



To All Credition Town Councillors

You are hereby summoned to attend the **Annual Meeting of Credition Town Council**, which will be held on **Tuesday, May 21, 2024, at 19:00, at Old Landscore School, EX17 3LP.**

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, 16 May 2024

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), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

2024/001 - Election of Chair/Mayor for 2024/25

2024/001.1 - Retiring Chair/Mayor will make a short speech

2024/001.2 - To seek nominations and elect the Chair/Mayor for the ensuing year

2024/001.3 - New Chair/Mayor to sign the Declaration of Acceptance of Office

2024/002 - Election of Deputy Chair/Deputy Mayor for 2024/25

2024/002.1 - Chair/Mayor will seek nominations and elect the Deputy Chair/Deputy Mayor for the ensuing year

2024/002.2 - New Deputy Chair/Deputy Mayor to sign the Declaration of Acceptance of Office

2024/003 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

2024/004 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

2024/005 - Declarations of Interest and Requests for Dispensations

2024/005.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2024/005.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2024/006 - 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

2024/007 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

2024/008 - Town Council Minutes

To approve and sign the minutes of the meetings held on **Tuesday 19 March 2024** and **Tuesday 23 April 2024**, as a correct record (minutes will be issued with the agenda)

2024/009 - Town Council Committees and Sub-Committees Minutes

To receive and ratify the minutes of the following meetings:

Community and Environment Committee on 23 January 2024

Planning and Town Strategy Committee on 05 March 2024

Council Affairs and Finance Committee on 12 March 2024

Planning and Town Strategy Committee on 02 April 2024

Council Affairs and Finance Committee on 16 April 2024

2024/010 - Town Council Committees and Sub-Committees

2024/010.1 - To receive the report regarding the committee structure and approve any recommendations therein

2024/010.2 - To consider and approve nominations for the committees and sub-committees approved at item 2024/010.1

2024/011 - Representatives on Outside Bodies

To consider and approve nominations for the following representatives on Outside Bodies:

Hayward's Educational Foundation (1 member)

Crediton United Charities (2 members)

Devon Association of Local Councils (& Larger Councils Sub Committee) (1 member)

Crediton Twinning Association (2 members)

Boniface Link Association (1 member)

Friends of Crediton Station (2 members)

Sustainable Crediton (1 member)

AQMA Steering Group (1 member)

Boniface Trail Association (1 member)

Crediton Chamber of Commerce (1 member)

Okehampton Rail Forum (1 member)

League of Friends of Crediton Hospital (1 member)

Age Concern Trustee (1 member)

2024/012 - Public Question Time

2024/012.1 - To receive the report regarding Public Question Time and to approve any recommendations therein

2024/013 - Scheme of Delegation

To review and adopt the Scheme of Delegation

2024/014 - Governing Documents Review

To note that Standing Orders and Financial Regulations will be adopted at the next Full Council meeting

2024/015 - Asset Register

To approve the Asset Register as at 31 March 2024

2024/016 - Governance and Management Risk Register

To approve the Governance and Management Risk Register

2024/017 - Insurance 2024/25

To note the renewal documents

2024/018 - Annual Accounts 2023/24

To agree a date for a Full Council meeting to receive documents relating to the Annual Accounts, prior to 30 June, to approve and sign the Annual Governance Accounting Statement

2024/019 - June Events

To receive and note the report regarding events arranged by Crediton Town Council in June

2024/020 - Crediton Masterplan

To receive the report regarding the Crediton Masterplan and to approve the submission of proposed comments to MDCC

2024/021 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 16 July 2024**

2024/022 - 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

2024/023 - Vexatious Complainant

To receive and note the report regarding the procedure and further actions

2024/024 - Council Offices

To receive the report regarding the Council Offices and approve the recommendations therein

2024/025 - Reports Pack

Attachments – for internal use only

[2024-03-19 - Full Council - Minutes.pdf](#)

[2024-04-23 - Full Council - Minutes.pdf](#)

[2024-01-23 - Community Environment Committee meeting - Minutes\[3\].pdf](#)

[2024-03-05 - Planning and Town Strategy Committee - Minutes.pdf](#)

[2024-03-12 - Council Affairs Finance - Minutes.docx](#)

[2024-04-02 - Planning and Town Strategy Committee - Minutes.docx](#)

[2024-04-16 - Council Affairs Finance Committee - Minutes.pdf](#)

[Report - Committees.docx](#)

[Terms of Reference 2024.25 proposed.docx](#)

[Terms of Reference 2024.25 current.docx](#)

[Nominations 2024.25.docx](#)

[PQT Report.docx](#)

[PROPOSED Standing Orders - May 2024.pdf](#)

[Scheme of Delegation.docx](#)

[Asset Register as at 31st March 2024.xlsx](#)

[TAP Policy Schedule.pdf](#)

[Full Council Report - Events June 2024.docx](#)

[Masterplan report.docx](#)



Minutes of the Full Council meeting held on Tuesday, March 19, 2024 at 19:00, at Old Landscore School, Greenway, Credition

Present:	Cllrs Liz Brookes-Hocking, Steve Huxtable, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch, Natalia Letch, Paul Perriman, Georgina Stone and Jim Cairney
Apologies:	Cllrs Rachel Backhouse and John Downes
In Attendance:	One member of the public
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2024/032 WELCOME AND INTRODUCTION

Opening of meeting by the Chair and member introductions

Cllr Brookes-Hocking opened the meeting and members introduced themselves.

2024/033 PUBLIC QUESTION TIME

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

Questions were raised by a member of the public. The questions and full responses would be provided on the town council's website in due course.

2024/034 APOLOGIES

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

It was **resolved** to receive and accept apologies from Cllr Backhouse and Downes. (Proposed by Cllr Cairney)

2024/035 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

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

Item 47 – Cllr Brookes-Hocking declared a pecuniary interest and advised that she would leave the meeting.

There were no requests for dispensations.

2024/036 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

There was no requirement to change the order of business.

2024/037 CHAIR'S AND CLERK'S ANNOUNCEMENTS

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

Cllr Brookes-Hocking reminded those present that the Community Conversation event would take place on Saturday 23 March from 09.30 and all were welcome.

2024/038 TOWN COUNCIL MINUTES

To approve and sign the minutes of the meetings held on 16 January 2024 and Tuesday 20 February 2024, as a correct record (minutes will be issued with the agenda)

It was **resolved** to accept and approve the minutes from the meetings held on Tuesday 16 January 2024 and Tuesday 20 February 2024. (Proposed by Cllr Cochran)

2024/039 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Community and Environment Committee on 28 November 2023

It was **resolved** to ratify the minutes of the Community and Environment Committee. (Proposed by Cllr Cochran)

Planning and Town Strategy Committee on 02 January 2024

It was **resolved** to ratify the minutes of the Planning and Town Strategy Committee (Proposed by Cllr Brookes-Hocking)

Council Affairs and Finance Committee on 10 January 2024

It was **resolved** to ratify the minutes of the Council Affairs and Finance Committee (Proposed by Cllr Huxtable)

Planning and Town Strategy Committee on 06 February 2024

It was **resolved** to ratify the minutes of the Planning and Town Strategy Committee (Proposed by Cllr Brookes-Hocking)

Council Affairs and Finance Committee on 13 February 2024

It was **resolved** to ratify the minutes of the Council Affairs and Finance Committee (Proposed by Cllr Huxtable)

2024/040 REPORTS FROM OUTSIDE BODIES

Hayward's Educational Foundation

Cllr Cairney advised that the Foundation had purchased new classroom furniture.

Crediton United Charities

Cllr Harris advised that there was nothing to report due to items for discussion are mostly confidential, however she attends the regularly convened meetings.

Devon Association of Local Councils

Cllr Brookes-Hocking reported on the Larger Councils Workshop, which was held and focused on developing better relationships with other tiers of local authority. There was also a focus on giving councils across the county information and support regarding the devolution deal and the changing role of town and parish councils.

Crediton Twinning Association

It was noted that Cllr Huxtable is CTC representative.

Boniface Link Association

Cllr Harris reported that regular meetings are held, and the group acts as facilitators for keeping links with Dokkum and Fulda. In June, football teams will be visiting Crediton for the long-standing veterans tournament. She confirmed that the group were looking forward to the Big Boniface Bash and receiving further information.

Mid Devon Community Safety Partnership

It was noted that this no longer exists. The Town Clerk advised that she would be meeting with MDDC's Community Safety Officer and would report back to the relevant committee.

Friends of Crediton Station

Cllr Perriman had not received information.

Sustainable Crediton

The Town Clerk reported on various diary dates, provided by Cllr Backhouse.

Crediton AQMA Steering Group

It was noted that the group no longer exists.

Boniface Trail Association

It was noted that a meeting was planned for April to receive further details of DCC's proposals.

Crediton Chamber of Commerce

Cllr Cochran reported that there had been no meetings.

Okehampton Rail Forum

Cllr Perriman reported that no further meetings had been held.

League of Friends of Crediton Hospital

Cllr N Letch had not received information.

Age Concern Trustee

Cllr Cairney reported that funding from DCC is being reduced. There is a lack of participation, so income generation has also been reduced. External hire of the building is being considered.

2024/041 DEVON DEVOLUTION DEAL

To receive the report on the Devon Devolution Deal and to consider a body corporate response

Consideration was given to the report and the proposed response. It was **resolved** to approve the response with no amendments. (Proposed by Cllr Huxtable)

2024/042 VIREMENT OF EARMARKED RESERVES**2024/042.1 MAYORS RECEPTION AND ANNUAL TOWN MEETING ON 17 MAY 2024**

To approve the virement of funds from the following 2023/24 budget to be spent in 2024/25 to accommodate the Mayors Reception and Annual Town Meeting on 17 May 2024:

Mayoral Reception £809.00

Annual Town Meeting £200.00

It was **resolved** to approve the virement of funds. (Proposed by Cllr Huxtable)

2024/042.2 FOOTPATH 28

To approve the virement of £700.00 from the Parish Paths 2023/24 budget, as recommended by the Parish Paths Sub-Committee, for improvement work

It was **resolved** to approve the virement of funds. (Proposed by Cllr Harris)

2024/043 STRATEGIC PLAN 2024 - 2027

2024/043.1 TO APPROVE THE STRATEGIC PLAN 2024 - 2027

It was **resolved** to approve the Strategic Plan. (Proposed by Cllr Huxtable)

Cllr F Letch joined the meeting at 19.43

2024/043.2 TO APPROVE THE ACTION PLAN 2024 - 2025

It was **resolved** to approve the document, with delegated responsibility for final wording of the following bullet point being given to the Community and Environment Committee further to a request for amendment by Cllr Fawssett:

'Respond to the Climate Emergency, declared in 2019, work towards both the reduction of the council's own carbon footprint, and to work with existing organisations to offer facilitation services to support them in doing the same. This will include the review of council policies to support the council's aims and actions to inform and encourage local people to make environmentally friendly choices'.

(Proposed by Cllr Harris, Cllr F Letch abstained)

2024/044 [CUT!] UPDATE

To receive a verbal update on arrangements for [CUT!]

Cllr N Letch reported that the first action day will take place on Saturday 23 March at 15.00 and the group is working with the Deputy Clerk to advertise.

Cllr Cairney confirmed that he had spoken to MDDC and they would charge for removal of green waste. This information would be provided to the Town Clerk for further consideration by the Community and Environment Committee.

2024/045 DATE OF NEXT MEETING

To note that the date of the next meeting will be Tuesday 21 May 2024

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

2024/046 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

It was **resolved** to move into Part II (Proposed by Cllr Brookes-Hocking).

2024/047 COUNCIL OFFICES

To receive the report and approve the recommendations, as approved by the Council Affairs and Finance Committee, therein

Cllr Brookes-Hocking left the meeting and Cllr Cochran chaired the remainder of the meeting

It was **resolved** to receive the report and approve the recommendations therein. (Proposed by Cllr Harris)

2024/048 REPORTS PACK

Signed

Dated.....



Minutes of the Full Council meeting held on Tuesday, April 23, 2024 at 13:00 in The Bungalow, Credition Town Council Offices, 8 North Street, Credition, EX17 2BT

Present:	Cllrs Liz Brookes-Hocking, Frank Letch, Steve Huxtable, Paul Perriman, John Downes, Jim Cairney, Joyce Harris, Guy Cochran and Giles Fawssett
Apologies:	Cllrs Rachel Backhouse and Natalia Letch
Absent:	Cllr Georgina Stone
In attendance:	Rachel Avery, Town Clerk

MINUTES

2024/168 WELCOME AND INTRODUCTIONS

Cllr Brookes-Hocking opened the meeting and members introduced themselves.

2024/169 PUBLIC QUESTION TIME

There were no members of the public present, and no questions had been submitted.

2024/170 APOLOGIES

Decision: It was resolved to receive and accept apologies from Cllrs N Letch and Backhouse. (Proposed by Cllr Cochran)

2024/171 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2024/171.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of interest were made.

2024/171.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No requests for dispensations were made.

2024/172 ORDER OF BUSINESS

There were no amendments to the order of business.

2024/173 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2024/174 GDPR

The report regarding ongoing support and officer/member training for GDPR was considered.

Decision: The Council **resolved** to proceed with the recommendations from the report regarding GDPR.

2024/175 DATE OF NEXT MEETING

The Council noted that the date of the next meeting would be Tuesday 21 May 2024.

2024/176 PART II

Decision: It was **resolved** to exclude the public and press from the meeting for Part II, as it involved the likely disclosure of sensitive and confidential information. (Proposed by Cllr Brookes-Hocking)

2024/177 COUNCIL OFFICES

The report regarding the Council Offices was considered.

Decision: It was **resolved** to approve the recommendations from the report regarding the Council Offices.

