repairs to mortar flaunching's. Early assessments indicate water ingress damage within the building is likely to be associated with the chimney. Further investigation is recommended prior to agreeing a final specification of repairs, however rebedding of ridge tiles together with renewal of hipped valley lead work and repairs to chimney flashings may also be required. Cast iron rainwater goods are in a very poor condition on all elevations and complete renewal is recommended within the next 12 months. Generally the building requires full external redecoration and repointing of masonry (brickwork) to all elevations.

Internally the building appears dated and a comprehensive overhaul recommended in the next 12 months. The refurbishment works should include; renewal of floor coverings, replacement (upgraded fire rated) doors, replacement sanitary ware, a kitchen re-fit and general redecoration throughout. Rebuilding of the kitchen partition wall to entrance lobby is an urgent priority to form a suitable fire break from the rest of the building. Suspended ceiling tiles in the main nursery room are tired and an isolated area has suffered some roof leak damage. Likewise painted wall finishes in GD.0003 nursery room exhibit water ingress damage – likely to be caused by defective chimney flashings, flaunching and/or pointing.

#### **Block 02: Old Store:**

Externally the building is in a satisfactory condition and generally performing as intended. Repointing of brickwork to the Northern and Western elevations is required within 1-2 years. Internally the carpet floor finish should be replaced on a cyclical basis.

#### **Block 03: Outside Toilets:**

The building is generally functional although urgent external refurbishment works are required. Mineral felt mono-pitch roof coverings exhibit temporary flash-band tape repairs adjacent to the boundary wall. Renewal of mineral felt and polycarbonate roof sheets should be considered within the next 1-2 years. Timber external doors should be upgraded and fair faced concrete floor finishes would benefit from being painted. Internally the building is generally in a very poor condition and a comprehensive refurbishment programme is required to make these facilities fit for purpose.

#### **External Areas:**

The retaining stone (southern flank) boundary wall exhibits minor cracks, displaced pointing and partial movement to the upper brick work. General repairs to stone buttresses, repointing and partial rebuilding of high level brickworks is considered an urgent priority. Metal railings and gates throughout the site are corroded and redecoration works are now essential to maintain long-term integrity. General renewal of tarmac surfaces would be beneficial within 3-5 years. Brick boundary wall repointing and repairs are required in isolated areas. On the Northern boundary wall a decorative sandstone pillar cap has become displaced and this needs to be repaired (re-cited) as an urgent priority due to it's proximity to the public footpath / pavement.

#### **H&S Comments**

Incomplete, defective or non-fire rated doors and partitions are likely to result in fire compartmentation being poor within Block 01. In this report we have itemised the necessary repairs and upgrades for those internal doors which are already in-situ, however this condition survey only reports on existing components which need repair or replacement - It does not make specific recommendations or report on areas for improvement. Generally the condition, suitability and risk evaluation of fire breaks, fire compartmentation, cavity barriers, fire stopping, fire doors, glazed screens, roller shutters, means of escape and all associated emergency lighting, fire detection and fire alarm systems should be detailed within the premises Fire Risk Assessment (FRA)

#### **Asbestos Management:**

Crediton Town Council provided a scanned extract from an asbestos survey report carried out by CASA Environmental on 7th June 2019.

Within their report the following items were identified:

Block 01. Main Building – Asbestos Cement Chrysotile roof slates (200 sqm)

Block 01. Main Building – Chrysotile vinyl floor tiles and adhesive bonding in Kitchen (7 sqm) beneath 2 layers of non-asbestos floor coverings

Block 01. Main Building – Chrysotile vinyl floor tiles and adhesive bonding in entrance lobby (3 sqm) under 2 layers of non-asbestos floor coverings

Block 03. Toilet Block – Amosite reinforced toilet cistern mounted to wall

### Mechanical surveyors report

#### **Block 01 : Mechanical & Electrical (M&E) Services Main Building**

A visual inspection appears to show the M&E services to be in a safe & usable condition in that there are no bare wires or broken sockets or light switches etc, although there is little evidence of any recent repair or upgrade works having been carried out. Please also refer to the H&S Comments section at the end of this report.

The incoming electrical mains supply is located in the Kitchen (GD.0005) & is of a domestic type which is sufficient for a building of this type.

The electrical wiring largely consists of PVC twin with earth cables installed within the fabric of the building or within surface mounted containment such as mini trunking or PVC conduit.

The socket outlets & lighting switches are not compliant to Building Regulations Part M in terms of colour differentiation for the partially sighted.

The electrical installation is life expired & should be rewired within the next 5 years to the current edition BS 7671. This would include replacement of distribution boards, sockets, light switches & cables, & the installation of a surge protection device.

The internal lighting consists of switch start T8 fluorescent fittings, or compact fluorescent fittings such as the "2D" type, all with manual controls. Consideration should be given to replacing these with LED versions & movement sensor controls.

There is a fire alarm system which is of the manual rotary gong type with domestic type battery powered smoke detectors. Consideration should be given to installing a fire alarm system to include automatic detection to L3 standard as per BS 5839 & via a risk assessment being carried out by the site user.

There are a small number of stand-alone self-contained fluorescent emergency lights & consideration should be given to replacing these with LED auto self-test versions.

The heating is via Air Source Heat Pumps (ASHP) in Main Room (GD.0002) & Office (GD.0003).

There is an electrical fan heater located in the WC's (GD.0004) which is used for frost protection purposes.

Heating is augmented via portable electric heaters in all of the rooms.

Consideration should be given to installing additional ASHP's although this would entail upgrading the existing incoming electrical mains supply.

There is an external cold water tap mounted near the Kitchen with no non return valve fitted to prevent back siphonage. The tap should either be removed or a non-return valve should be fitted ASAP.

Water heating is via a 2 No electric storage heaters 1 No located in the Kitchen & 1 No located in the WC. It is not known if these are functional or safe to use.

There is a wall mounted extract fan in the Kitchen which inoperative & should be repaired.

There is an intruder alarm system which has been taken out of service. There is a dummy CCTV camera outside the Entrance Lobby (GD.0001)

The Entrance Lobby has a door access system which operates intermittently & should be repaired or replaced.

There is no lightning protection system (LPS) & specialist contractor should be engaged to carry out a risk assessment to see if an LPS is required.

#### **Block 02 : M&E Services Old Store**

A visual inspection appears to show the M&E services be in a safe & usable condition in that there are no bare wires or broken sockets or light switches etc, although there is little evidence of any recent repair or upgrade works having been carried out. Please also refer to the H&S Comments section at the end of this report.

The electrical wiring largely consists of PVC twin with earth cables installed within the fabric of the building or within surface mounted containment such as mini trunking or PVC conduit.

The socket outlets & lighting switches are not compliant to Building Regulations Part M in terms of colour differentiation for the partially sighted.

The electrical installation is life expired & should be rewired within the next 5 years to the current edition BS 7671. This would include replacement of distribution boards, sockets, light switches & cables.

The internal lighting consists of switch start T8 fluorescent fittings, or compact fluorescent fittings such as "2D" type, with manual controls. Spare parts for these fittings are becoming difficult to source & consideration should be given to replacing these with LED versions & movement sensor controls.

There is no fire alarm system present in the building & consideration should be given to install one to include automatic detection to L3 standard as per BS 5839 & via a risk assessment being carried out by the building user. This Block would then need to be connected as separate zone to Block 01.

There are no emergency lights & consideration should be given to providing these as per the LED auto self-test versions.

Heating is via portable electrical heating & consideration should be given to providing ASHP's.

#### **Block 03 : M&E Services Outside Toilets**

The Block appears to be redundant & not in use. A visual inspection appears to show the M&E services to be in a safe & usable condition in that there are no bare wires or broken sockets or light switches etc, although there is little evidence of any recent repair or upgrade works having been carried out. Please also refer to the H&S Comments section at the end of this report.

The electrical wiring largely consists of PVC twin with earth cables installed within the fabric of the building or within surface mounted containment such as mini trunking or PVC conduit.

The socket outlets & lighting switches are not compliant to Building Regulations Part M in terms of colour differentiation for the partially sighted.

The electrical installation is life expired & should be rewired within the next 5 years to the current edition BS 7671. This would include replacement of distribution boards, sockets, light switches & cables.

The internal lighting consists of switch start T8 fluorescent fittings, or compact fluorescent fittings such as "2D" type, with manual controls. Spare parts for these fittings are becoming difficult to source & consideration should be given to replacing these with LED versions & movement sensor controls.

There is a gas heater for frost protection purposes that has been taken out of use & which should be removed. A new frost protection system in the form of trace heating to the pipework should be considered if the Block is to be reused.

The water system to the Block has been isolated & legionella checks will be needed if Block is to be brought back into use.

There is no provision for hot water & this would be best remedied via a point of use electric over sink water heater.

#### **External Areas : M&E Services**

Blocks 02 & 03 are fed by overhead cables attached to catenary wires & whilst the cables appear to be secure it is advised that they should be checked as soon as is practicable & any defects found thereafter being rectified.

The external lighting is a mix of tungsten floodlighting & compact fluorescent lighting controlled by a time switch with manual override switch located in the Kitchen. Consideration should be given to replacing this with LED type lighting & movement sensor controls.

#### **H&S Comments : M&E Services**

Discussions with Crediton Town Council have revealed that there are no service or test certificates for the M&E services at the site. They have further advised that as when repairs are required these are actioned as soon as possible. However in order to ensure that the various M&E systems that require regular servicing are in a safe & usable condition, over & above the visual inspection carried out by Messrs NPS SW Ltd, appropriate tests should be carried out prior to the building being occupied or being brought back into proper use. These tests should include :

- . An Electrical Test & Inspection being carried out to produce an Electrical Installation Condition Report (EICR).
- . Air source heat pumps & controls.
- . Emergency lighting.
- . Legionella, eg water heaters.
- . Cleaning of kitchen extract ventilation fan & checking of associated controls.

On completion of the above any H&S defects arising from these works will need to be rectified as soon as possible & prior to the use of these systems.

### Electrical surveyors report

#### KEY

A - Good     B - Satisfactory     C - Poor     D - Bad/Urgent work required     D1 - Priority 1 urgent work required

The priority definitions are as follows :

**Priority 1** : Immediate work required    **Priority 2** : Required within 2 years    **Priority 3** : Required within 3-5 years    **Priority 4** : Required from 6 years onwards

## **INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

## **APPENDIX 2**

to

Report prepared by

**Richard Henry Hulls, PhD, BSc, FRICS, CMIOSH**

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Okehampton (01837) 871517      Exeter (01392) 434444  
Holsworthy (01409) 829155      Plymouth (01752) 674444  
Tavistock (01822) 649470      Launceston (01566) 749370  
**Fax:** (01837) 871298      Bodmin (01208) 479292  
**e-mail:** [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)

Subject to Contract

<b>Seller</b>	Devon County Council
<b>Seller's solicitor</b>	The County Solicitor fao Megan Cross Head of Conveyancing megan.cross@devon.gov.uk
<b>Buyer</b>	Crediton Town Council
<b>Buyer's solicitor</b>	tbc
<b>Purpose</b>	The Seller shall transfer the freehold of the Property to the Buyer on the terms set out below
<b>Property</b>	The Old Landscore School as shown edged red on the attached plan OLS01 being all the land and buildings within title DN511266.
<b>Access</b>	The current access to the Property is over a pedestrian public footpath. A plan showing public highway is attached. The Seller sells with such implied vehicular rights as it may hold in respect of access to the Property
<b>Price</b>	£16000
<b>Buyers Covenants</b>	<ol style="list-style-type: none"><li>1. not to use the Property other than for<ul style="list-style-type: none"><li>• the benefit of the community of the town of Crediton in accordance with the Crediton Town Council's constitution or in accordance with the constitution of a successor in function</li><li>• associated office use by Crediton Town Council</li><li>• ancillary office use by community groups by way of licence to use</li></ul>providing that any income generated by use or occupation of the Property by third parties shall be applied to the provision of services associated with the permitted use</li><li>2. that in the event that the Buyer disposes of the property the Buyer shall<ul style="list-style-type: none"><li>• comply with the requirements of s.123 or s.127 of the Local Government act 1972 and</li><li>• apply the proceeds in perpetuity for the wider benefit of the local community.</li></ul></li><li>3. not to transfer or lease the property or any part of it or parts of it to any party or person without ensuring that that party or person has executed, or will contemporaneously execute, a deed imposing upon him, her, it or them covenants in like terms (mutatis mutandis) as are contained in the transfer of the Property.</li><li>4. To comply with the attached Equalities covenant</li></ol>
<b>Indemnity</b>	The Buyer will indemnify the Seller against breach of the covenants



<b>Overage</b>	Overage may be due on development or material change of use of the Property in accordance with the provisions set out in the Overage Terms below
<b>Timescale</b>	Completion to take place as soon as is practicable as shall be agreed following the Town Council's January Full Council meeting
<b>Condition</b>	The Buyer is in occupation of the property and shall take the Property in it's existing condition
<b>Tenancy at Will</b>	The tenancy at will currently in place between the parties will fall away on completion of the transfer
<b>Other Terms</b>	As required by the County Solicitor
<b>Costs</b>	Each party to bear its own costs in this matter

### The Overage Terms

1. This clause sets out provisions relating to payment of overage

1.1 For the purpose of this clause the following terms shall have the following meanings:

**Current Use** means use of the Property as described at para 1 Buyers Covenants

**Current Use Value** means the Open Market Value of the Property or relevant part thereof (as the case may be) on the day before the Trigger Date on the assumption that there is no prospect of the Relevant Planning Permission being granted and no other use other than the Current Use

**Development** has the meaning given to it by Section 55 of the Planning Act

**Development Value** means the difference between the Enhanced Value and the Current Use Value

**Disposal** a disposition within the meaning of section 205 Law of Property Act 1925 of the whole or any part of the Property or the transfer of the whole or any part of the freehold interest in the Property or the grant of a lease of the Property or any part thereof for a term equal to or exceeding ten years by the Transferee or their mortgagee

**Enhanced Value** the Open Market Value of the Property at the relevant Trigger Date with the benefit of the Relevant Planning Permission

**Expert** an independent expert approved by the Buyer and the Seller or Sellers for the time being or (in default of agreement as to the appointment) appointed by the President for the time being of the Royal Institution of Chartered Surveyors on the application of either of the parties

**Implementation** means the date of implementation of the Relevant Planning Permission as defined by section 56 of the Town and Country Planning Act 1990

**Interest** interest during the period from the date on which the payment is due to the date of payment both before and after any judgment at the yearly rate of 2% above the base rate published by Barclays Bank plc from time to time or if such rate is not published at any time such other comparable rate of interest as the Transferor may then in writing specify having regard to interest current at such time

**Open Market Value** means the best price at which the Property or the relevant part thereof might reasonably be expected to realise if sold on the open market by a willing seller to a willing buyer on the Trigger Date (but including in the event of a sale of the property to the Seller of a nearby property any special value or synergistic value to the Seller of a nearby property) in which the provisions of this Deed are disregarded but assuming;

- (a) the Property has vacant possession;
- (b) no previous Trigger Event has occurred that has reduced the open market value of the Property or the relevant part thereof;
- (c) the Property is assumed to be free from all encumbrances other than those existing at the date hereof;
- (d) any damage to or destruction of the Property occurring after the date of this Deed is assumed to have been fully reinstated;

and

**Overage** is the Relevant Percentage of Development Value attributable to the relevant Trigger Event agreed or determined in accordance with clause 1 less £16,000 (or a relevant proportion thereof as appropriate) and less the costs reasonably and properly incurred by or on behalf of the Transferee in obtaining the Relevant Planning Permission and less the sum expended by the Transferee in carrying out any refurbishment works that increase the Open Market Value of the Property since the date of the transfer.

**Payment Date** in respect of any and each Trigger Event payment of the Overage shall be made:

- (1) 90 working days following the date of Implementation of the Relevant Planning Permission; or
- (2) if earlier the date of a Relevant Disposal; or
- (3) if later, 14 days after determination of the Overage

**Planning Act** the Town and Country Planning Act 1990

**Planning Permission** means the grant of detailed planning permission to develop the Property ( which shall include development or a material change authorised by way of Permitted Development Rights) or any part thereof during the Relevant Period to change from the Current Use

**Relevant Disposal** a Disposal of any part of the Property with the benefit of the Relevant Planning Permission occurring within the Relevant Period

**Relevant Percentage** 60%

**Relevant Planning Permission** the Planning Permission granted on the relevant Trigger Date

**Relevant Period** means the period expiring 80 years from the date of this Transfer

**Transferor** Devon County Council

**Transferee** Crediton Town Council  
**Transferee's** a chartered surveyor with not less than 15 years' experience

**Surveyor**  
**Trigger Date** the date of any and each Trigger Event

**Trigger Event** shall mean the Implementation of any Planning Permission or Relevant Disposal after the date of this Transfer during the Overage Period

**Working Day** any day other than Saturday, Sunday and any Bank or Public Holiday

## 1.2. Interpretation

1.2.1 (a) The expression "Transferor" means Devon County Council or its statutory successor in function. For the avoidance of doubt it does not include its successors in title

(b) The expression "Transferee" includes their successors in title and assigns

1.2.2 Any covenant to do any act or thing includes an obligation to procure that it be done and any covenant not to do any act or thing includes a covenant not to allow such act or thing to be done by a third party

1.2.3 Where the Transferor or the Transferee for the time being are two or more individuals the terms of the Transferor and the Transferee include the plural number and obligations expressed or implied to be made by or with such party are deemed to be made by or with such individuals jointly and severally

1.2.4 Unless otherwise specified, a reference to legislation (including subordinate legislation) is to that legislation as extended, amended, modified, consolidated, or re-enacted

from time to time and includes any instrument, order, regulation, permission, consent, licence, notice, direction, byelaw, statutory guidance or code of practice made or granted under such legislation.

### 1.3. Overage

The Transferee with the intent to bind the Property and each and every part thereof so far as legally may be for itself and its successors in title for the time being of the Property or any part thereof hereby covenants with the Transferor to observe and perform the covenants set out below:-

1.3.1 Within 30 working days after any and each Trigger Date the Transferee must serve notice of the Trigger Event on the Transferor accompanied by:-

- (a) a copy of the Relevant Planning Permission and a copy of the planning application and any relevant supporting documentation pursuant to which the Relevant Planning Permission was granted;
- (b) a reasoned valuation of the Development Value by the Transferee's Surveyor;
- (c) the Transferee's calculation of Overage; and
- (d) evidence of the cost reasonably and properly incurred by or on behalf of the Transferee in obtaining the relevant Planning Permission

1.3.2 If the Transferor reasonably disputes the Transferee's Surveyor's valuation or the Transferee's calculation of Overage, it must within 90 Working Days after receipt of the Transferee's notice (time being of the essence) serve a counter-notice on the Transferee of the Transferor's valuation and/or calculation of Overage.

1.3.3 If the Transferor and the Transferee have not agreed the amount of the Overage within 30 Working Days after service of the Transferor's counter-notice either party may require that the amount of the Overage be referred to the Expert for determination.

1.3.4 If the Transferor fails to serve a counter-notice within the 90 Working Day period referred to in clause 1.3.2 it is deemed to have accepted the Transferee's valuation and calculation of Overage.

1.3.5 If the Transferee fails to serve the notice required by clause 1.3.1 the Transferor may instruct a chartered surveyor (with not less than 15 years' experience) to undertake a reasoned valuation of the Development Value and;

- (a) such valuation is deemed to be the Development Value for the relevant Trigger Event; and
- (b) the cost of preparation of such valuation must immediately be reimbursed by the Transferee to the Transferor.

1.3.6 Upon any and each Payment Date the Transferee must pay Overage to Devon County Council (or its statutory successor in function). That except in circumstances where Clause

1.3.5 applies each Party shall be responsible for its own costs relating to the assessment of Overage

#### 1.4 Disposals

The Transferee covenants with the Transferor as follows:-

1.4.1 The Transferee will not make a Disposal without procuring on or prior to completion of such Disposal that the person in whose favour the Disposal is made executes and delivers to the Transferor a new deed of covenant in the terms of this clause 1.4. (other than in respect of any sums which have been paid to the Transferor before such Disposal) and will not charge the whole or any part of the Property except to a person who covenants with the Transferor that no transfer will be made or lease granted under any power of sale or of leasing arising by virtue of the charge except to a person who has executed a deed in the terms referred to above and the new deed of covenant will contain such provisions as the Transferor reasonably considers necessary to take into account the nature of the Disposal.

1.4.2 The parties apply to the registrar for entry of a restriction on the register of the title to the Property in standard form L:

“No disposition (other than a mortgage or charge) by the proprietor of the registered estate or by the proprietor of any registered charge not being a charge registered before the entry of this restriction is to be registered without a certificate signed by the County Solicitor, Devon County Council of County Hall, Topsham Road, Exeter, Devon EX2 4QD that the provisions of [this clause] of the Transfer Deed dated [ ] have been complied with.”

1.4.3 Where all (if any) payments of Overage in respect of any prior Trigger Event have been paid and the Transferee complies with clause 1.4.1 and obtains the prior approval of the Transferor to the identity of the transferee or lessee (such approval not to be unreasonably withheld or delayed having regard to the likely level of Overage due or in future to be payable hereunder) the Transferee will cease to have any liability under this Clause 1 for any matter arising after the Disposal in respect of that part of the Property which is the subject of the Disposal (but without prejudice to the Transferee’s continuing liability for prior breaches).

1.4.4 The Transferee must pay all professional and other costs, charges, fees and expenses incurred by the Transferor arising out of the operation of this clause 1.3

#### 1.5 Assignment by Transferor

The benefit of the covenants contained in this clause 1 may be assigned by the Transferor

#### 1.6 Interest

The Transferee covenants to pay Interest on any money payable pursuant to this clause 1 calculated from the Payment Date until payment.

#### 1.7 Expert

Any dispute concerning any sums payable pursuant to this clause 1 must be determined by the Expert in accordance with the following provisions:-

1.7.1 he will act as an expert and his decision will be final and binding on the parties;

1.7.2 he will be instructed to consider all written representations made on behalf of the Transferor and/or the Transferee which are delivered to him within such period or periods as he stipulates (having regard to the parties' wish for a quick determination);

7.7.3 he will be instructed to use all reasonable endeavours to give his decision as speedily as possible;

7.7.4 if he dies or refuses or is unable to act the procedure for appointment will be repeated as often as necessary;

7.7.5 his fees and the costs of his appointment will be payable by the parties in such proportions as he determines or in default of such determination by the parties equally);

7.7.6 if he is ready to make his determination but is unwilling to do so due to the failure of one party to pay its share of the costs in connection with the determination of the other party may serve upon the party in default of a notice requiring the party in default to apply such costs within 7 working days and if the party in default fails to comply with such notice the other party may pay the Expert the costs payable thereby the party in default and any amount so paid by the other party will be a debt due forthwith from the party in default to the other party together with Interest

## 7.8 VAT

The sums payable pursuant to this clause 7 are exclusive of any VAT. Accordingly the Buyer will in addition pay any VAT chargeable or payable in respect of such sums.

