CREDITON
TOWN COUNCIL

Manor Office, 6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

To All Crediton Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, June 23, 2026, at 19:30, at Crediton Library, Belle Parade, Crediton, EX17 2AA.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

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

**Rachel Avery FSLCC**

**Town Clerk**

**Thursday, 18 June 2026**

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Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

**AGENDA**

**13 - Welcome and Introduction**
Opening of meeting by the Chair and member introductions

**14 - Public Question Time**
To receive questions from members of the public relevant to the work of the committee (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

**15 - Apologies**
To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

**16 - Declarations of Interest and Request for Dispensations**

**16.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**16.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

**17 - Climate Emergency**
To note that decisions will be made with the climate emergency at the forefront of decision and policy making

**18 - Order of Business**
At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

**19 - Chair's and Clerk's Announcements**
To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

**20 - Oversight Committee Minutes**
To approve and sign the minutes of the meeting held on 12 May 2026, as a correct record (minutes will be issued with the agenda)

**21 - Finance**

**21.1 - To receive and approve transactions between 01 May 2026 and 31 May 2026**

**21.2 - To receive and approve the bank reconciliation to 31 May 2026**

**21.3 - To note bank account balances to 31 May 2026**

**21.4 - To note Youth finances to 31 May 2026**

**21.5 - To note Year to Date budget to 31 May 2026**

**21.6 - To note Earmarked Reserves balances to 31 May 2026**

**22 - Mileage expenses claim increase**
To receive the report regarding the mileage expenses claim increase, and note the contents therein

**23 - Review and Adoption of Policies**
To review and adopt the following policies:
Performance Management Policy
Procurement Policy
Member/Officer Relations Protocol
Recruitment of Ex-Offenders Policy
Value for Money Statement
Time Off In Lieu and Overtime Policy
Whistleblowing Policy
Code of Conduct for Working with Young People

**24 - Branded Gazebo Purchase**
To receive the report regarding the purchase of a branded gazebo, and consider the recommendations therein

**25 - Big Boniface Bash**
To receive the report regarding the cancellation of the Big Boniface Bash, and note the contents therein

**26 - Local Government Reorganisation**

**26.1 - To receive a verbal report by Cllr Backhouse regarding the DCC/DALC LGR event**

**26.2 - Asset Transfer Working Group**
To receive the report regarding the Asset Transfer Working Group, and consider and agree any recommendations therein

**27 - Date of next meeting**
To note that the date of the next meeting will be Tuesday 28 July 2026

**28 - Part II**
To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

**29 - Youth Work Staffing**
To receive the confidential report regarding Youth Work Staffing, and to consider the recommendations therein

**30 - Reports Pack**

## Attachments – for internal use only

AI 20 - 2026-05-12 - Oversight Committee - Minutes.pdf
AI 21.1 - Transactions 01 May - 31 May 2026.pdf
AI 21.2 Bank rec as at 31 May 2026.pdf
AI 21.3 - Bank balances as at 31 May 2026.PDF
AI 21.4 - Youth finances as at 31 May 2026.pdf
AI 21.5 - Y2D Budget as at 31 May 2026.pdf
AI 21.6 - EMR levels as at 31 May 2026.pdf
AI 22 - Mileage expenses.docx
AI 23 - Performance Management Statement.docx
AI 23 - Procurement Policy.docx
AI 23 - Member Officer Protocol.docx
AI 23 - Recruitment of Ex-offenders for web.docx
AI 23 - Value For Money Statement.docx
AI 23 - TOIL and Overtime Policy.docx
AI 23 - Whistleblowing.docx
AI 23 - Code of Conduct for Working with Young People.docx
AI 24 - CTC branded gazebo.docx
AI 25 -Big Boniface Bash report.docx
AI 26 - Asset Transfer Working Group Recommendations.docx

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**Minutes of the Oversight Committee meeting held on Tuesday, May 12, 2026 at 19:30 in Crediton Library, Belle Parade, Crediton, EX17 2AA**

**Present:** Cllrs Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, John Downes, Vix Frisby (part meeting) and Steve Huxtable

**Apologies:** Cllr Joyce Harris

**In Attendance:** Tim Bland, Events and Town Centre Officer (part meeting)
Cath Kelly, Lead Youth Worker (part meeting)
2 members of the Public

**Minute Taker:** Rachel Avery, Town Clerk

## MINUTES

**1 ELECTION OF CHAIR 2026/27**
**Decision:** It was **resolved** to elect Cllr Backhouse as Chair for the 2026/27 term. (Proposed by Cllr Frisby)

**2 ELECTION OF DEPUTY CHAIR 2026/27**
**Decision:** It was **resolved** to elect Cllr Huxtable as Deputy Chair for the 2026/27 term. (Proposed by Cllr Downes)

*Cllr Frisby left the meeting at 19.37*

**3 WELCOME AND INTRODUCTION**
Cllr Backhouse welcomed everyone to the meeting and members introduced themselves.

**4 PUBLIC QUESTION TIME**
A member of the public, raised concerns about the council's slow decision-making process. Cllr Backhouse reminded the member of public that questions should relate directly to the current meeting's agenda.

**5 APOLOGIES**
**Decision:** It was **resolved** to accept apologies from Cllr Harris (holiday). (Proposed by Cllr Cochran)

**6 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**

**6.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**
There were no declarations of interest.

**6.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

**7 CLIMATE EMERGENCY**

It was **noted** that decisions would be made with the climate emergency at the forefront of decision and policy making.

**8 ORDER OF BUSINESS**

There were no changes to the order of business.

**9 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**10 FINANCE**

**10.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL 2026 AND 30 APRIL 2026**

**Decision:** It was **resolved** to approve transactions between 01 April 2026 and 30 April 2026. (Proposed by Cllr Brookes-Hocking)

**10.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2026**

Members reviewed and approved the bank reconciliation for the end of April 2026.

**Decision:** It was **resolved** to approve the bank reconciliation to 30 April 2026. (Proposed by Cllr Brookes-Hocking)

**10.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2026**

Bank account balances as of 30 April 2026 were **noted**.

**10.4 TO NOTE EAR MARKED RESERVES BALANCES**

Earmarked reserves balances were **noted**.

**11 AUDIT 2025/26**

The internal audit report for 2025/26 was reviewed. Members discussed the audit summary and observations, noting that the full council had previously discussed these in detail. Cllr Huxtable requested more detailed information on the specific tests carried out by the auditor, which was agreed to be followed up.

**Decision:** The audit report was received and **noted** without further queries. (Proposed by Cllr Backhouse)

**12 REVIEW AND ADOPTION OF POLICIES**

The Model Publication Scheme was reviewed, with a minor wording issue identified. Although this was noted, it was agreed that it was not a material issue and the word would be amended.

**Decision:** It was **resolved** to **approve** the Model Publication Scheme. (Proposed by Cllr Brookes-Hocking)

The Scheme of Delegation was reviewed, with a question raised about whether the Town Clerk had to be the one making all decisions. It was clarified that the Town Clerk could delegate responsibilities to other officers, as per section 1.3.

**Decision:** It was **resolved** to **approve** the Scheme of Delegation. (Proposed by Cllr Brookes-Hocking)

**13 SALE OF LOCOMOTIVE SIGN**

Members reviewed the emails received from a member of the public requesting to purchase the locomotive nameplate. Members discussed the importance of the nameplate to the town's heritage and agreed that selling it would not be appropriate at this time. The merits of a current valuation to ensure its up to date value was considered.

**Decision:** It was **resolved** to retain the locomotive nameplate and thank the interested party for their offer. (Proposed by Cllr Huxtable)
**Decision:** It was **resolved** to obtain a quote for the valuation of the locomotive nameplate. (Proposed by Cllr Downes)

**14 DATE OF NEXT MEETING**

The date of the next meeting was **noted** as Tuesday, 23 June 2026, at 19:30.

**15 PART II**

**Decision:** It was **resolved** to **approve** the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Backhouse)

*The Events and Town Centre Officer left the meeting*

**16 YOUTH WORK STAFFING**

The confidential report regarding youth work staffing was presented and considered.

**Decision:** It was **resolved** to **approve** the proposal as detailed in the confidential report. (Proposed by Cllr Downes)

It was **noted** that further information and documents will be presented as they become available.

*The Town Clerk and Lead Youth Worker left the meeting for item 17*

**17 STAFF SUPPORT**

The confidential report regarding staff support was presented and considered.

**Decision:** It was **resolved** to **approve** the recommendation as detailed in the confidential report. (Proposed by Cllr Cochran)

**18 REPORTS PACK**

Signed ……

Dated……

**Receipts for Month 2** **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **327,772.68** | | | | | **327,772.68** | |
| | Banked **11/05/2026** | **-22.00** | | | | | | |
| REF #350 | Youth Club (YW) | -22.00 | | | 1240 | 410 | -22.00 | Woodlands Trip |
| | Banked **11/05/2026** | **11.52** | | | | | | |
| #10 | Allotment Barnfield | 11.52 | | | 1150 | 160 | 10.50 | B2A Rent 25/26 |
| | | | | | 1170 | 180 | 1.02 | B2A BAA 25/26 |
| | Banked **14/05/2026** | **9,358.93** | | | | | | |
| #11 | HMRC | 9,358.93 | | | 105 | | 9,358.93 | VAT refund - Q3 25-26 |
| | **Total Receipts for Month** | 9,348.45 | 0.00 | 0.00 | | | 9,348.45 | |
| | **Cashbook Totals** | 337,121.13 | 0.00 | 0.00 | | | 337,121.13 | |