2024/178 REPORTS PACK

Signed

Dated.....



**Minutes of the Community & Environment Committee meeting held on Tuesday,
January 23, 2024 at 19:00 in Old Landscore School, Greenway, EX17 3LP.**

Present:	Clrs Guy Cochran, Liz Brookes-Hocking, Natalia Letch, Paul Perriman, Joyce Harris, John Downes, Giles Fawssett
Apologies:	Cllr Georgina Stone
In Attendance:	Penni Tearle, Chair of Boniface Allotments Association 2 members of the public
Minute Taker:	Emma Anderson

MINUTES

68 WELCOME AND INTRODUCTION

The Chair opened the meeting at 19.00 and members introduced themselves.

69 PUBLIC QUESTION TIME

One member of the public commented on large amounts of rubbish being left around the Barnfield area, particularly following recycling/bin collection days. They asked if the town council can help? Cllr Cochran advised this would be raised with Mid Devon District Council.

Second member of the public:

Question 1 - As a member of the public who regularly watches the recordings of various CTC meetings on Facebook, I can attest to the fact that the sound of the Town Clerk typing often obscures what is being said, either by councillors or members of the public. Would the Council kindly consider placing the owl at such a distance from the Town Clerk as to make the noise from typing less intrusive?

The Deputy Clerk confirmed that the owl had been moved further away at this meeting and the sound quality would be assessed afterwards and other options explored if necessary.

Question 2 - At the risk of incurring the wrath of Cllr Fawssett who has accused me of "prattling on" at the last Full Town Council meeting about the potential breach of GDPR which he sees as a mere "technical thing", may I ask if the Council has informed the Boniface Allotments Association, or indeed any of the allotment tenants about that potential breach, or would they rather I did so?

The Deputy Clerk advised that allotment tenants had been contacted, however a response to this question would be sent via email in due course.

Question 3 - Item 72 on the agenda "Climate Emergency" states "To note that decisions will be made with the climate emergency at the forefront of decision and policy making". This item appears on the majority of meeting minutes but seems to be little more than a tick box exercise. If the Council are truly serious about this point, and in the hope of clawing back some kudos with Cllr Fawssett, would the Council consider having an item added to the end of each meeting to reflect upon how any decisions made actually reflect this goal?

Members agreed that the Council Affairs & Finance Committee could consider implementing an evaluation of how the Climate Emergency has been considered at the end of each agenda or whether climate emergency considerations should be highlighted during each agenda item.

70 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr Georgina Stone. (Proposed by Cllr Cochran)

71 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs G Cochran, N Letch & J Downes declared that as members of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

There were no dispensation requests.

72 CLIMATE EMERGENCY

Noted.

73 ORDER OF BUSINESS

There were no changes to the order of business.

74 CHAIR'S AND CLERK'S ANNOUNCEMENTS

None.

75 COMMUNITY AND ENVIRONMENT COMMITTEE MINUTES

It was **resolved** to approve and sign the minutes from the meeting held on 28 November 2023. (Proposed by Cllr Harris)

76 ALLOTMENTS

- **To consider the following issues and agree a course of action – Vacant plots, Non-Cultivation Notices and Notices to Quit**

The Deputy Clerk advised that 2 notices to quit had been issued since the last meeting.

- **To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions**

The main path on the Barnfield site has gradually reduced in width as some of the adjacent allotment plots have pushed their boundaries very slightly over a long period of time. This has caused the turning circle to become a lot narrower. It was **resolved** to write to 2/3 plots along the path to ask that the bottom of their plot be reduced by approx. 1 metre in order to reinstate the width of the original path. (Proposed by Cllr Brookes-Hocking)

Penni Tearle left the meeting at 19.18.

77 CREDITON URBAN TASKFORCE (CUT)

It was **resolved** to approve Option 3 in the report. (Proposed by Cllr Cochran)

The Deputy Clerk confirmed that at the full council meeting held on 16 January 2024, it was resolved to approve a budget of £1,500 for CUT, with this to be taken from general reserves for the remainder of 23/24, with the town clerk having delegated authority to approve the payments to 31 March 2024. Members were reminded that prior approval is required before any of the budget is spent.

The following was agreed:

- CUT update will be a standing item on future Community & Environment Committee agendas
- The proposed poster requires two amendments. To change the wording to "non-statutory" in the first paragraph and correct the contact email address

78 FLORAL CREDITON 2024

- It was **resolved** to accept the recommendations contained within the report. (Proposed by Cllr Cochran)
- It was **resolved** to appoint Contractor A for the floral watering contract for 2024. (Proposed by Cllr Harris)

Climate emergency considerations: sustainable planting chosen and less watering required (reduced contractor visits).

79 SCOUT MEMORIAL GARDEN MAINTENANCE

It was **resolved** to appoint contractor A. (Proposed by Cllr Harris)

It was agreed to contact the Scouts and ask if they would like to get involved in looking after the small area of garden that they maintained previously.

80 GRASS VERGE CUTTING

Members discussed the requirements of the contract with Devon County Council and the minimum number of cuts being 4 per year. The Deputy Clerk confirmed that these verges are visibility splays and therefore the cuts are carried out to ensure visibility for vehicle users. It was agreed for the Deputy Clerk to circulate the cutting maps to members for review and consider writing to Devon County Council about the requirement to cut them.

It was **resolved** to appoint Contractor B, highlighting point 8 of the draft contract which states more or less cuts could be required throughout the year. (Proposed by Cllr Brookes-Hocking)

Members also discussed the grass verges at Well Parks Hill and requested further information regarding when these are strimmed and also whether a review of the trees on Well Parks Hill has been carried out as agreed during the development.

Climate emergency considerations:

- *Minimising number of cuts required per year (biodiversity and machinery/fuel usage)*
- *Contractor B is Crediton-based, reducing impact from travel*

81 EMERGENCY PLAN

The Deputy Clerk advised the committee that, since the Emergency Plan was first drafted, 2 members of the original Community Response Team remain. At the recent Snow Warden training, one member of the public attended.

Cllr Cochran explained that he had attended a meeting of Mid Devon District Council's (MDDC) Community Policy Development Group and that a consultation would be taking place soon on the Town & Parish Charter and this consultation could have an effect on how MDDC assist in Emergency Planning.

The Deputy Clerk agreed to circulate the current emergency plan to members and revisit this item at a future meeting, following the Town & Parish Charter review. In the meantime, the Deputy Clerk would start to amend the out-of-date information.

82 DATE OF NEXT MEETING

The date of the next meeting was **noted**. The meeting closed at 20.05.

83 REPORTS PACK

Signed

Dated.....



Minutes of the Planning and Town Strategy Committee, held on Tuesday, March 5, 2024 at 19:00 in the Old Lanscove School, EX17 3LP

Present: Cllrs Liz Brookes-Hocking, Joyce Harris, Giles Fawssett, Guy Cochran, Natalia Letch and Paul Perriman

Apologies: Cllr Steve Huxtable

Minute Taker: Rachel Avery, Town Clerk

MINUTES

105 WELCOME AND INTRODUCTION

Opening of meeting by the Chair and councillor introductions

Cllr Brookes-Hocking opened the meeting at 19.00 and members introduced themselves.

106 PUBLIC QUESTION TIME

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

There were no members of the public in attendance.

107 APOLOGIES

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

It was **resolved** to accept apologies from Cllr Huxtable. (Proposed by Cllr Brookes-Hocking)

108 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

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

There were no declarations of interest or requests for dispensations.

It was **noted** that Cllr N Letch is a member of the MDDC planning committee.
There were no dispensation requests.

109 CLIMATE EMERGENCY

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

This was **noted**.

110 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

There was no requirement to change the order of business.

111 CHAIR'S AND CLERK'S ANNOUNCEMENTS

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

Cllr Brookes-Hocking stated that she was pleased to hear that DCC had decided to abandon the proposal for parking charges in Crediton.

112 PLANNING AND TOWN STRATEGY COMMITTEE MINUTES

To approve and sign the minutes of the meeting held on Tuesday 06 February 2024, as a correct record

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

113 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

[MDDC Planning Public Access Portal](#) - Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Ref: 24/00208/HOUSE

Proposal: Erection of single storey rear extension

Location: 62 Tuckers Meadow, Crediton, Devon

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

Proposal: Installation of dormer window in west elevation

Location: 43 Meadow Gardens, Crediton, Devon

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

Ref: 23/01674/HOUSE

Proposal: Replace door with window on ground floor and re-positioning of window on first floor and 4 replacement windows on east elevation

Location: 63 East Street, Crediton, Devon Ref: 23/01675/LBC

Concerns were raised regarding the reconfiguration of the floorplans. It was **resolved** to recommend no objection, subject to Conservation Officer recommendations. (Proposed by Cllr Cochran)

Ref: 23/01675/LBC

Proposal: Listed Building Consent to replace door with window on ground floor and repositioning of window on first floor and 4 replacement windows on east elevation and internal alterations to ground and first floor

Location: 63 East Street, Crediton, Devon

Concerns were raised regarding the reconfiguration of the floorplans. It was **resolved** to recommend no objection, subject to Conservation Officer recommendations. (Proposed by Cllr Cochran)

Ref: 24/00286/HOUSE

Proposal: Conversion of existing garage to granny flat, to include replacement of flat roof with pitched roof, erection of store and porch

Location: Trebah, Alexandra Road, Crediton

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

Ref: 24/00338/CAT

Proposal: Notification of intention to crown lift 1 Yew tree to 15m, reducing side branches by 3.5m and remove overhanging branches over garden from 1 Ash tree within a Conservation Area

Location: The Beeches, Old Tiverton Road, Crediton, Devon

It was **resolved** to recommend no objection, subject to Tree Officer recommendations. (Proposed by Cllr Cochran)

114 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS: Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:

Ref: 22/00067/MFULO

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Proposal: Conversion of farmhouse and buildings to 17 dwellings, the erection of 14 dwellings and erection of 2 commercial buildings (Use Classes B8, E, Sui Generis)

Location: Wellparks, Exeter Road, Crediton, Devon

Ref: 23/01923/FULL

Proposal: Construction and operation of a micro energy storage facility

Location: Land at NGR 282446 100921 (Playing Field) Avranches Avenue, Crediton, Devon

Ref: 24/00103/CAT

Proposal: Notification of intention to fell 3 conifer trees in a Conservation Area

Location: 15 Exeter Road, Crediton, Devon, EX17 3BH

Ref: 24/00008/HOUSE

Proposal: Erection of single storey extension

Location: 10 Wentworth Gardens, Crediton, Devon, EX17 3FJ

Ref: 23/01789/HOUSE

Proposal: Erection of a log cabin for ancillary residential accommodation to replace existing summerhouse

Location: The Cottage, Old Tiverton Road, Crediton, Devon

Ref: 22/00067/MFUL

Proposal: Conversion of farmhouse and buildings to 17 dwellings, the erection of 14 dwellings and erection of 2 commercial buildings (Use Classes B8, E, Sui Generis)

Location: Wellparks, Exeter Road, Crediton, Devon

Ref: 23/01923/FULL

Proposal: Construction and operation of a micro energy storage facility

Location: Land at NGR 282446 100921 (Playing Field) Avranches Avenue, Crediton, Devon

Ref: 24/00103/CAT

Proposal: Notification of intention to fell 3 conifer trees in a Conservation Area

Location: 15 Exeter Road, Crediton, Devon, EX17 3BH

Ref: 24/00008/HOUSE

Proposal: Erection of single storey extension

Location: 10 Wentworth Gardens, Crediton, Devon, EX17 3FJ

Ref: 23/01789/HOUSE

Proposal: Erection of a log cabin for ancillary residential accommodation to replace existing summerhouse

The decisions were **noted**.

The following comments were made relating to planning application 22/00067/MFUL:

- The historic farm site is identified as having a potential for employment, but this does not recognise the commercial aspect; retail is not necessarily employment
- The potential for a community orchard must still be pursued
- The site is now for sale with planning permission.

115 DEVON DEVOLUTION DEAL

To receive the report and associated paperwork regarding the proposals and to consider representation for Full Council approval

The Town Clerk explained the contents of the report. Consideration was given to the proposals, and it was **noted** that a corporate response would be agreed by Full Council.

116 CREDITON CLUSTER MEETING

To receive and note the minutes from the meetings held in January and February

The notes of the meeting were received.

Cllr Brookes-Hocking advised that the terms of reference for the group will be considered at the next meeting of the cluster. Importantly, this group seeks to create stronger relationships, lines of communication and discussion for the neighbouring areas.

Further information will be provided to the next meeting of this committee.

117 CREDITON COMMUNITY CONVERSATION - 23 MARCH 2024

To receive an update

Cllr Brookes-Hocking explained that this event would provide an opportunity for the town and surrounding areas to come together to consider aspirations, future ideas and sustainability of further development. Information will be used to inform the Cop Crediton group and the Neighbourhood Plan review.

118 CHRISTMAS IN CREDITON SUB-COMMITTEE To consider the dissolution of the Christmas in Crediton Sub-Committee with immediate effect

It was **resolved** to approve the dissolution of the Christmas in Crediton Sub-Committee with immediate effect. (Proposed by Cllr Brookes-Hocking)

It was **noted** that the Projects & Events Officer would submit reports to the Planning & Town Strategy Committee as required, as well as arranging informal meetings throughout the year.

119 DATE OF NEXT MEETING To note that the date of the next meeting will be Tuesday 02 April 2024

The date of the next meeting was **noted**. The meeting was closed at 20.00.

120 REPORTS PACK

Signed

Dated.....