## 7.9 Overage on Disposal and on Implementation of Planning Permission

In the event that Overage is paid on a Relevant Disposal then on implementation of the Relevant Planning Permission (relevant to that Relevant Disposal) in full or on any part or parts of the Property, the amount of Overage payable will be abated in respect of the same part or parts by a sum equal to the amount previously received provided that the sum triggered to be payable under implementation of the Relevant Planning Permission exceeds the sum previously paid for the same part or parts of the Property on the Relevant Disposal.

7.10 That the Transferee and their representatives shall hold the terms of the transaction in strict confidence save as required by law and shall not reveal the them to third parties without the express permission of the Transferor in writing.

7.11 That the Transfer shall include such other terms and conditions as the County Solicitor considers appropriate for a transaction of this nature.

7.12 That the above terms are subject to contract and the necessary consents and approval of Devon County Council.





## **INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

## **APPENDIX 3**

to

Report prepared by

**Richard Henry Hulls, PhD, BSc, FRICS, CMIOSH**

---

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Holsworthy (01409) 829155      Plymouth (01752) 674444  
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**Fax:** (01837) 871298      Bodmin (01208) 479292  
**e-mail:** [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)



**ASBESTOS MANAGEMENT SURVEY REPORT**  
**SITE SURVEYED**

**Old Lanscore School Early Bird Nursery  
Greenway  
Crediton  
Devon  
EX17 3LP**

**SURVEYED ON:**  
**7th June 2019**



Casa Environmental Services Ltd  
Unit 9 Londonderry Farm  
Keynsham Road  
Willisbridge  
Bristol  
BS30 6EL

Tel: 0117 9322 323  
Email: [enquiries@casaenvironmental.co.uk](mailto:enquiries@casaenvironmental.co.uk)

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## EXECUTIVE SUMMARY

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The survey undertaken to Old Landscore School Early Bird Nursery , Greenway , Crediton , Devon, EX17 3LP consisted of a management survey and was undertaken in accordance with HSE publications HSG264 Asbestos: The Survey Guide.

The survey was carried out by Casa Environmental Services Limited and was commissioned by NPS South West (Exeter).

The purpose of the survey was to locate the presence and extent of any asbestos bearing materials as far as is reasonably practical within the scope of a survey of this type.

This survey report enables the client to manage any ACM's within the building in order to prevent accidental exposure to asbestos during normal use or during maintenance activities.

6 samples of suspected ACMs were taken during the survey.

Upon analysis ACMs were found or presumed in the form of:

-  Cement Roof Slates
-  Reinforced Composite
-  Vinyl Floor Tiles & Bitumen Products

Inaccessible Areas Please note the following areas will require a second phase visit to discover whether any additional ACMs are present. (Areas not accessed during the course of the survey have been discussed and agreed with the client).

-  None

### Scope of the Survey

-  Management survey to all areas of Nursery.

### Excluded Areas (Areas Outside the Scope of the Survey)

-  None.

## INTRODUCTION

---

### Survey Objective

This survey is a Management Survey as defined in the HSE publication HSG264 Asbestos: The Survey Guide.

Its purpose is to identify any asbestos based materials, as far as is reasonably practical and record the location, extent and condition of these materials in order that this report can assist in preventing accidental exposure to asbestos by building occupiers. Occupiers may be people working in the building on a day to day basis, visitors or maintenance and refurbishment staff.

During the survey it is possible that minor intrusive measures are needed to access areas where ACM's may exist.

The survey will usually involve the need to take samples of suspect materials and have them analysed by an Accredited Laboratory to determine the presence or absence of asbestos.

A combination of sampling and presuming of ACM's may be used as detailed in HSG264 guidelines.

This survey report presents the details of all ACM's located within the scope of the management survey, Analysts results and recommendation as to any action required to manage the materials safely.

### Plans of Inspected Areas

Plans are provided for guidance as to the location of any identified ACMs and non-ACMs. They are intended to assist along with photographs and written descriptions in giving an appreciation of the location and extent of any ACMs, areas of non-access and the approximate areas of sample points. They are not necessarily entirely accurate or to scale.

### Site Description

The site consists of a school.

### Liability

No liability is accepted to anyone using the information contained in this report other than to the Casa Environmental Services Limited client who commissioned the survey.

This document is not to be used by a third party without the written permission of Casa Environmental Services Limited.

We accept no responsibility should you choose not to act upon any recommendation contained within this report or for the consequences of not doing so.

This report may not be reproduced except in full and with the approval of Casa Environmental Services Limited and the client.

## SITE INFORMATION

---

DATE OF SURVEY - 7th June 2019

REFERENCE NUMBER - J007846

CLIENT - NPS South West (Exeter)  
Venture House  
1 Capital Court  
Exeter  
EX2 7FW

CLIENT CONTACT - Nigel Coleman

LEAD SURVEYOR - Dave Chudleigh

ASSISTANT SURVEYOR - N/A

REPORT COMPILED BY - George House

REPORT TECHNICALLY AUDITED BY - Jacqui Coventry

REPORT ISSUED - 19th June 2019

ADDRESS OF SITE(S) SURVEYED - Old Landscore School Early Bird Nursery  
Greenway  
Crediton  
Devon  
EX17 3LP

REPORT SIGNED OFF BY - Jacqui Coventry



## DETAILED SITE INFORMATION

---

### **Survey Type**

Management Survey as defined in HSG264

### **Survey Methodology**

As per HSG264 guidance and Casa Environmental Services Limited surveying procedures

### **Details of any variation or deviation from HSG264 Guidance Agreed With the Client Prior to or During the Survey**

 N/A

**CONCLUSIONS AND ACTIONS**

Incident Reference	Location	Material Description	Level of Identification	Asbestos Type	Quantity	Priority	Recommendation
2	Block 1 Ground Floor / Kitchen GD.0005	Green floor tiles and adhesive	AD	Chrysotile	7 m <sup>2</sup>	Low	Monitor Condition
4	Block 1 Ground Floor / Lobby GD.0001	Green floor tiles and adhesive	SP/CA	Chrysotile	3 m <sup>2</sup>	Low	Monitor Condition
6	Block 1 External / External E01	Cement roof tiles	AD	Chrysotile	200 m <sup>2</sup>	Low	Monitor Condition
8	Block 3 Ground Floor / Toilets GD.0002	Reinforced plastic toilet cistern to wall	AD	Amosite	4 no.	Low	Label and Monitor Condition

AD— Asbestos Detected    SP/CA— Strongly Presumed to Contain Asbestos    PT/CA— Presumed to Contain Asbestos    NAD— No Asbestos Detected

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## SURVEY METHODOLOGY

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This survey has been undertaken in accordance with Casa Environmental Services Limited surveying procedures which comply with HSE guidance document HSG264.

During the survey materials suspected of containing asbestos have been bulk sampled as have materials that are very similar in appearance to asbestos.

We have not undertaken negative sampling i.e. undertaken any bulk sampling to materials that are obviously or unlikely to contain asbestos, such as plasterboard, timber, fibreglass or modern vinyl floor coverings.

Collected samples are forwarded to a UKAS accredited laboratory for analysis in accordance with procedures detailed in HSG248 The Analysts Guide for Sampling Analysis and Clearance Procedures published by the HSE.

The subsequent Analysts Test Certificates are included as a part of the survey report.

Following Analysis each incidence of asbestos along with any presumed asbestos and non-accessed areas are detailed in the positive section of the report (Non accessed areas are presumed to contain ACM's until proven otherwise).

Samples analysed that have no asbestos content are listed in the negative section of the report.

Each incidence of asbestos is listed in the report along with the following additional information, general comments, observation and recommendation, a photograph and material risk assessment scores. All as per HSG264 requirements.

The positive and negative sections of the report along with annotated plans of the survey area and analysts certificate form the asbestos register for the property, vessel or structure.

The report itself does not constitute a management plan.

## IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT

---

This survey was a Management survey.

It may not contain details relating to all asbestos within the building. The duty holder therefore should commission a Refurbishment / Demolition Survey prior to the commencement of any works of this type.

The survey was limited to areas that could be accessed at the time the survey was being undertaken.

We are unable to accept any responsibility for not discovering asbestos that may be present in cavities, under floors, above fixed ceiling or in other voids that could not be accessed within the scope of a management survey. We are unable to report on concealed spaces that may exist within the building where the presence and extent is unknown due to inaccessibility or lack of knowledge of the structure.

It is a possibility that some ACMs may not have been identified due to the wide variety of uses of asbestos in building construction and the complexity of certain buildings. Manufactured materials that contained asbestos was very diverse and responsibility therefore cannot be accepted for loss or damage resulting from non-recognition of materials which are later found to have an asbestos content.

Some decorative coatings contain very small quantities of asbestos which may not be homogeneous. They may have been installed from different batches or may have been repaired at different periods.

Samples taken from such coatings therefore may not necessarily be representative of all of the coating.

Bulk samples are only taken from materials which appear, in the surveyor's opinion, to be likely to contain asbestos.

Enclosed areas such as boilers, flues, ducts etc. which cannot be accessed without the use of specialised equipment have not been included.

We have not inspected areas which would have involved causing damage to decoration, building fabric or fixtures and fittings.

We are unable to accept responsibility for misinterpretation of the contents of this report by third parties.

The extent of any asbestos or suspected asbestos stated within this report is approximate and given for general guidance only.

Where we are unable to gain access to an area within a building following requests to the client for access or if gaining access would involve causing unacceptable levels of damage we state that these areas should be treated as if they contain asbestos until it can be proven otherwise.

## IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT (CONT.)

Limited inspections of insulated pipework and plant have been made. We have not removed all non-asbestos insulation to facilitate inspection. We have only investigated strategic areas of these items.

We have not inspected areas which may exist behind, above or attached to materials which we suspect may contain asbestos.

We recommend therefore that persons subsequently working in these areas are advised of the possibility that asbestos may exist and to exercise caution when breaking through materials that have previously been tested and proven to be negative for asbestos content.

This report can only relate to the situation on the day the survey took place. It does not take into account changes that may have occurred since the survey took place.

Samples have only been taken to materials which are likely to contain asbestos or which may be mistaken as asbestos due to its appearance. The report contains findings based upon both visual inspection and analysis of samples.

The table below gives guidance to the timeframe in which the priority levels should be adhered to.

Priority	Recommended Timeframe
High	Immediate
Medium	1 – 3 Weeks
Low	Within a 6 Month Period

The table below gives further information regarding recommended actions for asbestos products.

Recommendation	Further notes regarding recommended action
Encapsulate	Use suitable encapsulate application to seal surface of material.
Protect/Enclose	Use suitable material to protect/enclose ACM to minimise risk of impact damage
Remove	Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Remove if affected by proposed refurbishment works	Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Restrict Access & Remove	Restrict access to area, communicate with employees, contractors & others. Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Monitor Condition	Regularly monitor condition of ACM.
Label & Monitor Condition	Apply approved asbestos warning labels and regularly monitor condition of ACM.
Exercise Caution	Exercise caution until content can be established.

SURVEY INCIDENT FORMS (SIFS): REGISTER OF POSITIVE ACM'S

---



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7914



7914

Incident Reference	Sample Number	Level	Material Location	Quantity	Image	Comments
2	AE000976	Ground Floor	Block 1 Kitchen GD.0005	7 m <sup>2</sup>		
ID	Material Description	Product Type	Asbestos Type	Asbestos Type		
AD	Green floor tiles and adhesive	Vinyl Floor Tiles & Bitumen Products	Chrysotile	Chrysotile		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Recommendation	Comments
Usually inaccessible or unlikely to be disturbed	1	1	0	1	Monitor Condition	
				3		

Incident Reference	Sample Number	Level	Material Location	Quantity	Image	Comments
4	As AE000976	Ground Floor	Block 1 Lobby GD.0001	3 m <sup>2</sup>		
ID	Material Description	Product Type	Asbestos Type	Asbestos Type		
SPTCA	Green floor tiles and adhesive	Vinyl Floor Tiles & Bitumen Products	Chrysotile	Chrysotile		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Recommendation	Comments
Usually inaccessible or unlikely to be disturbed	1	1	0	1	Monitor Condition	
				3		

Material Assessment Algorithm

Product Type:

- 1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
- 2 AIB, millboards, other low density insulating boards, asbestos textiles, gasket, ropes and woven textiles, asbestos paper etc.
- 3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (= 10 High)

Extent of Damage/Deterioration:

- 0 Good condition: no visible damage.
- 1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.
- 2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged
- 3 High Damage or Delamination of Materials: Sprays and thermal insulation, Visible Asbestos Debris

Surface treatment:

- 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
- 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
- 2 Unsealed AIB or encapsulated lagging and sprays
- 3 Unsealed lagging and sprays

Asbestos Type:

- 1 Chrysotile
- 2 Amphibole asbestos excluding crocidolite
- 3 Crocidolite

Incident Reference	Sample Number	Level	Material Location	Quantity	Comments
6	AE000978	External	Block 1 External E01	200 m <sup>2</sup>	
ID	Material Description	Product Type	Asbestos Type	Asbestos Type	
AD	Cement roof tiles	Cement Roof Slates	Chrysotile		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Priority
Usually inaccessible or unlikely to be disturbed	1	1	1	1	Low
				4	Monitor Condition

Incident Reference	Sample Number	Level	Material Location	Quantity	Comments
8	AE000980	Ground Floor	Block 3 Toilets GD.0002	4 no.	
ID	Material Description	Product Type	Asbestos Type	Asbestos Type	
AD	Reinforced plastic toilet cistern to wall	Reinforced Composite	Amosite		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Priority
Usually inaccessible or unlikely to be disturbed	1	1	0	2	Low
				4	Label and Monitor Condition

**Material Assessment Algorithm**

**Product Type:**  
 1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)  
 2 AIB, millboards, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.  
 3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.  
**Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (= 10 High)**

**Extent of Damage/Deterioration:**

0 Good condition: no visible damage.  
 1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.  
 2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged  
 3 High Damage or Delamination of Materials: Sprays and thermal insulation. Visible Asbestos Debris

**Surface Treatment:**

0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.  
 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.  
 2 Unsealed AIB or encapsulated lagging and sprays  
 3 Unsealed lagging and sprays

**Asbestos Type:**

1 Chrysotile  
 2 Amphibole asbestos excluding crocidolite  
 3 Crocidolite

SURVEY INCIDENT FORMS (SIFS): REGISTER OF NEGATIVE SAMPLED MATERIALS

---

Incident Reference	Sample Number	Level	Material Location	Quantity	Image	Comments
1	AE000975	Ground Floor	Block 1 Kitchen GD.0005	2 no.		
ID	Material Description	Product Type	Asbestos Type	Asbestos Type		
NAD	Sink pad to sink	N/A	N/A	No Asbestos Detected		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Priority	Recommendation	
N/A	N/A	N/A	N/A	N/A	No Action	

Incident Reference	Sample Number	Level	Material Location	Quantity	Image	Comments
5	AE000977	Ground Floor	Block 1 Hall GD.0003	25 m²		
ID	Material Description	Product Type	Asbestos Type	Asbestos Type		
NAD	Fibreboard ceiling panels	N/A	N/A	No Asbestos Detected		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Priority	Recommendation	
N/A	N/A	N/A	N/A	N/A	No Action	The back of it is visible in A01 roof space

**Material Assessment Algorithm**

**Product Type:**

- 1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
- 2 AIB, millboards, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.
- 3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

**Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (= 10 High)**

FN080-V5-030118

**Extent of Damage/Deterioration:**

- 0 Good condition: no visible damage.
- 1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.
- 2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged
- 3 High Damage or Delamination of Materials: Sprays and thermal insulation. Visible Asbestos Debris

**Surface Treatment:**

- 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
- 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
- 2 Unsealed AIB or encapsulated lagging and sprays
- 3 Unsealed lagging and sprays

**Asbestos Type:**

- 1 Chrysotile
- 2 Amphibole asbestos excluding crocidolite
- 3 Crocidolite



Incident Reference	Sample Number	Level	Material Location	Quantity	Image	Comments
7	AE000979	Ground Floor	Block 2 Office GD0001	6 m <sup>2</sup>		
ID	Material Description	Product Type	Asbestos Type	Recommendation		
NAD	Textured coating to plasterboard ceiling	N/A	No Asbestos Detected	No Action		
Accessibility	Product Type	Extent of Damage	Surface Treatment	Total	Priority	Recommendation
N/A	N/A	N/A	N/A	N/A	N/A	No Action

**Material Assessment Algorithm**

**Product Type:**

- 1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
- 2 AIB, millboards, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.
- 3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

**Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (= 10 High)**

FN080-V5-030118

**Extent of Damage/Deterioration:**

- 0 Good condition: no visible damage.
- 1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.
- 2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged
- 3 High Damage or Delamination of Materials: Sprays and thermal insulation, Visible Asbestos Debris

**Surface Treatment:**

- 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
- 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
- 2 Unsealed AIB or encapsulated lagging and sprays
- 3 Unsealed lagging and sprays

**Asbestos Type:**

- 1 Chrysotile
- 2 Amphibole asbestos excluding crocidolite
- 3 Crocidolite

NAD —No Asbestos Detected

SITE PLANS

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Keynsham Road  
Willsbridge  
Bristol  
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Tel: 0117 9322 323  
Email: [enquiries@casaenvironmental.co.uk](mailto:enquiries@casaenvironmental.co.uk)

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**Reference:** J007846

**Floor/Area:** Block 1 Ground floor

**Plan:** 1 of 3

**Site Address:**

Old Landscore School Early Bird Nursery,  
Greenway,  
Credition,  
Devon,  
EX17 3LP

**Key:**



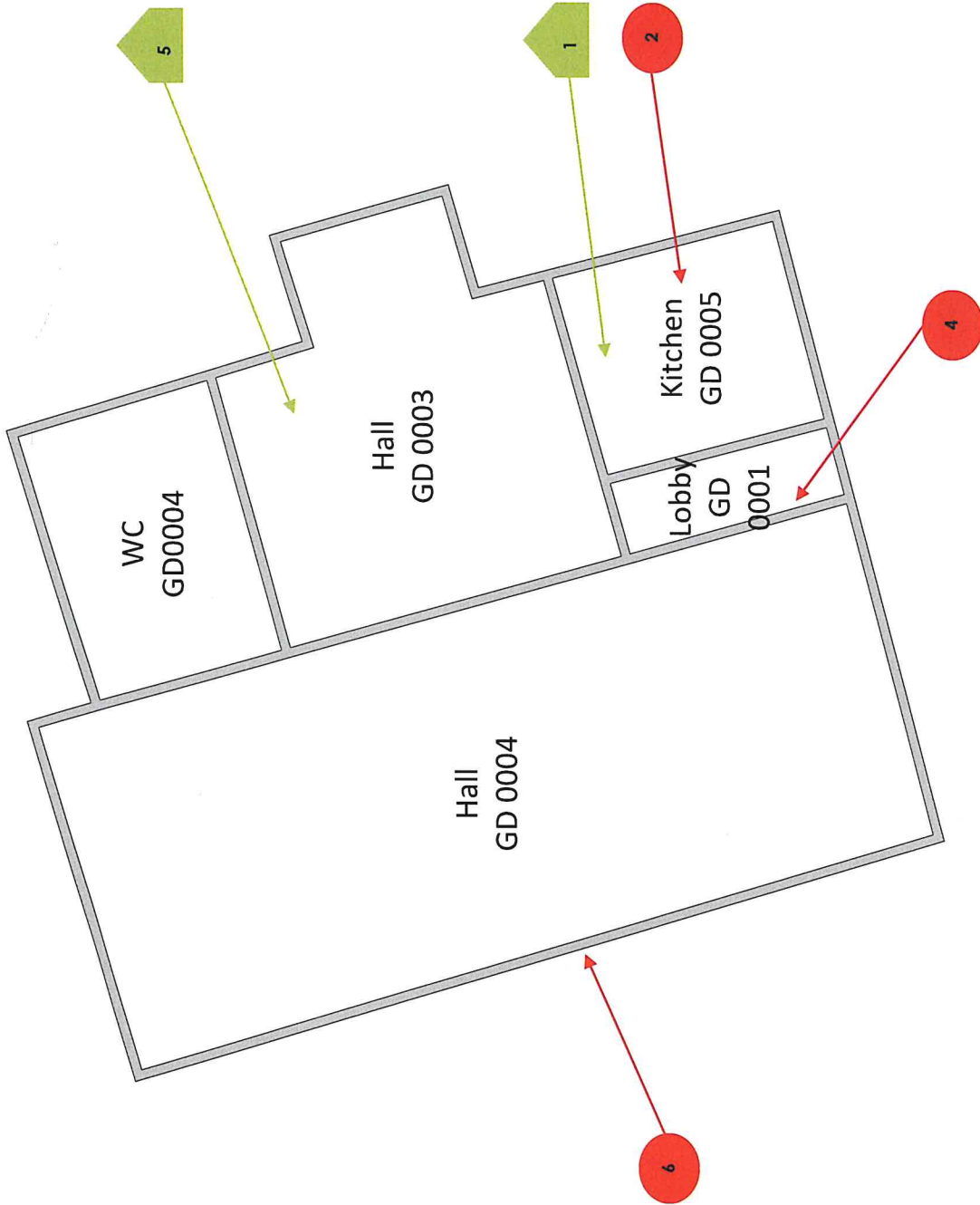
**Asbestos  
Detected**



**Limited/No Access  
Gained**



**No Asbestos  
Detected**





**Reference:** J007846

**Floor/Area:** Block 2 Ground floor

**Plan:** 2 of 3

**Site Address:**

Old Lansdown School Early Bird Nursery ,  
Greenway ,  
Creddon ,  
Devon,  
EX17 3LP