**Continued on Page 16**

**Payments for Month 2** **Nominal Ledger**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 01/05/202 | [redacted]Lee | SO #72 | 1,408.33 | | | 4400 | 250 | 1,408.33 | Rent - Manor Office |
| 05/05/2026 | EE Ltd | DD #73 | 27.98 | | 4.66 | 4720 | 410 | 23.32 | Youth - mobile phone bill |
| 06/05/2026 | Animating Devon CIC | BACS #74 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | Significant Seams | BACS #75 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | EPIC Family CIC | BACS #76 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | Folklore Library | BACS #77 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | Crediton Youth Orchestra | BACS #78 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | Holy Cross Junior Choir | BACS #79 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | Churches Housing Action Team | BACS #80 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 06/05/2026 | The Turning Tides Project | BACS #81 | 3,000.00 | | | 4750 | 420 | 3,000.00 | Grant funding 26-27 |
| 08/05/2026 | Cloudy IT | DD #82 | 28.80 | | 4.80 | 4070 | 120 | 24.00 | IT support - tablets |
| 08/05/2026 | Wage payments | BACS #83 | 481.23 | | | 4005 | 110 | 481.23 | Salary adjustment - April |
| 08/05/2026 | IAC Audit & Consultancy Ltd | BACS #84 | 474.00 | | 79.00 | 4080 | 120 | 395.00 | Year End Audit 25-26 |
| 08/05/2026 | IAC Audit & Consultancy Ltd | BACS #84 | -474.00 | | -79.00 | 4080 | 120 | -395.00 | Year End Audit 25-26 |
| 12/05/2026 | IAC Audit & Consultancy Ltd | BACS #84 | 474.00 | | 79.00 | 4080 | 120 | 395.00 | Year End Audit 25-26 |
| 12/05/2026 | Parkrun | BACS #85 | 3,000.00 | | 500.00 | 4750 | 420 | 2,500.00 | Grant funding 26-27 |
| 12/05/2026 | Mid Devon District Council | BACS #86 | 4,066.40 | | | 4430 | 350 | 4,066.40 | OLS business rates |
| 12/05/2026 | Mid Devon District Council | BACS #87 | 4,453.58 | | | 4430 | 250 | 4,453.58 | Manor Office business rates |
| 13/05/2026 | Crediton Cobbler | CARD #88 | 6.00 | | | 4120 | 120 | 6.00 | Key cutting |
| 14/05/2026 | Tesco | CARD #89 | 8.47 | | | 4720 | 410 | 8.47 | Youth - refreshments |
| 15/05/2026 | ReFurnish | CARD #90 | 2.00 | | | 4720 | 410 | 2.00 | Youth - GG supplies |
| 15/05/2026 | Tesco | CARD #91 | 32.16 | | | 4720 | 410 | 32.16 | Youth - GG refreshments |
| 18/05/2026 | [redacted]us Open Systems | DD #92 | 422.40 | | 70.40 | 4070 | 120 | 352.00 | IT support |
| 18/05/2026 | [redacted]ims | BACS #93 | 375.54 | | | 4215 | 130 | 375.54 | Expenses - Dokkum visit |
| 18/05/2026 | TerraQuest Solutions Ltd | BACS #94 | 1,280.00 | | 3.50 | 4105 | 120 | 1,276.50 | MO building control fees |
| 18/05/2026 | Viking | BACS #95 | 60.49 | | 4.39 | 4085 | 120 | 18.97 | Stationery & postage |
| | | | | | | 4065 | 120 | 37.13 | Stationery & postage |
| 20/05/2026 | Libraries Unlimited SW | BACS #96 | 10.00 | | | 4720 | 410 | 10.00 | Youth room hire - April |
| 20/05/2026 | Libraries Unlimited SW | BACS #97 | 13.75 | | | 4210 | 130 | 13.75 | Room hire - May meetings |
| 20/05/2026 | Libraries Unlimited SW | BACS #98 | 40.00 | | | 4720 | 410 | 40.00 | Youth room hire - April |
| 20/05/2026 | Adams | BACS #99 | 47.97 | | 6.33 | 4020 | 365 | 10.58 | Town maintenance |
| | | | | | | 4230 | 190 | 20.82 | Peoples Park maintenance |
| | | | | | | 4115 | 120 | 10.24 | Office supplies |
| 20/05/2026 | The Turning Tides Project | BACS #100 | 1,400.00 | | | 4020 | 365 | 1,400.00 | Town maintenance |
| 21/05/2026 | E.ON Next | DD #101 | 319.29 | | 15.20 | 4290 | 250 | 304.09 | Manor Office electricity |
| 22/05/2026 | Spar | CARD #102 | 2.40 | | | 4720 | 410 | 2.40 | Youth - GG refreshments |
| 22/05/2026 | Morrisons | CARD #103 | 3.45 | | | 4720 | 410 | 3.45 | Youth - GG refreshments |
| 22/05/2026 | Wage payments | BACS #104 | 11,054.03 | | | 4000 | 110 | 8,062.66 | Salaries - May |
| | | | | | | 4005 | 110 | 2,991.37 | Salaries - May |
| 26/05/2026 | Crediton Cobbler | CARD #105 | 28.00 | | | 4120 | 120 | 28.00 | Key cutting |
| 26/05/2026 | Canva | CARD #106 | 99.99 | | 16.66 | 4185 | 130 | 83.33 | Subscription |
| 26/05/2026 | Cloudy IT | DD #107 | 3,024.00 | | 504.00 | 4090 | 120 | 2,520.00 | Decisions software |
| 26/05/2026 | BT | DD #108 | 98.28 | | 16.38 | 4075 | 120 | 81.90 | Broadband charges |
| 27/05/2026 | Tesco | CARD #109 | 17.94 | | | 4155 | 130 | 17.94 | Annual Town Meeting supplies |
| 27/05/2026 | Concorde | DD #110 | 130.70 | | 21.78 | 4060 | 120 | 108.92 | Printing charges |
| 27/05/2026 | Valda Energy | DD #111 | 91.90 | | 44.76 | 4290 | 340 | 9.02 | Electricity - Newcombes toilet |

**Continued on Page 17**

**Payments for Month 2** **Nominal Ledger**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 4290 | 350 | 38.12 | Electricity - OLS |
| 27/05/2026 | Wage payments | BACS #112 | 198.48 | | | 4005 | 110 | 198.48 | Salaries - May |
| 27/05/2026 | Peninsula Pensions | BACS #113 | 3,980.08 | | | 4040 | 110 | 3,022.69 | Pensions - May |
| | | | | | | 4015 | 110 | 957.39 | Pensions - May |
| 27/05/2026 | HMRC | BACS #114 | 4,268.99 | | | 4030 | 110 | 3,607.58 | NI/PAYE - May |
| | | | | | | 4010 | 110 | 661.41 | NI/PAYE - May |
| 29/05/2026 | Nexus Open Systems | DD #115 | 223.39 | | 37.23 | 4070 | 120 | 186.16 | IT support |
| | **Total Payments for Month** | | 65,180.02 | 0.00 | 1,329.09 | | | 63,850.93 | |
| | **Balance Carried Fwd** | | 271,941.11 | | | | | | |
| | **Cashbook Totals** | | 337,121.13 | 0.00 | 1,329.09 | | | 335,792.04 | |

**Receipts for Month 2** **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **701,846.28** | | | | | **701,846.28** | |
| | Banked **05/05/2026** | **2,168.52** | | | | | | |
| CCLA #2 | CCLA | 2,168.52 | | | 1090 | 120 | 2,168.52 | Interest on account |
| | **Total Receipts for Month** | 2,168.52 | 0.00 | 0.00 | | | 2,168.52 | |
| | **Cashbook Totals** | 704,014.80 | 0.00 | 0.00 | | | 704,014.80 | |

**Continued on Page 2**

**Payments for Month 2** **Nominal Ledger**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | | | 0.00 | | | | | | |
| | **Total Payments for Month** | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | **Balance Carried Fwd** | | 704,014.80 | | | | | | |
| | **Cashbook Totals** | | 704,014.80 | 0.00 | 0.00 | | | 704,014.80 | |

**Bank Reconciliation Statement as at 31/05/2026**
**for Cashbook 1 - Co-Operative 9217**

| Bank Statement Account Name (s) | Statement Date | Page | Balances |
|---|---|---|---|
| Co-Operative Current 15006951 | 31/05/2026 | 355 | 271,941.11 |
| | | | 271,941.11 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 271,941.11 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 271,941.11 |
| | **Balance per Cash Book is :-** | **271,941.11** |
| | **Difference is :-** | **0.00** |

**R Avery (Clerk/RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

**Bank Reconciliation Statement as at 31/05/2026**
**for Cashbook 7 - CCLA**

| Bank Statement Account Name (s) | Statement Date | Page | Balances |
|---|---|---|---|
| CCLA | 31/05/2026 | | 704,014.80 |
| | | | 704,014.80 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 704,014.80 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 704,014.80 |
| | **Balance per Cash Book is :-** | **704,014.80** |
| | **Difference is :-** | **0.00** |

**R Avery (Clerk & RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

**Bank Reconciliation Statement as at 31/05/2026**
**for Cashbook 3 - Nationwide Account 7276**

| Bank Statement Account Name (s) | Statement Date | Page | Balances |
|---|---|---|---|
| Nationwide Account 90097276 | 31/05/2026 | | 0.00 |
| | | | 0.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **0.00** |
| **Difference is :-** | **0.00** |

**R Avery (Clerk & RFO):**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Signatory 1:**

Name ..... Signed ..... Date .....

## Crediton Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 May 2026

**Confirmed Bank & Investment Balances**

Bank Statement Balances

| | | | |
|---|---|---|---|
| 31/05/2026 | Co-Operative Current 15006951 | 271,941.11 | |
| 31/05/2026 | Nationwide Account 90097276 | 0.00 | |
| 31/05/2026 | CCLA | 704,014.80 | |
| | | | **975,955.91** |

Receipts not on Bank Statement

| | | |
|---|---|---|
| | | **0.00** |
| **Closing Balance** | | **975,955.91** |

All Cash & Bank Accounts

| | | |
|---|---|---|
| 1 | Co-Operative C/Account 9217 | 271,941.11 |
| 3 | Nationwide Account 7276 | 0.00 |
| 7 | CCLA | 704,014.80 |
| | Other Cash & Bank Balances | 0.00 |
| | **Total Cash & Bank Balances** | **975,955.91** |