Minutes of the Council Affairs & Finance Committee meeting held on Tuesday, March 12, 2024 at Old Landscore School, Greenway, Credition

Present: Cllrs Steve Huxtable, Liz Brookes-Hocking, Rachel Backhouse, Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch

In Attendance: One member of the Public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

148 WELCOME AND INTRODUCTION

Opening of meeting by the Chair and member introductions

Cllr Huxtable opened the meeting and members introduced themselves.

149 PUBLIC QUESTION TIME

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

Questions were raised by a member of the public. The questions and full responses would be provided on the town council's website in due course.

150 APOLOGIES To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

There were no apologies.

151 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

151.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr Brookes-Hocking declared a DPI relating to item 165.

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

There were no requests for dispensation.

152 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

There was no requirement to change the order of business.

153 CHAIR'S AND CLERK'S ANNOUNCEMENTS

To receive any announcements which the Chair and Town Clerk may wish to make (for information only).

There were no announcements.

154 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

To approve and sign the minutes of the meeting held on Tuesday 12 December 2023 and Tuesday 13 February 2024, as a correct record

It was **resolved** to approve the minutes of 12 December 2023 and 13 February 2024. (Proposed by Cllr Cochran)

The Town Clerk advised that the draft minutes of 12 December 2023 had not been approved at the following meeting on 10 January 2024, and therefore the draft minutes remained unapproved by the committee, until approved and ratified by Full Council.

155 FINANCE

155.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 FEBRUARY 2024 AND 29 FEBRUARY 2024

It was **resolved** to receive and approve the transactions between 01 February 2024 and 29 February 2024. (Proposed by Cllr Harris)

155.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 29 FEBRUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 29 February 2024. (Proposed by Cllr Harris)

155.3 TO NOTE BANK ACCOUNT BALANCES TO 29 FEBRUARY 2024

The bank account balances to 29 February 2024 were **noted**.

155.4 TO RECEIVE AN UPDATE ON TRANSFER OF CCLA FUNDS

The following update was provided:

- United Trust Bank – confirmed funds will be transferred and account closed on 14 June 2024
- Hampshire Trust Bank – awaiting confirmation (90 day notice – approximate date of closure 4 June 2024)
- Cambridge & Counties – awaiting confirmation (120 day notice – approximate date of closure 4 July 2024).

156 COMMUNITY GRANTS

To approve the proposed Community Grants, as recommended by the Grants Sub-Committee, for payment in April 2024 for the 2024/25 financial year

Enquiries were made relating to two applications. Cllr Brookes-Hocking advised that meetings had been held with some of the applicants to ascertain the requirements of the grant and the support provided to the community, of which the committee had been satisfied.

Cllr Brookes-Hocking stated that she felt 10% of the town council's overall annual budget should be given in community grants. Many voluntary organisations should be supported and their work benefits Crediton.

It was **resolved** to approve the payment of grants for 2024/25. (Proposed by Cllr Cairney)

157 REVIEW AND ADOPTION OF POLICIES

To review and adopt the Co-Option Policy

Cllr Fawsett advised that he was unaccepting of the three-mile rule for councillors to stand. He stated that the law was incorrect and should be challenged.

There was a discussion around the use of secret ballot when co-opted. The Town Clerk advised on the legal basis of which you cannot remove a member of the public from the meeting or hold a secret ballot.

It was **resolved** to adopt the Co-option Policy, with the requested wording amendment from Cllr Brookes-Hocking. (Proposed by Cllr F Letch)

158 PORTRAIT OF HIS MAJESTY KING CHARLES III

To consider and agree for Crediton Town Council to apply for a portrait to commemorate the accession of His Majesty King Charles III, at no cost to the council, following the resolution at the last meeting to undertake a Facebook Poll

The Town Clerk stated that the Facebook poll had received, with 56% of respondents voting against applying for the official portrait.

It was **resolved** that the town council would not apply for the official portrait, following the results of the poll, with a review in six months' time should sufficient support for the portrait be made. (Proposed by Cllr Brookes-Hocking)

159 COMMUNITY PARTICIPATION

159.1 PUBLIC QUESTION TIME

To receive the report regarding Public Question Time and to approve the proposals therein

The following comments were made:

- CTC meetings used to be held whereby members of the public were welcome to speak on an item at the point of discussion
- Some questions require full debate and discussion, and should take place outside of a formal meeting
- Any question relating to how other councils are run should not be responded to, given that the town council is unable to provide an informed response
- The way in which public question time is currently being run is depressing. There are other types of events where engagement with the public has been high, but it is proving difficult to find a positive way to run Public Question Time
- The way that Public Question Time is currently being run is not perfect, however there must be structure and for the opportunity for both members and members of the public to understand given that it is not an opportunity for debate
- A high level of understanding of the legislation that governs the sector is required of members
- All three levels of Devon government have rules around public question time, offering members of the public 3 minutes. If someone provides a written letter four days prior to the meeting, they are provided with a response on the day of the meeting. The council needs to ensure anything that is agreed works for both council members and members of the public.

It was **resolved** to approve the guidance proposed within the report, as Appendix A, in the interim. (Proposed by Cllr Cochran)

It was agreed that Cllr Backhouse would recommend a proposal, regarding the future use of Public Question Time, for consideration at the next meeting.

159.2 COFFEE AND CONVERSATION

To receive an update and to approve any recommendations

There was no further update at this time, and further consideration would be given to this item at the next meeting.

160 DEVON DEVOLUTION DEAL

To receive the report and associated paperwork regarding the proposals and to consider representation for Full Council approval

Cllr F Letch stated this the impact on town and parish councils will be negligible, so there should be little or no debate on this matter.

Cllr Brookes-Hocking stated that the DALC response has been made and whilst there is currently limited impact on town and parish council sectors, she does not feel this is true. There will be more pressure on the sector to provide services if there is a lack of funding available.

Cllr Harris expressed concerns at the creation of another tier. The money used to create such a tier should be devolved to the existing authorities. Town and parish councils will have less of a voice than they do currently, given another layer of governance

Cllr F Letch stated that the Combined County Authority Board of 10 is not necessarily representative of Devon.

It was **noted** that the Town Clerk would draft a response for consideration at the next meeting of Full Council.

161 GDPR

161.1 TO RECEIVE THE REPORT REGARDING THE CONCERN RELATING TO A GDPR BREACH AND TO AGREE ANY FURTHER ACTION

The Town Clerk provided the following statement regarding the complaint raised by the member of the public.

'The use of surnames has been used administratively, in line with the council's Privacy Policy and other legislation such as the Local Audit and Accountability Act 2014 and the Accounts and Audit Act 2015. However, as the issue has been raised, I have taken the operational decision to trial the use of plot numbers only. This has already commenced, as we will receive fewer payments between now and September when the invoices for 2024/25 are raised. This will enable us to assess the administrative burden of not including such data. As an officer of the council, I take the responsibility of data protection very seriously. This amendment in administration is in no way an admission of breach. At no point has the ICO stated that there has been a breach, and nor has the ICO professional used for advice. However, to comply with data minimisation where possible, the internal process has been altered'.

The contents of the report were **noted**. (Proposed by Cllr F Letch)

161.2 TO RECEIVE THE QUOTE RECEIVED REGARDING ONGOING SUPPORT AND OFFICER/MEMBER TRAINING

It was **resolved** to consider a further quote, if obtained before the end of March, at the next meeting of this committee. If not received, the quote contained within the report will be accepted. (Proposed by Cllr Huxtable, Cllr Fawssett voted against)

162 ANNUAL TOWN MEETING

To receive the report and consider the recommendations therein

Cllr Brookes-Hocking provided information on why the Mayoral Reception and Annual Town Meeting would be incorporated.

It was **noted** that the funds for the 2023/24 Mayoral Reception would be requested to be extended to 2024/25 at the next meeting of Full Council.

Friday 17 May had been provisionally booked for use of the Town Hall, but availability of the Boniface Centre will be confirmed.

163 DATE OF NEXT MEETING

To note that the date of the next meeting will be Tuesday 09 April 2024

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

164 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

It was **resolved** to move into Part II (Proposed by Cllr)

165 COUNCIL OFFICES

To receive the report and to agree any further actions

It was **resolved** to approve the recommendations in the report. (Proposed by Cllr Cochran)

166 REPORTS PACK

Signed

Dated.....



Minutes of the Planning and Town Strategy Committee held on Tuesday, April 2, 2024 at 19:00 in the Old Lanscore School, EX17 3LP

Present: Cllrs Liz Brookes-Hocking, Joyce Harris, Steve Huxtable, Giles Fawssett, Guy Cochran and Paul Perriman

Apologies: Cllr N Letch

In Attendance: One member of public

Minute Taker: Emily Armitage

MINUTES

121 WELCOME AND INTRODUCTION

The meeting was opened at 19.07 and councillors introduced themselves.

122 PUBLIC QUESTION TIME

One member of public in attendance.

123 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr N Letch. (Proposed by Cllr Brookes-Hocking)

124 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

125 CLIMATE EMERGENCY

This was noted.

126 ORDER OF BUSINESS

It was agreed to bring planning application 24/00507/FULL forward to allow a member of public to speak.

127 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

128 PLANNING AND TOWN STRATEGY COMMITTEE MINUTES

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

129 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

Ref: 24/00507/FULL

Proposal: Demolition of existing garages and erection of 3 affordable dwellings and associated parking, landscaping and other minor associated works

Location: Garages and Forecourt, Churchill Drive, Crediton

The member of public expressed his concern for the potential development as he is a local resident.

It was **resolved** to recommend requesting an extension until the next meeting on 7 May to allow for a site visit and to look at the NP policy for losing off-street parking.

The question was raised as to whether an impact survey on the loss of parking for vehicles had been undertaken and how many of the garages are in use or whether the leases have been terminated. It could be classed as a brownfield land if the parking facility is no longer needed by residents. Cllr Cochran advised it will likely go on the MD planning meeting for June. (Proposed by Cllr Brookes-Hocking)

Ref: 24/00311/FULL

Proposal: Removal of two chimneys and reinstatement of roof

Location: The Manse, 98 High Street, Crediton

Ref: 24/00313/LBC

Proposal: Listed Building Consent for the removal of two chimneys and reinstatement of roof

Location: The Manse, 98 High Street, Crediton

Cllr Cochran declared a personal interest as he is a member of Crediton Congregational Church which is connected to the property and owned by the church.

It was **resolved** to recommend accepting recommendations from the Conservation Officer that the applications should be refused and submitted as a rebuild proposal. (Proposed by Cllr Brookes Hocking) *Cllr Cochran abstained from voting.*

Ref: 24/00358/HOUSE

Proposal: Erection of garage and ancillary accommodation

Location: Gamlens, Exhibition Road, Crediton

It was **resolved** to recommend objection in principle due to insufficient information regarding the environment and whether the elevation of the building impacts on the neighbouring property. Also, the presence of a large fir tree that has not allegedly been addressed. (Proposed by Cllr Huxtable) It was agreed for members to visit the site and to send comments to the Administrative Officer by Monday 8 April.

Ref: 24/00368/LBC

Proposal: Listed Building Consent for replacement roof covering

Location: 18 Dean Street, Crediton, Devon

It was **resolved** to recommend no objection providing the Conservation Officer recommends the work being carried out. (Proposed by Cllr Harris)

130 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The Decisions were noted.

131 CREDITON COMMUNITY CONVERSATION

Cllr Brookes-Hocking advised that the event on Saturday 23 March was well attended, by the public and most Crediton Town councillors were present. Local people had worked hard to organise the event.

Following the meeting Cllr Brookes-Hocking has located the 'Our Shared Coordinates' document on MDDC website which went to cabinet last year and is a joint structure plan and vision for housing across four districts. Crediton is not identified as a point for significant development, or for nature or significant industrial land for a work hub/commercial or office units. The Administrative Officer will forward the link to the document along with some other information on brownfield sites.

Cllr Brookes-Hocking advised she would be having a meeting with QE about the public's thoughts on what should happen with the land owned by DCC at the school site. The event had proved a good starting point for action.

The event is 9 June, 12 pm to 4 pm. Cllr Brookes-Hocking advised that an application to the MDDC 'Love your Town Centre' fund had been made. There will be stalls, games, entertainment, and a Saxon fair. Marshalls will be required. It was agreed to ask the Projects Officer for a proper draft program for the next meeting in May. Councillors were requested to save the date and help out with marshalling if they are able.

133 FOOTPATHS

It was commented that walking and cycling should be encouraged as footpaths are a critical part of the Neighbourhood Plan (NP). Cllr Cochran commented that the path connecting Tarka View and Downeshead Lane is difficult for bicycles and pushchairs due to the poor surface, but there is no stipulation for developers, and they will use the cheapest option of surface material. Footpaths need to be as straight and direct as possible for speed and easy access for pedestrians and cyclists. There are maintenance issues with land management companies who are not subject to NP policies. Enforcement should be key for conditions when developments go in. Cllr Cochran advised that local authorities are not adopting footpaths and street furniture such as streetlights. The question of how biodiversity is being achieved was raised and how/if the town council can acquire land and work better with the district. Cllr Cochran will take the issues raised to the next PPAG meeting.

134 DATE OF NEXT MEETING

The date of the next meeting was noted as being Tuesday 07 May.
The meeting was closed at 20.09.

135 REPORTS PACK

Signed

Dated.....



**Minutes of the Council Affairs & Finance Committee of the Democratic Services held on
Tuesday, April 16, 2024 at 19:00 at Old Landscore School.**

Present: Cllrs Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Jim Cairney,
Guy Cochran, Giles Fawssett, Joyce Harris and Frank Letch

In Attendance: One member of the public
Rachel Avery, Town Clerk

MINUTES

167 WELCOME AND INTRODUCTION

The meeting was opened at 19:03 and members introduced themselves.