**Key:**



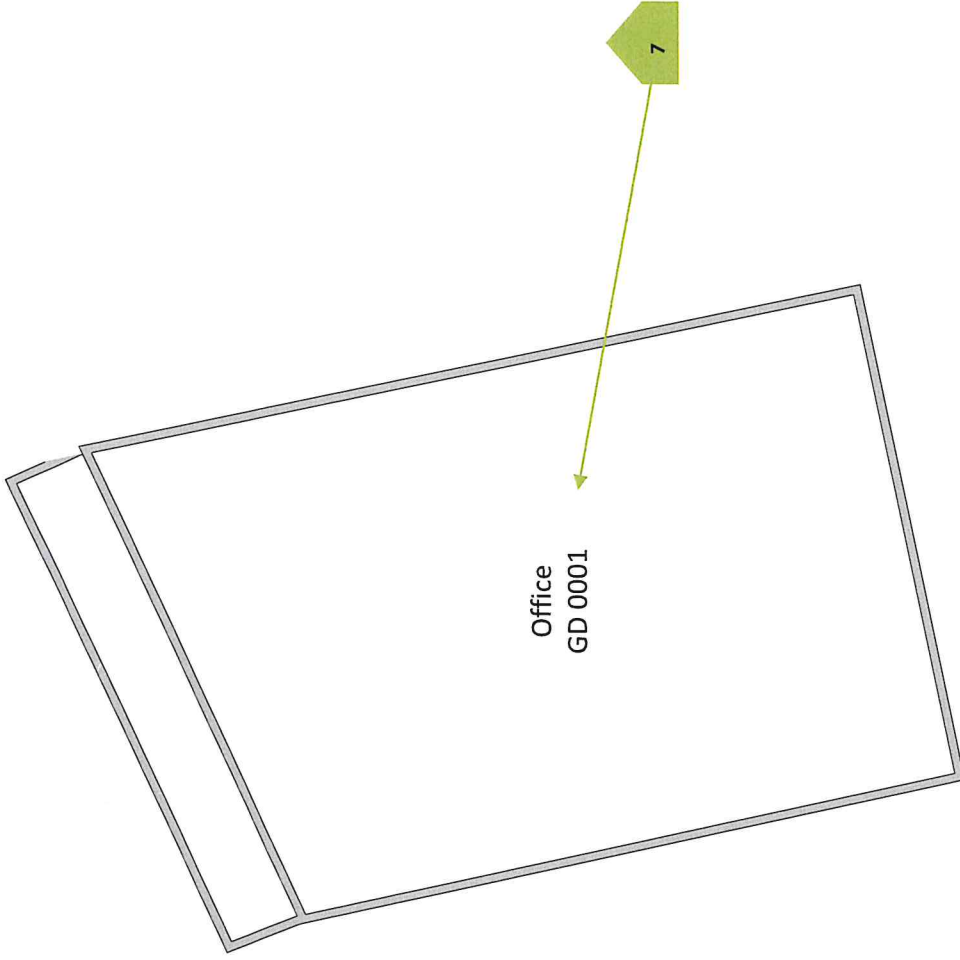
**Asbestos  
Detected**



**Limited/No Access  
Gained**



**No Asbestos  
Detected**



**Reference:** J007846

**Floor/Area:** Block 3 Ground floor

**Plan:** 3 of 3

**Site Address:**

Old Lansdown School Early Bird Nursery ,  
Greenway ,  
Creddon ,  
Devon,  
EX17 3LP

**Key:**



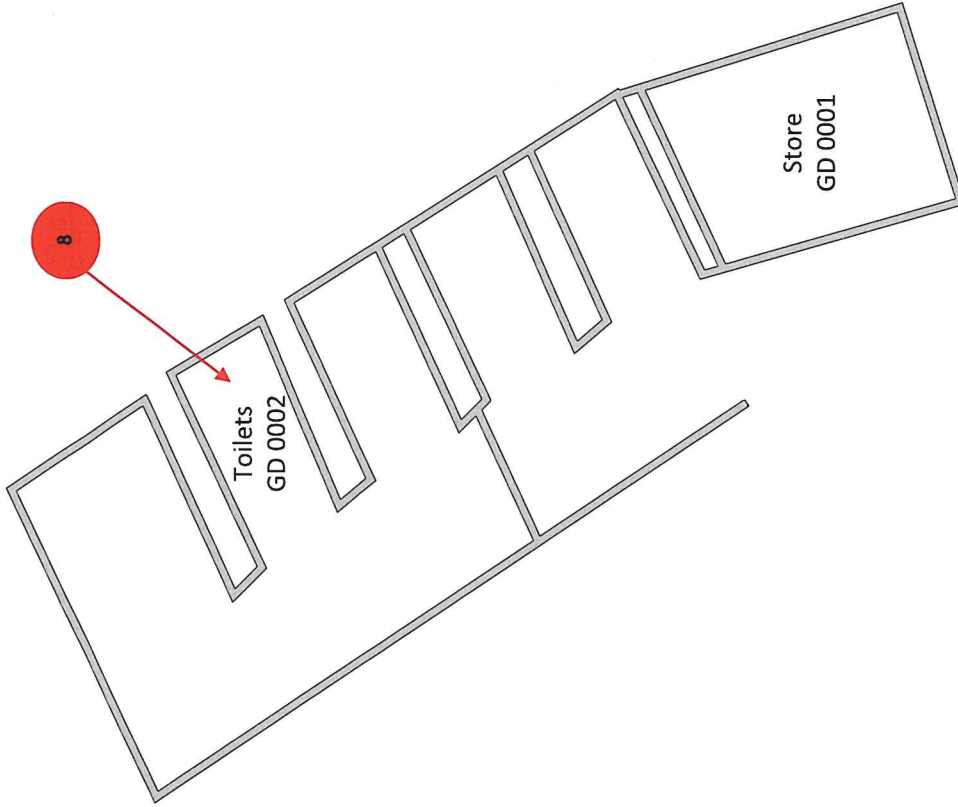
**Asbestos  
Detected**



**Limited/No Access  
Gained**



**No Asbestos  
Detected**





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## ASBESTOS BULK ANALYSIS TEST REPORT

<b>TEST REPORT NUMBER:</b> J140408	Issue No: 2	Report Date: 14 Jun 2019	
Casa Environmental Services Ltd (Cornwall Branch) Q Store Business Center, Forge Land, Moorlands Trading Estate, Saltash, Cornwall PL12 6LX		Location:-	Old Landscore School Early Bird Nursery , Greenway , Crediton , Devon, EX17 3LP
Date samples received by Lab:-	11/06/2019	Date Sampled:-	07/06/2019
		Date Tested:-	14/06/2019
		Your Order:-	J007846

### TEST RESULTS

SSL Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
BS157355	AE000975	Bituminous Product	Ground Floor, Kitchen, Sink pad, Sink	No Asbestos Detected
BS157356	AE000976	Vinyl Floor Tiles	Ground Floor, Kitchen, Green vinyl flooring and adhesive, Floor	Chrysotile
BS157357	AE000977	Insulating Board	Ground Floor, Hall, Fibreboard ceiling panels, Ceiling	No Asbestos Detected
BS157358	AE000978	Cement	External, External, Roof tiles, Roof	Chrysotile
BS157359	AE000979	Textured Coating	Ground Floor, Office, Textured coating to ceiling, Ceiling	No Asbestos Detected
BS157360	AE000980	Reinforced Plastic	Ground Floor, Toilets, Toilet cistern, Wall	Amosite

**Additional Comments:**  
J140408 is reissued as issue 2; The order number is amended by customer request.

Analysed By:  
Elaine Caswell

Approved By:  
Becy Sartori

**Remarks:** Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based upon their asbestos content and visual appearance alone. Water Absorption testing of materials has not been carried out unless stated otherwise. Where samples have not been taken by Scientific Services Ltd, it can only report analysis results. No responsibility can be taken for any consequences arising from the client's sampling strategy or procedures, or the use of these results in subsequent reports. Tests marked \$ in this report have been subcontracted to a UKAS accredited laboratory.

**SOP No. D3TA1 based on HSG248 Appendix 2. This report relates only to the samples tested. Opinions and interpretations herein are outside the scope of UKAS accreditation. This report may not be reproduced except in full, without written approval of the laboratory.**

## **INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

## **APPENDIX 4**

to

Report prepared by

**Richard Henry Hulls, PhD, BSc, FRICS, CMIOSH**

---

Okehampton (01837) 871517      Exeter (01392) 434444  
Holsworthy (01409) 829155      Plymouth (01752) 674444  
Tavistock (01822) 649470      Launceston (01566) 749370  
**Fax:** (01837) 871298      Bodmin (01208) 479292  
**e-mail:** [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)

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Early Birds, Greenway, Crediton, Devon, EX17 3LP

## 1 April 2017 - present

### Your rateable value is £7,200.00

**! Warning This is not the amount you will pay.**

[Open all sections](#)

#### Valuation information

<b>Description</b>	Day nursery and premises
<b>Local authority</b>	Mid devon
<b>Local authority reference</b>	173LPEAR0000X
<b>Base rate</b>	£70.00
<b>Basis of measurement</b>	GEA
<b>Transitional relief certificate issued</b>	No
<b>Valuation scheme reference</b>	<a href="#">362085</a>
<b>Special category code</b>	085G
<b>Effective date</b>	1 April 2017

#### How the valuation was calculated

##### Parts of the property

Floor	Description	Area m <sup>2</sup> /unit	Price per m <sup>2</sup> /unit	Value
Ground	Nursery	66.5	£70.00	£4,655.00
Ground	Public toilets	1.11	£52.50	£58.00
Ground	Nursery	29.3	£70.00	£2,051.00
Ground	Kitchen	8.5	£52.50	£446.00
<b>Total</b>		<b>105.41</b>		<b>£7,210.00</b>

**Total value £7,210.00**

### [Similar properties](#)

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## **INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

## **APPENDIX 5**

to

Report prepared by

**Richard Henry Hulls, PhD, BSc, FRICS, CMIOSH**

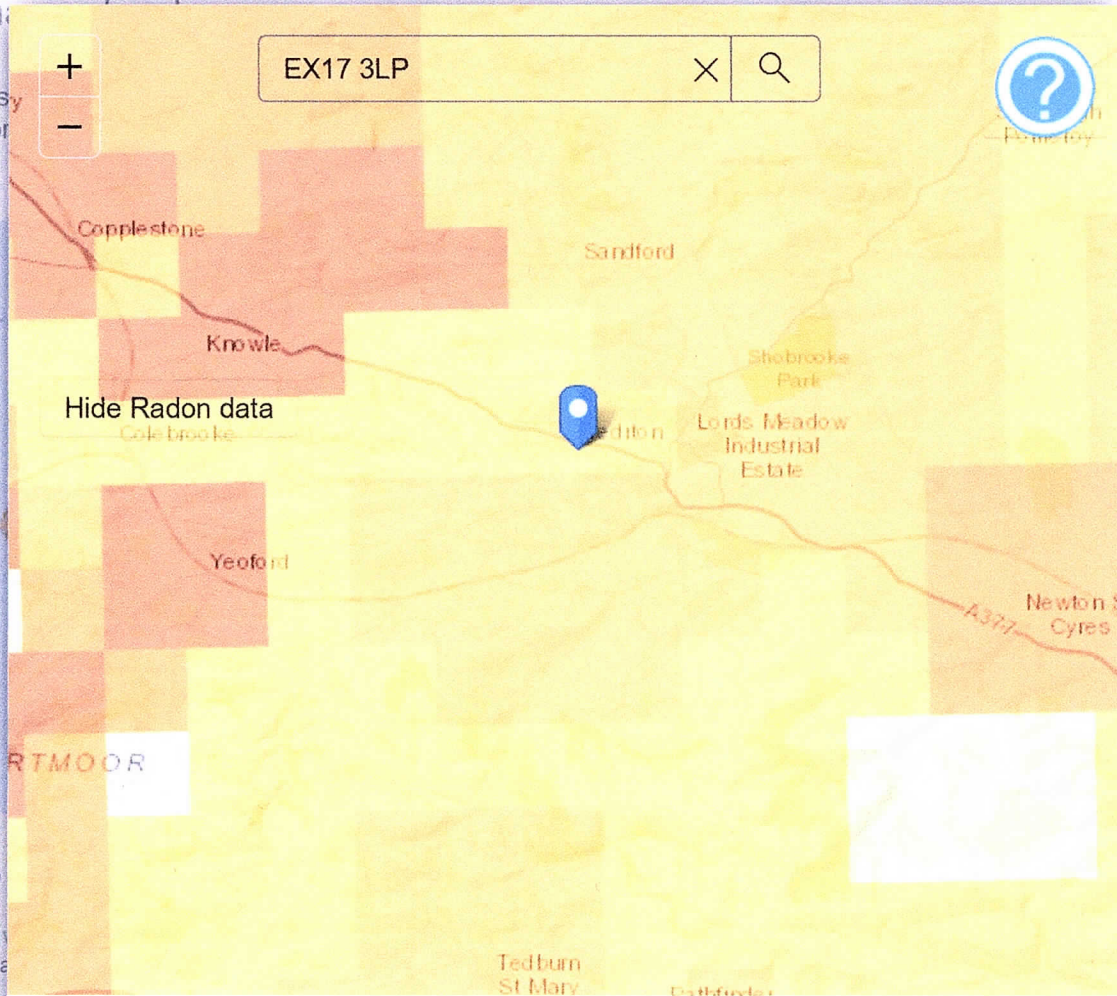
---

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Holsworthy (01409) 829155      Plymouth (01752) 674444  
Tavistock (01822) 649470      Launceston (01566) 749370  
**Fax:** (01837) 871298      Bodmin (01208) 479292  
**e-mail:** [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)

UKradon


UK ma

PHE hasy  
the repor



Legend

Maximum radon potential

-  Less than 1 %
-  1 - 3 %
-  3 - 5 %
-  5 - 10 %
-  10 - 30 %
-  Greater than 30 %

Close

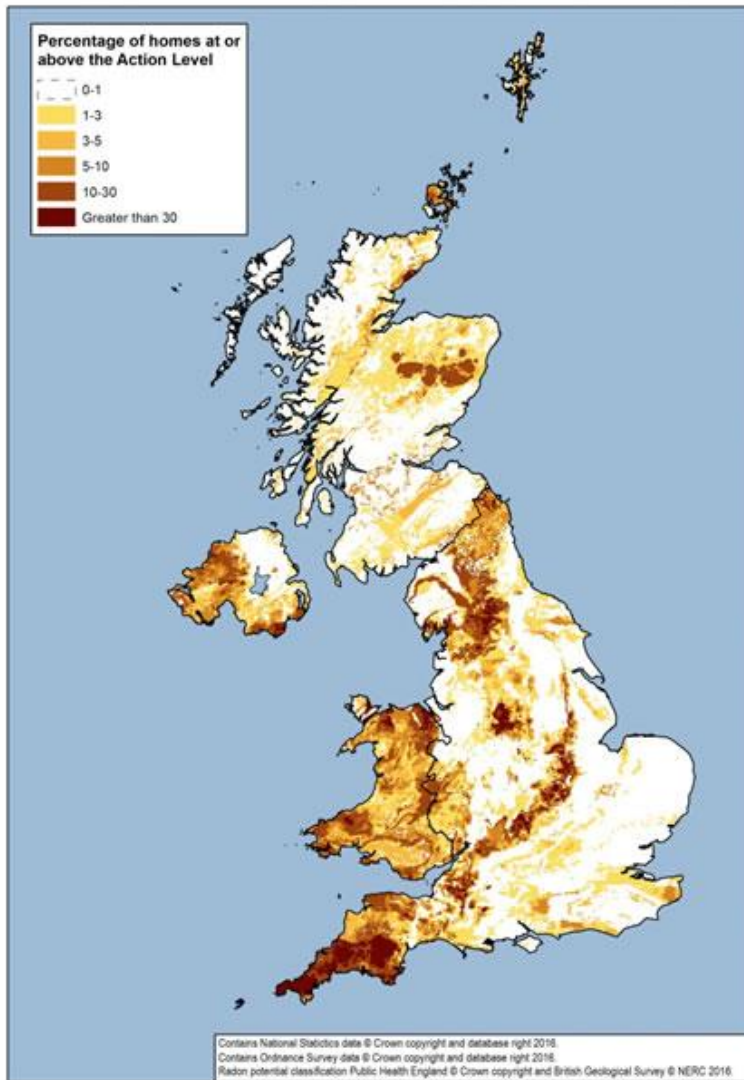
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## Radon in the workplace

The radioactive gas radon is a hazard in many homes and workplaces. Breathing in radon is the second largest cause of lung cancer in the UK resulting in over 1000 fatal cancers per year. However, radon hazards are simple and cheap to measure and relatively easy to address if levels are high. Under UK regulations all employers must review the potential radon hazard in their premises.

### **A. Contents**

- [What is radon ?](#)
- [Workplaces which may be affected](#)
- [Legal requirements for workplaces – risk assessment](#)
- [Testing for radon](#)
- [What will the test results mean ?](#)
- [Practical control of radon levels in buildings](#)
- [Reviewing radon risk assessments](#)
- [Domestic radon exposure of employees](#)
- [Further information](#)

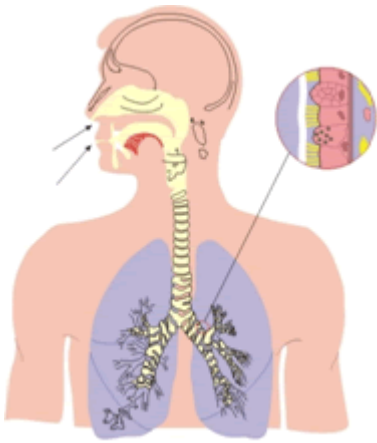


## Indicative map of radon affected areas in the UK

### **B. What is radon?**

Radon is a colourless, odourless, radioactive gas that occurs in rocks and soils, some building materials and water. The ground is the most important source as radon can seep out and build up in houses and indoor workplaces. The highest levels are usually found in underground spaces such as basements, caves and mines. High concentrations are also found in some buildings because warm air rising draws radon from the ground underneath buildings to enter through cracks and gaps in the floor.

Radon (more properly known as radon-222) comes from uranium which occurs naturally in many different types of rocks and soils. Since granite contains relatively high levels of uranium many people think that it is only granite areas of the UK, such as the South West of England, that have high radon levels. This is untrue and, as shown on the map above, many parts of the country have high radon levels.



Most radon gas breathed in is immediately exhaled and presents little radiological hazard. However, the decay products of radon (radon daughters or progeny) are solid materials and are themselves radioactive.

These solid decay products, which may attach to atmospheric dust and water droplets, can then be breathed in and become lodged in the lungs and airways. Some of these decay products emit particularly hazardous radiation called alpha particles, which cause significant damage to the sensitive cells in the lung.

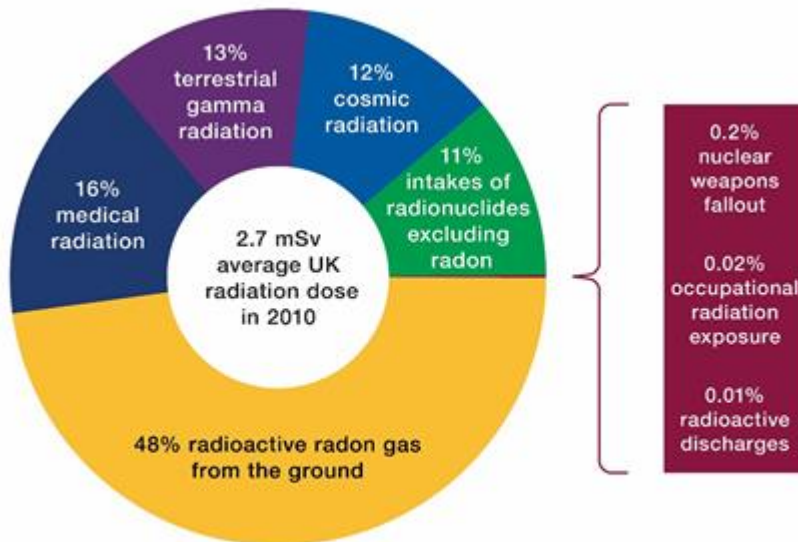
Radon is now recognised to be the second largest cause of lung cancer in the UK after smoking. Lung cancer is also the most common cause of cancer related death in the UK with a 10-year survival rate of 5%.

Radon contributes by far the largest component of background radiation dose received by the UK population (see chart below) and, while the largest radon doses arise in domestic dwellings (due to the longer time spent there), significant exposures occur in some workplaces.

Epidemiological studies on occupational groups with known high exposure to radon show a significantly increased risk of lung cancer. A recent study which pooled the results of 13 European case-control epidemiological studies of people exposed to radon at home ([Darby et al, 2005](#)) has confirmed the risks and refined their accuracy. It also showed that the risk from radon is approximately 25 times higher for tobacco smokers than for non-smokers.

Radon is measured in units of becquerels per cubic metre, Bq/m<sup>3</sup> (the concentration of radioactivity in air). The average indoor concentration in the UK is 20 Bq/m<sup>3</sup>.

Contributions to the average UK annual radiation dose (from PHE-CRCE-026 [Ionising Radiation Exposure of the UK Population: 2010 Review](#)).



Breakdown of the average UK radiation dose in 2010 by source of exposure

### C. *Workplaces which may be affected*

Public Health England (PHE) has conducted radon measurements in more than 600,000 dwellings and workplaces. PHE and the British Geological Survey (BGS) have produced a radon potential map of the UK by combining the results of measurements in houses with maps of the underlying geology. Locations with elevated radon potential are called 'Affected Areas'.

Employers and householders may [consult the definitive dataset](#) on the UKradon website to see if their premises are in one of these areas (a small fee is charged). The '[indicative atlas](#)', which shows the worst-case radon potential for each 1 km grid square is freely available on the UKradon website.

All types of indoor workplace including factories, warehouses, offices, shops, schools, hotels, nursing homes, residential care homes and health centres can have high radon levels.

Underground workplaces such as basements, cellars, mines, caves and utility industry service ducts can have significant levels of radon as can any above-ground workplaces, mainly in radon Affected Areas. Employers who only occupy parts of buildings from the first floor and above are less likely to have significant radon levels than those on the ground floor or below.

### D. *Legal requirements for workplaces – risk assessment*

Although the radon data used in production of the indicative atlas above comes from measurements in homes, the maps indicate the likely extent of the local radon hazard in all buildings. The information in this atlas is therefore relevant to employers in assessing workplace risks. Under the Health and Safety at Work etc Act 1974, employers must, so far as is reasonably practicable, ensure the health and safety of employees and others who have access to their work environment. The Management of Health and Safety at Work Regulations 1999 require the assessment of health and safety risks and this should include radon in the following circumstances:

#### 1. Above ground workplaces

For the vast majority of above ground workplaces the risk assessment should include radon measurements in appropriate ground floor rooms where the building is located in a radon Affected Area. Employers may choose to take a conservative approach and undertake measurements in all premises located in a 1-km grid square that is shaded in the [indicative atlas](#) (ie measurements are not

usually required in above ground workplaces located in the white areas of the indicative atlas). If employers wish to be more specific they may choose to consult the definitive PHE [radon dataset](#) online (a small fee is charged) to identify the Affected Area status of a particular building or buildings.

## 2. Below ground workplaces

For occupied below-ground workplaces (for example those occupied greater than an average of an hour per week or approximately 50 hours per year), or those containing an open water source, the risk assessment should include radon measurements. This applies to all below ground workplaces in the UK (basements, cellars, mines, caves, tunnels, etc), irrespective of the above ground Affected Areas status.

Risk assessment for radon should be carried out in relation to:

- all below ground workplaces in the UK; and
- all workplaces located in radon Affected Areas.

### ***E. The Ionising Radiations Regulations 2017***

The Ionising Radiations Regulations 2017 (IRR17) come into effect where radon is present above the defined level of 300 Bq/m<sup>3</sup> (as an annual average) and employers are required to take action to restrict resulting exposures. The HSE and Local Authorities are responsible for enforcing these regulations in particular types of workplace.

### ***F. Testing for radon***

Radon surveys should be conducted in any workplace where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible. Inexpensive surveys can be carried out by leaving small plastic passive detectors in rooms or occupied locations of interest. The PHE website contains up-to-date details of [validated laboratories](#) capable of supplying such detectors for undertaking radon measurements. Delivery and return of the dosimeters is usually by post.