# YOUTH FINANCES 26-27

| | | | CTC budget | Subs | EMR 374: DCC Places To Go Grant (Jan 2026) | EMR 366: Underspend 2024-25 | EMR 373: Youth subs |
|---|---|---|---|---|---|---|---|
| | | | £6,000.00 | £312.00 | £1,000.00 | £1,609.15 | £2,752.56 |
| **Date** | **Description** | **Supplier** | | | | | |
| 24-25 EOY adj | Room hire | | -£120.00 | | | | |
| 24-25 EOY adj | Room hire | | -£168.00 | | | | |
| 24-25 EOY adj | Room hire | | -£111.25 | | | | |
| 24-25 EOY adj | Boxing intervention | | -£500.00 | | | | |
| 01/04/2026 | Mobile phone bill | EE Ltd | £18.00 | | | | |
| 10/04/2026 | Room hire - April | Libraries Unlimited | | | £41.25 | | |
| 10/04/2026 | Room hire | Boniface Centre | £120.00 | | | | |
| 10/04/2026 | Room hire | Crediton Arts Centre | £168.00 | | | | |
| 16/04/2026 | Train tickets | Great Western Rail | £62.90 | | | | |
| 23/04/2026 | Refreshments | Morrisons | | £1.80 | | | |
| 23/04/2026 | Refreshments | Morrisons | | £8.69 | | | |
| 24/04/2026 | Compost | Tuckers | £3.46 | | | | |
| 24/04/2026 | GG refreshments | Tesco | £26.40 | | | | |
| 28/04/2026 | Room hire | Libraries Unlimited | £111.25 | | | | |
| 28/04/2026 | Boxing intervention | Bang Bang Boxing | £500.00 | | | | |
| 28/04/2026 | Woodlands coach | Taw & Torridge Coaches | £585.00 | | | | |
| 28/04/2026 | Youth laptop replacement | Nexus Open Systems | | | | £972.50 | |
| 05/05/2026 | Mobile phone bill | EE Ltd | £23.32 | | | | |
| 14/05/2026 | Refreshments | Tesco | £8.47 | | | | |
| 15/05/2026 | GG supplies | Refurnish | £2.00 | | | | |
| 15/05/2026 | GG refreshments | Tesco | £32.16 | | | | |
| 20/05/2026 | Room hire - April | Libraries Unlimited | | | £10.00 | | |
| 20/05/2026 | Room hire - April | Libraries Unlimited | | | £40.00 | | |
| 22/05/2026 | GG refreshments | Spar | £2.40 | | | | |
| 22/05/2026 | GG refreshments | Morrisons | £3.45 | | | | |
| | | | | | | | |
| | | **Total spent:** | **£767.56** | **£10.49** | **£91.25** | **£972.50** | **£0.00** |
| | **Salaries** | | | | | | |
| | | **Remaining:** | **£5,232.44** | **£301.51** | **£908.75** | **£636.65** | **£2,752.56** |

**Year To Date Budget 2026-2027**

| EXPENDITURE | Budget | April | May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | EXPENDITURE | %Budget Spent | Remaining | Total Spend |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Salaries** | | | | | | | | | | | | | | **Salaries** | | | |
| Salaries, Including NI & Pensions | 252,000 | 18,715 | 19,983 | | | | | | | | | | | Salaries, Including NI & Pensions | 15% | 213,302 | 38,698 |
| Payroll | 500 | | | | | | | | | | | | | Payroll | | 500 | |
| | | | | | | | | | | | | | | | | | |
| **Office Administration** | | | | | | | | | | | | | | **Office Administration** | | | |
| Photocopier/Printing | 2,500 | (48) | 109 | | | | | | | | | | | Photocopier/Printing | 2% | 2,439 | 61 |
| Postage | 150 | | 37 | | | | | | | | | | | Postage | 25% | 113 | 37 |
| IT Support | 6,500 | 556 | 562 | | | | | | | | | | | IT Support | 17% | 5,382 | 1,118 |
| Telephone/Broadband | 2,500 | 162 | 82 | | | | | | | | | | | Telephone/Broadband | 10% | 2,256 | 244 |
| Audit Fees | 2,500 | | 395 | | | | | | | | | | | Audit Fees | 16% | 2,105 | 395 |
| Stationery | 250 | | 19 | | | | | | | | | | | Stationery | 8% | 231 | 19 |
| Software | 4,000 | | 2,520 | | | | | | | | | | | Software | 63% | 1,480 | 2,520 |
| Reference books | 200 | | | | | | | | | | | | | Reference books | | 200 | |
| Security Waste Collection | 75 | | | | | | | | | | | | | Security Waste Collection | | 75 | |
| Legal/Professional Services | 6,500 | 1,285 | 1,277 | | | | | | | | | | | Legal/Professional Services* | 39% | 3,938 | 2,562 |
| Insurance | 6,100 | | | | | | | | | | | | | Insurance | | 6,100 | |
| Office Equipment | 2,500 | | | | | | | | | | | | | Office Equipment | | 2,500 | |
| Other | 1,000 | | 34 | | | | | | | | | | | Other | 3% | 966 | 34 |
| Office Supplies/Consumables | 600 | 12 | 10 | | | | | | | | | | | Office Supplies/Consumables | 4% | 578 | 22 |
| | - | | | | | | | | | | | | | Defibrillator Renewal | | - | |
| | - | | | | | | | | | | | | | | | - | |
| | | | | | | | | | | | | | | | | | |
| **Council and Councillors** | | | | | | | | | | | | | | **Council and Councillors** | | | |
| Councillor/Clerk Expenses | 800 | | | | | | | | | | | | | Councillor/Clerk Expenses | | 800 | |
| Councillor e-mail addresses | 750 | | | | | | | | | | | | | Councillor e-mail addresses | | 750 | |
| Advertising | 600 | | | | | | | | | | | | | Advertising | | 600 | |
| Mayor's Allowance | 600 | | | | | | | | | | | | | Mayor's Allowance | | 600 | |
| Councillor Allowances | 1,440 | | | | | | | | | | | | | Councillor Allowances | | 1,440 | |
| Annual Town Meeting | 400 | | 18 | | | | | | | | | | | Annual Town Meeting | 5% | 382 | 18 |
| Mayor's Reception | 2,000 | | | | | | | | | | | | | Mayor's Reception | | 2,000 | |
| Hospitality | 200 | | | | | | | | | | | | | Hospitality | | 200 | |
| Remembrance Day | 2,500 | | | | | | | | | | | | | Remembrance Day | | 2,500 | |
| Website | 1,800 | 275 | | | | | | | | | | | | Website | 15% | 1,525 | 275 |
| Website Accessibility Work | - | | | | | | | | | | | | | Website Accessibility Work | | - | |
| Subscriptions | 2,500 | | 83 | | | | | | | | | | | Subscriptions | 3% | 2,417 | 83 |
| Staff/Councillor Training | 4,000 | | | | | | | | | | | | | Staff/Councillor Training | | 4,000 | |
| Honorarium | 400 | | | | | | | | | | | | | Honorarium | | 400 | |
| Parking Permit | 600 | | | | | | | | | | | | | Parking Permit | | 600 | |
| Public Consultations | 1,000 | | | | | | | | | | | | | Public Consultations | | 1,000 | |
| Meeting Room Charges | 1,000 | 53 | 14 | | | | | | | | | | | Meeting Room Charges | 7% | 933 | 67 |
| Civic Functions | 7,500 | | 376 | | | | | | | | | | | Civic Functions | 5% | 7,124 | 376 |
| | | | | | | | | | | | | | | | | | |
| **Allotments** | | | | | | | | | | | | | | **Allotments** | | | |
| Exhibition Road general/scheduled maintenance | 1,250 | | | | | | | | | | | | | Exhibition Road general/scheduled maintenance | | 1,250 | |
| Exhibition Road water/water maintenance and repairs | 1,000 | | | | | | | | | | | | | Exhibition Road water/water maintenance and repairs | | 1,000 | |
| Barnfield general/scheduled maintenance | 1,000 | | | | | | | | | | | | | Barnfield general/scheduled maintenance | | 1,000 | |
| Barnfield water/water maintenance and repairs | 750 | | | | | | | | | | | | | Barnfield water/water maintenance and repairs | | 750 | |