168 PUBLIC QUESTION TIME

The following questions were raised by a member of the public:

- Whether a grant application could be considered for Welcoming Refugees. It was noted that ad-hoc applications for grants can be made subject to a budget still being available for the relevant year
- What benefit to the community the outsourcing of HR and Health and Safety and if the cost will come from reserves.

Cllr Cairney joined the meeting at 19.10

Questions raised by a member of the public not in attendance were read out by the Chair. Responses to all questions would be added to the council's website.

169 APOLOGIES

There were no apologies.

170 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

170.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr Brookes-Hocking declared a DPI relating to item 183.

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

There were no dispensation requests.

171 ORDER OF BUSINESS

It was resolved to move 183 to 180. (Proposed by Cllr Huxtable)

172 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

173 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Item 156: It was noted that enquiries regarding grant applications were made by Cllr Backhouse.

Item 157: Cllr Fawssett clarified that the law regarding co-option was correct, but that he did not agree with it. He reiterated that members should be able to walk to meetings and therefore from the town.

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

174 FINANCE

174.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MARCH 2024 AND 31 MARCH 2024

It was **resolved** to receive and approve transactions between 01 March 2024 and 31 March 2024. (Proposed by Cllr Harris)

174.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MARCH 2024

It was **resolved** to receive and approve the bank reconciliation to 31 March 2024. (Proposed by Cllr Harris)

174.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MARCH 2024

The bank account balances were **noted**.

174.4 TO RECEIVE AND APPROVE THE DIRECT DEBITS FOR 1 APRIL 2024 - 31 MARCH 2025

It was **resolved** to approve the direct debits for 1 April 2024 - 31 March 2025. (Proposed by Cllr Harris)

175 GRANT FUNDING

It was **resolved** to approve the grant application, to support the maintenance of links with Dokkum and Fulda. (Proposed by Cllr Brookes Hocking)

176 GDPR

Cllr Backhouse raised concerns that the training had been intended for the public, which no longer appears to be the case.

Cllr Cairney stated that a member of the public raised a concern. To not act on such a complicated subject would be wrong, but opening to the public would be inappropriate.

Cllr Huxtable agreed that members of the public should not be attending training.

Cllr Fawssett stated that he did not support spending money on this matter.

Cllr Backhouse noted the importance of communicating learning and any actions to the public.

It was **resolved** to recommend quote A, for approval by Full Council. (Proposed by Cllr Harris, Cllr Fawssett voted against)

177 PUBLIC QUESTION TIME

The council acknowledged that the current way of running public question time was not satisfactory and does not reflect the Communication Strategy. A change to standing orders may be required in the future, but some new approaches should be considered and attempted.

Consideration and discussion were given to each proposal within the report written by Cllr Backhouse:

- *Public question time is to be renamed as public question and answer time. The chair is encouraged, when possible, to invite opinion from around the table, from other councillors, when addressing some of the questions. Alternatively, the chair could state that the issue will be placed on SharePoint and be discussed here by a range of councillors on this platform over the coming days*

It was **resolved** to refuse this proposal, but the use of Teams to discuss questions would be investigated. (Proposed by Cllr Harris, Cllr Backhouse voted against)

- *Before each full council meeting, we hold an informal public debate time. This will begin at 1830 and will last 30 mins, and will not follow standing orders. This will not be minuted and will be on camera only if members of the public agree to this. Tea and coffee to be offered. I am happy to organise this. Attendance of this session will be voluntary for councillors. Issues arising will not be followed up in the meeting immediately following, but items can be actioned for the next appropriate agenda. The formal meeting will begin at 1900*

It was resolved to approve this proposal, subject to the Town Clerk's confirmation of agenda setting and ensuring that meetings can commence earlier if there is no attendance. (Proposed by Cllr Fawssett, Cllr F Letch voted against)

- *Regular (dates and times to be discussed) “coffee and conversation” events will be held, aiming to cover different timings and days to allow a wide cross section of the community to attend if they wish*

It was **resolved** to approve this proposal. (Proposed by Cllr Fawssett)

178 EXTERNAL SUPPORT FOR HUMAN RESOURCES AND HEALTH AND SAFETY SUPPORT

Cllr Huxtable advised that he had discussed aspects of this item have been discussed with the Town Clerk. It was **noted** that further information is outstanding, and this item would be considered at a further meeting.

179 ANNUAL TOWN MEETING AND MAYORAL RECEPTION

It was **noted** that the Annual Town Meeting will take place on Friday 17 May, with the main meeting commencing at 18.30. This will be followed by a Mayoral Reception. It was noted that the agenda would be circulated and invitations have been sent.

180 OLD COUNCIL OFFICE BUILDING, MARKET STREET

It was noted that the Old Council Office Building at Market Street was no longer listed as an Asset of Community Value, and this would be reviewed as required in the future.

181 DATE OF NEXT MEETING

The date of the next meeting was **noted**, Tuesday 14 May 2024.

182 PART II

It was **resolved** to move into Part II. (Proposed by Cllr Brookes-Hocking)

183 COUNCIL OFFICES

Cllr Cairney left the meeting at 20.50

It was **resolved** to approve recommendations, for Full Council approval. (Proposed by Cllr Huxtable)

184 REPORTS PACK

Signed

Dated.....



CREDITON TOWN COUNCIL

Committees and associated Terms of Reference report

Report by: Town Clerk
To: Full Council
Date: For consideration on 21 May 2024

Recommendation

Full Council is recommended to approve the proposals to amend the committee structure and approve the Terms of Reference for committees and sub-committees.

1. **Purpose**

1.1 This report outlines proposals to amend the committee structure and terms of reference.

2. **Background**

2.1 Consideration has been given to the streamlining of committees, in order to provide shared, clear and transparent responsibilities across the committees.

3. **Proposals**

- 3.1 That the Community and Environment Committee is disbanded, with responsibilities shared between the two remaining committees and delegating some responsibility to the Town Clerk.
- 3.2 That the Council Affairs and Finance Committee be renamed to the Oversight Committee.
- 3.3 That the Climate Emergency Committee is disbanded, with the responsibilities being shared between the two remaining committees, and the council as a body taking responsibility for decisions being made in line with the Climate Emergency declaration.
- 3.4 That the Christmas in Crediton Sub-Committee be disbanded as much of the work undertaken by staff is operational. Any particular issues will be raised to the Planning and Town Strategy Committee.
- 3.5 The Terms of Reference are included in the meeting pack (current and proposed).

4. **Financial Implications**

4.1 There are no financial implications, but a reduction in arranging meetings will improve the workload of officers.

5. **Conclusion**

5.1 Full Council is legally entitled to discharge its responsibilities to committees and sub-committees, offering opportunities to debate specific topics in a smaller committee to ensure open and transparent decision making.



Credon Town Council – Terms of Reference PROPOSED

Planning and Town Strategy Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet monthly
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credon
 - To facilitate greater member focus on town policy development to positively shape the future of Credon
 - Preparation of the Credon Neighbourhood Plan and any subsequent amendments
 - To comment on planning applications referred to the council for comment on behalf of the council
 - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
 - To manage general matters affecting the towns heritage, historic environment, and art related activities
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. – delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations

Oversight Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet monthly
 - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year



- To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year
- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
- To undertake an annual risk assessment regarding the council's accounting procedure
- To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
- To handle recruitment matters
- To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
- The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
- To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
- To carry out the Town Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of council staff and councillors
- Make recommendations to the council on new areas of policy and procedures
- To manage, review and amend as necessary the council's policies, procedures and protocols
- To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- To oversee the provision of Youth Work
- Oversee the council's insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing the council's publicity and public relations
- Managing the council's risk management practices and procedures
- Oversee civic events such as Remembrance Parade, Beacon Lighting etc
- Overseeing council's involvement in any Twinning arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the Council Affairs and Finance Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.



Community and Environment Committee – RECOMMEND DISBANDMENT

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet every six weeks
 - To make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function – delegated authority to Town Clerk in consultation with Chair of Planning and Town Strategy Committee or items to be added to committee agenda where required
 - To make recommendations to the council on the resources necessary to discharge the open space and allotment functions – to Planning and Town Strategy Committee
 - To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council – delegated authority to Town Clerk
 - To co-ordinate the provision of floral displays within Crediton – delegated authority to Town Clerk
 - To co-ordinate community engagement relating to the committee on an annual basis - delegated authority to Town Clerk or items be added to Planning and Town Strategy Committee agenda where required
 - To actively seek out sponsorship and funding for open spaces to enable projects to progress – delegated authority to Town Clerk
 - To identify opportunities to promote public open spaces within the town and encourage people to visit Crediton - delegated authority to Town Clerk or items be added to Planning and Town Strategy Committee agenda where required
 - To encourage the community to become involved in the planting and maintenance of public open spaces within the town and in particular the Peoples Park wildlife area – delegated authority to Town Clerk
 - To be responsible for the maintenance (internal and external) and to oversee all assets and property (council owned and leased) - delegated authority to Town Clerk (within approved budgets) or items be added to Planning and Town Strategy Committee agenda where required
 - To make recommendations to the council on the formulation of any policy or strategy in relation to council owned or leased open spaces – to Planning and Town Strategy Committee
 - To develop and maintain a rolling five year planned maintenance programme for all property and assets – to Planning and Town Strategy Committee
 - To manage projects funded by Earmarked Reserves as approved by Full Council – To Planning and Town Strategy Committee
 - To determine strategy for income producing council assets – to Planning and Town Strategy



- To manage relevant contracts as required – to Oversight Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Full Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. – delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations

Climate Emergency Committee – RECOMMEND DISBANDMENT

- The committee will comprise 6 members.
- The quorum of the committee shall be 3 members.
- The committee will report directly to Full Council and will undertake the following role and functions:
 - To meet every six weeks
 - To review policies for achieving low carbon/carbon neutral operations and sustainability – To Oversight Committee
 - To look at the town council's own practices in relation to Climate Change – for relevant committee where required
 - To investigate how to favour sustainable contractors as part of a phased process – To Oversight Committee
 -
 - To provide further information through the council's website and newsletters – delegated authority to Town Clerk

Christmas in Credition Sub-Committee – RECOMMEND DISBANDMENT

- The sub-committee will comprise 4 members together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Planning and Town Strategy Committee.
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and or project.
- All members of the committee may vote, including non-council members.
- The committee will undertake the following role and functions:
 - To co-ordinate and facilitate a Christmas Light Switch-on Event on an annual basis
 - To co-ordinate and facilitate christmas illuminations in Credition
 - To actively seek out sponsorship and funding for the events
 - To identify opportunities to promote the christmas events and encourage people to visit Credition
 - To enable the provision of entertainment in the Town Square on an annual basis in order to bring the whole community together
 - The Committee will meet approximately 8 times per year.



Grants Sub- Committee

- The sub-committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The sub-committee will report directly to the Oversight Committee and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to the Oversight Committee
 - To consider grant applications and make recommendations to the Oversight Committee, in accordance with policy
 - The sub-committee will meet 3-4 times per year.

Parish Paths Sub-Committee

- The sub-committee will comprise 4 members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Planning and Town Strategy Committee
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and/or project.
- All members of the sub-committee may vote, including non-council members.
- The sub-committee will undertake the following role and functions:
 - To arrange works when necessary to maintain Credition's footpaths
 - To co-ordinate regular surveys of the footpaths within Credition
 - To identify opportunities to promote Credition's footpaths and encourage people to visit Credition
 - The sub-committee will meet 3 times per year.

Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.



Credon Town Council – Terms of Reference CURRENT

Planning and Town Strategy Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet monthly
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credon
 - To facilitate greater member focus on town policy development to positively shape the future of Credon
 - Preparation of the Credon Neighbourhood Plan and any subsequent amendments
 - To comment on planning applications referred to the council for comment on behalf of the council
 - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
 - To manage general matters affecting the towns heritage, historic environment, and art related activities
 - To actively promote Credon
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

Council Affairs and Finance Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet monthly
 - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year
 - To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment,



vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year

- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
- To undertake an annual risk assessment regarding the council's accounting procedure
- To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
- To handle recruitment matters
- To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
- The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
- To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
- To carry out the Town Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of council staff and councillors
- Make recommendations to the council on new areas of policy and procedures
- To manage, review and amend as necessary the council's policies, procedures and protocols
- To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- To oversee the provision of Youth Work
- Oversee the council's insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing the council's publicity and public relations
- Managing the council's risk management practices and procedures
- Oversee civic events such as Remembrance Parade, Beacon Lighting etc
- Overseeing council's involvement in any Twinning arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the Council Affairs and Finance Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.



Community and Environment Committee

- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To meet every six weeks
 - To make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function
 - To make recommendations to the council on the resources necessary to discharge the open space and allotment functions
 - To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council
 - To co-ordinate the provision of floral displays within Crediton
 - To co-ordinate community engagement relating to the committee on an annual basis
 - To actively seek out sponsorship and funding for open spaces to enable projects to progress
 - To identify opportunities to promote public open spaces within the town and encourage people to visit Crediton
 - To encourage recreational, social and educational activities at public open spaces within the town
 - To encourage the community to become involved in the planting and maintenance of public open spaces within the town and in particular the Peoples Park wildlife area
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the Community and Environment Committee
 - To be responsible for the maintenance (internal and external) and to oversee all assets and property (council owned and leased)
 - To make recommendations to the council on the formulation of any policy or strategy in relation to council owned or leased open spaces
 - To develop and maintain a rolling five year planned maintenance programme for all property and assets
 - To manage projects funded by Earmarked Reserves as approved by Full Council.
 - To determine strategy for income producing council assets
 - To manage relevant contracts as required
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Full Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

Climate Emergency Committee

- The committee will comprise 6 members.
- The quorum of the committee shall be 3 members.