The [Building Regulations 2004](#) (England, includes 2010 and 2013 amendments), the [Building Regulations 2010](#) (Wales, includes 2017 amendments), the Building (Scotland) Regulations 2004 and [Building Regulations \(Northern Ireland\) 2000](#), supported by BRE report [BR211](#) describe where new buildings and extensions (workplaces and dwellings) might need to incorporate protective measures installed during construction. These measures are described below.

Since even new buildings with protective measures may have high radon levels, employers must still test as described above.

Experience has shown that radon concentrations in adjacent buildings, even adjoining ones, can differ greatly (for reasons including local geology, building design and usage), so measurement results from neighbouring properties cannot be used in the risk assessment.

### ***G. What will the test results mean?***

Where the workplace measurements show annual average radon levels below 300 Bq/m<sup>3</sup>, as is the case for the majority of employers, then the only further action required is to decide when the risk assessment will be reviewed.

For occupied areas with levels above 300 Bq/m<sup>3</sup>, the employer may need to immediately take steps to manage occupational exposures pending any decision they may take to reduce the radon levels by

engineered means. A Radiation Protection Adviser (RPA) with radon experience should normally be consulted about how best to manage radon exposures but, if the employer plans to introduce engineering controls to immediately reduce the radon exposures, they will also need to consult a specialist radon removal (remediation) contractor. The specialist will be able to advise on the most cost-effective engineered means of reducing radon levels. It is usually appropriate to continue monitoring in these areas at least until the reduction measures have been put in place, or to refine where the highest radon levels are located by monitoring additional rooms.

The seasonal adjustments applied by testing laboratories to measurements are normally good indicators of the annual average levels in buildings. It is good practice to consider methods of restricting the radon exposures immediately if the seasonally adjusted figures are significantly greater than 300 Bq/m<sup>3</sup> and not wait for further measurements, as this would incur additional radiation doses to persons within those premises.

HSE and some Local Authorities are aware of some workplaces such as factories and shops that have measured radon levels significantly in excess of the 300 Bq/m<sup>3</sup> action level. Worst cases have shown levels over 75,000 Bq/m<sup>3</sup> !

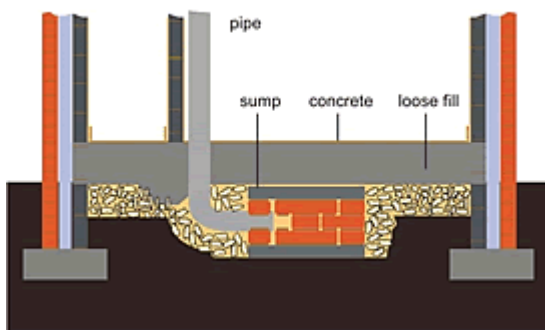
### **H. Practical control of radon levels in buildings**

Radon enters a building primarily by airflow from the underlying ground. Protection measures for reducing levels inside workplaces vary depending upon the severity of the problem and the type of building construction.

New buildings can be protected during construction by installing a 'radon proof' barrier/ membrane within the floor structure and, in areas with a greater radon potential, provision of a ventilated sub-floor void or a 'radon sump'.

A radon sump is a small, bucket sized, cavity under the floor with an electric pump drawing air from it. This reduces the normal under floor pressure with respect to radon in the soil and vents the radon gas outside the building where it quickly dissipates.

#### **Radon pump diagram**



In existing buildings, it is not possible to provide a radon proof barrier and so alternative reduction measures are used depending upon the radon level. Such measures include improved under floor and indoor ventilation in the area, sealing large gaps in floors and walls in contact with the ground, positive ventilation of occupied areas, and installation of radon sumps and extraction pipework. [Descriptions of radon solutions](#) are described on the BRE website, in report FB41 and on the [UKradon website](#).

If it is necessary to reduce radon levels by engineered means, the employer should ensure that the radon levels in the area are re-measured immediately after installation in order to verify its effectiveness. Regular maintenance of the engineering controls, supported by occasional (eg annual) measurements will ensure that the system remains effective.



### **I. Practical control of radon levels underground**

Controlling radon in underground workplaces such as mines, caves and tunnels may need the specialist advice of a ventilation or mining engineer. The employer may need further radon measurements to determine the seasonal variations, as radon levels underground can be considerably higher in the summer months than during the winter and affected by changing water levels.

### **J. Reviewing radon risk assessments**

As with all health and safety risk assessments, their applicability should be kept under review. Where significant changes are made to the fabric of a building or to the work processes carried out within it, then the need to re-measure the radon levels should be considered. In any case, it is still good practice to assign a maximum period upon which remeasurement of the radon levels will occur. Whilst it is the employer, in consultation with the Radiation Protection Adviser where appropriate, who is best placed to determine the frequency of any re-measurements, HSE suggests the following guidelines:

1. where radon levels were found to be significantly less than 300 Bq/m<sup>3</sup> at the initial measurement, the period of remeasurement might be of the order of once every 10 years;
2. where radon levels were just below 300 Bq/m<sup>3</sup> at the initial measurement, the suggested period for remeasurement will be less than 10 years;
3. where radon levels were above 300 Bq/m<sup>3</sup> at the initial measurement and measures have been taken to reduce radon exposures (such as engineered systems or occupancy restrictions), the remeasurement periods may need to be significantly more frequent in order to verify their continuing effectiveness.

### **K. Domestic radon exposure of employees**

In radon affected areas employees could also be receiving significant radon exposure at home. Employers are strongly encouraged to recommend home testing to their employees who live in a radon affected area. [Measurement laboratories](#) make a charge of around £50 per house. Tenants should contact their landlords to arrange testing.

### **L. Further information**

- [Buildings Research Establishment Ltd \(BRE\)](#)  
Watford, WD25 9XX. [www.bre.co.uk/radon](http://www.bre.co.uk/radon); e-mail [enquiries@bregroup.com](mailto:enquiries@bregroup.com).  
BRE can provide information on radon in the workplace, dwellings with cellars and basements, major alterations and conversions and various methods of radon remediation.
- [Public Health England](#)  
Chilton, Didcot, Oxon, OX11 0RQ. Tel 01235 822622; e-mail [radon@phe.gov.uk](mailto:radon@phe.gov.uk);  
PHE can provide a range of information relating to occupational exposure to radon.
  - [PHE radon publications](#)
- Local Authorities  
Contact details may be found in your local telephone directories or via their website.
- Trade Associations
  - [The Radon Council](#)  
PO Box 39, Shepperton, Middlesex TW17 8AD. Tel 01932 221212;

e-mail [admin@radoncouncil.org](mailto:admin@radoncouncil.org). The Radon Council has a list of organisations that provide radon remediation services.

- [The UK Radon Association](#)  
[Web form](#): The UK Radon Association represents a range of radon professionals in the UK.

### **M. Acknowledgements**

All diagrams supplied courtesy of Public Health England (PHE).

### **N. Resources**



- [Ionising Radiation Regulations 2017. Approved Code of Practice](#)



- [Radiation \(Emergency Preparedness and Public Information\) Regulations 2019. Approved Code of Practice](#)



- [INDG334 Working safely with ionising radiation : guidelines for expectant or breastfeeding mothers. \(PDF\)](#)

[More resources](#)

### **O. Related content**

- [Notify HSE](#)
- [HSE's Euronews site](#)
- [OTHEA incident database](#)

1. Darby et al, 2005  
<https://www.bmj.com/content/330/7485/223>
2. Ionising Radiation Exposure of the UK Population: 2010 Review  
<https://www.gov.uk/government/publications/ionising-radiation-exposure-of-the-uk-population-2010-review>
3. consult the definitive dataset  
[https://www.ukradon.org/services/address\\_search](https://www.ukradon.org/services/address_search)
4. indicative atlas  
<https://www.ukradon.org/information/ukmaps>
5. indicative atlas  
<https://www.ukradon.org/information/ukmaps>
6. radon dataset  
<http://www.ukradon.org/>
7. validated laboratories  
<http://www.ukradon.org/>
8. Building Regulations 2004  
<https://www.gov.uk/government/publications/site-preparation-and-resistance-to-contaminates-and-moisture-approved-document-c>
9. Building Regulations 2010  
<https://gov.wales/topics/planning/buildingregs/approved-documents/part-c-moisture/?lang=en>
10. Building Regulations (Northern Ireland) 2000  
<http://www.legislation.gov.uk/nisr/2000/389/regulation/C1/made>
11. BR211  
<https://www.brebookshop.com/details.jsp?id=327585>
12. Descriptions of radon solutions  
<http://www.bre.co.uk/radon>
13. UKradon website  
<https://www.ukradon.org/information/reducelevels>
14. Measurement laboratories  
<http://www.ukradon.org/services/orderdomestic>
15. Buildings Research Establishment Ltd (BRE)  
<http://www.bre.co.uk/>
16. [www.bre.co.uk/radon](http://www.bre.co.uk/radon)  
<http://www.bre.co.uk/radon>
17. Public Health England  
<https://www.gov.uk/government/organisations/public-health-england>
18. PHE radon publications  
<https://www.gov.uk/government/collections/radon>
19. The Radon Council  
<http://www.radoncouncil.org/>
20. The UK Radon Association  
<http://www.radonassociation.co.uk/>
21. Web form  
<http://www.radonassociation.co.uk/contact/>
22. Ionising Radiation Regulations 2017. Approved Code of Practice  
<https://www.hse.gov.uk/pubns/books/l121.htm>
23. Radiation (Emergency Preparedness and Public Information) Regulations 2019. Approved Code of

## Practice

<https://www.hse.gov.uk/pubns/books/l126.htm>

24. INDG334 Working safely with ionising radiation : guidelines for expectant or breastfeeding mothers. (PDF)

<https://www.hse.gov.uk/pubns/indg334.pdf>

25. More resources

<https://www.hse.gov.uk/radiation/ionising/publications.htm>

26. Notify HSE

<https://www.hse.gov.uk/contact/index.htm>

27. HSE's Euronews site

<https://www.hse.gov.uk/aboutus/europe/euronews/dossiers/emf-directive.htm>

28. OTHEA incident database

<http://www.othea.net/>

Glossary of abbreviations/acronyms on this page

Is this page useful? Yes No

## UKradon

### Radon in the workplace

Work environments vary greatly in size and nature, but excessive levels of radon gas can occur in almost any type of workplace. The amount of radon that collects in a building depends on its location, structure and how it is used.

In workplaces such as offices, where hazards are normally low, radon can be the largest occupational [health risk](#). Furthermore, employees who live nearby may also be exposed to a high radon level while at home. Wider awareness of radon can, therefore, benefit your staff.

All workplaces in radon [Affected Areas](#) should be tested, unless a detailed assessment shows good reason to expect the radon level to be low. [Search services](#) are available to find out if premises are in an Affected Area and anyone not sure about which search to use can [contact us](#).

Radon comes from the ground and underground areas are more likely to have high radon levels. Therefore, any frequently occupied basements should also be tested, regardless of whether or not the site is in an Affected Area. Specialist advice should be sought for wholly underground workplaces such as mines, tunnels and caves and if there are internal sources of radon such as geological samples.

Once inside a building, the level of radon depends on the amount of ventilation and the nature of the work. Radon levels can vary greatly within a large building and individual risk depends on the radon level in the different areas where staff spend most of their time. It is important to measure the radon levels in areas that represent the different working environments in the building.

A [simple test pack](#) for radon can be ordered through this website. Testing is generally undertaken in ground floor rooms that are used routinely. Other rooms, on higher floors or those in which people spend little time, do not generally need to be tested. If you are not sure how many detectors you need, follow the guide below.

Workplace type*	Number of monitors	Examples
Office, individual or small	One per 100 m <sup>2</sup> , generally corresponds to between a half and third of all ground floor rooms	Banks, small shops, professional practice (solicitors, etc), residential homes, schools
Open plan office, and retail or workshop up to about 1000 m <sup>2</sup> , also public access areas	One per 250 m <sup>2</sup>	Administrative and call centres, light industry, hotels
As above, up to 5000 m <sup>2</sup>	One per 500 m <sup>2</sup>	Large retail etc
Very large areas of several thousand m <sup>2</sup>	One for each distinct area with obviously different environmental conditions, not less than 1 per 1000 m <sup>2</sup> .	Manufacturing or process plant, warehouses
Basements	Should be monitored if occupied for more than 50 hours per year (~ an hour per week). One monitor for each occupied room, section or area. Basements with generally high occupancy should be	Retail, bank and professional storage areas

monitored using the rules as for ground floors

Wholly underground As a guide at least one in each main working area, and other normally occupied areas, but seek specialist advice Water industry, mines and caves

\* **Effect of ventilation** - In principle, radon may be prevented from accumulating in premises with particularly high influx of fresh air, but a measurement is still required unless a risk assessment can show that the radon level at a particular location is necessarily low at all times when it is occupied. Furthermore there will often be adjoining or linked places, such as an office, store, computer area or access duct, with quite different conditions where a measurement would be required.

If you have a large number of premises to test, consider how you are going to [manage the logistics](#).

If a radon level in any part of a workplace exceeds 300 Becquerels per cubic metre (Bq m<sup>-3</sup>) as an annual average, the [Regulations](#) covering ionising radiations apply. The employer is then obliged to take action. Radon measurement reports from PHE include advice to guide employers on the actions they can take to protect staff.

Radon levels can vary over time. This is usually because of changes to the construction of the building or alterations to heating and ventilation which can be caused by a change in use. For this reason, radon should remain in your routine reviews of risk assessments. Consider any changes and assess whether or not the test needs to be repeated. If a radon reduction system has been installed to reduce high levels, those systems may also fail over time and radon levels should be checked annually.

Dealing with the possibility of high radon levels in your workplace may seem daunting. However, there is a basic process which if followed, will help you successfully manage the risk of radon in your workplace:

- **Assess** the risk of having a high radon level
- **Measure** the radon levels in the premises with a higher risk
- **Act** on any high results
- **Monitor** any changes to the premise or its use and assess the need to retest. Check any radon reduction systems.

# Radon Centres

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**Grove Farm Lane**  
**Moulton**  
**Northampton**  
**NN3 7TG**  
**UK**

**Tel:**  
**+44 (0)1604 494118**

**Fax:**  
**+44 (0)1604 646456**

[Click here to email](#)

## Testing for Radon in the Home

If you are buying a house or have just realised you may have radon gas in your home, testing for radon is straightforward. There are maps and tables showing the areas known to be affected by radon gas but these only show statistical probabilities.

The test involves monitoring radon in the home with one detector in the lounge, and a second one in the main bedroom.

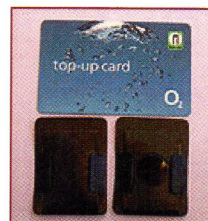
The **standard 90-day test** costs £41.40, including VAT and a reply envelope, which includes the two detectors and the analysis and report, and can be ordered **here**. Payment is usually made using a credit card.

The only way to determine the radon levels in your home is to test. The conventional length of time for the test is three months, and this is still the most accurate way because radon levels fluctuate throughout the year.

There is now a **seven-day test** that follows HPA guidance on the use of short term radon measurements that can be used for screening when buying or selling a house. This uses the same technology as our validated three month detectors, but ensures that they have priority when the analysis is undertaken. The cost of this service is £45.00 including VAT and a reply envelope.



A single seven day detector, one of a pair



A pair of three month detectors showing the size

As the photographs show, the detectors are discreet and simple to use.



### Interesting Articles

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# Radon Centres



## Home

**Radon Centres Limited laboratory is fully validated by the HPA and approved by the HSE.**

## All About Radon

The company has been established for over 18 years and Radon gas is our sole business. We are members of the Radon Council and one of our directors is a director of the Radon Council.

## Domestic

## Commercial

We have a close working relationship with the University of Northampton and Northampton General Hospital Radiology Department

## Materials

## Contact Us

## Useful Links

**Radon Centres Ltd  
Grove Farm  
Grove Farm Lane  
Moulton  
Northampton  
NN3 7TG  
UK**

**Tel:  
+44 (0)1604 494118**

**Fax:  
+44 (0)1604 646456**

**[Click here to email](#)**

## Domestic Testing

If you have concerns about the possibility of radon in your existing home, a prospective home purchase or a newly built property, we provide a comprehensive, confidential and accurate radon testing service. We can also provide a complete follow-up service if you encounter radon test results above the permitted levels.

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## Commercial Testing

We have extensive experience in testing commercial premises for radon gas and can provide detectors and placement advice, or a fully managed radon testing service and radiation protection advice, according to your needs.

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## Materials

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We have selected a number of articles that we thought you may find interesting. **[Click here to read more](#)**

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#### Materials

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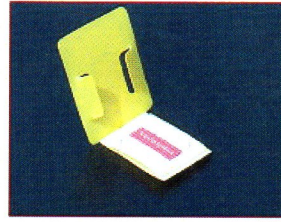
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We have a seven-day test for property screening that follows **HPA guidance on the use of short term radon measurements**. The detectors use the same technology as the three month validated ones used for long-term testing and are very accurate. Our detectors only register the radon gas when they are opened, unlike some other detectors which register all the time, they can be stored for several months before use if required.



We supply two Fast-Trak detectors in a pack by post, along with instructions. One detector is placed in the lounge and one in the bedroom and after seven days returned for analysis. The report is normally despatched, in confidence, within 10 working days of us receiving the detectors back at our offices. However, due to using an independent laboratory, no guarantees can be given for this time span.

Because radon levels fluctuate for various reasons, this short term test follows an HPA recommendation that if the level is over 75Bq/m<sup>3</sup>, a long term test should be considered. For courteous advice, phone or e-mail us, and we will be pleased to be of assistance.

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**INDEPENDENT SURVEYS (SOUTH WEST)**

Broadbury, OKEHAMPTON, Devon. EX20 4NH

*Consultant Forensic Surveyors*

**OLD LANDSCORE SCHOOL  
GREENWAY, CREDITON  
DEVON  
EX17 3LP**

**BUILDING SURVEY REPORT**

**I CERTIFY** that I inspected the above named property  
on Friday, 19th February 2021



Signed: ..... R.H. Hulls, PhD, BSc, FRICS, CMIOSH

Per pro INDEPENDENT SURVEYS (SOUTH WEST)

Dated: OKEHAMPTON: 26th February 2021

---

Okehampton (01837) 871517      Exeter (01392) 434444  
Holsworthy (01409) 829155      Plymouth (01752) 674444  
Tavistock (01822) 649470      Launceston (01566) 749370  
Fax: (01837) 871298      Bodmin (01208) 479292  
e-mail: [expertise@independent-surveys.co.uk](mailto:expertise@independent-surveys.co.uk)

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# COMMERCIAL BUILDING SURVEY

**Important Note:**

This Report is given on the terms set out in the Survey Information Sheet and in the Conditions of Engagement and may, but is not obliged to, detail defects which have no structural significance or which are of a trivial nature. The information set out below must be read in conjunction with the marginal notes which form an integral part of the Report.

<b>Name and Address of Client</b>	Town Clerk/ Responsible Finance Officer Credition Town Council 8A North Street Credition, EX17 2BT
Email	<a href="mailto:townclerk@credition.gov.uk">townclerk@credition.gov.uk</a> <a href="mailto:projectsofficer@credition.gov.uk">projectsofficer@credition.gov.uk</a>

<b>Address of Property Inspected</b>	The Old Landscore School Greenway Credition, Devon EX17 3LP
--------------------------------------	--

<b>Date of Inspection</b>	Friday, 19th February 2021.
---------------------------	-----------------------------

<b>Weather</b>	Overcast with occasional drizzle.
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**Tenure**

Any valuation advice offered within this report or verbally will be given on the basis that the property is offered for sale with sound freehold title, established rights of way and easements for services and that there are no onerous adverse easements or rights of way across the property inspected.

## INTRODUCTION

### Photographs:

Photographs are included separately with the report and are referred in the text by emboldened numbers in square brackets e.g. The Old Landscore School viewed from Greenway [8217].

This report follows a commercial building survey carried out in accordance with your instructions within the scope of the Survey Information Sheet at the beginning of this report and on terms expressed in the Conditions of Engagement at the end of the report but subject to the limitations which are stated below. If the extent of inspection has been varied this will be referred to specifically.

Survey inspection relates to premises known as *The Old Landscore School* which are situated at National Grid Reference SS82584 00340 on a corner plot 87 metres (285 feet) above mean sea level. Neighbours include *Wynfrith Mews* at the side, on the western side of the plot [8229] and *4 Greenway* at the back to the south at higher level behind a substantial earth-retaining wall [8245].

**Appendix 1** contains documentation for the property prepared for Devon County Council by NPS South West. This includes a site plan (**Drawing OLS 01**); block-layout plan; Room-identification plan for the ‘Early Bird Nursery’ (**B.I.S 3547**) (also **B.I.S 3547**) and Condition Survey report (undated).

Topographically The Old Landscore School has been constructed on a level terrace cut into the north-facing hillside. Original earth-retaining walls provide support on all sides of the plot: (i) to the north against Landscore [8233];[8225]; (ii) to the east against Greenway [8234];[8220]; (iii) to the south against 4 Greenway [8252]; and (iv) to the west against Wynfrith Mews.

Land around the buildings is surfaced in bitumen-mastic [8251] which is mostly covered, as a play area, in ‘artificial turf’ on the north [8258] and east [8262] sides of the building. Outer edges of the plot fronting Landscore and Greenway are protected by railings [8258];[8229];[8220].

*The Old Landscore School* is not classified as a listed building but is just within the Conservation Area of Crediton.

Although the date of original construction has not been determined, the building features on the Devonshire County Series Ordnance Survey plan (1:2500) for 1889, albeit with the entrance shown at that time from Landscore (between the granite pillars still in place on that side of the plot [8228]).

The tithe map from 1847 shows a plot of similar shape but with structures arranged along the frontage with Landscore rather than centrally located as currently found, suggesting that the school was constructed after that date on the site of an earlier building.

An outbuilding is shown on the 1889 OS plan in the position of the external toilet block but not the other outbuilding on the western side of the plot, nor the other single-storey structures which are considered to have been added from around 1960 (internal toilets), or in the case of the kitchen, possibly around 1900.

Conditions of sale and heads of terms for proposed purchase (Devon County Council to Crediton Town Council): (See **Appendix 2**). This refers to HMLR title number DN11266.

Asbestos Management Report: **Appendix 3** includes a report prepared for the property by CASA Environmental Services Limited, dated 7 June 2019 (Ref.J007846).

**Broadband:** No enquiries have been made with regard to upload and download broadband speeds available in this location.

**0. SYNOPSIS:****0.1 Detached former primary school on a small corner-plot together with other minor outbuildings. Land around the buildings is hard-surfaced and finished in bitumen mastic.**

The premises suffer from neglect and disrepair and are considered as requiring significant investment in relation to maintenance, repair and improvement if they are to be made available for safe use by the general public as a community asset.

**0.2 Matters for particular consideration by the Conveyancer include, inter alia:**

0.2.1 **Planning:** The asset is located within the Crediton Conservation Area.

0.2.2 **Building Regulations:** Various minor works are identified which would have required approval under the Building Regulations. The report provides examples where proof of approval or certification under 'competent persons' schemes should be requested.