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Moffats general/scheduled maintenance | 350 | | | | | | | | | | | | | Moffats general/scheduled maintenance | | 350 | |
| Moffats water/water maintenance and repairs | 500 | | | | | | | | | | | | | Moffats water/water maintenance and repairs | | 500 | |
| Boniface Allotments Assocation fees | 300 | | | | | | | | | | | | | Boniface Allotments Assocation fees | | 300 | |
| | | | | | | | | | | | | | | | | | |
| **Property and Assets** | | | | | | | | | | | | | | **Property and Assets** | | | |
| Peoples Park maintenance | 3,500 | | 21 | | | | | | | | | | | Peoples Park maintenance | 1% | 3,479 | 21 |
| Peoples Park grass cutting | 3,300 | | | | | | | | | | | | | Peoples Park grass cutting | | 3,300 | |
| Peoples Park Memorial Garden | 1,500 | | | | | | | | | | | | | Peoples Park Memorial Garden | | 1,500 | |
| Peoples Park Wildlife Area | 250 | | | | | | | | | | | | | Peoples Park Wildlife Area | | 250 | |
| Upper Deck general maintenance and cleaning | 500 | | | | | | | | | | | | | Upper Deck general maintenance and cleaning | | 500 | |
| Bandstand electricity | 250 | | | | | | | | | | | | | Bandstand electricity | | 250 | |
| Bandstand cleaning and general maintenance | 750 | | | | | | | | | | | | | Bandstand cleaning and general maintenance | | 750 | |
| War Memorial netting | - | | | | | | | | | | | | | War Memorial netting | | - | |
| War Memorial cleaning and general maintenance | 600 | | | | | | | | | | | | | War Memorial cleaning and general maintenance | | 600 | |
| Street Furniture general maintenance | 1,500 | | | | | | | | | | | | | Street Furniture general maintenance | | 1,500 | |
| Street Furniture bus shelter maintenance | - | | | | | | | | | | | | | Street Furniture bus shelter maintenance | | - | |
| Town Clock | 1,000 | | | | | | | | | | | | | Town Clock | | 1,000 | |
| Stoney Park maintenance | 500 | | | | | | | | | | | | | Stoney Park maintenance | | 500 | |
| Boniface Statue maintenance and cleaning | 350 | | | | | | | | | | | | | Boniface Statue maintenance and cleaning | | 350 | |
| Millenium Cross maintenance and cleaning | 150 | | | | | | | | | | | | | Millenium Cross maintenance and cleaning | | 150 | |
| Garage rental | 2,000 | | | | | | | | | | | | | Garage rental | | 2,000 | |
| Public open spaces (SPG & Fulda Crescent) | 1,200 | | | | | | | | | | | | | Public open spaces (SPG & Fulda Crescent) | | 1,200 | |
| Newcombes Meadow toilets water | 650 | 718 | | | | | | | | | | | | Newcombes Meadow toilets water | 110% | - 68 | 718 |
| Newcombes Meadow toilets electricity | 500 | 9 | 9 | | | | | | | | | | | Newcombes Meadow toilets electricity | 4% | 482 | 18 |
| Newcombes Meadow toilets supplies & repairs | 300 | (100) | | | | | | | | | | | | Newcombes Meadow toilets supplies & repairs | -33% | 400 | (100) |
| Newcombes Meadow toilets door locking | 300 | | | | | | | | | | | | | Newcombes Meadow toilets door locking | | 300 | |
| Old Landscore School electricity | 200 | 38 | 38 | | | | | | | | | | | Old Landscore School electricity | 38% | 124 | 76 |
| Old Landscore School equipment | 200 | | | | | | | | | | | | | Old Landscore School equipment | | 200 | |
| Old Landscore School water charges | 200 | | | | | | | | | | | | | Old Landscore School water charges | | 200 | |
| Old Landscore School telephone/broadband | - | | | | | | | | | | | | | Old Landscore School telephone/broadband | | - | |
| Old Landscore School maintenance | 2,500 | | | | | | | | | | | | | Old Landscore School maintenance | | 2,500 | |
| Old Landscore School business rates | 3,750 | | 4,066 | | | | | | | | | | | Old Landscore School business rates | 108% | - 316 | 4,066 |
| Old Landscore School insurance | 1,250 | | | | | | | | | | | | | Old Landscore School insurance | | 1,250 | |
| Annual QTRA | 2,000 | | | | | | | | | | | | | Annual QTRA | | 2,000 | |
| Additional tree works | 3,000 | | | | | | | | | | | | | Additional tree works | | 3,000 | |
| Town maintenance contract | 13,650 | 1,101 | 1,411 | | | | | | | | | | | Town maintenance contract | 18% | 11,138 | 2,512 |
| General Small works | 5,000 | 212 | | | | | | | | | | | | General Small works | 4% | 4,788 | 212 |
| CCTV | 9,000 | | | | | | | | | | | | | CCTV | | 9,000 | |
| | | | | | | | | | | | | | | | | | |
| **Council Offices** | | | | | | | | | | | | | | **Council Offices** | | | |
| Bungalow rent & costs | | | | | | | | | | | | | | Bungalow rent & costs | | - | |
| Main office rent | 18,000 | 1,408 | 1,408 | | | | | | | | | | | Main office rent | 16% | 15,184 | 2,816 |
| Electricity | 2,500 | 48 | 304 | | | | | | | | | | | Electricity | 14% | 2,148.00 | 352 |
| Water | 1,000 | | | | | | | | | | | | | Water | | 1,000 | |
| Fire Extinguishers | 1,200 | | | | | | | | | | | | | Fire Extinguishers | | 1,200 | |
| General Premises Maintenance | 1,000 | | | | | | | | | | | | | General Premises Maintenance | | 1,000 | |
| Business rates | 4,000 | | 4,454 | | | | | | | | | | | Business rates | 111% | - 454 | 4,454 |
| Refreshments | 180 | 9 | | | | | | | | | | | | Refreshments | 5% | 171 | 9 |
| | | | | | | | | | | | | | | | | | |
| **Floral Crediton** | | | | | | | | | | | | | | **Floral Crediton** | | | |

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Plants/Flowers | 3,000 | | | | | | | | | | | | | Plants/Flowers | | 3,000 | |
| Awards Evening | 150 | | | | | | | | | | | | | Awards Evening | | 150 | |
| Hanging baskets/troughs & watering | 7,000 | | | | | | | | | | | | | Hanging baskets/troughs & watering | | 7,000 | |
| Other Floral costs | 500 | | | | | | | | | | | | | Other Floral costs | | 500 | |
| New planters (replacements) | 1,000 | | | | | | | | | | | | | New planters (replacements) | | 1,000 | |
| | | | | | | | | | | | | | | | | | | |
| **Christmas in Crediton** | | | | | | | | | | | | | | **Christmas in Crediton** | | | |
| Repeat Costs | 14,000 | | | | | | | | | | | | | Repeat Costs | | 14,000 | |
| Community Participation | 7,500 | | | | | | | | | | | | | Community Participation | | 7,500 | |
| New Infrastructure | 4,000 | | | | | | | | | | | | | New Infrastructure | | 4,000 | |
| Miscellaneous | 1,000 | | | | | | | | | | | | | Miscellaneous | | 1,000 | |
| | | | | | | | | | | | | | | | | | | |
| **Collated Summer Programme** | | | | | | | | | | | | | | **Collated Summer Programme** | | | |
| General expenditure | 12,000 | 153 | | | | | | | | | | | | General expenditure | 1% | 11,847 | 153 |
| | | | | | | | | | | | | | | | | | | |
| **Additional Services** | | | | | | | | | | | | | | **Additional Services** | | | |
| DCC grass cutting | 5,000 | | | | | | | | | | | | | DCC grass cutting | | 5,000 | |
| Youth Work | 6,000 | 748 | 122 | | | | | | | | | | | Youth Work* | 15% | 5,130 | 870 |
| Annual grants to community groups | 54,500 | 28,854 | 26,500 | | | | | | | | | | | Annual grants to community groups | 102% | - 854 | 55,354 |
| Crediton Urban Taskforce | 500 | | | | | | | | | | | | | Crediton Urban Taskforce | | 500 | |
| | | | | | | | | | | | | | | | | | | |
| **Budget Spend** | **524,995** | **54,208** | **63,851** | | | | | | | | | | | **Budget Spend** | **22%** | **406,936** | **118,059** |

| **EXPENDITURE: Ear Marked Reserves*** | **Budget** | | | | | | | | | | | | | **EXPENDITURE: Ear Marked Reserves**** | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EMR 344: OLS project | | 900 | | | | | | | | | | | | EMR 344: OLS project | | | |
| EMR 339: IT equipment/support | | 973 | | | | | | | | | | | | EMR 339: IT equipment/support | | | |
| EMR 366: Youth Subs | | 973 | | | | | | | | | | | | EMR 366: Youth Subs | | | |
| | | | | | | | | | | | | | | | | | |
| **Sub Total** | | 2,845 | | | | | | | | | | | | **Sub Total** | | | |
| **Total Spend inc reserves** | **524,995** | **57,053** | **63,851** | | | | | | | | | | | **Total Spend inc reserves** | **23%** | **-** | **120,904** |

| **INCOME** | **Budget** | | | | | | | | | | | | | **INCOME** | **%Budget** | **Balance** | **Total Income** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Precept | 545,000 | 272,500 | | | | | | | | | | | | Precept | 50% | 272,500 | 272,500 |
| Interest received | 18,000 | 2,224 | 2,169 | | | | | | | | | | | Interest received | 24% | 13,607 | 4,393 |
| Youth grants received | 10,000 | | | | | | | | | | | | | Youth grants received | | 10,000 | |
| Youth donations received | | 334 | (22) | | | | | | | | | | | Youth donations received | | | |
| Allotment rent & BAA membership | 4,500 | (21) | 12 | | | | | | | | | | | Allotment rent & BAA membership | 0% | 4,509 | (9) |
| Other income: wayleave | 19 | | | | | | | | | | | | | Other income: wayleave | | 19 | |
| Grants received: Emergency Plan | | 225 | | | | | | | | | | | | Grants received: Emergency Plan | | | 225 |
| Other income: Room hire fees receieved | | 188 | | | | | | | | | | | | Other income: Room hire fees receieved | | | 188 |
| **Sub Total** | **577,519** | **275,450** | **2,159** | | | | | | | | | | | **Sub Total** | | **305,040** | **277,609** |
| | | | | | | | | | | | | | | | | | |
| **INCOME: Ear Marked Reserves** | **Budget** | | | | | | | | | | | | | **INCOME: Ear Marked Reserves** | | | |
| | - | | | | | | | | | | | | | 370: VE Day | | | |
| | | | | | | | | | | | | | | | | | |
| **Sub Total** | | | | | | | | | | | | | | **Sub Total** | | | |
| **Total Income inc reserves** | **577,519** | **275,450** | **2,159** | | | | | | | | | | | **Total Income inc reserves** | | | **277,609** |