- The committee will report directly to Full Council and will undertake the following role and functions:
 - To meet every six weeks
 - To review policies for achieving low carbon/carbon neutral operations and sustainability
 - To look at the town council's own practices in relation to Climate Change
 - To investigate how to favour sustainable contractors as part of a phased process
 - To work with partners, community groups and organisations to support them in improving their own carbon credentials
 - To provide outreach and facilitation services to support the community in reducing its carbon footprint
 - To provide further information through the council's website and newsletters.

Christmas in Credition Sub-Committee – RECOMMEND DISBANDMENT

- The sub-committee will comprise 4 members together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Planning and Town Strategy Committee.
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and or project.
- All members of the committee may vote, including non-council members.
- The committee will undertake the following role and functions:
 - To co-ordinate and facilitate a Christmas Light Switch-on Event on an annual basis
 - To co-ordinate and facilitate christmas illuminations in Credition
 - To actively seek out sponsorship and funding for the events
 - To identify opportunities to promote the christmas events and encourage people to visit Credition
 - To enable the provision of entertainment in the Town Square on an annual basis in order to bring the whole community together
 - The Committee will meet approximately 8 times per year.

Grants Sub- Committee

- The sub-committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The sub-committee will report directly to the Council Affairs and Finance Committee and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to the Council Affairs and Finance Committee
 - To consider grant applications and make recommendations to the Council Affairs and Finance Committee, in accordance with policy
 - The sub-committee will meet 3-4 times per year.



Parish Paths Sub-Committee

- The sub-committee will comprise 4 members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Community and Environment Committee.
- The sub-committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and/or project.
- All members of the sub-committee may vote, including non-council members.
- The sub-committee will undertake the following role and functions:
 - To arrange works when necessary to maintain Credition's footpaths
 - To co-ordinate regular surveys of the footpaths within Credition
 - To identify opportunities to promote Credition's footpaths and encourage people to visit Credition
 - The sub-committee will meet 3 times per year.

Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.



Nominations for Council Year 2024/25

Mayor and Chair of Credition Town Council	Additional information to support nomination
Cllr Guy Cochran	<p>I have put myself forward as chair of the council for the forthcoming year being the incumbent vice chair for the Credition Town Council (CTC) with previous experience of chairing council committees and in previous career setting up and chairing multi agency committees.</p> <p>I current chair the CTC Community and Environment Committee. In my capacity as a District Councillor I chair the Car Parking Working Group at Mid Devon District Council where I was asked to be the Vice Chair of the Planning Committee this year. I volunteer extensively in the community; I am the chairman of Tedburn St Mary FC and Chair of the Liberal Democrats for the Central Devon Constituency.</p> <p>I aim to continue the good work of council members and staff, ensuring that our current projects are progressed, that we have a home for the council and we continue to provide best value for our community.</p>
Cllr Steve Huxtable	<p>I see two aspects to these comments, one to understand what I would bring to the role, and the other what I would do in the role. Naturally, there is a lot of blurring between the two.</p> <p>If elected you can be sure that I will put Credition first and foremost – I am fortunate that I can concentrate on delivering what is best for Credition, and Credition alone. I am ambitious for Credition! I am putting myself forward for the benefit and needs of Credition, not my own.</p> <p>For me we are on a journey. A journey for the development of the role that Credition Town Council (CTC) has in making Credition a better town for its residents, businesses and the many organisations that we are fortunate to have on our doorstep. A journey where we have developed plans that need both building on and delivering against. A journey which we all need to be part of and to understand how we can make the plans reality. This must include the staff too, as they are integral to what we are planning. It is imperative that they too can embrace the changes and grow in knowledge and skills.</p> <p>With regards to skills that I would bring to the role there are many you'll recognise including:</p> <ul style="list-style-type: none">• Decision making – I consider the matter at hand with an open mind and based on the information available at the time with no predetermination

	<ul style="list-style-type: none"> • Fair and impartial – For me consistency is essential as is my ability to act decisively based on facts • Analytical – I love solving issues and problems and consider all aspects, the pros and cons before making a well informed decision • Have integrity – this is overlapping a little but covers my desire to be transparent and honest. I am always accountable for my actions and decisions • A good listener – I believe this is key. Receiving feedback and input from others and assessing how this can be woven into what is being considered • Teamwork – the strength of a team is greater than the sum of its parts. I enjoy harmonising teams and individuals and taking them on a journey with me • Knowledge – the skills that I have developed / acquired in the private sector are transferable and an asset to this role • Governance – I love rules and making sure they're followed, and I love working with detail but not afraid of free thinking • Adaptable – the world is moving at a pace, and we need to be joining in – I am flexible enough in my thinking to be open to new ideas and approaches • Commitment – I believe in Crediton and CTC – I am accessible and make time for all aspects of CTC work • Humility – I understand the importance of not forgetting where I'm from and what I'm doing and why • Supportive – I thrive in working with and developing others • Logical and pragmatic – this is how my brain is wired!
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Deputy Mayor and Deputy Chair of Crediton Town Council	Additional information to support nomination
Cllr Steve Huxtable	

Planning and Town Strategy (8 + 2 subs)	Additional information to support nomination
Cllr Steve Huxtable	
Cllr Guy Cochran	
Cllr Giles Fawssett	
Cllr Liz Brookes-Hocking	
Cllr Paul Perriman	

Council Affairs and Finance / Oversight (8 + 2 subs)	Additional information to support nomination
Cllr Steve Huxtable	
Cllr Guy Cochran	
Cllr F Letch	
Cllr Giles Fawssett	
Cllr Jim Cairney	
Cllr Liz Brookes-Hocking	

Cllr Rachel Backhouse	<p>I would largely like to continue with the roles I took on last year, because there is so much to learn, and it would not make sense to switch to anything else.</p> <p>I feel I have shown an interest and commitment to finding out more about council affairs and finance over the past year, and I would like to learn more and try to help with the task of making good choices which align with the needs of the town.</p>
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Community and Environment (8 + 2 subs)	Additional information to support nomination
Cllr Guy Cochran	
Cllr Giles Fawssett	
Cllr John Downes	
Cllr Brookes-Hocking	

Climate Emergency Committee (6)	Additional information to support nomination
Cllr Guy Cochran	
Cllr Giles Fawssett	
Cllr Paul Perriman	

Grants Sub-Committee (Committee: Council Affairs and Finance/Oversight) (5)	Additional information to support nomination
Cllr Steve Huxtable	
Cllr Giles Fawssett	
Cllr Jim Cairney	
Cllr Liz Brookes-Hocking	

Parish Paths Sub-Committee (Committee: Planning and Town Strategy) (4)	Additional information to support nomination
Cllr Giles Fawssett	
Cllr John Downes	
Cllr Brookes-Hocking	

Youth Sub-Committee (Committee: Council Affairs and Finance/Oversight) (4)	Additional information to support nomination
Cllr Liz Brookes-Hocking	
Cllr Giles Fawssett	
Cllr Frank Letch	
Cllr Rachel Backhouse	<p>The Youth Club is doing well, and it is exciting to be part of that. I have some experience with safeguarding issues and work in education, so I think it makes sense to remain on this committee.</p>

Representatives on Outside Bodies	Additional information to support nomination
Haywards Educational Foundation Cllr Jim Cairney	
Crediton United Charities Cllr Joyce Harris	Hannah Zorlu holds the second Town Council position
DALC and Larger Councils Committee Cllr Liz Brookes-Hocking	
Crediton Twinning Association Cllr Steve Huxtable	
Boniface Link Association Cllr Joyce Harris	
Friends of Crediton Station Cllr Paul Perriman	
Sustainable Crediton Cllr Rachel Backhouse	
Boniface Trail Association Cllr Giles Fawssett	
Crediton Chamber of Commerce Cllr Guy Cochran	
Okehampton Rail Forum Cllr Paul Perriman	
League of Friends of Crediton Hospital Cllr Natalia Letch	
Age Concern Cllr Jim Cairney	



CREDITON TOWN COUNCIL

Public Question Time Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 21 May 2024

Recommendation

Full Council is recommended to consider the report below in relation to:

- The provision of refreshments prior to Full Council meetings at 19.00, amending the start time of those meetings to 19.30
- A change in Standing Orders regarding public participation at all Full Council and Committee meetings.

1. Purpose

1.1 This report provides two proposals relating to public participation during convened meetings of Credition.

2. Background

2.1 Credition Town Council's Council Affairs and Finance Committee meeting have been considering the use of Public Question Time and how to ensure visiting members of the public can ensure they have an opportunity to speak at meetings.

2.2 Further to the meeting of the Council Affairs and Finance Committee on 16 April 2024, the Town Clerk has confirmed with Cllrs Backhouse and Huxtable that meeting start times must be accurately described within the agenda, therefore if no members of the public attend a 'public debate' planned for 19.00 – 19.30, the Full Council meeting could not commence until 19.30.

3. Proposals

3.1 Refreshments

To approve the provision of refreshments prior to each Full Council meeting, to provide an opportunity for members of the council and members of the public to meet and chat informally.

3.2 Change to Standing Orders

To consider amendments to the Standing Orders. The proposed amendments will enable active public participation within meetings. The proposed Standing Orders are included in the agenda pack.

4. Financial Implications

4.1 The cost of refreshments will be taken from the Hospitality budget (£300 for 2024/25).

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 Credition Town Council welcomes opportunities to engage with the public, recognising that there are many ways in which individuals may wish to communicate. It should be of importance to members to ensure that as many ways of open dialogue with the public are available, within remaining capacity across the staff team and with support from elected members.



Credyton Town Council

Standing Orders



Review: November 2023

Crediton Town Council

These Standing Orders were approved and adopted for use by the Council at its Meeting held on 18 October 2011 and amended on

31st July 2012

9th October 2012

23rd April 2013

22nd July 2014

28th October 2014 minute number 1410/13012th

May 2015 minute number 1505/15

15th March 2016 minute number 1603/29817th

May 2016 minute number 1605/15

15th November 2016 minute number 1611/16916th

March 2021 minute number 2103/193 15th March

2022 minute number 2203/135

16th May 2023 minute number 2305/010

14th November 2023 minute number 2314/95

By Resolution of the Council

Rachel Avery PSLCC
Town Clerk

Preface

Throughout these Orders, certain terms are used throughout. These terms and their definitions for the purposes of these Standing Orders are set out below.

The term Council shall mean Crediton Town Council (**CTC**) unless otherwise indicated.

“Chair” and “Vice Chair” refer to the offices of the Chair and Vice-Chair of CTC unless otherwise indicated.

“Member” refers, except where the content suggests otherwise, a person elected (whether their election is contested or not) and co-opted onto the council, or a person who is not a Member but who is a member of a committee or a sub-committee or is a member of, and represents the council on any joint committee or joint sub-committee of the council who in law is entitled to vote on any question which falls to be decided at a council, committee or sub-committee meeting.

“Resolution” is the legal term for a decision lawfully made by the majority of those present and voting at a council, committee or sub-committee meeting.

“Financial Regulations” are the standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Some of the Standing Orders are mandatory because they reflect requirements of Acts of Parliament and subsequent regulations. For ease of reference, the orders or parts of orders concerned are printed in **bold type**. The Standing Orders in bold type may not be amended unless the legislation out of which they are born changes.

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1 Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A Member may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers their expedient, but each amendment shall be voted upon separately.
- l A Member may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a Member may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Member;
 - ii. to move or speak on another amendment if the motion has been amended since he

- last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a Member may interrupt only on a point of order or a personal explanation and the Member who was interrupted shall stop speaking. A Member raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Member shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the Chair of the meeting.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
 - b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Member or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
 - c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
-


3 Meetings generally


- Full Council meetings
- Committee meetings
- Sub-committee meetings




- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e ~~Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.~~
Members of the public are encouraged to contribute to the discussion.
- f ~~The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 30 minutes unless directed by the Chair of the meeting~~
- g Subject to standing order 3(e) above, a member of the public shall not speak for more than 3 minutes, **unless the chair permits otherwise.**
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak ~~and stand when speaking~~ (except when a person has a disability or is likely to suffer discomfort). ~~The Chair of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.




k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

  l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**

 n **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Member as chosen by the Members present at the meeting shall preside at the meeting.**

   o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Members or Members with voting rights present and voting.**

   p **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Member, the voting on any question shall be recorded so as to show whether each Member present and voting gave their vote for or against that question, at any time before the next item on the agenda is considered.**

r If requested, co-opted votes can be undertaken by signed ballot, with votes being discounted if they are not signed appropriately.

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Members present and absent;
- iii. interests that have been declared by Members and non-Members with voting rights;
- iv. whether a Member or non-Member with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

   t **A Member or a non-Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of**

conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- u **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the council are present and in no cases shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

- ■ ■ v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- w A meeting shall not exceed a period of 2 ½ hours.

4 Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and Members shall be determined by the committee.**

- b **The Members of a committee may include non-Members unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the Members of an advisory committee and a sub-committee of the advisory committee may be non-Members.**

- d The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of Members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute Members to a committee whose role is to replace the ordinary Members at a meeting of a committee if the ordinary Members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the Members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than two;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5 Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new Members elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a Member of the council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a Member of the council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
 - i. In an election year, delivery by the Chair of the Council and Members of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of**

the Council of their acceptance of office form unless the council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, Officer and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of Members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or Officer subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6 Extraordinary meetings of the council and committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Members, any two Members may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Members.**
- c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two Members of the committee [or the sub-committee], any two Members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub- committee].

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four Members to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their Members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Member or a member of the public;
 - xiii. to exclude a Member or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11 Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Members and Officer shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be

moved in accordance with standing order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - “The Chair of this meeting does not believe that the minutes of the meeting of the (title of meeting) held on (date) in respect of (subject) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also standing order 3(t) above.