0.2.3 **Boundaries:** Identification of the line of boundary against neighbouring property and ownership-status of walls is required for an awareness of maintenance liability – particularly in relation to earth-retaining walls adjacent to 4 Greenway to the south and Wynfrith Mews to the west. Evidence of progressive, albeit slow, lateral movement is recorded in the wall supporting the plot of 4 Greenway and is considered as needing attention.

0.2.4 **Guarantees:** Enquiries should be made to confirm the extent of guarantees (if any) available for transfer or assignment to a new owner.

0.2.5 **Electric wiring:** It is recommended that the wiring should be comprehensively inspected and tested and that a *Periodic Installation Report* together with *Schedules of Tests* and *Test Results* are obtained before making a formal commitment to purchase. Upgrading is required to ensure safe operation and safety of persons using/occupying the building.

0.2.6 **Radon alert:** *Public Health England* (PHE) indicates that 1-3% of untreated premises in this area are estimated at or above the level at which remedial action is recommended to minimise annual exposure. The risk is relatively low but needs to be assessed for premises which will form the functions of a work-place and be accessible for public use.

**0.3 Other matters/repairs to be taken into consideration include:**

0.3.1 **Asbestos awareness:** The premises were assessed in 2019 for the presence of asbestos-containing material. CASA Environmental Services' report is included at Appendix 3 of this report. No significant changes are noted from current inspection in relation to the materials identified by CASA or in their locations and condition.

0.3.2 **Rainwater systems:** A variety of defects are identified and reported below. Major overhaul should be anticipated to bring the systems into competent repair.

0.3.3 **Dampness:** Dampness is identified in various locations as a result of weather penetration, rising dampness and condensation and is a significant problem to be resolved. Provision should be made for the cost of remedial work as required. With regard to suspended-timber floors in the principal building, a strong recommendation is given to open up and investigate the sub-floor before making a formal commitment to purchase.

0.3.4 Various stability issues are identified and reported for consideration.

0.3.5 **Roofs:** The east-facing roof valley (leaking) of the principal building is recommended for total replacement. Consideration should be given for re-roofing this side of the building. Repairs on other roofs are also highlighted for attention.

0.3.6 **Timber disrepair:** Details are provided below.

0.3.7 Upgrading of all sanitary facilities will be a requirement.

0.3.8 The Old Landscore School is not recorded as having an Energy Performance Certificate (EPC). This will be required on sale. The premises are poorly insulated and may even fail to meet mandatory requirements for letting. The air conditioning system requires to be assessed by an energy assessor to comply with statutory requirements.

0.3.9 Risk management: The report provides details of requirements.

**0.4 Further matters are referred to in the elemental Description of the property and should be taken into account as an integral part of this report.**

**Limitations:**

All parts of the property have been available for inspection but subject to the following limitations on what could be carried out practically, reasonably and safely within the scope of survey:

Room-reference numbers referred to below are taken from the NPS Ground Floor plan at **Appendix 1**.

- **Covid-19:** *Restrictions on freedom of inspection:* The property was unoccupied at the time of inspection with no other persons present except at times of providing initial access and return of keys. Social distancing was maintained at all times.

- **Boundaries:** Inspected from within the plot and also externally from accessible points elsewhere. Access to inspect the western side of the plot was not feasible from the garden of *1 Wynfrith Mews*. Access was gained to high ground on the south side of the plot against *4 Greenway* by ladder from the plot [8366];[8367] but inspection behind the toilet block was impeded by vegetative growth [8325]; and was not a practical proposition in the absence of neighbours' consent.

- **Roof void/s:**

Room GD.0002 features a suspended ceiling which conceals the main structure of the roof. A panel has been removed to allow inspection from the northern side of the room where water-penetration is currently evident [8350]. Access for comprehensive inspection of the enclosed void was not a practical or safe proposition and inspection was restricted to what was visible from this point.

Room GD.0003 is finished with a retro-fitted ceiling applied under the roof structure and lined in fibre-board. An access hatch is fitted in the ceiling at the south end of the room, but at a level of 4.64 metres above floor level (15'3"). Safe entry to the void for inspection was not feasible but can be arranged if required.



- **Roof over internal toilets – Room GD.0004:** Inspected by ladder at roof level externally [8302-8312] and internally [8339].
- **Roof above Kitchen and Entrance Hall – Rooms GD.0001 and GD.0005:** Inspected by ladder at roof level externally [8302] and internally.
- **Roof over single-storey extension to Room GD.0003:** Inspected by ladder at roof level externally and internally. The enclosed structure between cladding and internal ceiling is not accessible without intrusive investigation which was not undertaken.
- **Roof over Old Store: Block Ref. 02 and adjacent structure on west side of yard:** Inspected externally and internally but without intrusive examination of enclosed structures.
- **Roof over Outside Toilets: Block Ref. 03: Rooms GD.0001 and GD.0002:** Examined internally and externally.
- **Wall linings: Block Ref. 01:** Various walls are dry-lined with timber boards at low level in Rooms GD.0002 and GD.0003. Condition of timberwork in contact with the walls has not been confirmed in all instances due to lack of access. High moisture levels are present throughout and decayed woodwork is present and exposed visually in Room GD.0003.
- **Cavity walls: Block Ref. 01:** Examined externally and from within the building (e.g west wall of Room GD.0002 [8369], outer walls of Kitchen (GD.0005) [8282] and internal toilets (GD.0004) [8264] but cavities have not been opened up and distribution and condition of wall ties have not been assessed.
- **Wall cavities:** Not opened up for inspection although limited observation into the cavity was feasible through an open gap on the northern side of the entrance door to the internal hallway.

- **Chimney stack and flue:** The chimney stack has been examined externally from ground level with the aid of binoculars, and from within the western roof void above Room GD.0002. Former fireplaces in Rooms GD.0002 [8352] and GD.0003 [8336] are sealed off and not currently accessible.
- **Floors:** Inspection has been carried out wherever feasible (see photographs). Floor surfaces are mostly exposed except for solid floors in Rooms GD.0004 and GD.0001 and GD.0005.
- **Suspended timber floors:** Not opened up for inspection
- **Electrical services:** Inspected visually but not instrument-tested.
- **Electric wiring:** Inspected visually but not instrument-tested.
- **Intruder alarm:** Not tested.
- **Electrical appliances:** Not tested for operation unless specifically stated in the text.
- **Heating and hot-water systems:** Not generally tested for operation or efficiency unless stated.

**Note: Space-heating system:** Temperature control in both western and eastern halls is maintained by split-air Mitsubishi Air Conditioning Units: Two outdoor (SRC63ZE-51) units for the western hall [8336];[8346];[8347] and a single outdoor (PUHZ-RP50VHA4) unit [8288] for the eastern hall.

Placarding on the external units indicates facilities management by the Mitie Group [8293].

This is equipment which requires specialist installation and servicing.

The system has not been assessed for performance or condition within the scope of the current survey. However the installation date is recorded as November 2011. AC units of this type are generally considered to have a life

expectancy of around 12-20 years depending on use. Maintenance records should be requested

- **Gas services:** The premises are not currently connected to a gas service. A former gas supply pipe (featuring the ‘green’ pipe rising against the north-eastern corner of Room GD.0004 – right-hand side of [8282]) is present in Room GD.0005 but is capped off [8475].
- **Water services:** Inspected visually so far as possible, but not tested critically. The water service originates from a meter point at the main in the pavement near the roadside entrance [8218];[8471]. The meter was static when the water services were not in use – indicating perceived freedom from leakage of the incoming parts leading to the building. Low water pressure is noted in the internal parts of Room GD.0004.
- **Drains:** Examined from the rectangular manhole just north of the external toilet block (Block 03: GD.0001 and GD.0002) but not traced beyond this point. **Note** the drain runs northwards to a third manhole east of Room GD.0004 [8261]. The position of the access point is clearly visible but encapsulated by the ‘artificial-turf’ external surfacing. This could not be removed for inspection without causing damage, and further investigation was curtailed.
- **Surface water drains:** The function of surface drainage at sub-soil level and water-tightness of the rainwater systems were not confirmed although most parts are in need of maintenance and repair.
- **Glazing:** Inspected using *Merlin Lazer* glass analysis equipment.
- **Moisture content:** Examined using a *Protimeter MMS-BLD 5800™* (No. POL 5800 JC 0IP0258) moisture meter.
- **Thermographic images:** *FLIRb60™* infrared camera
- **Cupboards:** Inspected, but not cleared of contents.

- **Outbuildings:** Inspected so far as reasonably possible.

### **Orientation**

Cardinal points of the compass will be used for reference purposes in the report which follows. Thus the side of the building nearest *Greenway* faces East-north-east [8240] but for convenience and interpretation will be described as the 'East elevation'; the side facing *Wynfrith Mews* as the 'west elevation' and the single storey toilet block GD.0004 as added to the north-east corner of the building, etc.

**ACCOMMODATION** (Brief description of premises including outbuilding(s))**Description:**

To avoid confusion, so far as possible, living accommodation will be referred to using the room numbers in the NPS Report plan at **Appendix 1** supplemented by an intuitive description for clarity as appropriate

**Measurements:**

Principal parts of the living accommodation have been measured to provide a reference of scale. The first pair of numbers is intended to represent the dimension of a room, from north to south; the second pair, from east to west. Thus, in this report, The Main Hall (GD.0002) measures 12.25 metres along its long axis (i.e. north to south) by 5.50 metres across its short axis (i.e. east to west) etc.

**The Old School building (Block ref. 01)**

**ENTRANCE LOBBY [8331];[8332];[8361]** (Room GD.0001) (2.67m x 1.87m): External doorway leading in from the south side of the building; manual fire alarm; TS400 intruder alarm control [**8480**].

**KITCHEN [8282];[8353]-[8360]** (Room GD.0005) (2.55m x 3.22m): Range of work surfaces incorporating single-drainer stainless-steel sink [**8498**]; Incoming electricity service to main fuse; meters, circuit-distribution board [**8494**]; time-switch for heating system; Incoming water system rising to stop-cock in NE corner [**8359**]; Wash-basin mounted on north wall.

Eastern **HALL [[8332]-[8337]** (Room GD.0003) (5.44m x 4.87m x room height 4.64m) plus single-storey extension [**8313**] (2.55m x 1.60m): Hatch in ceiling, providing access to roof-void; external doors leading to east side of building.

Single-storey **TOILETS/WASHROOM [8264];[8338]-[8345]** (Room GD.0004) (2.42m x 4.70m x 2.63m room height av.): 3 toilet enclosures for use by children with half-height doors; 4 wash-basins; Emergency fire-door with panic-bar [**8340**]. **Note:** Seized and not currently operable; wall-mounted *Dimplex AC3* heater/fan (operational); *ZipRCH* water heater (not currently in use or tested for operation).

Principal western **HALL [8346][8352]** (Room GD.0002) (12.25m x 5.50m x 3.62m room height).

**Outside:**

Western **OUTBUILDING [8255]** (Block ref. 02: GD.0001):

**Northern Office [8372]-[8375];[8386]-[8400]** (2.52m x 2.72m)

**Southern office [8370];[8371]** (2.71m x 2.70m)

Covered **YARD** [8251];8252]-[8254];[8368] (no reference number) (5.59 x 3.09m)

**SE OUTBUILDING – STORE** [8244];[8330] (Block ref 03: GD.00001) (1.63m x 2.41m).

**SE OUTBUILDING – TOILETS** [8241];[8298] (Block 03: GD.00002) including:

Female toilets:

- Northern entrance passageway [8315];[8327]-[[8330] (928mm x 3.48m)
- Eastern toilet [8317] (1.49m x 1.48m)
- Central toilet [8319] (1.51m x 930mm)
- Western toilet [8320] (1.50m x 914mm)

Male toilets:

- Northern passageway [8323] (968mm x 2.43m)
- Male toilet compartment [8320] (1.52m x 914mm)
- Male urinal [8325] (1.61m x 1.23m).

**Non-Domestic Rates** (*Valuation Office Website Data*)

Local Authority: Mid Devon District Council

Rateable Value: £7,200. (Property Ref: 173LPEAR0000X).

Registered as ‘Day Nursery and premises’ (See **Appendix 4**).

## **SUMMARY OF OUTSTANDING MAINTENANCE PROBLEMS, MATTERS FOR FURTHER INVESTIGATION and ADVICE**

### **1. Recommended Matters for Investigation by Solicitors**

#### **1.1 Conservation Area:**

The premises are located within Crediton Conservation Area. The conveyancing solicitor should confirm whether the site is affected by any Article 4 Direction which may have been applied to remove/reduce permitted development rights in relation to the property.

#### **1.2 Building Regulations:**

Enquiries should be made to confirm approvals for relevant work which would have required approval under Building Regulations for such items as:

- Electric wiring: Alterations.
- South-western out-building: Replacement of external door and three windows in PVCu with sealed unit double-glazing. **Note:** Manufacture date of the door 11.11.2016 [8378].
- Addition of suspended ceiling in western Hall: Is there a fire-test certificate for the installation?

#### **1.3 Boundaries:**

The Conveyancer should make enquiries to confirm (so far as possible) the line of boundary against neighbouring property and ownership-status of retaining walls on the south and west sides of the plot for an awareness of maintenance liability and to ensure that these are included in the premises insurance policy if they are the liability of The Old Landscore School.

**Note 1:** Both the SE and NW outbuildings take support from earth retaining walls and an owner will have at least some liability for maintenance of these walls.

**Note 2:** a) Buttressing against the north face of the lower retaining wall adjacent to 4 Greenway and; b) a narrower wall at upper level built in brickwork off the stone sub-structure with its supporting piers on the side facing towards The Old Landscore School, are indicators that the entire wall should be assumed as within the curtilage of this property together with its maintenance liability.

**Note 3:** Inspection shows evidence of progressive lateral outward movement in the retaining wall structure which would need to be declared when making a new proposal for insurance cover. Such a declaration would, most likely result in the structure being excluded from cover against collapse.

**Note 4:** Earth retaining walls alongside roads on the north and east sides of the plot are also in need of repair. Some upper elements of stonework are unstable and a hazard with potential to cause injury to persons in the road or third-party damage if they should fall away [8231];[8227].

#### 1.4 Guarantees:

The present state of the building indicates that there will be few guarantees of substance available for hand-over on completion of the purchase but the following are noted:

Western outbuilding (Block 02) PVCu external door: Manufacture date 11.11.2016. A residual guarantee may be available for the door and double-glazed sealed unit. Also for the three PVCu windows and glazing if these were fitted around the same time.



### 1.5 Electric Wiring:

The *Institution of Engineering and Technology* (formerly the *Institute of Electrical Engineers*) recommends, generally, that wiring systems should be inspected periodically and tested at intervals no less frequently than 10 years, on change of occupant or circumstances, whichever event occurs soonest.

In relation to premises occupied for community-use, circuit-testing of fixed wiring should be undertaken at 5-year intervals with a routine visual inspection annually

For this reason, it is recommended that the wiring should be fully tested and reported on in the form of a *Periodic Inspection Report* together with *Schedules of Tests and Test Results*, before making a formal commitment to purchase.

The following matters need to be considered:

- 1.5.1 Smoke/heat alarm system: Occasional independent smoke alarms are present but randomly distributed in strange places, such as the entrance lobby and the internal toilets. A comprehensive hard-wired, interlinked mains-powered system is recommended to BS 5839-1:2017 standards (“*Fire Detection and fire alarm systems for buildings. Code of practice for design, installation and maintenance of systems in non-domestic premises*”).
- 1.5.2 Earthing: Earthing arrangements need to be confirmed and verified including bonding of water pipes to Earth equi-potential together with supplementary bonding of metal pipe systems.
- 1.5.3 Residual current device: The electrical system does incorporate a 'residual current device' (rcd) on the main switch at the circuit distribution board but this is rated to disconnect services at a 'leakage current' of 100mA. This is not regarded as providing safe protection against effects of electric shock

A 'residual current device' or 'rcd' functions by monitoring the flow of electricity between phase and neutral conductors and, in the event of a specified imbalance (which might occur for example, in the event of a 'short circuit' to earth caused by a fault in the system or in the event of accidental human contact with a live conductor) will rapidly disconnect and isolate the electrical service - thereby minimising any harm which might otherwise occur.

A normal human body is able to withstand passage of current not exceeding 30mA for a short duration and an appropriately-rated 'rcd' provides such protection. A switch rated at 100mA does not provide the same protection

Provision of a 30mA 'rcd' is required under BS 7671 and is mandatory for new installations.

Testing and upgrading should be undertaken by experienced, qualified electrician registered with an approved body (NICEIC, NAPIT, BSI or similar). An up-to-date test report is regarded as essential, together with a quotation/s for updating to ensure that electrical safety is ensured throughout the premises.

#### **1.6 Radon Alert:**

*The Old Landscore School* is located in a zone where *Public Health England* (PHE) indicates that 1-3% of untreated buildings are estimated to be at or above the level at which remedial action is recommended (annual exposure at or above 200 bequerels m<sup>-3</sup>).

It is not known whether the premises have previously been assessed for radon and the matter should be confirmed by enquiry.

The *Health Protection Agency* (HPA) issued new advice on radon in July 2010 to the effect that whilst it retained the 'Action Level' of 200bqm<sup>-3</sup> for domestic premises, it was setting a new Target Level of 100bqm<sup>-3</sup> as it considered there

are still risks to health even at a lower level than  $200 \text{ bqm}^{-3}$ . For business premises the action level is currently  $300 \text{ bqm}^{-3}$ .

The standard assessment for annual radon exposure is carried out over a period of three months, although a 7-day test is available to give an indication of levels (albeit less reliable than the 3-month test). We enclose in **Appendix 5** the following information:

- a) Printout from PHE Interactive Radon Map.
- b) HSE publication '*Radon in the workplace*'.
- c) UK Radon: '*Radon in the workplace*'.
- d) Details of *Radon Centres Limited* and availability of test kits and laboratory analysis.

Although the location is relatively low-risk for exposure to radon and the building is unlikely to be occupied by most visitors for long periods of time, there is a potential risk which ought to be assessed. A new building in the same location would require protective measures to be incorporated into the construction.

## 1.7 Certificates

1.7.1 The Energy Performance of Buildings (England and Wales) Regulations 2012: Part 4, item 18 requires that where a building is served by qualifying air conditioning unit/s the system must be inspected and reported on by an energy assessor at intervals not exceeding 5 years. As there does not appear to be an up to date EPC for the building it is possible that there are no reports available on the performance of the current A/C system/s. This will be required.

1.7.2 Risk assessment: An up-to-date risk assessment will be required for the building to take account of the use/s proposed. This should include such items as:

- Electric wiring: Certain breaches of safety are recognised and need to be addressed.
- Fire safety: Smoke/heat alarms: Improvements to smoke/heat detection systems are recognised as being required.
- Fire safety: Fire risk assessment: Risks need to be managed in accordance with *The Regulatory Reform (Fire Safety) Order 2005*. A separate Fire-risk Assessment will be required, based on the intended use for the property. **Note**: The emergency fire-door located in the toilets/washroom (Room GD.0004) is currently seized and requires attention.
- Glazing safety: Needs to be assessed: Small-pane obscure glazing in the principal entrance doorway [8282] is not manifested as safety glass or laminated glass. Potential for risk of injury in the event of accidental (or deliberate) breakage needs to be considered and reduced. Many of the windows are also single-glazed in untoughened glass.
- Unstable elements of boundary walls: Defects in construction need to be considered and addressed wherever necessary [8227];[8231].
- Workplace (Health, Safety and Welfare) Regulations 1992: Consideration needs to be given to the regulations. At present the outside toilets fail to meet requirements for a 'workplace'. Although a single washbasin is present in the Ladies' toilet, this is not currently functional. No hot/warm water facilities are available and need to be provided, particularly during the Covid-19 pandemic. The indoor toilets (Room GD.004 in Block 01) are designed for use by children only and unsuitable for adult use until modified.

Lone working: Although the premises are prominently situated, the locality is quiet and there are foreseeable risks from individuals lone-working in the building which need to be taken into account.

## 2. Other Matters to be taken into Consideration

The following are reported as matters of structure and maintenance requiring attention or, otherwise, as items justifying further investigation and/or enquiry before a legal commitment to purchase is made.

### 2.1 **Asbestos Awareness:**

The current survey is not and is not intended to include a comprehensive audit of asbestos products.

The building has already been assessed for asbestos-containing material (acm) and the 'Asbestos Management Survey Report' from June 2009, prepared by CASA Environmental Services Limited is included at **Appendix 3**

Asbestos fibre, in unprotected form, is a known carcinogen (i.e. cancer-causing) and although the materials referred to below are well-formed and should give little cause for concern to persons living in the house, any operation which involves removal or disturbance of the same could cause release of fibre and dust, and in many instances where work is extensive (if asbestos-containing materials are involved) fall within control of Statutory Regulations which restrict work specifically to personnel trained and licensed to work with asbestos-containing products. Furthermore, until proved not to contain asbestos fibre, disposal of waste material presumed to contain asbestos fibre should only be carried out under licensed transport to a specially designated tip. In other instances, where work is permitted without a licence, it should be carried out carefully and in accordance with guidance given by the Health and Safety Executive (HSE). All asbestos-contaminated waste needs to be disposed of in accordance with the regulations.

The Health and Safety Executive (HSE) points out the owner or persons in control of non-domestic premises have a duty under Regulation 4 of *The Control of Asbestos Regulations 2012* to make an assessment of asbestos containing material in the building and to consider how it can be managed

safely. The object is: First, to ensure that nobody is harmed by the continuing presence of acm in the premises or equipment; second, to ensure that the acm remains in good condition; and third, to ensure that nobody disturbs it accidentally.

The CASA report confirms its status as a Management Survey carried out in accordance with HSG 264. Inspections of this type are non-destructive and involve visual examination and taking samples from parts of the building which are readily accessible. It does not guarantee that the building is free of asbestos and contains caveats to that effect.

My own inspection endorses the findings of the report as stated. The same materials reported in 2009 are still present and in good condition but I was unable to find any warning labels applied.

The report does not refer to a fibrous material applied to some areas of ceiling in the outside toilets [8321] (Block 03; GD.0002) and corrugated fibre-cement sheeting over Block 02 (GD.0001) [8368];[8255]. These materials would be candidates for sampling and analysis in due course if they are likely to be disturbed by construction work.

## 2.2 Rainwater systems:

Comprehensive overhaul, maintenance of rainwater systems is required as a matter of urgency. The following defects are identified:

2.2.1 Downpipe from upper roof at SE corner of building [8240]: The pipe is broken around the lower connection with the swan-neck from the gutter and clearly has been broken for some time [8297].

Green staining of the lower wall [8240] is indicative of persistent water penetration via the defective rainwater system and dampness and would explain the cause of decayed timber and dampness found in the SE corner of the northern Hall (Room GD.0003) [8414]. Also dampness in the NE corner of the kitchen (Room GD.0005)

[8472];[8473].