**Please see EMR tab for net movement of EMRs**

| | *Earmarked Reserves* | Balance as 1 April 2026 | April income* | April Expenditure | May Expenditure | June Expenditure | July Expenditure | Aug Expenditure | Sept Expenditure | Oct Expenditure | Nov Expenditure | Jan Expenditure | Feb Expenditure | Mar Expenditure | Current balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 320 | EMR - Elections | 797.87 | 15,202.13 | | | | | | | | | | | | 16,000.00 |
| 321 | EMR - Citizen Badges | 500.00 | | | | | | | | | | | | | 500.00 |
| 322 | EMR - St.Furniture/Small Work | 3,900.00 | | | | | | | | | | | | | 3,900.00 |
| 323 | EMR - Economic Development | 10,000.00 | | | | | | | | | | | | | 10,000.00 |
| 324 | EMR - P3 Parish Paths | 2,190.00 | | | | | | | | | | | | | 2,190.00 |
| 325 | EMR - Floral Crediton | 2,510.00 | | | | | | | | | | | | | 2,510.00 |
| 326 | EMR - Town Clock | 1,000.00 | | | | | | | | | | | | | 1,000.00 |
| 327 | EMR - Upper Deck | 650.00 | | | | | | | | | | | | | 650.00 |
| 328 | EMR - Premises | 6,830.63 | 7,774.95 | | | | | | | | | | | | 14,605.58 |
| 329 | EMR - CCTV | 25,000.00 | | | | | | | | | | | | | 25,000.00 |
| 330 | EMR - Boniface Statue | 10,000.00 | | | | | | | | | | | | | 10,000.00 |
| 331 | EMR - War Memorial | 10,000.00 | | | | | | | | | | | | | 10,000.00 |
| 332 | EMR - Band Stand | 10,600.00 | | | | | | | | | | | | | 10,600.00 |
| 333 | EMR - Mayors Chain | 1,000.00 | | | | | | | | | | | | | 1,000.00 |
| 334 | EMR - Allotments | 9,600.00 | | | | | | | | | | | | | 9,600.00 |
| 335 | EMR - Neighbourhood Planning | 3,800.00 | | | | | | | | | | | | | 3,800.00 |
| 336 | EMR - Localism Projects | 30,002.50 | 4,900.00 | | | | | | | | | | | | 34,902.50 |
| 337 | EMR - General Legal/Prof Fees | 5,500.00 | 1,500.00 | | | | | | | | | | | | 7,000.00 |
| 338 | EMR - Council Building Fund | 197,642.34 | 18,907.66 | | | | | | | | | | | | 216,550.00 |
| 339 | EMR - IT Equipment/Support | 4,685.86 | | 972.50 | | | | | | | | | | | 3,713.36 |
| 340 | EMR - Staffing Costs | 15,000.00 | | | | | | | | | | | | | 15,000.00 |
| 341 | EMR - Newcombes Meadow Money | 6,750.00 | | | | | | | | | | | | | 6,750.00 |
| 342 | EMR - Tree Works | 3,000.00 | | | | | | | | | | | | | 3,000.00 |
| 343 | EMR - FP19 - Repairs | 0.00 | | | | | | | | | | | | | 0.00 |
| 344 | EMR - OLS Project | 24,300.00 | 4,800.00 | 900.00 | | | | | | | | | | | 28,200.00 |
| 345 | EMR - Christmas in Crediton | 10,000.00 | | | | | | | | | | | | | 10,000.00 |
| 346 | EMR - Grants | 5,843.30 | | | | | | | | | | | | | 5,843.30 |
| 347 | EMR - Civilian Flag Bearer | 400.00 | | | | | | | | | | | | | 400.00 |
| 348 | EMR - Salt Spreader | 175.00 | | | | | | | | | | | | | 175.00 |
| 349 | EMR - St Boniface/Devon Day | 0.00 | 5,000.00 | | | | | | | | | | | | 5,000.00 |
| 351 | EMR - DCC Feasibility study | 190.00 | | | | | | | | | | | | | 190.00 |
| 352 | EMR - PP Wildlife Area | 130.00 | | | | | | | | | | | | | 130.00 |
| 353 | EMR - Defibrillator Project | 0.00 | | | | | | | | | | | | | 0.00 |
| 354 | EMR - Xmas Lights Ren/Repairs | 1,000.00 | | | | | | | | | | | | | 1,000.00 |
| 356 | EMR - Incredible Edibles TS | 0.00 | | | | | | | | | | | | | 0.00 |
| 357 | EMR - Allotment Access Project | 880.00 | | | | | | | | | | | | | 880.00 |
| 358 | EMR - Traffic & Urban Realm FS | 0.00 | | | | | | | | | | | | | 0.00 |
| 359 | EMR - Diversity Festival | 750.00 | | | | | | | | | | | | | 750.00 |
| 360 | EMR - P3 Tinpot Handrail | 0.00 | | | | | | | | | | | | | 0.00 |
| 361 | EMR - Tinpot Lane | 0.00 | | | | | | | | | | | | | 0.00 |
| 362 | EMR - Benches | 4,750.00 | | | | | | | | | | | | | 4,750.00 |
| 363 | EMR - Fingerpost | 150.00 | | | | | | | | | | | | | 150.00 |
| 364 | EMR - Project Initiation Fund | 9,000.00 | | | | | | | | | | | | | 9,000.00 |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 365 | EMR - Youth PCC Grant | 0.00 | | | | | | | | | | | | | 0.00 |
| 366 | EMR - Youth underspend 24/25 | 1,609.15 | | 972.50 | | | | | | | | | | | 636.65 |
| 367 | EMR - LA Services | 57,000.00 | 10,000.00 | | | | | | | | | | | | 67,000.00 |
| 368 | EMR - Telephone box | 2,500.00 | | | | | | | | | | | | | 2,500.00 |
| 369 | EMR - Food Festival | 0.00 | | | | | | | | | | | | | 0.00 |
| 370 | EMR - VE Day | 0.00 | | | | | | | | | | | | | 0.00 |
| 371 | EMR - VJ Day | 0.00 | | | | | | | | | | | | | 0.00 |
| 372 | EMR - Love Your Town Centre | 582.00 | | | | | | | | | | | | | 582.00 |
| 373 | EMR - Youth subs | 2,752.56 | | | | | | | | | | | | | 2,752.56 |
| 374 | EMR - Youth Places To Go Grant | 1,000.00 | | 1,000.00 | | | | | | | | | | | 0.00 |
| 375 | EMR - Cluster Grant | 211.23 | | | | | | | | | | | | | 211.23 |
| | | **484,182.44** | **68,084.74** | | | | | | | | | | | | **548,422.18** |

*EMRs increased as approved in 26/27 budget

# CREDITON
## TOWN COUNCIL

**Mileage Expenses Claim Rate Report**

**Report by:** **Town Clerk**
**To:** **Oversight Committee**
**Date:** **For consideration on 23 June 2026**

**Recommendation**
The Oversight Committee is recommended to note the contents of this report.

1. **Purpose**
   1.1 To inform Members of an increase in the mileage claim rate, applicable to councillors and staff when undertaking approved council business.

2. **Background**
   2.1 Mileage allowances are provided to reimburse individuals for the use of their private vehicles while carrying out official CTC duties.
   2.2 The rate has been reviewed by the government, and changes announced in May 2026.

3. **Proposals**
   3.1. To note the increase from 45p per mile to 55p per mile, in line with government announcements.

4. **Financial Implications**
   4.1 The increase may result in a modest rise in overall travel expenditure. This will be monitored within existing budget allocations.

5. **Climate Implications**
   5.1 Staff and councillors are encouraged to use public transport, where possible.

6. **Conclusion**
   6.1 This adjustment ensures that mileage reimbursement remains in line with government rates and supports councillors and staff in carrying out their duties without financial disadvantage.

CREDITON
TOWN COUNCIL

Manor Office
6 North Street
Crediton
Devon
EX17 2BT
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# Statement on Performance Management

The Local Government Association states that:

> *'The ability to manage the performance of a council is critical to its success. It enables members and officers to assess whether the organisation is achieving what it set out to do, delivering value for money and making life better for its citizens.'*

Crediton Town Council (CTC) believes the fundamental goal of performance management is to improve its for the benefit of the whole community. To achieve this, it is important for Members and Officers to review their own performance and effectiveness as well as that of CTC. This will ultimately turn CTC's aims and objectives are detailed within its Strategic Action Plan, detailing how it will achieve its strategic goals including how it will monitor and review its performance.

CTC strives to continuously improve the performance of its Members and Officers to promote good practice and increase knowledge and skills. To do this it has adopted a Training & Development Policy.

**Member development**
All Members play an important role within the performance management process therefore it's important to make sure all new members receive appropriate training at the earliest opportunity. Member Training is based on the overall objectives of CTC and the training needs of each Member. All Members will be provided with an induction pack as well as the opportunity to attend a relevant new Member course when joining. Training logs are reviewed based on individual needs as well as CTC's overall objectives. CTC may hold an annual Member training event covering relevant topics pertaining to the work of the Council and Members. This is very important as Members need to:

- Effectively and efficiently represent the community.
- Make sure the needs of residents are considered when devising and reviewing Council policies and strategies.
- Identify, monitor, and improve CTC priorities.
- Address under performance.
- Assess whether CTC is achieving value for money.

**Officer Appraisal and development**CTC employs 4 members of office staff;the Town Clerk, Deputy Town Clerk, Events and Town Centre Officer and Administrative Officer.
CTC employs a Youth Worker, two sessional Youth Workers and two Peer Educators.
All Officer contracts of employment are based on the model contract agreed between The National Association of Local Councils and The Society of Local Council Clerks.
CTC is committed to all its Officers maintaining at least the minimum level of continuous professional development appropriate to their role and both the Town Clerk and Deputy TownClerk have achieved their Certificate in Local Council Administration.
CTC operates an annual appraisal system, which identifies training and development opportunities for each Officer member based on their personal needs as well as the requirements of CTC in order for it to achieve its strategic aims and objectives. Personal Development Plans are used to review and monitor training and development requirements on an individual basis.
The Town Clerk is subject to an annual 360 appraisal.

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Member and Officertraining logs will be reviewed on an annual basis to ensure they are in line with the individual's training needs as well as the strategic objectives of CTC.

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# Procurement Policy

## Introduction

Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement. This policy will be monitored and reviewed by the Oversight Committee periodically, or in response to changes in legislation.

## Purpose

Crediton Town Council's (CTC) Procurement Policy has five main purposes:

1. To obtain best value in the way CTCspends money, so that it may in turn offer better and more cost-effective services to the public
2. To support the ability of CTC's officers to procure and manage goods, services and suppliers effectively, including informing all officers of the appropriate procedures and responsibilities
3. To enable CTC complies with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015
4. To support the delivery of CTC's sustainanility aims and specifically support CTC's aim of achieving carbon neutral status by 2030
5. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services within a five-mile radius of Crediton.

## Scope

Every individual involved in procurement and contract management processes within CTC falls within the scope of this policy. The Town Clerk will be responsible for ensuring that all officers comply with this policy. The Town Clerk will coordinate all procurement practices helping to ensure compliance with this policy as well as being responsible for providing all associated advice. The policy governs the method by which CTC spends money on goods and services which itneeds to deliver its services. It does not apply to internal purchases or service provision, and only applies to external purchases.

## Related Policies

Every contract made by or on behalf of CTC shall comply with:

- This policy
- CTC's Financial Regulations
- All relevant statutory provisions.

## Principles of Procurement

When procuring goods and services, CTC, where possible, will aim to meet the following principles:

1) CTC shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

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2) CTC recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, practicable and financially viable.

3) All contractors and suppliers working on CTC owned sites will be required to comply with its Health & Safety Policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.

4) CTC requires all contractors working on its sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

5) All procurement will be in accordance with CTC's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age.

6) CTC recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions. CTC will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies operating sustainable policies as far as possible, in order to:
   - Minimise waste and maximise efficiency
   - Minimise travel
   - Minimise energy consumption
   - Promote greater use of new sustainable technologies
   - Keep material consumption to a minimum.

**Thresholds and Procedures**

The table below sets out the actions to be followed when CTC intends to enter into a contract for minor, medium, and major spend commitments for the supply of goods or materials or for the execution of works or specialist services. Reference is to be made to CTC's Financial Regulations for the full procedure and list of exceptions.

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# Member/Officer Protocol

## Introduction

Together, members and officers of Crediton Town Council (CTC) combine the essential skills, experience, and knowledge to manage an effective public sector organisation. They work together in the interests of the residents of Crediton. Members provide a democratic mandate to CTC, whereas officers contribute professional expertise and experience to deliver the policy framework agreed by members.