- a All Members and non-Members with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14 Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a Member or non-Member with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another Officer to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a Member or non-Member with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other Officer nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on Members,** a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by Members is signed by them);**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Member has given written notice at least seven days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Members;
- viii. retain a copy of every Member's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in paper or electronic form for such purpose;
- xv. refer a planning application received by the council to the Chair or in his absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22 below.

16 Responsible Financial Officer

- a The council shall appoint appropriate Officer to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each Member as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Member with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Member before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Members and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contracts Regulations 2015 (including use of the Contracts Finder website) and will be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting Members or Officer to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Member after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and, where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply, the council must comply with EU procurement rules.**

19 Handling Officer matters

- a A matter personal to an Officer that is being considered by a meeting of council or of the Council Affairs and Finance Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the Council or if he is not available, the Vice- Chair of the Council, of absence occasioned by illness or other reason and that person shall report such absence to the Council Affairs and Finance Committee at its next meeting.
- c The Chair of the Council or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported, in writing, and is subject to approval by resolution by the Council Affairs and Finance Committee.

- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the Council or in their absence, the vice-Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council Affairs and Finance Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or vice-Chair of the Council, this shall be communicated to another Member of the Council Affairs and Finance Committee, which shall be reported back and progressed by resolution of the Council Affairs and Finance Committee.
- f Any persons responsible for all or part of the management of Officer shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to Officer records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the of the Council.

20 Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Members or Officer shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22 Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two Members may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23 Communicating with District and County or Unitary Members

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward Member(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Member(s) representing the area of the council.

24 Restrictions on Member activities

- a. Unless authorised by a resolution, no Member shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25 Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least four Members to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a Member as soon as possible after he has delivered their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



Scheme of Delegation

1. Principles of Delegation

- 1.1 Section 101 of the Local Government Act 1972 provides:
- that a council may delegate its powers (except those incapable of delegation) to a committee or an officer
 - a committee may delegate its powers to an officer
 - the delegating body may exercise Powers that have been delegated.
- 1.2 Any delegation to a Committee or the Proper Officer¹ shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
- 1.3 The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
- 1.4 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

2. Council Functions

- 2.1 The matters listed below are the responsibility of Full Council:
- a) Adopting and changing the council's Standing Orders, Financial Regulations and Powers and Duties of Committees
 - b) Approving, adopting, or making material changes to the council's policy framework
 - c) Approving the council's budget and the level of its precept levied on Mid Devon District Council
 - d) Authorising borrowings
 - e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the council's Financial Regulations
 - f) Appointing council representatives to outside bodies
 - g) Confirming the appointment of the Town Clerk
 - h) Making, amending, revoking, re-enacting, or adopting byelaws and promoting or opposing the making of local legislation
 - i) All other matters which must, by law, be reserved to the full council.

¹ Wherever the Proper Officer (the clerk) is referred to in this document it shall be understood that the Assistant Clerk can deputise for the Clerk both in the absence of the Proper Officer (the Clerk) and to enable the efficient and effective running of the council.

Audit	Responsibility for maintaining a continuous internal audit system	Full Council
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Full Council
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council
Byelaws and local legislation	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implementation	Full Council
Car Parking	Commenting on all matters relating to the management of public car parks in the town	Full Council
Cemeteries	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
Legal Proceedings	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
Street Naming	To name new streets	Full Council

3. Delegation to Committees

3.1 The matters listed below are delegated to the council's committees, sub-committees, or working groups. They must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

3.2 Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the council.

Service Area	Function	Committee
Agency Agreements	Recommending agency agreements and joint working practices	Oversight
Allotments	See Land Management	
Arts	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Planning & Town Strategy
Budgetary Control	Managing budgetary control matters within the approved budget of a committee (see para 2.1)	All committees
Civic Events	Organising Civic Events	Oversight
Christmas Events	Co-ordinating and facilitating Christmas in Crediton Events	Town Clerk
Committee and Member Support	Recommending the annual calendar of meetings	Full Council
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Oversight
	Managing all committee and member functions	Oversight
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Planning & Town Strategy
Complaints	Monitoring the complaints procedure	Oversight
Constitution	See Committee and Member Support	
Conservation	Commenting on proposals for the	Planning & Town Strategy

	creation or modification of conservation areas	
Culture	See Arts	
Development Control	Commenting on planning applications referred to the Council for comment	Planning & Town Strategy
Electoral Matters	Initiating requests for boundary reviews and commenting during such reviews	Oversight
Entertainments	See Arts	
Environment	See Heritage	
External Consultation and Representation	Commenting on consultation documents from other bodies	Planning & Town Strategy
Financial Matters	Managing the Council's financial affairs	Oversight
Floral Display	To co-ordinate the provision of floral displays within Crediton	Town Clerk
Grants	Award of general revenue grants to local organisations and groups	Grants Sub-Committee
	Award of cultural activities grants	Grants Sub-Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Crediton Town	Planning & Town Strategy
Highways	Commenting on proposals for highways maintenance and repairs and associated matters	Planning & Town Strategy
	Commenting on highway policies	Planning & Town Strategy
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Oversight
Land Management	Managing and maintaining Council's Buildings	Planning & Town Strategy
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Community & Environment Planning & Town Strategy
	Managing, maintaining, and monitoring demand and availability of allotment gardens	Town Clerk

Planning Policy	Commenting on proposed revisions of the Mid Devon District Local Plan and other service-specific long-term planning documents	Planning & Town Strategy
Play Areas	See Land Management	
Policy Issues	Recommending and reviewing Town Council policies	Oversight
	Assisting in the development of new policies or changes in policy	Oversight
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Planning & Town Strategy
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town	Planning & Town Strategy
Public Toilets	Commenting on matters affecting public toilet provision in the town	Planning & Town Strategy
Public Transport	Making observations on matters affecting public transport in and around the town	Planning & Town Strategy
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Oversight
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Parish Paths Sub-Committee
Rights of Way	See Public Footpaths	
Risk Management	Managing the Council's risk management practices and procedures	Oversight
Sports Grounds	See Land Management	
Staffing	Recommending changes to the Council's approved staffing establishment	Oversight
	Reviewing and monitoring the Council's employment arrangements	Oversight
Standing Orders	See Committee and Member Support	
Street Lighting	See Public Lighting	
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	Oversight

Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Town Strategy & Planning
Trees	Managing tree planting schemes	Town Strategy & Planning
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Town Strategy & Planning
Twinning	Making arrangements for twinning visits and activities including liaison with twinning societies	Oversight

Any new delegated authority to officers will be added to section 4

4. Scheme of Delegation to Officers

- 4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:
- made under a 'specific express authorisation'
 - made under a general authorisation where the effect of the decision is to; i) grant a permission or licence, ii) affect the rights of an individual
 - award a contract or incur expenditure which, in either case, significantly affects the financial position of the Town Council.
- 4.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Town Clerk
Communications	To deal with all press and public relations on behalf of the Council	Town Clerk
Documents	To sign documents on behalf of the Council	Town Clerk

Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Mid Devon District Council	Town Clerk
Finance	To administer the Council's bank balances	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property	Town Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write-off outstanding debts in accordance with Financial Regulations	Town Clerk
	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
Land and Property	To purchase necessary goods and Supplies	Town Clerk
	To maintain the Council's offices and Property	Town Clerk
	To deal with day to day matters in relation to the allotments functions, including the implementation of	Town Clerk

	allotment terms, conditions and rules, allocation of allotment tenancies, issuing of non-cultivation notices and notices to quit.	
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Town Clerk
	To devise planting schemes for the various open areas for which the Council is responsible	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
Meetings	Arrange and call meetings of the Council, its Committees and Sub-Committees	Town Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Town Clerk
Members Support	To deal with requests from Members	Town Clerk
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Town Clerk
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Town Clerk
Staffing	Management of all employees, including the authority to take disciplinary action, excluding termination of employment under agreed procedures	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk
	Within the approved budget and in accordance with Standing Orders to	Town Clerk

	administer the staffing establishment and the national agreement on pay and conditions of service	
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk

5. Urgent Matters

5.1 Matters of urgency, as determined by the Proper Officer (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate committee subject to a report being made to the next meeting of the appropriate committee.

5.2 Subject to urgent items, the following matters shall be referred to the relevant committee or council, where appropriate.

Any matter which:

- (a) requires a new policy; or
- (b) requires an alteration to an existing policy (other than a minor amendment); or
- (c) would be contrary to the policy framework; or
- (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;
- (e) is an issue of principle as determined by the council; or
- (f) in the opinion of the Proper Officer, cannot in law or in accordance with the standing orders be decided by an Officer; or
- (g) upon which a committee has requested a report; or
- (h) a member has requested an item to be put on an agenda under Standing Orders; or
- (i) in the opinion of the officer concerned, should be determined by a committee.

Crediton Town Council Asset Register

Id.	Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
LAND						
1	Land Stonypark	unknown	As insured	£1	Stonypark Lane	Deeds at TC Office
2	Land Exhibition Road Allotments	unknown	As insured	£1	Exhibition Road	Deeds at TC Office
3	Land Barnfield Allotments	unknown	As insured	£1	Barnfield	Deeds at TC Office
4	Land Moffats Land Allotments	unknown	As insured	£1	Land off Newcombes Meadow	Deeds at TC Office
5	Land Upper Deck	unknown	As insured	£1	George Hill	Deeds at TC Office
6	Land Peoples Park	unknown	As insured	£1	Peoples Park	Deeds at TC Office
7	Land Scout Memorial Garden	unknown	As insured	£1	Peoples Park	
PROPERTY						
8	Property Bus Shelter	unknown	As insured	£12,244	Next to War Memorial, Union Road	
9	Property War Memorial	unknown	As insured	£44,462	Union Road	
10	Property Millennium Cross	unknown	As insured	£7,601	St Lawrence Green	Sited on MDDC land
11	Property Millenium Clock	unknown	As insured	£7,136	Front of Town Hall	Sited on CADT Town Hall Building
12	Property St Boniface Statue	unknown	As insured	£32,814	Newcombes Meadow	Sited on MDDC land
13	Property Bandstand	unknown	As insured	£49,213	Newcombes Meadow	Sited on MDDC land
14	Property Cups & Trophies	unknown	As insured	£792	Various	
15	Property Wishing Well Brick Floral Planter	unknown	7/19/2005	£750	A3072 Town Approach Location is at 284455E 101065N (N50:47:51 W3:38:27)	Sited on DCC land
16	Property Wishing Well Brick Floral Planter	unknown	7/19/2005	£750	QE Drive Approach Location is at 281875E 100665N (N50:47:37 W3:40:38)	Sited on DCC land
17	Property Brick Floral Planter	unknown	7/19/2005	£500	Tolleys (Nr Mill Street)	Sited on DCC land
18	Property Christmas Trees including lights (x 100)	Nov 13, 14 & 16	11/4/2013	£10,000	Create Storage	CTC owned
19	Property Orion Cross street decoration (x3)	Nov 13, 14		£975	Garage No.8, North Street	CTC owned
20	Property A boards (x2)	6/1/2014		£200	Council Offices, North Street	CTC owned
21	Property 3 tier planters (x4)	5/14/2015	14/05/215	£4,000	Crediton Town Square	CTC owned
22	Property Memorial Bench (Jamie Fleming)	8/18/2015	8/18/2015	£350	Situated at Town War Memorial fixed to ground	CTC owned
23	Property Totem Pole Memorial (Samuel Crocker)	1/22/2016	1/22/2016	£750	Peoples Park Scout Memorial Garden	
24	Property Illuminated spheres (x 20)	11/9/2017	11/14/2017	£1,700	Council Storage Container, Graphic, Lords Meadow Industrial Estate	CTC owned
25	Property Square planter	unknown		£1	High Street, outside Lloyds Bank	CTC acquired
26	Property St Boniface Statue information oak lecturn	5/1/2018	5/1/2018	£489	Newcombes Meadow positioned next to the St Boniface Statue	Sited on MDDC land
27	Property Triple Star Illuminations (x 24)	6/18/2018	4/9/2019	£2,040	Garage No.8, North Street	CTC owned
28	Property Cross Street Decorations (Star and Swirl Pealights) (x 3 (£490 each))	10/15/2018	10/15/2018	£1,470	Garage No.8, North Street	CTC owned
29	Property Illuminated spheres (x 11) (£79 each)	10/15/2018	10/15/2018	£869	Garage No.8, North Street	CTC owned
30	Property Illuminated spheres (x 10) (£113.75 each)	10/24/2019	10/24/2019	£1,138	Garage No.8, North Street	CTC owned
31	Property Christmas Trees including lights (x 20)	10/24/2019	10/24/2019	£2,550	Garage No.8, North Street	CTC owned
32	Property 2-tier barrel planter	12/21/2018	12/21/2018	£369	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)
33	Property 2 x 2-tier barrel planters	1/31/2020	1/31/2020	£730	Outside Hillbrow Care Home	CTC owned (sited on unregistered land)
34	Property Noticeboard	1/24/2020	1/24/2020	£243	External wall of 122-123 High Street	CTC owned
35	Property 2 x stone-effect planters	1/1/2021	1/1/2021	£428	Behind War Memorial	CTC owned
36	Property 50 metre garland lighting (x2)	10/21/2020	10/21/2020	£956	Garage No.8, North Street	CTC owned
37	Property Festoon Lighting Bulbs (x400)	10/21/2020	10/21/2020	£960	Garage No.8, North Street	CTC owned
38	Property 10m LED garland lights (x20)	10/9/2020	10/9/2020	£658	Garage No.8, North Street	CTC owned
39	Property Flag Pole	10/15/2019	10/15/2019	£445	Next to War Memorial, Union Road	CTC owned (sited on MDDC land)
40	Property Newcombes toilets	9/1/2019	9/1/2019	£1	Union Road, Crediton	CTC owned
41	Property 7 ft Ceremonial Pole	7/18/2019	7/18/2019	£90	Council Offices, North Street	CTC owned