- 2.2.2 Guttering (plastic) along northern edge of internal toilets (Room GD.0004): Blocked outlet at western end [8311]. Also detached joint between down-pipes at swan-neck [8255]. The gutter shows a pronounced back-fall and is leaking persistently at the east end [8312];[8303]. These defects are the cause of weather-penetration, dampness and growth of green algae on the wall corner below [8265].
- 2.2.3 Cracked or broken-away drainage channel at east end of Kitchen (Room GD.0005) [8284];[8286]: May explain the cause of dampness in lower wall internally [8478].
- 2.2.4 Outside toilets: Rainwater system choked with silt and sustaining vegetative growth [8241]-[8243]. Rotted out timber fascia at east end which has led to failure of supporting brackets, settlement and backfall so that water drains into the end wall [8242].
- 2.2.5 Leakage of SE sloping roof valley [8283];[8307]: Cause of severe internal penetration of dampness in the SW corner of the eastern Hall (Room GD.0003) [8404];[8337] and on the opposite side of the wall in the Western Hall (Room GD.0002) [8350];[8460];[8461].
- 2.2.6 All gutters: Blocked or impeded by moss, resulting in leakage and overflow in some instances [8308];[8291]

Competent maintenance, overhaul, repair or replacement is required for the entire rainwater and drainage systems.

### 2.3 Dampness and condensation:

East and west Halls (Rooms GD.0002 and GD.0003): A high proportion of these walls have been lined internally in a timber-board dado, most likely to conceal or mitigate a problem of dampness.



Inspection has been unable to identify a horizontal damp-proof course at the base of the walls and it is possible that the walls were constructed without this provision. Further investigation is recommended at sub-floor level for this and for other reasons which I explain below.

Application of bitumen-macadam surfacing around the building has raised the ground surface around the building so that several of the sub-floor ventilators are partly obstructed [8275];[8277].

Drainage channels close to outer walls are also a potential problem and their present condition may be attributable to damp penetration [8269];[8271]. This feature as well as the external brick-wall projection [8274];[8275] are considered to be contributory factors causing internal dampness in the wall and floor around the NW corner of the Western Hall where rotten woodwork is recorded in the floor and wall linings [8438];[8437].

Other factors contributing to dampness include projecting brickwork ledges and window sills where repairs have been carried out but rainwater will gain entry e.g. under the northern window opening on the western side of the Western Hall (Room GD.0002) [8275];[8276] where the wall shows examples of saturated brickwork [8439]-[8442].

Suspended timber floors: Dampness in the base-walls generally, causes concern about the condition of the floor sub-structures, particularly where supporting joists take their bearing from such walls.

Timber needs to be maintained at a moisture content of less than 20% if it is not to be susceptible to decay and particularly 'dry rot' (*Serpula lacrymans*), which if present would have severe and potentially costly implications for the building.

Superficial inspection has not discovered any evidence of fungal mycelium or active fruiting bodies to indicate ongoing attack but there remains this possibility at sub-floor level generally and at roof-void level where

progressive weather-penetration continues to take place and imposes a potential risk [8460].

In view of the high moisture content in floor and dado panelling, any prospective purchaser would be advised to factor in a substantial provision for repairs and upgrading of floors and damp-proofing or at least allow for selective opening-up of floors for further investigation either to obtain competitive quotations for remedial work (damp-proofing and repair) or to assist in confirming the condition of the concealed elements and extent of remedial work required.

East Hall: ceiling at east end near head of window [8334];[8364];[8363]: Penetrating dampness is a problem to be resolved around the head of the window where the wall is merely one brick thick, ashlar pointing between the dressed sandstone has washed out and projecting features act as water-traps [8217];[8462].

Kitchen (Room GD.0005): Dampness is recorded, firstly along the base of the eastern wall, and secondly to a height in the wall just below the *Heatrae Sadia* water heater in the NE corner [8354]. As reported above, the former issue is attributable to the fractured concrete gutter externally at low level [8286]; the latter issue, to the broken/defective rainwater system at high level [8297].

East-facing sloping valley [8283]: This is lined in sheet lead but shows multiple repairs where parts of the valley lining have been replaced on different occasions. Residues of a superficial coating are also evident [8290].

The valley is leaking at lower level near the foot, causing dampness referred to above, in the upper SW corner of the Eastern Hall and on the opposite side of the wall in the Western Hall [8336];[8337] & [8350];[8460];[8461].

Further patching or ad hoc sealing can be undertaken but, prudently, consideration should be given to replacing the valley completely. This would require removal of tile-claddings alongside the valley to allow access for

renewal. These contain asbestos fibre in the form of *Chrysotile* and consequently must be disposed of in accordance with regulatory procedures as they cannot be recycled or replaced.

The question then arises about whether provision should be made for stripping and recladding the roof area shown in [8283] in natural slate, particularly since the claddings are showing evidence of porosity; moss is becoming sustained on the roof surface and the issue of moss falling away and blocking the rainwater systems is a secondary problem which will increase ongoing maintenance.

Toilet/washroom roof over Room GD.0004: Water stains and dampness are evident on the ceiling near the NE corner of the room. On balance of probabilities indicated by high moisture levels currently recorded [8424]-[8428] this is an ongoing problem.

Although part of the issue of dampness may be attributable to condensation, it is concluded that weather-penetration is taking place via a defective seam in the bitumen-felt lining [8312].

The roof is not known to incorporate any thermal insulation. For this reason the best means of repair would be to upgrade the structure on 'warm-roof' principles. In simple terms, the existing roof structure and existing bitumen-felt surface would be retained in its present form; thermal insulation board would be laid externally on top and bonded to the structure mechanically; this would be overlaid with water-resisting plywood and finished with a new final weather-proof covering and flashings.

Western outbuilding (Block 02): The structure is built as a lean-to against a wall which retains land against steps and ground at high level leading up to 1 Wynfrith Mews.

This wall within Block 02 is dry-lined with plasterboard, as are the other, generally thin, outer walls (half-block and half-brick) and the ceiling.

A large number of woodlice have died within the building and are found on the floor [8387]. A reasonable conclusion is that these have emerged from voids behind the plasterboard linings. Woodlice can only survive under damp conditions and tend to be a good indicator of dampness.

Damp staining is found in several places on the ceiling and can be attributed to condensation from the underside of the roof cladding. Damp-staining is also apparent on wall linings in various locations as well as raised levels in the (chipboard) floor surface [8386]-[8400].

A purchaser should take note that the building has been modified for use as a supplementary office but most likely without seeking qualified advice or attention to detail. Damp-staining and deterioration can be expected to progress due to the form of construction and construction methods used. Resolution of dampness, realistically, will require the building to be stripped out and upgraded. Defects in the external brickwork (eroded pointing etc) [8469];[8496] will also need to be made good at the same time.

External toilet block and store (Block 03): Generally damp and in need of upgrading and damp-proofing if required for continued use.

#### **2.4 Instability issues:**

Southern earth-retaining wall against 4 Greenway: This wall is of old origin, constructed in random rubble raised in level retrospectively in brickwork. Supplementary buttressing has also been added subsequently [8245];[8247].

Inspection shows fractures which are characteristic of progressive outward movement in the wall structure. These do not indicate rotational movement of the entire wall or vertical settlement, but rather lateral progression caused by excessive loading imposed on the structure by the ground which is supported and surface-water build-up behind the wall (essentially, 'bowing' of the vertical face) [8248];[8250];[8246];[8249].

A reasonable conclusion is that movement is progressive and eventually a partial collapse will occur. It is not possible to advise a time-scale. Insertion of 'soil-nails' is a possibility to secure the wall by drilling and fixing into competent ground, but this is a process requiring input from a skilled contractor using specialist equipment. Quotations for such work are recommended. Two local firms to try are: *South West Geotechnical Ltd* of Tiverton (01884 252444) or *Geo Consulting Engineers Ltd* of Woodbury, Exeter (01395 239977).

**Note:** On the assumption that land behind the wall is within the title of 4 Greenway it would be necessary to obtain a legal easement for such work.

Earth retaining walls against Landscore and Greenway: The wall retains original granite pillars at the original entrance leading into the property from Landscore where the former opening is infilled with brickwork [8228].

Various parts of the structure elsewhere show lateral outward movement due to loading imposed by retained land of the school yards. This needs to be monitored in the future but is not considered a major problem currently.

What does need to be addressed urgently are: (i) disrepair to pointing generally [8226];[8314]; (ii) damage to stone copings over walls or loose material liable to fall into the street [8221];[8222]; (iii) loose and unstable stone finials [8225];[8227]; (iv) fractured finials [8231];[8232], and (v) spalled brickwork capping along the head of the brickwork structures [8237];[8238] where replacement of the cappings is likely to be required.

With regard to original stone copings, inspection shows that previous work has provided for removing damaged sections and replacement with cast concrete cappings [8229];[8230].

South-facing and North facing windows of Western Hall (Room GD.0002): Fractures in the sandstone sills and fractures in the brick-work which is supported in those sills is a maintenance issue to be addressed in the future.

This problem is considered to arise from corrosion of and expansion around the iron ties used to connect separate elements of dressed sandstone into a composite structure.

Evidence can best be seen in the southern window sill where the fractures have been left unfilled [8281];[8384];[8385].

The north-facing sill [8272] has been inappropriately 'repaired' with cement mortar [8272] so is less obvious.

The east-facing window is similarly affected but the defect is not so obvious as the sill has been covered over in sheet lead. Brickwork has been lifted in level by expansion of the metal ties on the northern side [8299];[8301].

Careful work is required from a stonemason to slow down or stop the process of corrosion and movement caused thereby.

Reinforcement of Roof trusses over Western Hall (Room GD.0002): Difficult access has prevented access to the void within the roof over the Eastern Hall (Room GD.0003).

Inspection shows that roof trusses over this area have received steel bracing to their feet [8445];[8456]. Presumably DCC can provide details of the work and the justification for it. This information should be requested.

## **2.5 Roof repairs:**

Work is required as follows:

- 2.5.1 External toilets: The roof is likely to be weather-tight but is generally of poor overall appearance for a public building [8298];[8236];[8241]-[8244]. Repair and upgrading should be included in a maintenance plan.

2.5.2 Roof of main two-storey building (Block 01): As reported above, the east-facing valley is defective, leaking and justifies replacement; one broken tile is recorded along the southern eaves and requires to be replaced [8289].

2.5.3 Flat-deck roofs: Leakage of the roof over the toilets (Room GD.0004) needs to be resolved.

None of these (three) roof areas is known to be thermally insulated so that condensation on the underside can be expected as a problem which will need to be resolved. Effects of condensation can be seen by growth of black mould on the ceiling of the extended accommodation east of the Eastern Hall [8335].

2.5.4 Western outbuilding (Block 02): Condensation on the underside of the roof is an issue to resolve.

2.5.5 Former bell canopy [8294]: Finished in bitumen felt but the surface is split and no longer weather-tight. Repairs are required if this element of the structure is to be retained.

## 2.6 Timber repairs required:

Various repairs are required to timber elements or equivalent joinery. The following should not be regarded as a comprehensive schedule but provide examples;

- Outside toilets (Block 03): Timber fascia: Decay, particularly at east end [8241];[8242].
- Same building: Roof decking (timber boards) decayed and at least one rafter above Gents' toilet [8324]. Decay in ledged and braced door leading into this room. Decay (at base) in external entrance door leading into passageway [8322].

- Store: (Block 03; Room GD.0001): External door: decayed timber and detached lower hinge. Frame decayed at base [8330]. Local decay in lintel.
- Internal Toilets (Block 01; Room GD.0004): Poorly maintained fascia externally and decay at north end on east side [8264];[8306];[8303].
- North-facing window of Western Hall: Severely corroded metal frame; glazing fractured as a result of corrosion expansion; inoperable casements [8272];[8273].
- Kitchen windows (Block 01; Room GD.0005): Timber frames, inoperable; decayed elements in lower part of frame [8285].
- Principal entrance door (Block 01; Room GD.0001) [8332]: Decay in base of door.
- Internal toilets/washroom (Room GD:004): Fire escape exit: Fire door seized and inoperable [8340].
- Eastern Hall (Room GD.0003): Rotted dado boarding in SE corner [8414].
- All suspended internal floors: Significantly high moisture content suggests general malaise at sub-floor level. Also high moisture levels in dado boards [8437]-[8452].

## 2.7 Sanitary fittings:

- a... Three (of four) washbasins are cracked in the internal toilets/washroom. Water-pressure is very low at the taps in this room; the southern basin (right-hand side of photograph [8343]) fails to drain away correctly and needs maintenance.
- b... Toilet compartments are designed for small children and not adults.



- c... Kitchen: Tap heads on sink are loose and need attention/replacement.
- d... Wall-tiling in this room is hollow and showing 'loss of key'. For this and other reasons the room would not qualify as suitable to meet facilities for commercial catering standards.
- e... External Ladies Toilet (Block 03) (northern room): Washbasin tap seized and inoperable. Water service currently turned off.

## 2.8 Thermal efficiency:

The *Old Landscore School* building is not thermally efficient. A search on the non-domestic EPC register has failed to identify an Energy Performance Certificate (EPC) for the building. This will be required on sale. Key points leading to inefficient temperature control include:

- Glazing in windows and doors: Single glazing only and several large areas of glazing allowing significant heat loss.
- Floors: Uninsulated.
- Walls: Solid and cavity walls do not incorporate thermal insulation.
- Flat-deck roofs: Uninsulated.
- Pitched roofs: A thin layer of glass-fibre quilt is laid over the suspended ceiling in the Western Hall (c.100mm deep [8459]). Details of insulation over the Eastern Hall have not been determined.

2.9 Other matters will be referred to in the text which follows and it is important that this should be read in conjunction with this Summary.

## DESCRIPTION OF PROPERTY

*(Unless otherwise stated the exterior has been inspected from ground level only)*

### **Roofs**

*(Roof slopes or flat areas which cannot be seen have been specifically excluded although attention has been drawn to their presence. Internal roof voids have only been inspected where there are access hatches which allow reasonable unrestricted access. If this is not possible the Surveyor has indicated. The presence of thermal insulation will limit the extent of the inspection)*

**Main building:** Pitched roof: The roof is of double-pitched construction with the following characteristics:

- Cladding Material: Fibre-cement tiles ('slates') laid at double-lap: Contain Chrysotile as advised above. Sustaining moss growth and showing early stages of porosity.
- Ridge: Clay tiles of proprietary type, set in cement mortar
- Eaves: Generally close-fitting with no significant projection [8233].
- Valleys/Valley Gutters: Lined in sheet lead. Defects in and leakage from the east facing valley indicate a need for total replacement of this element.
- Verges: The free edge of the tiles project marginally beyond the gable-end walls [8233] over a supporting board [8462].
- Roof Lining: Not identified visually. Roof claddings are laid over timber boards fixed to the outer surface of the rafters [8458].
- Roof Carcass: Traditional construction for the period, based on a series of A-frame intermediate trusses (incorporating king-posts and struts within the frame) which support horizontal purlins and in turn pairs of rafters meeting at a ridge-board. The rafters are overlaid in timber boards and finished with the claddings.

**Flat-deck roofs** (over kitchen/entrance lobby, internal toilets/washroom and eastern extension from Eastern Hall): Finished in bitumen felt over timber or composite board decking.

**Note:**

Room GD.0004: Plasterboard ceiling (uninsulated) interspersed between the supporting joists above the toilets [8342].

Room GD.0003 extension: Plasterboard lining below the joists and subject to condensation [8335].

Room GD.0005: Painted underside of the uninsulated timber-board decking in the kitchen [8354];[8331].

**External Toilets and store-room** (Block 03; Rooms GD.0001 and GD.0002): Timber rafters overlaid in timber boards and fibre-board, finished in grit-dressed bitumen felt and weather-strip tape; merged into cellular translucent sheeting [8255] over the toilet passageway [8242];[8244];[8329];[8326] – elements of decayed timber [8324].

**Western Block:** (Block 02; Room GD.0001): Lean-to construction: Corrugated fibre-cement sheeting supported on horizontal rails but bowed [8368];[8255].

**Covered yard:** Cellular translucent sheeting [8368]

**Roof Trimming Timbers**

Painted timber where present but some parts neglected and in need of attention and redecoration [8242];[8264] etc.

**Roof Water Drainage System** *(Unless it was raining at the time of inspection it might not be possible to state whether or not the rainwater fittings are watertight or properly aligned)*

Various disparate types including: Half-round cast iron on metal brackets [8243]; ogee-section close fitting cast metal [8274]; ogee-style in plastic [8264]; [8240];[8255] etc.

All rainwater systems and sub-surface disposal drainage require overhaul and maintenance as reported in detail above.

**Main Walls** *(Inspected only from ground level, and the significant foundations have not been exposed for examination. Mention will be made of any indications of settlement, heave, or structural movement. In the case of timber framed or system built houses it may be impossible to confirm the constructional detail without opening up the structure and the Surveyor is not able to offer any warranty in this respect without a complete investigation)*

Original main building (Block 01): Mostly of solid (brick-and-half-brick) brickwork [8281], typically 345mm thick but widened as a projecting plinth (c. 445mm) for around 5/6 courses above ground level [8277] and reduced to around single-brick thickness in the three gothic style windows around the dressed-sandstone features [8281].

**Note:** The west end of the building is of different construction because the wall above the plinth is of cavity-brickwork and shows evidence of retrospective keyed bonding around north-west and south-west corners of the building to indicate that the structure has been rebuilt. Occasional bricks have a painted finish [8369] – an indication that they have been salvaged and re-used in the build. This wall also lacks the internal dado lining generally found elsewhere [8349].

The work identified may explain the presence of retrospectively-fitted metal ties connected to the truss feet on the eastern side [8455]; [8456]. Enquiries should be made of DCC with regard to the history of such work and details for the reconstruction, if known.

Kitchen/lobby extension: Cavity-brick c.300mm thick over a double-slate damp-proof course (c. 1910 origin?). Galvanised 'fish-tail' pattern wall ties but relatively few in number/distribution in comparison with recommended current requirements. Condition and state of corrosion not established. Uninsulated wall.

Internal toilets/wash-room extension: Also of cavity-brick but of later origin (c. 1960's?) over a bitumen-felt damp-proof course. Similar comments.

Eastern Hall extension: Thin, timber-frame walls clad in timber boards externally, lined in plasterboard internally. Construction detail or age (c. 1980's?) not established.

External toilet block (Block 03): Solid, single-leaf brick (c. 270mm). No damp-proof course, therefore inherent dampness.

Western outbuilding (Block 02): Half-leaf blockwork construction except for the north end (single-leaf brick in need of repointing externally) and western retaining wall, lined internally in plasterboard. Dampness penetrating from walls at the northern end and at the back as a result inter alia of open-jointed brickwork.

Covered yard [8251]: Timber frame, clad externally in corrugated clear sheet (impact-damaged at a point near the base [8484]).

### **Stability**

*(The Surveyor is not liable to report on and detail hairline cracks if these are considered to have no structural significance)*

See item 2.4 for specific details.

Cavity walls: It has not been feasible to confirm condition of wall ties connecting inner and outer leaves of the walls across the central cavity, although no superficial evidence is recorded to indicate an urgent problem.

**Note:** Local evidence of fractured and displaced brickwork is found at high level near the south-east corner of kitchen extension where corrosion of a former down-pipe fixing has expanded as a result of rusting within the embedment [8491];[8492], but this is not an issue associated with the wall ties. Similar defects arising from corrosion of steel-fixing embedments are found on solid walls elsewhere [8280];[8274];[8486]. Repairs in these locations should start with removal of the metal elements.

### **Foundations**

Foundations have not been exposed for examination but no evidence is recorded to indicate problems of subsidence, ‘frost-heave’ or other significant adverse structural movement at sub-soil level.

**Note:** West-end wall: Inspection has been unable to determine why most of this wall has been rebuilt in cavity brickwork. The basal plinth does appear to have been retained without reconstruction and the cause has not been identified as attributable to settlement at foundation level.

### **Lintels over structural openings**

*(General comment only)*

Various types including:

Timber: i.e. Block 03 generally [8315]; [8330] and Kitchen [8285].

Dressed sandstone arches under relief arches of brickwork: Gothic-style openings of Hall windows [8281];[8462].

Modern-type steel ‘boot’ lintels: Window openings on west side of Western Hall [8276];[8485].

Concrete: Internal toilets/washroom [8264] and East end of Eastern Hall (access to extension) [8333].

### **Internal Walls**

*(These have been inspected from floor level but furniture and wall hangings have not been moved)*

Generally solid, main-wall structures of the original building, except where timber frame light partition walls have been inserted [8333], or between Lobby/Kitchen.

### **Damp-Proof Course / Dampness**

*(Comment will be made as to whether apparent and effective)  
(Damp meter readings have been made where appropriate and possible to the external and internal walls, floors, etc, without moving heavy furniture, fixtures and fittings)*

Original solid walls and plinths and south-eastern external toilets: Generally damp and in need of treatment. No damp-proof courses identified.

Cavity brick walls: Kitchen (double-layer of slate [8463]); Toilets/washroom (Bitumen-felt [8267]).

Ground-floor timbers: Damp-proofing (if any) to be confirmed by further inspection.

Chimney structure: Damp-proof course not confirmed.

Western outbuilding: Damp-proofing systems not identified. Dampness is a problem in this building generally and will require comprehensive treatment.

Dampness: See item 2.3 above.

**Floors**

*(The surface of all floors not covered with fixed coverings has been inspected as far as practicable. Fixed floorboards have not been lifted.*

*NB: Fixed coverings will not be lifted but the Surveyor will, where possible, lift accessible corners sufficiently to identify the nature of the finish beneath. The surface areas of solid floor construction will be inspected as for timber floors)*

Original main building: Suspended timber construction lined in softwood boards.

**Note:** significantly raised moisture levels recorded in the timbers, particularly around the perimeter of the building. Further investigation is considered essential as advised above.

Kitchen and lobby: Solid construction overlaid in green tiles (asbestos content) and further coverings above.

Internal toilets/washroom: Solid construction with waterproof overlay fitted [8429].

Western outbuilding: Chipboard over solid construction.

**Chimney Stack, Fireplaces etc**

*(As observed from the ground)*

*(Normally flues to open fireplaces should be swept prior to occupation. It is not possible to indicate the condition of flues or the presence of flue liners. No assumption has been made as to the practicality of using the chimneys)*

Two former fireplaces are present but sealed off and not currently accessible for inspection. External stack of pointed brickwork with dressed sandstone features [8310]. Local damage requires repair around the crown of the stack. Flues should be opened up and checked for debris, swept and fitted with vermin-proof terminal/ventilator covers.

**Ceilings**

*(These have been inspected from floor level but furniture and wall hangings have not been moved)*

Western Hall: Fitted with suspended fibreboard-panel ceiling [8457] of scruffy superficial appearance, albeit intact [8349]. Original painted-timber of the original



schoolroom above with skeleton of a later ceiling and residue of painted fibre-board linings within the void [8457]-[8461].

Eastern Hall: Retrospectively-fitted ceiling of painted fibre-board [8363];[8364].

Kitchen: Painted boards of the roof-decking above [8354].

Toilets/washroom: Exposed timber roof-joists interspersed with plasterboard panels [8342]. Weather-penetration, staining and dampness as reported.

Western outbuilding: Plasterboard, texture-coated. Damp stains as reported.

