



**Minutes of the Oversight Committee of the Democratic Services held on Tuesday,  
September 10, 2024 at 19:00 at Old Lanscore School, Greenway, Credition, EX17 3LP**

**Present:** Cllrs S Huxtable, R Backhouse, L Brookes-Hocking, J Cairney, G Cochran,  
G Fawssett and J Harris

**Apologies:** Cllr F Letch

**Minute Taker:** Rachel Avery

## MINUTES

### 41 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 42 PUBLIC QUESTION TIME

There were no members of the public present.

### 43 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr F Letch, due to illness.  
(Proposed by Cllr Huxtable)

### 44 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 44.1 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.

#### 44.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

### 45 ORDER OF BUSINESS

There were no dispensation requests.

### 46 CHAIR'S AND CLERK'S ANNOUNCEMENTS

It was **noted** that budgeting workshops would be held in November.

### 47 OVERSIGHT COMMITTEE MINUTES

**Decision:** The minutes from the Oversight Committee meeting held on Tuesday, 23 July,  
2024, were approved as a correct record. (Proposed by Cllr Harris)

### 48 FINANCE

**48.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JULY 2024 AND 31 AUGUST 2024**

**Decision:** The transactions between 01 July 2024 and 31 July 2024 were approved.  
(Proposed by Cllr Cochran)

**48.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 AUGUST 2024**

**Decision:** The bank reconciliation to 31 August 2024 was approved. (Proposed by Cllr Cochran)

**48.3 TO NOTE BANK ACCOUNT BALANCES TO 31 AUGUST 2024**

The bank account balances as of 31 August 2024, were **noted**.

**48.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT**

The document was **noted**.

**49 KINGS PORTRAIT**

Consideration was given to whether the town council should apply for the free Kings Portrait, noting that the recent poll had been limited due to only being on Facebook. It was noted that in the future, any public poll should be further reaching.

**Decision:** It was **resolved** to approve the acceptance of the Kings Portrait. (Proposed by Cllr Huxtable, Cllrs Fawssett and Backhouse voted against)

**50 COMMUNITY GRANT POLICY 2024/25**

The report regarding the allocation of Community Grants was considered.

The following points were made:

- Maintaining a grants budget of 10% of the budget is important
- That organisations could apply for both core funding and grants for one-off projects
- That it may be difficult to decide how much to allocate to small grants
- That requirements must be tightened to ensure transparency and effectiveness of grant funding
- That decisions delegated to the Town Clerk would be fed back to the Grants Sub-Committee, and any applications that are deemed appropriate to take to the sub-committee, will be, in consultation with the Town Clerk and Chair.

**Decision:** It was **resolved** to approve the recommendations contained within the report.  
(Proposed by Cllr Huxtable)

**51 OLD LANDSCORE SCHOOL**

It was **noted** that the Town Clerk would be meeting with the architect next week and would provide an update at the next meeting.

**52 CREDITON YOUTH SERVICE ACTION PLAN**

It was **noted** that the Action Plan is being worked on and will be discussed at the next meeting of the Youth Service Sub-Committee.

**Decision:** It was **resolved** to move the date of the next Youth Service Sub-Committee to Tuesday 15 October 2024.

**53 CCTV**

The report regarding CCTV maintenance was considered.

**Decision:** I was **resolved** to approve the quoted received from Contractor B, Select Electrics, to undertake annual maintenance of CCTV. (Proposed by Cllr Huxtable)

**54 DATE OF NEXT MEETING**

Decision: It was resolved to move the date of the next meeting to Tuesday 15 October 2024. (Proposed by Cllr Huxtable)

**55 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 Huxtable)

**56 COUNCIL OFFICES**

A verbal report was provided by the Town Clerk.

**57 REPORTS PACK**

Signed

[Redacted Signature]

Dated

22 Oct 24