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
42	Property	Grit bins (x2)	11/17/2020	11/17/2020	£360	Butt Parks	CTC owned
43	Property	Salt Spreader	11/6/2019	11/6/2019	£825	Residence of Snow Warden (AW), Glencreedy House, Mill Street, EX17 1EZ	CTC owned
44	Property	Litter bin	9/28/2017	9/28/2017	£152	Spinning Path Gardens Play Area	CTC owned
45	Property	Maypole	22/03/2007	22/03/2007	£310	Landscape School	n/a
46	Property	Tables & Chairs	4/5/2022	4/5/2022	£734	Garage No.8, North Street	CTC owned
47	Property	CCTV System (Cameras, Links, NVR, Monitor)	9/24/2021	9/24/2022	£24,763	NVR @ Council Offices, North Street. Cameras and Links at Various Locations	CTC owned
48	Property	Interactive Snowman	8/3/2021	8/3/2021	£400	Garage No.8, North Street	CTC owned
49	Property	Interactive Penguin	8/3/2021	8/3/2021	£545	Garage No.8, North Street	CTC owned
50	Property	Youth Club furniture (table, sofa, blanket box & sofa bed)	2/8/2021	2/8/2021	£288	Old Landscape School	CTC owned
51	Property	Bean bags	12/20/2021	12/20/2021	£248	Old Landscape School	CTC owned
52	Property	Fairy Lights for East St/Charlotte St	11/11/2021	11/11/2021	£72	Garage No.8, North Street	CTC owned
53	Property	Gas-fuelled Beacon	4/16/2016	4/16/2016	£360	Garage No.8, North Street	CTC owned
54	Property	Indoor pool table	11/9/2022	11/9/2022	£270	Old Landscape School	CTC owned
55	Property	Outdoor table tennis table	1/30/2023	1/30/2023	£380	Old Landscape School	CTC owned
56	Property	Street snooker	3/31/2023	3/13/2023	£2,454	Old Landscape School	CTC owned
57	Property	24 x illuminated rods	10/30/2023	10/30/2023	£2,086	Garage No.8, North Street	CTC owned
58	Property	1 x sphere	10/30/2023	10/30/2023	£154	Garage No.8, North Street	CTC owned
59	Property	LED string lights	11/6/2023	11/6/2023	£606	Garage No.8, North Street	CTC owned
60	Property	Allotment water troughs			500	Exhibition Road Allotments	CTC owned
61	Property	Road closure signs	10/6/2023	10/6/2026	£500	Council Offices, North Street	CTC owned
62	Property	Spaceliner - town maintenance trolley	1/29/2024	1/29/2024	£1,500	Garage No.8, North Street	CTC owned
TOTAL					£225,180		
GATES & FENCING							
63		Gates & Fencing	unknown	As insured	£823	Stonypark	n/a
64		Gates & Fencing	unknown	As insured	£823	Exhibition Road Allotments	n/a
65		Gates & Fencing	unknown	As insured	£823	Barnfield Allotments	n/a
66		Gates & Fencing	unknown	As insured	£823	Moffats Land Allotments	n/a
67		Handrail	8/29/2023	8/29/2023	£1,577	FP29 to Tinpot Lane	CTC owned
TOTAL					£4,869		
SIGNS							
68	Signs	Heritage Finger Post	unknown	7/19/2005	£2,174	Corner Market St & High St	n/a
69	Signs	Heritage Finger Post	unknown	7/19/2005	£2,174	Outside Congregational Church	n/a
70	Signs	Heritage Finger Post	unknown	7/19/2005	£2,174	Union Road Bus Shelter	n/a
71	Signs	Heritage Finger Post	unknown	7/19/2005	£2,174	Corner Dean St & East St	n/a
72	Signs	Heritage Finger Post	4/17/2012	4/17/2012	£2,253	Town Square	n/a
73	Signs	Heritage Finger Post	unknown		£1	High Street, outside alleyway leading to Silbury Place	CTC acquired
74	Signs	Redvers Ramble Wooden Post	11/2/2018	11/2/2018	£360	Peoples Park	CTC owned
75	Signs	Redvers Ramble Wooden Plaque	11/2/2018	11/2/2018	£96	Downeshead Lane	CTC owned
76	Signs	Allotment & Play area signs	7/31/2023	7/31/2023	£120	Various (Barnfield, Exhibition, SPG and Fulda Crescent Play Area)	CTC owned
77	Signs	Boniface Heritage Panels x 8	2/1/2024	2/1/2024	£25,000	Various	CTC acquired
TOTAL					£36,526		
SEATING							
78	Seating	Public Seat	unknown	4/20/2004	£482	Upper Deck	n/a

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
79	Seating	Public Seat	2012	6/17/2013	£1,500	Scout Memorial Gardens	n/a
80	Seating	Public Seat	2012	6/17/2013	£1,500	Scout Memorial Gardens	n/a
81	Seating	Public Seat - Plastic	unknown	4/20/2004	£482	Peoples Park	n/a
82	Seating	Public Seat - Plastic	unknown	4/20/2004	£482	Peoples Park	n/a
83	Seating	Public Seats (Various)	unknown			Various	Agreed to take on all town benches
84	Seating	Bench	4/1/2018	4/1/2018	£250	Peoples Park	CTC owned
85	Seating	Bench	5/21/2020	5/21/2020	£297	Steps to Brays Close (Footpath 33)	CTC owned
86	Seating	Bench	8/1/2019	8/1/2019	£250	Junction of Peoples Park Road & Deep Lane	CTC acquired
87	Seating	Bench	12/10/2021	12/10/2021	£297	Outside Hillbrow Care Home	CTC owned
88	Seating	Picnic benches	1/30/2023	1/30/2023	£288	Old Landscore School	CTC owned
89	Property	Steel bench	5/10/2023	5/10/2023	£348	Outside Crediton Library	CTC owned
TOTAL					£6,176		
MEMORIABILIA							
90	Memoriabilia	Mayoral Chain of Office	unknown	As insured	£10,184	Mayor's residence/Council Offices	CTC owned
91	Memoriabilia	Deputy Mayors/Consort Badge of Office	1/7/2014	1/7/2014	£948	Council Offices, North Street	CTC owned
92	Memoriabilia	Westcountry Class Locomotive Nameplate and Coat of Arms	unknown	9/29/2016	£1	Crediton Museum, High Street	CTC acquired
93	Memoriabilia	Crediton Railway Coffee Table	unknown	1/17/2016	£1	Council Offices, North Street	CTC acquired
94	Memoriabilia	2 x Past Mayor Badges	8/3/2021	7/7/2021	£230	1 x Cllr Letch 1 x Council Office	CTC owned
TOTAL					£11,364		
OFFICE							
95	Office	Desks x 3	unknown	7/19/2005	£320	Council Offices, 8 North Street	CTC acquired
96	Office	Office Chairs x 3	unknown	7/19/2005	£450	Council Offices, 8 North Street	CTC owned
97	Office	Office Visitor Chairs x 5	unknown	7/19/2005	£120	Council Offices, 8 North Street	CTC acquired
98	Office	Whiteboards x 2	unknown	7/19/2005	£100	Council Offices, 8 North Street	CTC acquired
99	Office	Filing Cabinets/Cupboards x 4	unknown	7/19/2005	£450	Council Offices, 8 North Street	CTC acquired
100	Office	1 x 15.6" Screen Laptop	7/28/2016		£289	Old Landscore School	CTC owned
101	Office	1 NAS RAID1 Storage Device + 3 External USB Backup drives	7/29/2016		£395	Council Offices, 8 North Street	CTC owned
102	Office	Office Supplies Stock	various	7/29/2005	£500	Council Offices, 8 North Street	n/a
103	Office	Gigaset Telephones	7/1/2015		£30	Council Offices, 8 North Street	CTC owned
104	Office	Laptop	11/18/2021	11/18/2021	£503	Council Offices, 8 North Street	CTC owned
105	Office	Laptop	11/18/2021	11/18/2021	£499	Old Landscore School	CTC owned
106	Office	VOIP Phone System			£0	Council Offices, 8 North Street	CTC leased
107	Office	Fridge Freezer	10/25/2019	10/25/2019	£270	Old Landscore School, Kitchen	CTC owned
108	Office	Mobile Phone - Youth Worker	7/24/2021	7/24/2021	£0	CTC Youth Worker	CTC contract
109	Office	4 x Plastic Folding Tables	5/5/2021	5/5/2021	£196	Various	CTC owned
110	Office	Livestreaming Equipment (Webcam & 4 port USB hub)	7/1/2021	6/28/2021	£36	Various (Council Offices, North Street)	CTC owned
111	Office	4 x LED flood lights	10/12/2021	10/12/2021	£60	Old Landscore School, outside	CTC owned
112	Office	Apple TV & Mount	10/12/2021	10/12/2021	£150	Old Landscore School	CTC owned
113	Office	1 x Jabra Speaker	5/11/2021	5/11/2021	£292	Old Landscore School	CTC owned
114	Office	Projector & screen	9/1/2021	9/1/2021	£574	Old Landscore School	CTC owned
115	Office	4 x portable speakers 1 x subwoofer	6/25/2021	6/25/2021	£552	Old Landscore School	CTC owned
116	Office	JAM speakers	9/27/2021	9/27/2021	£67	Old Landscore School	CTC owned
117	Office	Youth Work Supplies	Various	6/1/2021	400	Old Landscore School/Council Offices	CTC owned

Id.	Description		Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification
118	Office	iPad, Keyboard & Tripod	1/27/2021	1/27/2021	£593	Various (Council Offices, North Street)	CTC owned
119	Office	Henry Hoover	3/24/2022	3/24/2022	£119	Council Offices, 8 North Street	CTC owned
120	Office	A1 Easel	5/6/2022	5/6/2022	£62	Council Offices, 8 North Street	CTC owned
121	Office	2 x 15ltr urns	5/6/2022	5/6/2022	£158	Various (Council Offices, North Street)	CTC owned
122	Office	5 x Dell Latitude 3520 Laptop	7/30/2022	11/15/2022	£2,381.00	Council Offices or staff residence	CTC owned
123	Office	5 x Dell Docking Station	7/31/2022	11/16/2022	£995.00	Council Offices, 8 North Street	CTC owned
124	Office	10 x Dell P2322H LED monitor	8/1/2022	11/17/2022	£1,700.00	Council Offices, 8 North Street	CTC owned
125	Office	CCTV monitor and recorder	8/2/2022	11/18/2022	£10,000.00	Council Offices, 8a North Street	CTC owned
126	Office	Projector screen	10/21/2022	10/21/2022	£113.00	Old Landscore School	CTC owned
127	Office	Electric Cooker	11/29/2022	11/29/2022	£229	Old Landscore School	CTC owned
128	Office	Fridge	11/29/2022	11/29/2022	£149	Old Landscore School	CTC owned
129	Office	Freezer	11/29/2022	11/29/2022	£159	Old Landscore School	CTC owned
130	Office	Dehumidifers	2/6/2023	2/6/2023	£206	Old Landscore School	CTC owned
131	Office	Kitchen equipment - OLS	2/9/2023	2/9/2023	£200	Old Landscore School	CTC owned
132	Office	iPads - Councillors	5/12/2023	5/12/2023	£5,220	Various (in Councillor residences)	CTC owned
133	Office	Projector screen	6/12/2023	6/12/2023	£40	Council Offices, 8 North Street	CTC owned
134	Office	Hoover	6/28/2023	6/28/2023	£82	Council Offices, 8 North Street	CTC owned
135	Office	1 x Laptop	7/28/2023	7/28/2023	£761	Council Offices, 8 North Street	CTC owned
136	Office	Meeting owl	7/28/2023	7/28/2023	£1,225	Council Offices, 8 North Street	CTC owned
137	Office	Karaoke Machine	11/22/2023	11/22/2023	£31	Old Landscore School	CTC owned
138	Office	Cups & Saucers	1/16/2024	1/16/2024	£66	Council Offices, 8 North Street	CTC owned
139	Office	Microwave	1/29/2024	1/29/2024	£60	Old Landscore School	CTC owned
140	Office	Craft supplies - Lino art	2/16/2024	2/16/2024	£50	Old Landscore School	CTC owned
141	Office	Craft supplies - Souldering iron	2/23/2024	2/23/2024	£50	Old Landscore School	CTC owned
142	Office	Silent keyboard	3/14/2024	3/14/2024	£39	Council Offices, 8 North Street	CTC owned
				TOTAL	£30,938		
Totals (excluding land)					£315,060		

N.B. Where a nominal value of £1 has been provided the insurance value will be different to this.

Updated/Reviewed Date:

Reviewed by:.....