### External Joinery

*(These have been examined as far as possible)*

Windows and window frames: Single-glazed; frames are mostly of metal construction set either in supplementary timber frames [8296]; [8278] or without this additional feature [8281].

Kitchen fitted with timber frames alone [8282]; [8285].

All in need of attention.

### External door and door frames:

- Main entrance door: Timber in a timber frame with small-pane glazing [8361].
- Fire-door from toilets: Outward-opening and fitted with a panic bar. Not currently operable (swollen and seized shut).
- External doors from Eastern Hall: PVCu, fitted with sealed unit double glazing.
- External door to Western Outbuilding: PVCu, fitted with sealed unit double glazing. Manufactured November 2016.

Exposed roof joinery: Timber and painted finish.

**Internal Fittings**

*(General comment only)*

Internal doors: Timber-panel [8351]: **Note:** These are not approved fire-doors.

Kitchen fittings: Work surfaces of laminated chipboard [8353].

Sanitary fittings: As described under 'Accommodation' and item 2.7.

**Decorative Condition**

*(General comment only: It should be noted that decorations to walls are likely to be marked and faded when pictures and furniture have been removed)*

Buildings: Generally of scruffy appearance and in need of redecoration internally and externally following repair.

Protective metal fencing on north and east sides of plot: Severe corrosion starting to appear: cleaning and preparation required prior to re-decoration with a rust-inhibiting paint.

**Thermal Insulation**

*(An overall comment only is made in connection with visible areas, but it may not be possible to verify information given or the condition of the material)*

Generally poorly insulated. See item 2.8

**Wood Invading Organisms** *(Defects revealed by the examination of the structure, but excluding those areas of the building which were covered, unexposed or not readily accessible)*  
*This part of the report should be read in conjunction with 'Damp-Proof Course/Dampness' above. The client is advised that any evidence of significant dampness in relation to timberwork will put such timbers at risk from invasion by fungi (invading dry rot) and wood-boring beetles. If there is any doubt of dampness in relation to concealed timbers then further investigation is recommended and costs of remedial treatment should be established before a legal commitment is made to purchase.*

Active infestation/s should be anticipated in locations where dampness has been identified. See item 2.6.

### **OUTBUILDINGS**

*(Comments are restricted to important defects only. Buildings such as swimming pools, tennis courts, etc. are excluded)*

Observations have been reported under other headings.

## SERVICES

*(These have only been inspected visually where they were accessible (bath panels and screwed down conduits/panels are not normally removed within the scope of a Level 3 Survey) and tests have not been applied. Standards and adequacy of installations can only be ascertained as a result of a test by an appropriate specialist)*

### Electricity

Single-phase 230 volt services are connected but upgrading, testing and full certification are required.

### Gas

Mains gas is not connected. **Note:** A former gas pipe in the Kitchen has been capped and is out of use. No information has been disclosed to indicate whether the system pipework is connected to the mains gas infrastructure.

### Cold Water, Plumbing etc

Mains water is connected from a metered service

### Hot Water Supply

*(Other than balanced flue outlets internal heating appliances normally require a flue liner, but a visual inspection does not always reveal that one has been fitted)*

Kitchen: Electric on-line water heater (*Heatrae Sadia*) at mains pressure [8354].

Toilets/washroom: Electric on-line water heater (*ZIP RCH*) [8344]

### **Central Heating**

Space heating is provided in the Western and Eastern Halls by means of elderly air conditioning units described above. Inspection and test/assessment records are required to be brought up to date. Allow for combined assessment and servicing by approved specialist contractor.

### **Foul and Surface Water Drainage**

*(Inspection covers have only been raised where visible and possible)*

Mains drainage is connected, running in a northerly direction from the external toilets at the SE corner of the plot via three inspection points: The first, at the head of the system in the toilet passageway [8322]; the second, to the north [8465];[8466], outside the block; the third, further to the north, just east of the toilets/washroom [8261] and north-east of a ventilator stub-stack against the outer wall of the Eastern Hall [8263]. The latter inspection point is not readily accessible due to the artificial-turf overlay.

## STATUTORY AND PLANNING MATTERS etc

### The Site

*(General reference is made and only significant defects in boundary fences, walls, retaining walls, paths and drives are reported. Reference to flooding, tree roots and other potential hazards is included where applicable)*

Described elsewhere generally.

Part of the bitumen mastic surface is exposed near the NW corner of the plot where an area of artificial turf has been removed. This area shows various longitudinal fractures in the surface [8256];[8257]. Water entry through such defects will be one potential cause of lateral movement in the roadside retaining wall [8260]. Provision should be made for exposing the surface, cutting out cracks and sealing with hot bitumen.

### Building Regulations, Town Planning, Roads, Statutory, Mining,

#### Environmental Matters

*(General comment where appropriate - no enquiries have been made as these are the responsibility of your legal adviser)*

Building Regulations: The premises, being an older property, should not necessarily be expected to conform with *Building Regulations* required of new construction. Depending on proposed uses for the property, upgrading of structural and service elements will be required where safety needs to be improved (see 'risk management'). Thermal upgrading is required generally.

Town Planning: I am unaware of any planning proposals in this immediate area of a nature likely to have an adverse effect on the value of the property.

Roads: The premises have pedestrian access from Greenway but, currently, no off-road parking facility within the plot

Environmental Matters: Quiet urban environment.

Radon: See Item 1.6.

CLIENTS COMMENTS

FORM 1900 REV 3

At INDEPENDENT SURVEYS (SW) we endeavour at all times to provide a reliable and outstanding service to our clients at competitive rates but without compromising quality. Nevertheless we are not complacent and continually monitor our activities to ensure that we meet expectations and can achieve improvement wherever possible.

Positive feedback is always of assistance to us and your comments on our performance would be welcomed if you are able to complete the short questionnaire below and return it to us in the stamped addressed envelope enclosed.

1. How did you discover Independent Surveys (SW)

Personal Contact [ ] Recommendation [ ] Yellow Pages [ ] Google [ ] Yell.com [ ]

Our Website [ ] Other [ ] .....

Please tick relevant boxes

3 Excellent 2 Good 1 Acceptable 0 Not acceptable

2. Our Services

2a Did we meet your requirements: [ ] [ ] [ ] [ ]

Comment .....

2b Time taken for completing your instructions and receipt of report

[ ] [ ] [ ] [ ]

Comment .....

3. Our Report

3a Technical content [ ] [ ] [ ] [ ]

Comment .....

3b Understandable style

[ ] [ ] [ ] [ ]

Comment .....

4. Our Charges

[ ] [ ] [ ] [ ]

Comment .....

FURTHER COMMENTS:

.....

..... Please continue overleaf if required

Signed: .....

Date: .....



## Old Landscore School Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 16 March 2021

### **Recommendation**

Full Council is recommended to approve and ratify the recommendation made by the Old Landscore School Task and Finish group:

- that Credition Town Council proceed with the acquisition of Old Landscore School.

### **1. Purpose of the Task and Finish Group**

- 1.1 To consider the feasibility of acquiring of Old Landscore School for community use.

### **2. Tasks completed**

- 2.1 A full structural survey has been carried out by Richard Hulls, FRICS (independent Surveys South West) (a copy of the survey forms part of the meeting papers)
- 2.2 The potential use of the building by appropriate stakeholders has been investigated
- 2.3 Discussions have been held with several architects on the feasibility of upgrading the building
- 2.4 Potential funding sources have been researched

### **3. Findings**

- 3.1 Long term users have been identified, as well as groups looking for periodic and occasional use
- 3.2 The survey provided an insight into the current state of the building, which shows that it requires significant repair and upgrade but that it is basically sound
- 3.2 Devon County Council have been contacted relating to a series of queries relating to the building, further to the outcomes of the survey.
- 3.4 Architects have suggested achievable ways of improving and upgrading the building to modern standards creating a sustainable and fully accessible resource
- 3.5 Funding sources have been identified, and include:
  - Viridor
  - Lottery
  - Funding for all- lots of different schemes for various parts of building scheme all with different uses and requirements.
  - Rural Community Building Loan fund
  - The Stable Company- Grants and sources of funding for Community Projects
  - Sita Trust- supporting projects that make physical improvements to community leisure facilities and historic buildings
  - Suez Communities Trust





## Energy Conservation

### **3. Proposals**

- 3.1 That members of Credition Town Council proceed with the acquisition of the Old Landscore School in order to commence:
- investigating appropriate grants/loans to undertake work on the building
  - Seeking advice from the LPA and conservation officer
  - creating a detailed design brief and build specification in order to estimate project costs
  - investigating the feasibility of a two-phase ~~basis~~ building programme:
    - 1) the renovation of the existing building
    - 2) the creation of an extension to increase floor space and facilities
  - conversations with stake holders requiring permanent space to understand their individual requirements in detail
  - Drawing up a project plan and timescale
  - Creating an outline business plan.

### **4. Financial Implications**

- 4.1 The purchase price of Old Landscore Building is £16,000.
- 4.2 Solicitors will be required to undertake legal work on behalf of Credition Town Council in relation to the sale.
- 4.3 Other professional services required include architectural design and possibly building project management
- 4.4 The cost of the building work will be calculated on the basis of a design brief and build specification.

### **5. Conclusion**

- 5.1 Whilst Old Landscore School does not provide a home for Credition Town Council, this is an opportunity to purchase a building of importance within the town, to invest in its long term future and to safeguard it for community use.

Rachel Avery  
Town Clerk and RFO

**Crediton Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
414	09/02/2021		Co-operative current a	direct debit	Old Landscore School Electricit	Octopus Energy	L	8.88	0.44	9.32
415	27/01/2021		Co-operative current a	direct debit	Old Landscore School Electricit	Octopus Energy	L	31.44	1.57	33.01
416	17/02/2021		Co-operative current a	bacs	Training Course - E Anderson	SLCC Enterprises Ltd	S	45.00	9.00	54.00
417	17/02/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	14.00	2.80	16.80
418	17/02/2021		Co-operative current a	bacs	Floral Crediton - Bark	Edwin Tucker & Sons Ltd	S	17.47	3.50	20.97
419	17/02/2021		Co-operative current a	bacs	Floral Crediton - Bark	Edwin Tucker & Sons Ltd	S	28.33	5.67	34.00
420	17/02/2021		Co-operative current a	bacs	Training Course - Emily Armita	SLCC Enterprises Ltd	S	120.00	24.00	144.00
421	17/02/2021		Co-operative current a	bacs	Spinning Path gardens - grass	Hooper Services	S	50.00	10.00	60.00
422	17/02/2021		Co-operative current a	bacs	Training Course - Rachel Avery	SLCC Enterprises Ltd	S	75.00	15.00	90.00
423	17/02/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
424	17/02/2021		Co-operative current a	bacs	Printing Charges	Concorde	S	11.32	2.26	13.58
425	17/02/2021		Co-operative current a	bacs	Newcombes Meadow Public Tc	Npower	L	29.90	1.50	31.40
426	17/02/2021		Co-operative current a	bacs	Newcombes Meadow Public Tc	Npower	L	42.81	2.14	44.95
427	17/02/2021		Co-operative current a	bacs	Floral Crediton plants	Mr A E Jewell (Bernaville Nur	S	104.16	20.83	124.99
428	17/02/2021		Co-operative current a	bacs	Floral Crediton - Cherry Tree	Mr A E Jewell	E	40.49	0.00	40.49
429	09/02/2021		Co-operative current a	card payment	Moneysoft Payroll Manager 20	Moneysoft Ltd	S	74.00	14.80	88.80
430	16/02/2021		Co-operative current a	direct debit	Office Electricity	Octopus Energy	L	138.28	6.91	145.19
431	17/02/2021		Co-operative current a	bacs	Tree Risk Assessment - Aerial	A M Lane	S	249.00	49.80	298.80
432	17/02/2021		Co-operative current a	bacs	Newcombes Meadow Public Tc	Npower	L	42.44	2.12	44.56
433	26/02/2021		Co-operative current a	direct debit	Telephone Charges	Concorde	S	99.67	19.93	119.60
434	17/02/2021		Co-operative current a	400880	Travel Expenses	Mr Paul Vincent	Z	-8.30	0.00	-8.30
435	17/02/2021		Co-operative current a	bacs	Travel Expenses	Mr Paul Vincent	Z	8.30	0.00	8.30
436	02/03/2021		Co-operative current a	400777	Stationery	Devon Commercial Stationers	S	-44.06	-8.81	-52.87
437	22/02/2021		Co-operative current a	bacs	Salaries - March	Mrs Rachel Avery	E	2,109.86	0.00	2,109.86
438	22/02/2021		Co-operative current a	bacs	Salaries - March	Mrs Emma Anderson	E	1,416.28	0.00	1,416.28
439	22/02/2021		Co-operative current a	bacs	Salaries - March	Mrs Emily Armitage	E	978.63	0.00	978.63
440	22/02/2021		Co-operative current a	bacs	Salaries - March	Mrs Lisa Blake	E	762.76	0.00	762.76
441	22/02/2021		Co-operative current a	bacs	PAYE/National Insurance	HMRC	E	1,844.72	0.00	1,844.72
442	22/02/2021		Co-operative current a	bacs	Pension Contributions	Peninsula Pensions	E	1,796.25	0.00	1,796.25
443	24/02/2021		Co-operative current a	card payment	Office 365 renewal	Microsoft	S	547.20	109.44	656.64
444	25/02/2021		Co-operative current a	bacs	Bungalow Rent - Feb	Mr Chris Pugsley	E	450.00	0.00	450.00
445	25/02/2021		Co-operative current a	bacs	Fingerpost refurbishment	Pennymoor Timber Ltd	S	48.48	9.70	58.18
446	03/03/2021		Co-operative current a	bacs	New planters	Amberol Limited	S	470.50	94.10	564.60
447	05/03/2021		Co-operative current a	DIRECT DEBIT	Bandstand Electricity	Octopus Energy	L	6.51	0.33	6.84
448	11/03/2021		Co-operative current a	DIRECT DEBIT	Bandstand Electricity	Octopus Energy	L	5.88	0.29	6.17
449	12/03/2021		Co-operative current a	DIRECT DEBIT	Old Landscore School Electricit	Octopus Energy	L	25.71	1.28	26.99

**Crediton Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
450	12/03/2021		Co-operative current a	bacs	Spinning Path Gardens - Bin Ei	Mid Devon District Council	S	39.00	7.80	46.80
451	17/03/2021		Co-operative current a	bacs	Office - Insurance	Mr Chris Pugsley	E	411.42	0.00	411.42
452	17/03/2021		Co-operative current a	bacs	Bandstand maintenance	Darren Cann	E	45.00	0.00	45.00
453	17/03/2021		Co-operative current a	bacs	Website Hosting Services	Pure Systems	S	260.00	52.00	312.00
454	17/03/2021		Co-operative current a	bacs	Spinning Path gardens - grass	Hooper Services	S	50.00	10.00	60.00
455	17/03/2021		Co-operative current a	bacs	Peoples Park - Grass Cutting	Hooper Services	S	190.00	38.00	228.00
456	17/03/2021		Co-operative current a	bacs	Peoples Park - Maintenance	Hooper Services	S	15.00	3.00	18.00
457	17/03/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
458	17/03/2021		Co-operative current a	bacs	Printing Charges	Concorde	S	15.06	3.01	18.07
459	17/03/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	21.00	4.20	25.20
460	17/03/2021		Co-operative current a	bacs	Newcombes Public Toilets	Npower	L	34.28	1.71	35.99
461	17/03/2021		Co-operative current a	bacs	Printing Charges	Concorde	S	26.79	5.35	32.14
462	17/03/2021		Co-operative current a	bacs	Printing Charges	Concorde	S	11.54	2.31	13.85
463	17/03/2021		Co-operative current a	bacs	Grass Verge Cutting	Glendale	S	756.00	151.20	907.20
464	17/03/2021		Co-operative current a	bacs	Councillor Training	DALC	S	15.00	3.00	18.00
465	17/03/2021		Co-operative current a	BACS	Training Course - Rachel Avery	SLCC Enterprises Ltd	S	349.00	69.80	418.80
466	17/03/2021		Co-operative current a	BACS	Training Course - Rachel Avery	SLCC Enterprises Ltd	E	150.00	0.00	150.00
467	17/03/2021		Co-operative current a	bacs	Scout Memorial garden - main	Mike Turnbull	E	600.00	0.00	600.00
468	17/03/2021		Co-operative current a	bacs	Staff expenses	Mrs Rachel Avery	E	7.09	0.00	7.09
<b>Total</b>								<b>14,697.09</b>	<b>761.98</b>	<b>15,459.07</b>

**Crediton Town Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
287	VAT Repayment	05/02/2021		Co-operative current a	bacs	VAT Repayment	HMRC	R	0.00	1,031.74	1,031.74
288	Floral Crediton Flower Displa	28/01/2021		Co-operative current a	bacs	Floral Crediton Sponsorship	Graphic PLC	E	200.00	0.00	200.00
289	CCTV	29/01/2021		Co-operative current a	bacs	CCTV - Locality Funding	Devon County Council	E	1,500.00	0.00	1,500.00
290	Exhibition Rd - Allotment Rer	12/02/2021		Co-operative current a	bacs	Exhibition Road - Allotment Re	B Tancock	E	13.12	0.00	13.12
291	Boniface Allot Ass. Membersl	12/02/2021		Co-operative current a	bacs	Boniface Allot Ass - Membersh	B Tancock	E	1.59	0.00	1.59
292	Barnfield - Allotment Rent	15/02/2021		Co-operative current a	bacs	Barnfield Allotment Rent	T Cuninghame	E	11.52	0.00	11.52
293	Boniface Allot Ass. Membersl	15/02/2021		Co-operative current a	bacs	Boniface Allot Ass - Membersh	T Cuninghame	E	1.39	0.00	1.39
294	Fingerpost - Forches Cross	15/02/2021		Co-operative current a	bacs	DCC Grant - Fingerpost	Devon County Council	E	190.00	0.00	190.00
295	Christmas Lights	12/02/2021		Co-operative current a	bacs	Christmas lights donation	Crediton Dairy	E	1,000.00	0.00	1,000.00
296	CCTV	19/02/2021		Co-operative current a	cash	CCTV Donation	Mr P Anderson	E	30.00	0.00	30.00
297	CCTV	19/02/2021		Co-operative current a	cheque	CCTV Donation	Mrs M Jack	E	100.00	0.00	100.00
298	CCTV	22/02/2021		Co-operative current a	bacs	CCTV - CSP Funding	Mid Devon District Council	E	2,000.00	0.00	2,000.00
299	Exhibition Rd - Allotment Rer	23/02/2021		Co-operative current a	bacs	Exhibition Road - Allotment Re	J Dunne	E	10.08	0.00	10.08
300	Boniface Allot Ass. Membersl	23/02/2021		Co-operative current a	bacs	Boniface Allot Ass - Membersh	J Dunne	E	1.22	0.00	1.22
301	Exhibition Rd - Allotment Rer	05/03/2021		Co-operative current a	bacs	Exhibition Road - Allotment Re	R Moxon	E	20.30	0.00	20.30
302	Boniface Allot Ass. Membersl	05/03/2021		Co-operative current a	bacs	Boniface Allot Ass - Membersh	R Moxon	E	2.45	0.00	2.45
303	CCTV	03/03/2021		Co-operative current a	bacs	CCTV Donation	The Ship Hotel	E	50.00	0.00	50.00
304	CCTV	03/03/2021		Co-operative current a	bacs	CCTV Donation	Adams Home Hardware	E	50.00	0.00	50.00
305	CCTV	04/03/2021		Co-operative current a	bacs	CCTV Donation	Crediton Area Development	E	50.00	0.00	50.00
306	CCTV	04/03/2021		Co-operative current a	bacs	CCTV Donation	Once Read	E	50.00	0.00	50.00
307	CCTV	05/03/2021		Co-operative current a	bacs	CCTV Donation	Crediton Care Services	E	50.00	0.00	50.00
308	CCTV	09/03/2021		Co-operative current a	bacs	CCTV Donation	Charlesworth Nicholl & Co	E	50.00	0.00	50.00
309	CCTV	08/03/2021		Co-operative current a	cheque	CCTV Donation	Lloyds Bank	E	50.00	0.00	50.00
310	Exhibition Rd - Allotment Rer	15/03/2021		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr M Braund	E	15.12	0.00	15.12
311	Boniface Allot Ass. Membersl	15/03/2021		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr M Braund	E	1.83	0.00	1.83
312	Staff/Councillor Training	12/03/2021		Co-operative current a	bacs	Training Course - Emily Armita	SLCC Enterprises Ltd	S	99.00	19.80	118.80
<b>Total</b>									<b>5,547.62</b>	<b>1,051.54</b>	<b>6,599.16</b>

## Crediton Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 17/03/2021</b>		
	Cash in Hand 01/04/2020		362,639.43
	<b>ADD</b> Receipts 01/04/2020 - 17/03/2021		296,904.05
			659,543.48
	<b>SUBTRACT</b> Payments 01/04/2020 - 17/03/2021		223,563.10
<b>A</b>	<b>Cash in Hand 17/03/2021</b> (per Cash Book)		<b>435,980.38</b>
	Cash in hand per Bank Statements		
	Cash 21/04/2020	0.00	
	United Trust Bank a/c 10026692 31/10/2020	87,066.68	
	Hampshire Trust Bank a/c 1025442 20/04/2020	48,714.81	
	Nationwide a/c 90097276 01/04/2020	61,213.59	
	Co-operative current a/c 65809217 15/03/2021	156,241.80	
	Cambridge & Counties 01/04/2020	86,123.05	
	Petty Cash 14/01/2021	4.01	
			<b>439,363.94</b>
	Less unrepresented payments		3,383.56
			435,980.38
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>435,980.38</b>
	<b>A = B Checks out OK</b>		

## Account Details

### CREDITON TOWN COUNCIL(£) - 0892996580921700

#### General Details

Number: <b>0892996580921700</b>	Sort Code: <b>089299</b>
Nickname: <b>CREDITON TOWN COUNCIL</b>	Name: <b>CREDITON TOWN COUNCIL</b>
Type: <b>CURRENT A/C</b>	Currency: <b>£</b>
Debit interest rate: <b>23.0%</b>	Credit interest rate: <b>0.0</b>

#### Balance Details

Available Balance: <b>£ 156,241.80</b>	Overdraft Limit: <b>£ 0.00</b>
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Includes pending transactions and any overdraft limit.