Mutual trust and respect between members and officers are essential to ensure good governance and the effective running of a council.

To help ensure that health relationships are maintained, it is advisable to have a written protocol, covering:

- respective roles and responsibilities of the members and officers
- relationships between members and officers including how concerns should be raised and who is responsible for making decisions.

This protocol is intended to assist members and officers in approaching some of the sensitive circumstances which arise in a challenging working environment.
The reputation and integrity of CTC is significantly influenced by the effectiveness of members and officers working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect, and courtesy.

## Scope

This document applies to all members and officers.

## Roles

Members and officers are servants of the public and they are indispensable to each other, but their responsibilities are distinct.
Members are responsible to the electorate and serve only so long as their term of office lasts.
Officers are responsible to CTC. Their role is to give advice to members and to CTC as a corporate body, and to carry out work under the direction and control of CTC and its relevant committees.

### Members

Members have four main areas of responsibility:

- to determine council policy and provide community leadership
- to monitor and review council performance in delivering services
- to represent the council externally

- to act as advocates for their constituents.

All members have the same rights and obligations in their relationship with officers regardless of their status or political party and should be treated equally.

Committee chairs and vice-chairs have additional responsibilities. These responsibilities mean that their relationships with officers may be different and more complex than those of other members. However, they must still respect the impartiality of officers and must not ask them to undertake work of a political nature, or to do anything which would prejudice their impartiality.

Members should not involve themselves in the day to day running of CTC. This is the Town Clerk's responsibility, acting on instructions from CTC or its committees, within an agreed job description.

Officers

Officers' responsibilities include:

- providing advice and information to members and to implement the policies determined by CTC
- in giving such advice to members, and in preparing and presenting reports, it is the responsibility of the officer to express their own professional views and recommendations
- an officer may report the views of individual members on an issue, but the recommendation should be the officer's own. If a member wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to their professional view, nor victimise an officer for discharging their responsibilities.

Expectations

From officers, members can expect:

- a commitment to CTC, and not to any individual member, group of members or political group
- a working partnership
- understanding and support of respective roles, workloads and pressures
- a timely response to enquiries and complaints
- professional advice, not influenced by political views or personal preferences
- regular and up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold
- awareness of and sensitivity to the public and political environment locally
- respect, courtesy, integrity and appropriate confidentiality
- training and development opportunities to help them carry out their role effectively
- not to have personal issues raised with them by officers outside of CTC's agreed

procedures
- that they will not use their contact with members to advance their personal interests or to influence decisions improperly.

From members, officers can expect:
- a working partnership
- an understanding of, and support for, respective roles, workloads and pressures
- leadership and direction
- respect, courtesy, integrity and appropriate confidentiality
- not to be bullied or harassed, or to be put under undue pressure
- that they will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly
- that they will at all times comply with CTC's adopted Code of Conduct.

**General Principles**

Close personal relationships between members, officers and/or political parties can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular member or officer is getting preferential treatment.

Political Groups in a Town Council setting

The operation of political groups is becoming more of a feature within town and parish councils. Members are elected to serve their community and should ensure that is the guiding principle by which decisions are made.

Party politics within a parish or town council can pose particular difficulties for employees in terms of accountability:
- CTC remains the employer and members of staff, via the management structure, are answerable to CTC as a whole
- Party political groups have no power to require the Town Clerk or any other member of staff to attend group meetings or to prepare written reports for them, and officers can legitimately refuse to do so
- Officers are responsible to CTC as a whole and should not take action under instructions from any individual member, even if styled as 'Leader' of the Council
- If a council has adopted party political groupings, the Town Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations
- It is not the Town Clerk's role to make recommendations to a political group
- If a report is prepared for one political group, the Town Clerk should advise all other political groups that the report has been prepared, or that advice was given
- Any Town Clerk needing advice or guidance on matters relating to party groups or how

to operate within a political environment, can seek advice from a relevant body such as Devon Association of Local Councils, National Association of Local Councils or the Society of Local Council Clerks.

**Dealing with problems**

Procedure for Officers

From time to time, the relationship between members and officers may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the council adopts a formal grievance protocol or procedure.

Mid Devon District Council's Monitoring Officer may be able to offer a mediation/conciliation role, or it may be necessary to seek independent advice.
The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. Copies of such policies are available on request from the Town Clerk.

Procedure for Members

If a member is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Town Clerk in the first instance.
If the matter cannot be resolved informally, it may be necessary for the Town Clerk to invoke the council's relevant formal policies.
If a member is dissatisfied with the conduct, behaviour or performance of the Town Clerk, the matter should be raised with the Chair of the HR Committee in the first instance. If the matter cannot be resolved informally, it may be necessary for the Chair of the HR Committee to invoke CTC's relevant adopted policies.

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# RECRUITMENT OF EX-OFFENDERS POLICY

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Crediton Town Council (CTC) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

2. CTC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3. CTC can only ask an individual to provide details of convictions and cautions that CTC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

4. CTC can only ask an individual about convictions and cautions that are not protected.

5. CTC is committed to the fair treatment of its officers, potential officers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

6. This policy on the recruitment of ex-offenders, shall be made available to all DBS applicants at the start of the recruitment process.

7. CTC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

8. CTC select all candidates for interview based on their skills, qualifications and experience.

9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

10. CTC ensures that all those in CTC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

11. CTC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

12. At interview, or in a separate discussion, CTC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

13. CTC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

14. CTC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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**Statement on Value for Mone**Crediton Town Council (CTC) is mindful of its responsibilities and duties to the community. This includes ensuring that best value for money is always obtained with income, including taxpayer's precept contributions, being spent to best advantage for the town and its residents.

In setting its annual budget, CTC considers the cost of ongoing projects and services, as well as the costs involved in maintaining the assets of the town, such as (but not limited to) parks, open spaces and public conveniences.

Provision is also made in the budget for new projects or objectives as identified following consultation with residents or to meet the clear needs of the community.

Budget proposals are reviewed each year by standing Committees, prior to ratification by Full Council each January. Several policies and procedures exist to ensure best value, most notably in CTC's adopted Financial Regulations.

Any requests for approval of expenditure must include evidence of having sought best value, usually by sourcing at least three quotations for goods and services. In instances of significant expenditure, a formal tender process will be followed.

Expenditure must be authorised by the Town Clerk, the Town Clerk and the Chair, by Committee, or Full Council, depending on the level of funds involved in each case. Any significant expenditure and all tenders sought will be brought to the relevant Committee for review and authorisation to proceed. The Committee will need to be satisfied that the recommended provider meets a number of criteria, including value for money.

In addition to the ongoing monitoring of budgets by officers, the Oversight Committee receives a budget monitoring report at every meeting (approximately six-weekly). This enables the Committee to review and monitor expenditure compared to budget throughout the year and provides an opportunity for questions to be raised. CTC's Responsible Finance Officer will maintain an overarching responsibility for ensuring income and expenditure are clearly and correctly reported toCTC..

One of CTC's most significant costs is that of staffing. Officer salaries are based on national scales across the sector and all job descriptions should beevaluated regularly by the Oversight Committee.

This ensures that salaries are fair and in line with national standards within the sector.

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# Time off in lieu (TOIL) and Overtime Policy

**Purpose**

Crediton Town Council (CTC) recognises that the nature of some roles means that employees may be expected to work such hours as are necessary to complete their work. This sometimes means that working hours may include early mornings, evenings, nights, and weekends. However, CTC also has a duty to protect the health, safety and well-being of all employees by ensuring that they do not work too many hours and that they are recompensed if it is necessary for them to work extra hours.

**Policy Statement**

The aim of this policy is to set out the circumstances in which it is appropriate for TOIL to be granted and to explain how the policy works. By setting out clear guidelines we aim to ensure that the provisions for are administered equitably.

In the event that there is a dispute between the employee contract and this policy (i.e. where the terms in the contract are more generous than this policy) then the contract will be honoured.

There may be exceptional circumstances when being paid overtime is more suitable than claiming TOIL.

Paid overtime is only claimable where staff are eligible under NJC terms, and hours are approved in advance and is claimed on time worked over 37 hours that week.
Overtime rates can be found within the NJC Green Book and rules for claiming overtime can be found at the end of this policy.

CTC has an expectation that employees will sensibly manage their time and if there are informal occasions where they work slightly longer than their contractual hours that they will manage their time for the remainder of the week by taking some time back. On these occasions we would expect an employee to keep their manager informed of their whereabouts.

**Eligibility**

The following situations may result in an employee being eligible to receive TOIL, on condition that this has been discussed and agreed with the Town Clerk or relevant Manager, in advance:

- Working in excess of normal working hours
  Should an employee be required to work hours in excess of their normal contractual working hours, they will normally be eligible to claim TOIL. Please note that should extra hours be worked without having first agreed this with the Town Clerk or relevant Manager, an employee may not be eligible to be paid for overtime or to receive TOIL.

- Travel time to a location outside of normal working hours
  Should a staff member travel to a location outside of normal working hours, this will usually accrue TOIL. Employees must deduct normal commute mileage from their travel time. Any travel undertaken within working hours is normal working time.

**Recording TOIL**

If an employee needs to work more than their contractual hours, they should inform the Town Clerk or relevant Manager, at least two days before the date concerned to seek approval for claiming TOIL for working the additional hours. The Town Clerk or relevant Manager will work with the employee to seek possible opportunities to take that time back as soon as is possible, ideally in the same week. In these cases, the hours can be managed informally. If this proves to be difficult, the extra hours worked must be recorded on time sheets.

Employees are expected to manage the amount of additional time worked in cooperation with Town Clerk or relevant Manager.

**Taking Back TOIL**

Taking back TOIL can be requested and agreed in advance with the Town Clerk or relevant Manager. As a rule, TOIL should be taken at a time that does not cause undue problems for the smooth running of CTC. The Town Clerk or relevant Manager is expected to allow employees as much flexibility as they can under this policy. However, there may be times when a request for TOIL cannot be granted. In these situations, the employee and manager should agree an alternative date time to take the TOIL.

**TOIL Accrual**

Under normal circumstances, no more than 20 hours of TOIL (pro-rata for part-time employees) can be accrued at any one time. Should an employee routinely work additional hours then their manager should hold a discussion with the employee to understand whether their workload is manageable.

TOIL should be taken as soon as possible and within 3 months of accrual. It is acknowledged that occasionally it may be impossible to take the agreed time off immediately.

If this is the case then the Town Clerk or relevant Manager should agree a date when the TOIL must be taken by, normally within a month of the discussion taking place.

A maximum of a weeks' TOIL can be carried over into the next leave year.

Any carry over of TOIL should be managed through an agreed plan with the employee to be taken in a 3-month period

**Overtime**

Employees will not normally be expected to work over your contractual hours. If at any time the Town Clerk or relevant Manager authorises them to work more than their contracted hours per week, then usually the employee will be given TOIL. If TOIL is not appropriate and an employee is eligible, attendance at scheduled town council meetings will be at paid at normal hourly rate. Where evening and weekend working is a stated requirement of the employee's role, hours worked during these periods do not automatically attract TOIL or overtime. Wherever possible employees should take the time back during normal working hours of that week rather than work over 37 hours. Only hours worked in excess of 37 per week (or pro-rata for part-time staff) will be eligible for TOIL or, in exceptional circumstance, paid overtime.

Should overtime payment be agreed, CTC will enhance overtime payments in line with the NJC Green Book and employees' contract of employment.

**Policy Review**

This is a non-contractual procedure which will be reviewed on a three-yearly basis, or if there are legislative changes.

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# WHISTLEBLOWING POLICY & PROCEDURE

**Definition of Whistleblowing**
The word "whistleblowing" in this policy refers to a disclosure made in good faith and in the public interest by officers, contractors, volunteers, or members, of malpractice, illegal acts or omissions at work.

A whistleblower is a witness and not a complainant. Whistleblowing is not the same as making a complaint or raising a grievance, where the individual is saying that they have been personally poorly treated. A whistleblower is usually not directly or personally affected by the matter concerned.

**Statement of Commitment**
Crediton Town Council (CTC) is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all its practices. As such, malpractice and wrongdoing are taken very seriously by the Council.

CTC recognises that in many cases, officers, members, volunteer helpers or contractors will be the people most likely to become aware of wrongdoing or malpractice. In the light of this, CTC encourages its officers, members, contractors and volunteers to use the mechanisms specified within this policy to report malpractice by its members, officers or ex-officers with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

Where officers or members are aware of or suspect malpractice, CTC expects them to report their suspicions. CTC will treat failure to report wrongdoing or malpractice as a serious matter.

CTC will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will treat this as a serious disciplinary offence. Appropriate disciplinary action may be taken in accordance with the Disciplinary Procedure.

**Legal Framework**
Under the *Public Interest Disclosure Act 1998*, workers who raise genuine concerns about a range of misconduct or malpractice at work have statutory protection against victimisation and dismissal.

An officer who blows the whistle will be protected by the Act if the disclosure is made in good faith about any of the following:
- a criminal act
- failure to comply with a legal obligation
- miscarriages of justice

- danger to health and safety
- any damage to the environment
- an attempt to cover up any of the above.

A whistleblower will not be protected under the Act if they break the law when making a disclosure.

**Coverage of this Policy**

CTC has a range of policies and procedures in place to deal with standards of behaviour at work, including a Grievance Policy & Procedure, Disciplinary Policy & Procedure and Bullying & Harassment Policy. Officers are encouraged to use the provisions of these procedures when appropriate. Service users should make complaints or raise concerns through the Complaints Procedure.

Therefore, the Whistleblowing Policy and Procedure should not be used to deal with complaints that officers may have about their employment in most circumstances. The aim of the Whistleblowing Policy and Procedure is to enable officers/members/contractors/volunteers to report an issue if they feel that it cannot be done using the existing procedures, particularly if the matter is not about their personal employment position. Whistleblowing refers to issues that are of such importance that the public interest is served by reporting the issue.

The following is a list of examples when this policy may be used (please note that this list is not exhaustive):

- any unlawful act, whether criminal or a breach of civil law, has been committed, is being committed or is likely to be committed
- suspected corruption or fraud
- disregard for legislation, particularly that of health & safety at work
- a breach of a code of conduct
- misuse of assets, including stores, equipment, vehicles, buildings, computer hardware and software
- causing damage to the environment
- breach of financial regulations
- showing undue favour over a contractual matter or to a job applicant
- breach of, or failure to implement or comply with any policy determined by the Council
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income, to the Council or would otherwise seriously prejudice the Council
- abuse of power, or the use of the Council's powers and authority for any unauthorised or ulterior purpose
- deliberately concealing information in relation to any of the items on this list.

Whilst volunteers are not covered by the *Public Interest Disclosure Act*, CTC's policy has been written to encompass members and volunteers.



LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

**Who a Disclosure can be made to:**

1. **Crediton Town Council**
   The *Public Interest Disclosure Act* directs workers towards raising matters internally in the first instance, and to use internal whistleblowing policies.

   For a disclosure to be protected by law, a whistleblower must:
   - make the disclosure in good faith
   - reasonably believe that the information is substantially true.

2. **A Legal Advisor**
   A disclosure of information for the purpose of obtaining legal advice is protected.

3. **Prescribed Persons**
   Whilst CTC strongly encourages disclosures to be made internally, if a whistleblower feels unable to use the procedure outlined within this policy they can make a disclosure to other people/organisations as prescribed by government. The most relevant prescribed people relating to CTC are:
   - Health and Safety Executive and Mid Devon District Council for health and safety risks
   - Environment Agency
   - Serious Fraud Office, Inland Revenue, Customs & Excise
   - The External Auditor (currently PKF Littlejohn)
   - Information Commissioner.

To make a protected disclosure to a prescribed person, the whistleblower must:
- make the disclosure in good faith
- reasonably believe that the information is substantially true
- reasonably believe that the information is being disclosed to the right person or organisation.

4. **Wider Disclosures**
   A whistleblower would also be protected under the Act if they made wider disclosures, e.g. to a professional body, the Police or an MP, etc., if the whistleblower:
   - makes the disclosure in good faith
   - reasonably believes that the information is substantially true
   - does not act for personal gain
   - acts reasonably taking into account the circumstances.

In order to make a protected wider disclosure, the whistleblower must either:
- reasonably believe that CTC would treat them unfairly if they made a disclosure internally or to a prescribed person
- reasonably believe that an internal disclosure would result in the destruction or cover-up of evidence
- have previously disclosed the same or very similar information internally or to a prescribed person.



LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

**Whistleblowing Procedure**

**Confidentiality**
If the whistleblower requests confidentiality, CTC will not reveal the whistleblower's name or position without their permission. It is, however, easier to pursue and verify complaints if the whistleblower provides their name. Unsupported, anonymous complaints and allegations will be treated with caution.

There may be circumstances when CTC is legally obliged to disclose the name of a whistleblower, e.g. when ordered to by court.

**Protection for Whistleblowers**
If an officer, member, volunteer, or contractor raises a concern which they believe to be true, CTC will take appropriate action to protect the individual from harassment, victimisation and bullying. Officers who raise a genuine concern under this policy will not be at risk of losing their job. However, a whistleblower will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

**Involvement of Trade Unions**
CTC recognises the right of whistleblowers to be advised and represented by their union when raising concerns under the whistleblowing procedure.

**Designated Officer**
The Town Clerk is the Designated Officer to be a point of contact for concerns raised under this procedure.

1. ***Raising a Concern***
   An officer should normally raise their concerns about wrongdoing or malpractice with their immediate line manager. Whilst the whistleblower is not expected to prove the truth of an allegation or to investigate the matter themselves, the whistleblower should have a reasonable belief and some evidence to back it up before raising their concerns.

   The Designated Officer must take all concerns seriously.

   Where, exceptionally, the concern is about the Designated Officer, the concerns should be reported to the Mayor and Chair of CTC, who will decide how the investigation will proceed. This may include an external investigation.

2. ***Employer's Response***
   Within ten working days, the Designated Officer will arrange an initial interview to ascertain the nature of the whistleblower's concern. The interview will be confidential if requested by the whistleblower. The whistleblower has the right to bring a friend or union representative along with them. The friend must observe confidentiality.


LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

At this stage, the whistleblower will be asked whether they wish for their identity to be disclosed and will be reassured about protection from possible reprisals or victimisation.

The whistleblower will be asked if they wish to make a written or verbal statement. In either case, the Designated Officer will write a brief summary (dated) of the interview, which will be agreed by both parties.

The Designated Officer will be responsible for the commission of any further investigation.

***3. Investigation***

The investigation may need to be carried out under strict confidentiality, i.e. the subject of the investigation will not be informed until, or if, it becomes necessary to do so. This may be appropriate in cases of suspected fraud.

The Designated Officer will offer to keep the whistleblower informed about the investigation and its outcome.

If the investigation finds that there is a case to be answered by any officer, the Disciplinary Procedure will be used.

If the investigation identifies that there is no case to answer, but that the whistleblower held a genuine concern and was not acting maliciously, the matter will be closed. The Designated Officer will ensure that the whistleblower suffers no reprisals or victimisation.

If the investigation discovers that an employee has made false accusations with malicious intent, appropriate disciplinary action may be taken in accordance with the Council's Disciplinary Procedure.

If the concern raised is very serious or complex, it may be necessary for an inquiry to be held. The Designated Officer may refer the issue to the police or other agencies in serious cases.

***4. Following the Investigation***

The Designated Officer will arrange a meeting with the whistleblower within ten working days of the conclusion of the investigation in order to feedback any action taken. This will not include details of any disciplinary action, as this is confidential. If the whistleblower is not satisfied with the outcome of the investigation, the whistleblower may make disclosures to prescribed persons, or wider disclosures, under the conditions outlined in the section "Who a Disclosure Can be Made To".

**Policy Review**

The policy will be reviewed annually. In the event that an incident of whistleblowing takes place, CTC will take the opportunity to examine its policy, procedures and working methods to see if they can be improved.

CREDITON
TOWN COUNCIL

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# Code of Conduct for Working with Children & Young People

**Purpose**
This policy applies to all employees, members, volunteers, agency staff, students or anyone working on behalf of Crediton Town Council (CTC). All working within CTC are expected to maintain the highest standards of behaviour to ensure the safety, wellbeing, and dignity of all young people. The following is a guide to helping create a safe and protective culture for young people and all working on behalf of CTC.

For full guidance in relation to safeguarding procedures please refer to CTC's Safeguarding Children and Young People Policy.

1. **Respect and Professional Boundaries**
   - Treat all children and young people with respect and dignity
   - Always maintain appropriate professional boundaries
   - Avoid favouritism, exclusion, or forming inappropriate relationships; all young people should be equally supported and encouraged.