Account: **CREDITON TOWN COUNCIL(£) - 0892996580921700**

Date From(dd/MM/yyyy): <b>14/02/2021</b>	Date To(dd/MM/yyyy): <b>15/03/2021</b>
--	--

Transactions for: <b>-NIL-</b>	
Transaction Type: <b>-NIL-</b>	Transaction Code: <b>-NIL-</b>
Amount From: <b>-NIL-</b>	Amount To: <b>-NIL-</b>
Instrument ID From: <b>-NIL-</b>	Instrument ID To: <b>-NIL-</b>
Bank Reference: <b>-NIL-</b>	Customer Reference: <b>-NIL-</b>

### Transactions List - - CREDITON TOWN COUNCIL (£) - 0892996580921700

Date	Bank Reference	Transaction Description	Customer Reference	Amount (£)	Running Balance (£)
15/03/2021	E29B 2020-21	Faster Payment	M Braund	16.95	156,241.80
12/03/2021	SLCC REF 199318	Faster Payment	SLCC ENTERPRISES L	118.80	156,224.85
12/03/2021	4426601812880000	Own Account Credit	000000 CREDIT	50.00	156,106.05
12/03/2021	A-57B9B83B-001	Direct Debit	OCTOPUS ENERGY	-26.99	156,056.05
11/03/2021	A-BE28252F-001	Direct Debit	OCTOPUS ENERGY	-6.17	156,083.04
09/03/2021	CCTV2021 - CN	Faster Payment	CHRISTINE NICHOLL	50.00	156,089.21
05/03/2021	ALLOTMENT	Faster Payment	MOXON J & R	22.75	156,039.21
05/03/2021	A-BE28252F-001	Direct Debit	OCTOPUS ENERGY	-6.84	156,016.46
05/03/2021	CCTV2021-CCS	Faster Payment	Crediton Care Serv	50.00	156,023.30
04/03/2021	CADT CCTV	Faster Payment	Crediton Area Deve	50.00	155,973.30
04/03/2021	CCTV CAMERA	Faster Payment	ONCE LOVED	50.00	155,923.30

<b>Outstanding Debts as at 12th March 2021</b>					
<b>Month</b>	<b>Date of Invoice</b>	<b>Invoice Number</b>	<b>Debt relating to</b>	<b>Amount</b>	<b>Comments</b>
<b>Feb-21</b>	23/02/2021	E29A 2020/21	Allotment rent	£9.50	
<b>Mar-21</b>	02/03/2021	B6B 2020/21	Allotment rent	£16.32	
	09/03/2021	E29B 2020/21	Allotment rent	£16.95	
	10/03/2021	CCTV2021-PCC	CCTV Funding	£7,429.00	
<b>TOTAL AMOUNT OUTSTANDING</b>				<b>£7,471.77</b>	



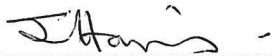


I, Councillor Frank Letch, confirm that I carried out a random audit check at the Council Offices on Friday, 12<sup>th</sup> March 2021, this included following the audit trail of voucher number 354. I found everything to be in order.

Signed..........

Dated.....12-3-21.....

I, Councillor Joyce Harris, confirm that I carried out a random audit check at the Council Offices on Friday, 12<sup>th</sup> March 2021, this included following the audit trail of voucher number 359. I found everything to be in order.

Signed..........

Dated.....12-3-21.....

Account Name	Sort Code	Account Number	Interest Rate		Balance as at:	
Co-operative (Current Account)	08-92-99	65809217	0.00%		£156,056.05	12/03/2021
Cambridge & Counties	60-95-86	15006951	1.49%	Statement 31/03/2020	£86,123.05	31/03/2020
Nationwide		90097276	0.65%	Statement 31/03/2020	£61,213.59	31/03/2020
Hampshire Trust Bank	23-62-47	10254426	0.90%	Statement 20/04/2020	£48,714.81	20/04/2020
United Trust Bank	30-01-51	10026692	1.50%	Statement 31/10/2020	£87,066.68	31/10/2020

*N.B. up to date statements have been requested*



# Crediton Town Council

8a North Street  
Crediton  
Devon  
EX17 2BT

Telephone: 01363 773717  
Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

## STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2021

### SCOPE OF RESPONSIBILITY

Crediton Town Council (CTC) is a local authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, CTC is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

### THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CTC's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place for the year ending 31 March 2021 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Governance and Accountability for Local Councils Practitioners' Guide (England).

### THE INTERNAL CONTROL ENVIRONMENT

#### The Council

CTC has appointed a Chairman, who is also the Mayor, who is responsible for the smooth running of meetings. For the year ending 31 March 2021 this was Councillor Mr Frank Letch.

CTC reviews its obligations and objectives and approved a budget for the financial year 2020-21 at its meeting held on Tuesday 21 January 2020 (minute number 2001/155). This meeting of the Council also approved the level of precept for the financial year 2020-2021 (minute number 2001/157).

CTC and its Committees monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings are circulated to all members of the Council and are published on the Town Council's website: [www.crediton.gov.uk](http://www.crediton.gov.uk).

Full Council meets on a bi-monthly basis and receives the minutes of all Committees and ratifies the decisions therein. CTC also monitors progress by receiving relevant reports from Council Committees, Councillors and the Town Clerk & Responsible Financial Officer.

No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the Council. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 as per CTC's adopted Financial Regulations. The Clerk shall report the action to the appropriate Committee or Council as soon as practicable thereafter.

CTC has appointed specific Councillors to review its internal controls, systems and procedures by way of random internal control checks conducted on a monthly basis.

### **Clerk to the Council / Responsible Financial Officer**

CTC has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

### **Payments**

All expenditure must be authorised by CTC or by a Committee having delegated authority, or by the Clerk after consultation with the appropriate Chair. The list of orders is available for inspection by any member of the Council on demand.

All payments and receipts are entered onto Scribe Accounting System.

All receipts and payments are reported to CTC. A copy of all receipts and payments is kept with the minutes of the Council meeting when they are approved, together with the bank reconciliation and year to date budget sheet. Two members of the Council must sign off every order for payment. The signatories check each order for payment against the relevant invoice and initial the invoice where indicated by the certification stamp. Payments are either made by BACS or by cheque.

CTC also checks the bank reconciliation against the bank account and the year to date budget sheet at each Council meeting.

### **Income**

All income is received and banked in CTC'S name in a timely manner and reported to the Council.

A copy of all payments and receipts is also separately published on CTC's website: [www.crediton.gov.uk](http://www.crediton.gov.uk).

### **Contracts**

Procedures as to contracts are laid down in the Council's Standing Orders and Financial Regulations, and oversee all contract procedures.

**Risk Assessments / Risk Management**

CTC carries out regular risk assessments to record risks and related health and safety, employment and insurance issues. The Clerk will report on risk assessments for consideration and action.

**Internal Audit**

The Council appointed Auditing Solutions Ltd as its independent internal auditor for 2020-21 who has reported on the adequacy of its records, procedures, systems, internal control and risk management.

**External Audit**

The Council's appointed external auditor for 2020-21 is PKF Littlejohn LLP. Following completion of external audit the annual Certificate of Audit is provided, which is presented to Full Council. The notice of conclusion of audit & annual return is also published on the Council's website.

**REVIEW OF EFFECTIVENESS**

CTC has responsibility for conducting an annual review of the effectiveness of its systems of internal control. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Town Clerk/Responsible Financial Officer
- The work of officers reporting to the Town Clerk (The Responsible Financial Officer)
- The work of the Independent Internal Auditor
- The External Auditors in their annual letter
- Those elected Members with designated responsibility within this area

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

We are satisfied on all accounts that our arrangements are effective and meet expected standards. Council approved the Statement of Internal Control on 16 March 2021.

\_\_\_\_\_

**(Chairman)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**(Town Clerk & Responsible Financial Officer)**

\_\_\_\_\_

**Date**



## Investment Strategy

### Introduction

The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.

The guidance applies to Credition Town Council (CTC) should total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where the expectation is for total investments to be between £10,000 and £100,000 it is encouraged to adopt the principles in the Guidance.

The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing its investments giving priority to two underlying objectives:

- Security – protecting the capital sum invested from loss
- Liquidity – ensuring the funds invested are available for expenditure when needed.

Financial Investments can fall into one of three categories:

- Specified Investment – one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
- Loans – these can be made to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth, even though those loans may not be seen as prudent if adopting a narrow definition of prioritising security and liquidity
- Non-specified investments – any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.

Local authorities should keep strategies simple and maintain prudence at all times.

CTC has adopted the following Investment Strategy, which establishes formal objectives, policies, practices and reporting arrangements for the effective management and control of treasury management activities, and the associated risks, and should be read in conjunction with the Council's Financial Regulations.

### 1. Investment Objectives

- 1.1 CTC acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the Credition community.
- 1.2 CTC's priorities will be centred on the security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed) of its reserves.
- 1.3 To comply with the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3rd Edition updated February 2018).
- 1.4 Carry out an annual cash flow forecast to ascertain expenditure commitments for the coming financial year.

## **2. Specified Investments**

2.1 On the basis of the cash flow forecast CTC will only invest in:

- Specified Investments
- Bodies with high credit ratings.

1.2 The type of investments used will be:

- Deposits with banks, building societies, local authorities or other public authority
- Other approved public sector investment funds.

## **3. Loans**

3.1. Loans are not currently included in the Investment Strategy as they are considered unacceptable due to their potential risk.

3.2 Should CTC choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth, it should be noted that in considering loans CTC must have regard to the Guidance and must be able to demonstrate that:

- Total financial exposure to these types of loans are proportionate
- They must use an allowed “expected credit loss” model for loans as set out in the “International Financial Reporting Standard (IFRS) 9 Financial Instruments” as adopted by proper practices to measure the credit risk of the loan portfolio
- There are appropriate credit control arrangements to recover overdue repayments in place
- The Town Council has formally agreed the total level of loans by type that it is willing to make and that the total loan book is within self-assessed limits.

## **4. Non Specified Investments**

4.1 Non-specified investments are not currently included in this Investment Strategy as these investments are considered unacceptable due to the higher potential risk.

## **5. Borrowing in Advance of Need**

5.1 CTC cannot borrow more than, or in advance of their needs, purely in order to profit from the investment of the extra sums borrowed.

5.2. In exceptional circumstances where CTC chooses to disregard the Prudential Code, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), the Guidance and borrows/has borrowed purely to profit from the investment of the extra sums the Council must explain:

- a) Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance
- b) The local authority’s policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.

5.3 The purpose of this disclosure is to allow external auditors, taxpayers and other interested parties to understand why the Council has chosen to disregard the Guidance, and to be able to hold CTC to account.



## **6. Use of Investment Managers**

- 6.1 CTC does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.
- 6.2 If external investment managers are used, they will be contractually required to comply with this strategy.

## **7. Governance & Risk**

- 7.1 There will be due regard to the Financial Services Compensation Scheme and CTC will aim to spread 'specified investments' over a range of different providers in such a way as to limit exposure and minimise risk.
- 7.2 The Responsible Finance Officer (RFO) in consultation with the Council Affairs Committee and/or Full Council (as applicable) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 7.3 CTC will only invest in institutions of "high credit quality" as set out in point 2.1 of this strategy.
- 7.4 CTC will monitor the yield on investments by having regard to the general financial, economic and political environment nationally.
- 7.5 Only Full Council has the authority to make and approve any short-term investments (maximum of twelve months), in accordance with the Annual Investment Strategy, based upon recommendations from the Council Affairs Committee and Responsible Finance Officer.
- 7.6 All resolutions relating to investments will be noted in the minutes.
- 7.7 All Councillors do not necessarily need formal training to understand investment or the potential risks to satisfy the Guidance. However, it may be appropriate for the RFO to prepare a report/presentation setting out the opportunities and risks in such terms that a Councillor can understand and therefore make an informed decision.

## **8. Review & Amendment**

- 8.1 CTC's investment position will be reviewed regularly (as a minimum every six months) by the Responsible Financial Officer and reported to the Council Affairs Committee and/or Full Council for consideration.
- 8.2 This Investment Strategy will be reviewed annually.
- 8.3 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be minuted and made available to the public.



# *Crediton Town Council*

## *Standing Orders*



Published March 2021

# *Crediton Town Council*

These Standing Orders were approved and adopted for use by the Council at its Meeting held on 18 October 2011 and amended on

31<sup>st</sup> July 2012

9<sup>th</sup> October 2012

23<sup>rd</sup> April 2013

22<sup>nd</sup> July 2014

28<sup>th</sup> October 2014 minute number 1410/130

12<sup>th</sup> May 2015 minute number 1505/15

15<sup>th</sup> March 2016 minute number 1603/298

17<sup>th</sup> May 2016 minute number 1605/15

15<sup>th</sup> November 2016 minute number 1611/169

By Resolution of the Council

**Rachel Avery PSLCC**  
**Town Clerk**

## Preface

Throughout these Orders, certain terms are used throughout. These terms and their definitions for the purposes of these Standing Orders are set out below.

The term Council shall mean **CREDITON TOWN COUNCIL** unless otherwise indicated.

“Chairman” and “Vice Chairman” refer to the offices of the Chairman and Vice-Chairman of Crediton Town Council unless otherwise indicated.

“Councillor” refers, except where the content suggests otherwise, a person elected (whether his election is contested or not) and co-opted onto the council, or a person who is not a Councillor but who is a member of a committee or a sub-committee or is a member of, and represents the council on any joint committee or joint sub-committee of the council who in law is entitled to vote on any question which falls to be decided at a council, committee or sub-committee meeting. It is recognised that local Councillors can be male or female and, therefore, a reference to the masculine gender in these Standing Orders should also be construed as a reference to the feminine gender except where the context suggests otherwise.

“Resolution” is the legal term for a decision lawfully made by the majority of those present and voting at a council, committee or sub-committee meeting.

“Financial Regulations” are the standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Some of the Standing Orders are mandatory because they reflect requirements of Acts of Parliament and subsequent regulations. For ease of reference, the orders or parts of orders concerned are printed in **bold type**. The Standing Orders in bold type may not be amended unless the legislation out of which they are born changes.

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# 1 Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he

- last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chairman of the meeting.














## **2 Disorderly conduct at meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3 Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  n **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-    p **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r If requested, co-option votes can be undertaken by signed ballot, with votes being discounted if they are not signed appropriately.
- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
-    t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of**



**conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*

- ■ ■ v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- w A meeting shall not exceed a period of 3 hours.

## 4 Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than two;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-

- committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.

## **5 Ordinary council meetings**

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of**

**the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6 Extraordinary meetings of the council and committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7 Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8 Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9 Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10 Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **11 Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## **12 Draft minutes**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be

- moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
  - d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the (title of meeting) held on (date) in respect of (subject) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
  - e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13 Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 14 Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors,** a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of

the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in paper or electronic form for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.  
*See also standing order 22 below.*

## 16 Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.



## 17 Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 18 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
  - v. procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contracts Regulations 2015 (including use of the Contracts Finder website) and will be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and, where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply, the council must comply with EU procurement rules.**

## 19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Administration & Personnel committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Council or if he is not available, the Vice-Chairman of the Council, of absence occasioned by illness or other reason and that person shall report such absence to the Administration & Personnel committee at its next meeting.
- c The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported, in writing, and is subject to approval by resolution by the Administration & Personnel committee.

- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Administration & Personnel committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Administration & Personnel committee, which shall be reported back and progressed by resolution of the Administration & Personnel committee..
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Council.

## **20 Requests for information**

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **21 Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 22 Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

## 23 Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

## 24 Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 25 Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



## CCTV - Electricity payments

**Report by:** Assistant Clerk  
**To:** Full Council  
**Date:** For consideration on 16 March 2021

### **Recommendation**

Crediton Town Council is recommended to consider the payment of electrical costs incurred from the installation of CCTV equipment on 5 premises in the Town.

#### **1. Purpose**

- 1.1 This report sets out the options relating to the cost of powering the town centre CCTV system.

#### **2. Background**

- 2.1. Crediton Town Council approved the installation of CCTV in January 2021 and this includes fixing equipment to the following locations:
- European Dental Lab, Union Road  
*2 cameras and 2 receivers*
  - Post Office, Market Street  
*1 camera and 2 receivers*
  - 15-16 High Street (Cox Butchers)  
*2 cameras and 3 receivers*
  - 111-112 High Street (Helmores)  
*1 camera and 2 receivers*
  - 90 High Street  
*2 cameras and 2 receivers*
- 2.2. When obtaining permission from the above premises they were asked to consider covering the annual electricity costs up to a total of £50 (it is estimated this is how much it would cost to power 1 CCTV camera and 1 wireless receiver). Four out of five locations have agreed to this and the request is being considered by the remaining one.
- 2.3. As the equipment list has increased, there are concerns that the electricity costs may be higher than anticipated and reimbursement to these premises of costs exceeding £50 needs to be considered.

#### **3. Proposals**

##### **3.3 Agreement Wording**

To include the following within the agreement between the town council and each landlord:

*"The Licensor agrees to pay to the service suppliers all charges for electricity consumed in relation to the Equipment during the exercise or purported exercise of the Rights, up to the agreed limit of Fifty Pounds. In the event that consumption exceeds this limit, a review will be held and the cost to the Licensor renegotiated."*

If this review is required, the council will need to considering reimbursing the additional costs.

### 3.4 Measuring Usage - Installing a meter

The approved contractor has provided a quotation to install electricity meters at each location, to enable the electricity usage to be accurately monitored.

### 3.5 Measuring Usage - Based on previous meter readings/electricity bills

It is possible to monitor usage on an estimated basis by comparing previous electricity bills and cross referencing these with the electricity usage being incurred by equipment installed on town council buildings. However, this would be far less accurate.

## 4. Financial Implications

4.1 The cost of installing an electricity meter would be £ £121.50 + VAT per site. A total of £607.50 + VAT.

4.2 If the town council were to review the electricity usage and estimate the total cost based on previous readings/bills, this would not incur an additional cost.

## 5. Conclusion

5.1. The Town Council is committed to installing an effective CCTV system and, as permission could not be obtained to use the streetlighting, a fair agreement must be in place with the locations hosting the equipment.

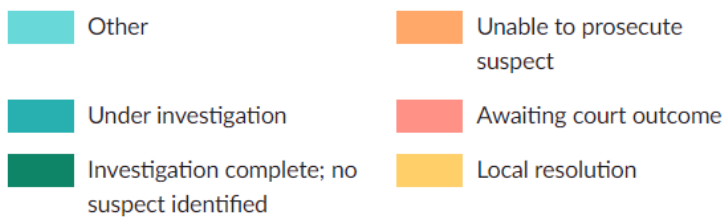
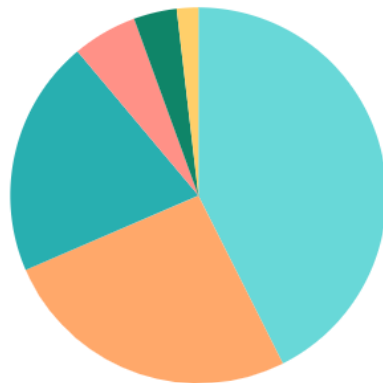
Emma Anderson  
Assistant Clerk

### Crimes by outcomes for the latest month (Jan 2021)

Latest month

Last 12 months

Last 3 years



Type	Total	Percentage
Anti-social behaviour	23	42.6%
Criminal damage and arson	5	9.3%
Drugs	3	5.6%
Other theft	1	1.9%
Public order	2	3.7%
Shoplifting	1	1.9%
Violence and sexual offences	19	35.2%



# Crediton Town Council

8a North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

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

**To All Crediton Town Councillors,**

You are hereby summoned to attend a **Meeting of Crediton Town Council**, which will be held on **Tuesday 16 March 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/95552833015?pwd=NzhaZG11b3pmSUFmOG1kaGl3TkNBUT09>

Meeting ID: 955 5283 3015

Passcode: 652398

Dial by your location

+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

+44 203 901 7895 United Kingdom

Find your local number: <https://zoom.us/u/a6SsAIXT>

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

**Rachel Avery (Mrs)**

**Town Clerk**

11 March 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), Council are 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 Meetings held on Tuesday 19 January 2021 and 16 February 2021, as a correct record
8. **To receive the Police report**
9. **To adopt the minutes of the following meetings:**
  - **Grants Sub-Committee held on 24 November 2020**
  - **Christmas in Crediton Sub-Committee held on 08 December 2020**
  - **Old Landscore School Task and Finish Group held on 16 December 2020**
  - **Town Strategy Committee held on 12 January 2021**
  - **Council Affairs Committee held on 26 January 2021**
  - **Town Strategy Committee held on 02 February 2021**
  - **Council Affairs Committee held on 09 February 2021**
10. **Accounts Due for Payment and Receipts** - To examine and agree the accounts due for payment, receipts, and bank transfers for the period inclusive and to receive the bank reconciliation. *(The schedule of payments and receipts will be issued prior to the meeting.)*
11. **To receive a list of outstanding debts owed to Crediton Town Council.** *(The documentation relating to this item will be issued prior to the meeting.)*
12. **Budget Review** - To review the budget for the year to date. *(The budget sheet will be issued prior to the meeting.)*
13. **To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions.** *(A copy of the report will be issued prior to the meeting.)*

14. To review the Council's investments and current accounts. (Further information will be issued prior to the meeting.)
15. To receive a recommendation from the Council Affairs Committee to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect. (A copy of the risk assessments and action plans will be issued with the agenda.)
16. To review and approve the Council's Statement of Internal Control for the Financial Year 2020-21. (A copy of the statement will be issued with the agenda.)
17. To review the Town Council's Investment Strategy. (A copy of the strategy will be issued with the agenda.)
18. To review the Town Council's Standing Orders (a copy of the document will be issued with the agenda)
19. To receive the report relating to The Bungalow, 8 North Street, Crediton and to consider the recommendations therein
20. CCTV:
  - To review the report relating to electricity supply and to consider the recommendation therein
  - To consider the installation of the additional back up system
  - To note the delay due to planning application requirements and additional costs relating to this
21. To receive the report relating to the Local Council Award Scheme and to consider the recommendation therein
22. To receive a verbal report regarding Newcombes Meadow toilet block
23. To resolve to appoint Councillors to sit on the Climate Change and Sustainability Sub-Committee
24. Town Square:
  - To note that the tables will be reinstated on 29 March
  - To consider a grant of £458 to provide summer events at the Town Square (funding remaining from MDDC Town Centre grant)
  - To consider a request from Christians Together to install a temporary display on the Town Square
25. To receive the report relating to the purchase of Old Landscore School, and to consider the recommendation therein
26. To consider arrangements for the 2021 Annual Town Meeting
27. To consider and agree start times for committee meetings

28. **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
29. **To note Council Correspondence and Matters to Note** (List to be issued with agenda)
30. **To note the date of the next meeting – Tuesday 18 May 2021 at 19.00**

## Crediton Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 17/03/2021</b>		
	Cash in Hand 01/04/2020		362,639.43
	<b>ADD</b> Receipts 01/04/2020 - 17/03/2021		296,904.05
			659,543.48
	<b>SUBTRACT</b> Payments 01/04/2020 - 17/03/2021		223,563.10
<b>A</b>	<b>Cash in Hand 17/03/2021</b> (per Cash Book)		<b>435,980.38</b>
	Cash in hand per Bank Statements		
	Cash 21/04/2020	0.00	
	United Trust Bank a/c 10026692 31/10/2020	87,066.68	
	Hampshire Trust Bank a/c 1025442 20/04/2020	48,714.81	
	Nationwide a/c 90097276 01/04/2020	61,213.59	
	Co-operative current a/c 65809217 15/03/2021	156,241.80	
	Cambridge & Counties 01/04/2020	86,123.05	
	Petty Cash 14/01/2021	4.01	
			<b>439,363.94</b>
	Less unrepresented payments		3,383.56
			435,980.38
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>435,980.38</b>
	<b>A = B Checks out OK</b>		