2. **Safe and Appropriate Behaviour**
   - Always act as a positive role model
   - Use appropriate language and behaviour; avoid any that could be considered abusive, discriminatory, or intimidating
   - Always work in an open environment, avoiding private or unobserved situations
   - Maintain a safe and appropriate distance with young people (e.g. not having an inappropriate or intimate relationship).

3. **Physical Contact**
   - Ensure any physical contact is appropriate, consensual, and necessary (e.g. for safety or support). If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another youth worker present
   - Avoid unnecessary or prolonged physical contact
   - Be aware of individual needs and cultural sensitivities.

4. **Communication and Online Safety**
   - Communicate with young people in a way that is transparent, appropriate, and related to club activities
   - Do not engage in private or secretive communication (including via social media or messaging apps). Youth workers/volunteers should not use their personal electronic communications (e.g. mobile phones, social networking sites) for contacting young people
   - Refer to CTC's Safeguarding Children and Young People Policy and Communications & Media Protocol for practices relating to digital communication and online safeguarding.

**5. Supervision and Accountability**

- Avoid being alone with a young person where possible; ensure activities are visible and supervised. Where a private meeting with a young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member or volunteer
- Staff should remain professional when coming into contact with young people in community setting when not at work, for instance at the supermarket, in the town square or other community setting. Staff should keep conversations to a minimum, and if possible, to a simple acknowledgement. Where this is not possible and a longer conversation has taken place, staff should report this conversation by email, for their own safety, to their line manager
- Follow all safeguarding procedures as set out CTC's Safeguarding Children and Young People Policy
- Take responsibility for your actions and uphold CTC's policies.

**6. Safeguarding Responsibilities**

- Be alert to signs of abuse, neglect, or harm
- Report any concerns immediately in line with CTC's Safeguarding Children and Young People Policy
- Never ignore or dismiss a disclosure made by a young person.

**7. Use of Images and Personal Data**

- Obtain proper consent before taking or using photos or videos
- Ensure images are used appropriately and stored securely
- Youth workers/volunteers should not use their personal electronic devices (e.g. mobile phones) to take photographs of youth work sessions or young people. Staff should not store any youth work photographs on their personal devices
- Protect the confidentiality of personal information.

**8. Prohibited Conduct**

Staff and volunteers must not:

- Engage in any form of abuse (physical, emotional, sexual, or neglect)
- Develop inappropriate, exploitative, or sexual relationships with young people
- Give or receive gifts that could be seen as favouritism or grooming
- Use substances (alcohol/drugs) inappropriately whilst at work, even at times when they are not directly responsible for young people
- Use substances (alcohol/drugs) inappropriately in community settings in ways which could bring the reputation of CTC into disrepute, even when this is outside usual working hours
- Engage in in illegal activity (such as drug taking) at any time
- Allow inappropriate, foul, sexualised or discriminatory language to remain unchallenged.

**9. Reporting and Whistleblowing**

- Concerns about the behaviour of others should be reported immediately. The Whistle Blowing Procedure is included in CTC's Safeguarding Children and Young People Policy. All concerns will be taken seriously and handled confidentially.

**Policy Review**

This Policy will be reviewed every three years, or in line with any legislative changes.

# CREDITON
## TOWN COUNCIL

**Branded Gazebo Report**

**Report by:** **Town Clerk**
**To:** **Oversight Committee**
**Date:** **For consideration on 23 June 2026**

**Recommendation**
The Oversight Committee is recommended to consider the quotations received to purchase a CTC-branded gazebo.

1. **Purpose**
   1.1 This report sets out quotations obtained for the purchase of a CTC-branded gazebo.

2. **Background**
   1.1 A branded gazebo would provide a visible and professional presence for CTC at a wide range of community events and activities. It can be used for public engagement and consultation, community events and festivals, partnership working with local organisations and promotion of council services and projects.
   1.2 Two quotations have been obtained.

3. **Proposals**
   3.1. To consider and approve the purchase of a CTC-branded gazebo.
   3.2. To approve the purchase from the earmarked reserves as detailed at 4.3.

4. **Financial Implications**
   4.1 The following quotations have been obtained:

| | | |
|---|---|---|
| Quote A | CTC logo on front canopy, 'Crediton Town Council on all valances | £928.00 + VAT and shipping |
| Quote B | CTC logo on front canopy, 'Crediton Town Council on all valances | £ |
| | | |

5. **Climate Implications**
   5.1 The gazebo will be purchased from a national company.

6. **Conclusion**
   5.1. The Oversight Committee is recommended to consider the proposal and quotation above.

CREDITON
TOWN COUNCIL

# Big Boniface Bash Report

**Report by:** **Deputy Clerk**
**To:** **Oversight Committee**
**Date:** **For consideration on 23 June 2026**

**Recommendation**
The Oversight Committee is recommended to note the information provided below.

1. **Purpose**
   1.1 This report sets out the costs incurred in relation to the Big Boniface Bash.

2. **Background**
   2.1 The Big Boniface Bash was cancelled due to the forecasted weather conditions and associated safety concerns.

3. **Proposals**
   3.1 To note the contents of the report.

4. **Financial Implications**
   4.1 The following costs were incurred for the Big Boniface Bash:

| | |
|---|---|
| Advertising | £439.34 |
| Bins & recycling | £421.88 |
| Printing | £131 |
| Stickers | £75 |
| **Total** | **£1067.22** |

   4.2 Some bookings were transferrable to Crediton Food Festival including the staging and sound system, first aid and some performers/stallholders. Other bookings were cancelled without incurring any costs.

5. **Conclusion**
   5.1. Members are requested to note the costs that are unable to be mitigated, highlighting the total expenditure and the transfer of some bookings to an alternative event. Due to the management of the event, it was possible to mitigate the total loss.

# CREDITON TOWN COUNCIL

## Asset Transfer Working Group Report

**Report by:** **Town Clerk**
**To:** **Oversight Committee**
**Date:** **For consideration on 23 June 2026**

**Recommendation**
It is recommended that the Oversight Committee consider the recommendations as out by the Asset Transfer Working Group.

1. **Purpose**
   1.1 It is recommended that the Oversight Committee consider the recommendations as out by the Asset Transfer Working Group. Their Terms of Reference are set out in Appendix A.

2. **Background**
   2.1 The Oversight Committee resolved to set up an Asset Transfer Working Group (8 April.pdf)
   2.2 On 23 April 2026, Crediton Town Council (CTC) received an email from Mid Devon District Council). The contents of the email is at Appendix B.

3. **Proposals**
   3.1 Members of the Asset Transfer Working Group request that the Overisght Committee approves:
   - That an expression of interest form be submitted for each MDDC-owned asset as shown in the map that can be found on the MDDC website: MDDC transparency code assets.
   - That following the steps as set out in the email from MDDC, following their response, that the Asset Transfer Working Group be tasked with assessing each asset, using the Asset Transfer Policy.

4. **Financial Implications**
   4.1 Whilst there are no immediate financial implications, there will be costs associated with the transfer and ongoing maintenance. These will be reviewed and brought back to the Oversight Committee as soon as practicably possible.

5. **Climate Implications**
   5.1 There are no climate implications at this time.

6. **Conclusion**
   6.1 A review of services and assets within Crediton is integral to the reorganisation of Devon councils.
   6.2 CTC have confirmed commitment to review of locally-managed assets, to protect services for Crediton residents.

**APPENDIX A**

**TERMS OF REFERENCE – Asset Transfer Working Group**

- The working group will comprise 4 members, determined by the Oversight Committee.
- Membership to be reconfirmed / changed by the parent body at its first meeting at start of a new Mayoral year.
- The quorum of the working group shall be 3 members.
- The working group may invite members of the public to attend meetings in an advisory capacity on an ad hoc usually temporary basis.
- Meetings of the working group are not usually but may be public meetings.
- The working group will undertake the following role and functions:
  - At its first meeting (or first in a new Mayoral year) the working group members shall:
    a. Review these terms of reference for approval as appropriate
    b. Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body
    The working group should also appoint an elected member as Lead Member for each asset transfer being investigated (as applicable).
  - In line with the task set by the Oversight Committee, the purpose and remit of the working group is to:
    a. Investigate the potential for the transfer of assets from Mid Devon District Council (and Devon County Council in some instances) and report back to the Oversight Committee with an outline of recommendations
    b. Subject to the direction of the Oversight Committee, develop a business case for committee
    c. Approval for each asset/group to be transferred (the group does not have delegated powers to make decisions on behalf of the Oversight Committee or the Town Council nor should it exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference)
  - The group reports to the Oversight Committee. The group shall provide timely reports to the parent body in the following manner:
    a. Verbal reports at each committee meeting as necessary
    b. A written report on conclusion of initial investigations
    c. Subject to the authority from the Oversight Committee, business cases for each asset/group

**Appendix B**

**Email from MDDC**

As you may be aware, with Local Government Reorganisation on the horizon in Devon, Mid Devon District Council has been engaging on the possible transfer of local community assets, to protect the local benefits derived from them and to promote social, economic or environmental benefits. As such a Community Asset Transfer (CAT) Policy has been developed. It was approved by Mid Devon's Cabinet on 7 April and approved by Full Council on Wednesday 22 April. Here is a link to the Committee Report Template.

The policy will provide a clear, consistent framework for transferring appropriate Council owned assets to community organisations. The Council is not considering the transfer of operational, commercial or strategic land or properties. The focus is on parks, play areas, open spaces or surplus land and each asset will be considered on a case-by-case basis. The Council will only access enquiries from Town/Parish Councils, CIC's or Registered Charities and we would appreciate your help to spread the word to such organisations.

To ensure as best as possible that any such transfers are completed ahead of the Shadow Authority being created, and Section 24 of the Local Government and Public Involvement in Health Act 2007 applies, a window of opportunity has been created for organisations to submit an expression of interest on specific assets that could potentially be transferred. **The scheme closes on Tuesday 30 June 2026**. As well as identifying the specific asset (one form per asset), organisations should provide clarification on reasons for the transfer, aims for the asset, and evidence of the resilience in the organisation, the expertise and track record of maintaining / developing such assets.

Once assessed, and supported, the Council will respond with initial Heads of Terms for the basis of the transfer. Once any transfers are agreed, we will work together to ensure the efficient transfer of the asset.

We look forward to receiving your expressions of interest.