Id.	Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	
OFFICE							
	Furniture	Desks x 3	unknown	7/19/2005	£320.00	Council Offices, 8 North Street	CTC acquired
	Furniture	Office Chairs x 3	unknown	7/19/2005	£450.00	Council Offices, 8 North Street	CTC owned
	Furniture	Office Visitor Chairs x 5	unknown	7/19/2005	£120.00	Council Offices, 8 North Street	CTC acquired
	Furniture	Whiteboards x 2	unknown	7/19/2005	£100.00	Council Offices, 8 North Street	CTC acquired
	Furniture	Filing Cabinets/Cupboards x 4	unknown	7/19/2005	£450.00	Council Offices, 8 North Street	CTC acquired
					£1,440.00		
	Office Equipment	1 NAS RAID1 Storage Device + 3 External USB Backup drives	7/29/2016		£395.00	Council Offices, 8 North Street	CTC owned
	Office Equipment	Office Supplies Stock	various	7/29/2005	£500.00	Council Offices, 8 North Street	n/a
	Office Equipment	Gigaset Telephones	7/1/2015		£30.00	Council Offices, 8 North Street	CTC owned
	Office Equipment	Dell Laptop (for Rialtas)	11/18/2021	11/18/2021	£502.80	Council Offices or staff residence	CTC owned
	Office Equipment	VOIP Phone System			£0.00	Council Offices, 8 North Street	CTC leased
	Office Equipment	VOIP Phone System			£0.00	Council Offices, 8 North Street	CTC leased
	Office Equipment	Henry Hoover	3/24/2022	3/24/2022	£119.00	Council Offices, 8 North Street	CTC owned
	Office Equipment	A1 Easel	5/6/2022	5/6/2022	£61.68	Council Offices, 8 North Street	CTC owned
	Office Equipment	5 x Dell Docking Station	7/30/2022	11/15/2022	£995.00	Council Offices, 8 North Street	CTC owned
	Office Equipment	10 x Dell P2322H LED monitor			£1,700.00	Council Offices, 8 North Street	CTC owned
	Office Equipment	Projector screen	6/12/2023	6/12/2023	£40	Council Offices, 8 North Street	CTC owned
	Office Equipment	Hoover	6/28/2023	6/28/2023	£82	Council Offices, 8 North Street	CTC owned
	Office Equipment	1 x Laptop	7/28/2023	7/28/2023	£761	Council Offices, 8 North Street	CTC owned
	Office Equipment	Meeting owl	7/28/2023	7/28/2023	£1,225	Council Offices, 8 North Street	CTC owned
	Office Equipment	Cups & Saucers	1/16/2024	1/16/2024	£66	Council Offices, 8 North Street	CTC owned
	Office Equipment	Livestreaming Equipment (Webcam & 4 port USB hub)	7/1/2021	6/28/2021	£36	Various (Council Offices, North Street)	CTC owned
					£6,512.36		

Id.	Description	Aquired Date	Insured Date	Purchase Cost/ Item Value £	Location	Identification	
	Office	CCTV monitor and recorder			£10,000.00	Council Offices, 8A North Street	CTC owned

Insurance Schedule

Furniture, fixtures, fittings - £6,000

Computer equipment & other office equipment - £9,600

Description		Acquired Date	Insured Date	Purchase Cost/Item Value £	Location
Furniture	Youth Club furniture (table, sofa, blanket box & sofa bed)	2/8/2021	2/8/2021	£288.00	Old Landscore School
Furniture	Bean bags	12/20/2021	12/20/2021	£248.01	Old Landscore School
Furniture	Various tables/chairs			£500.00	Old Landscore School
Furniture	Picnic benches	1/30/2023	1/30/2023	£288.00	Old Landscore School
Furniture				£1,324.01	
Computer equipment	1 x Laptop (For Youth)	7/28/2016		£289.00	Old Landscore School
Computer equipment	Dell Laptop (for Youth)	11/18/2021	11/18/2021	£498.99	Old Landscore School
Computer equipment	Projector & screen	9/1/2021	9/1/2021	£574.00	Old Landscore School
Computer equipment	Apple TV & Mount	10/12/2021	10/12/2021	£150.00	Old Landscore School
Computer equipment				£1,511.99	
Other equipment	1 x Jabra Speaker	5/11/2021	5/11/2021	£291.67	Old Landscore School
Other equipment	4 x portable speakers 1 x subwoofer	6/25/2021	6/25/2021	£551.73	Old Landscore School
Other equipment	JAM speakers	9/27/2021	9/27/2021	£66.66	Old Landscore School
Other equipment	Fridge Freezer	10/25/2019	10/25/2019	£270.00	Old Landscore School, Kitchen
Other equipment	4 x LED flood lights	10/12/2021	10/12/2021	£60.00	Old Landscore School, outside
Other equipment	Youth Work Supplies	Various	6/1/2021	£400.00	Old Landscore School/Council Offices
Other equipment	Electric Cooker	11/29/2022	11/29/2022	£229.00	Old Landscore School
Other equipment	Fridge	11/29/2022	11/29/2022	£149.00	Old Landscore School
Other equipment	Freezer	11/29/2022	11/29/2022	£159.00	Old Landscore School
Other equipment	Dehumidifiers	2/6/2023	2/6/2023	£206.00	Old Landscore School
Other equipment	Kitchen equipment - OLS	2/9/2023	2/9/2023	£200.00	Old Landscore School
Other equipment	Projector screen	10/21/2022	10/21/2022	£113.00	Old Landscore School
Other equipment	Indoor pool table	11/9/2022	11/9/2022	£270.00	Old Landscore School
Other equipment	Outdoor table tennis table	1/30/2023	1/30/2023	£380.00	Old Landscore School
Other equipment	Street snooker	3/13/2023	3/31/2023	£2,454.00	Old Landscore School
Other equipment	Karaoke Machine	11/22/2023	11/22/2023	£31	Old Landscore School
Other equipment	Microwave	1/29/2024	1/29/2024	£60	Old Landscore School
Other equipment	Craft supplies - Lino art	2/16/2024	2/16/2024	£50	Old Landscore School
Other equipment	Craft supplies - Souldering iron	2/23/2024	2/23/2024	£50	Old Landscore School
Other equipment				£5,991.05	

Insurance Schedule

Furniture, fixtures, fittings - £6,000

Other equipment - £9,600

Computer equipment - £3,000

Id.	
1	Property
2	Property
3	Property
4	Property
5	Property
6	Property
7	Office
8	Office
9	Office
10	Office
11	Office
12	Office
13	Office
14	Office
15	Office
16	Street Furniture
17	Property
18	Office
19	Property
20	Office
21	Office
22	Office
23	Office
24	Office
25	Office

Updated/Reviewed

Description
Flag Pole
Wishing Well Floral Planter
Wedding Cake Planters x 2
Wedding Cake Planters x 5
Wedding Cake Planters x 2
Wedding Cake Planter
Fujitsu Computer
Keystoke Computer
External USB Hardrive x 3
Brother HL1240 Printer
Brother HL5030 Printer
Photocopier
Computer Comms Equipment
Scanner
Software
Bins Various (Litter & dog waste)
Office IT Equipment
Table
Storage Container
Kyocera Printer
Telephones x 2
3 x Desktop PC
3 x 24" Flat Panel Monitor
1 x 15.6" Lenovo Laptop
1 x 14" HP Laptop

Aquired Date	Insured Date
4/1/2006	4/1/2006
unknown	6/17/2013
unknown	7/19/2005
unknown	7/19/2005
unknown	7/19/2005
unknown	6/17/2013
unknown	6/17/2013
unknown	6/17/2013
unknown	6/17/2013
unknown	6/17/2013
unknown	6/17/2013
unknown	6/17/2013
unknown	7/19/2005
7/29/2005	6/17/2013
various	7/29/2005
Var.	6/17/2013
11/4/2013	11/4/2013
unknown	7/19/2005
4/26/2017	5/2/2017
unknown	
unknown	7/19/2005
7/26/2016	
7/27/2016	
4/20/2020	4/20/2020
11/18/2021	11/18/2021

Totals (excluding land)

Purchase Cost/Item Value £
£155.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
£100.00
£0.00
£0.00
??
£0.00
£0.00
£1,695.00
£500.00
£50.00
£825.00
£294.00
£415.00
£379.00
£255

Location	Identification
Next to War Memorial, Union Road	
Exeter Road Approach Location is at 284245E 99540N	
Junction Western rd & High St	Sited on DCC land
DCC Depot Lords Meadow	Sited on DCC land
Union Road Bus Shelter	Sited on DCC land
Junction Church Lane and East St	Sited on DCC land
Council Offices	n/a
Council Offices	n/a
Council Offices	n/a
Council Offices	n/a
Council Offices	Obsolete, No Value
Council Offices	Obsolete, No Value
Council Offices	n/a
Council Offices	Obsolete, No Value
Council Offices	n/a
Var.	Ownership Uncertain
Council Offices	MDDC Owned
Council Offices	n/a
Graphic, Lords Meadow Industrial Estate	CTC owned
Council Offices, North Street	CTC owned
Council Offices, North Street	CTC owned
Council Offices, North Street	CTC owned
Council Offices, North Street	CTC owned
Council Offices or staff residence	CTC owned
Council Offices or staff residence	CTC owned

Reviewed by:.....

Disposal/Discharge
Disposal date unknown
Disposed of 2009, building Tesco's
Disposed of 2010
Disposed of 2010
Disposed of 2010
Disposed of 2010
Disposed of 2010
Disposed Of 2011 MDDC IT Support
Disposed Of 2011 MDDC IT Support
Discharged as at 4th April 2016
Disposed Of 2011 MDDC IT Support
Disposed Of 2011 MDDC IT Support
Disposed of 4th April 2016
Disposal date unknown
Disposal date unknown
Disposed of 4th April 2016
Disposal date unknown
Discharged as at 4th April 2016
Disposal/Discharged date unknown
Disposed of December 2021
Disposed of April 2022
Disposed of November 2022
Disposed of November 2022
Disposed of November 2022
Disposed of November 2022
Disposed of November 2022
Disposed of November 2022

Id.	
1	Property
2	Office
3	Office
4	Seating
5	Seating
6	Seating
7	Seating
8	Seating
9	Seating
10	Seating
11	Property

Updated/Reviewed

Description
Mayoral Plaque
Desk Pods x 7
Book Case/Cabinet/Shelving Units
Public Seat - Square opp' Council Chamber
Public Seat
Public Seat - Timber / Concrete
Public Seat - Tsteel & Plastic
Public Seat TBC
Public Seat TBC
Public Seat
Memorabilia

d Date:

Aquired Date	Insured Date
unknown	As insured
unknown	7/19/2005
unknown	7/19/2005
3/1/2006	3/1/2006
unknown	4/20/2004
unknown	6/17/2013
unknown	6/17/2013
unknown	4/20/2004
unknown	4/20/2004
unknown	4/20/2004
Var.	6/17/2013

Totals (excluding land)

.....

Purchase Cost/Item Value £	Location	Identification
£0	Market St	n/a
£150	Council Offices	n/a
£400	Council Offices	n/a
£1,050	Town Square	
£482	Blagdon	n/a
£0	Park St.	n/a
£482	Park St.	n/a
£482	Cemetery	n/a
£482	Library	n/a
£482	Bramble Lane	n/a
??	Var.	Value Un.Kn.

£4,010

Reviewed by:.....

Disposal/Discharge
Disposed of by Replacement
T.B.C.

.....

War Memorial	unknown	As insured	£44,462	£88,924
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Bus Shelter	unknown	As insured	£12,244	£24,488
Millennium Cross	unknown	As insured	£7,601	£15,202
Millenium Clock	unknown	As insured	£7,136	£14,272
St Boniface Statue	unknown	As insured	£32,814	£65,628

£208,514

Ms Emma Anderson
Crediton Town Council
Crediton Town Council
8A North Street
Crediton
Devon
EX17 2BT

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720863843
Insured	Crediton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2024
To	31 st May 2025

and any other period for which cover has been agreed.

Renewal Premium	£ 3,937.80
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	130276481
Long term agreement active until	01 st June 2026
Preparation Date	08 th May 2024
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Public Toilets, Address, Newcombes Meadow, Crediton, Devon, EX17 2AR	£106,581.83	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Bandstand, Address, Newcombes Meadow, Crediton, Devon, EX17 2AR	£88,138.90	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Old Schoolhouse, Address, Old Landscore School, Greenway, Crediton, Devon, EX17 3LP	£811,440.00	N/A	£6,300.00	£10,080.00	£3,150.00	£0.00	£0.00	£0.00	£0.00
4. Office, Address, Crediton Town Council, 8A North Street, Crediton, Devon, EX17 2BT	£0.00	N/A	£0.00	£0.00	£0.00	£25,200.00	£0.00	£0.00	£0.00
5. Office, Address, The Bungalow, 8 North Street, Crediton, Devon, EX17 2BT	£0.00	N/A	£6,300.00	£0.00	£10,080.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Material Damage : 1-13, 15 & 16**Excesses Applicable to Premises 1 & 2**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Excesses Applicable to Premises 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Excesses Applicable to Premises 4 & 5

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£100,000	12	N/A		£10,000	12

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Gates & Fences	£8,295.84	£250
Street Furniture including signs, posts, planters, benches and Grit Bins	£68,924.52	£250
War Memorials	£112,044.24	£250
Computer Equipment and Office Equipment	£8,820.00	£250
Chain of Office, Badge of Office, Mayor Badges	£63,000.00	£250
CCTV	£37,202.76	£250
Millenium Cross, Millenium Clock, St Boniface Statue	£99,857.10	£100
Lights, Decorations, A Boards, Illuminated Spheres, Tables/Chairs,	£68,395.32	£100
Cups & Trophies	£1,995.84	£100
Bus Shelter	£30,854.88	£100
Portaloos	£315.00	£100
8 x Heritage Panels	£26,250.00	£100
Salt spreader	£1,575.00	£100
Maintenance Trolley	£1,575.00	£100
Marquee - Short term cover 07/06/2024 - 09/06/2024	£22,200.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £500,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	Town Clerk & Assistant Clerk	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses**Section:**

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£100,000

Operative Endorsements

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html
Business interruption		Tel: 0800 028 0336
Money		Email: farnboroughpropertyclaims@uk.zurich.com
Works in progress		Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html
Employers liability		Tel: 0800 783 0692
Personal assault under Money		Email: fnlc@uk.zurich.com
Personal accident		Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html
		Tel: 0800 916 8872
		Email: zmnewmotorclaims@uk.zurich.com
		Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
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Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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Events Report

Report by: Projects and Events Officer
To: Full Council
Date: For consideration on 21 May 2024

Recommendation

To receive an update on plans for D-Day, Credition Food & Drink Festival, and The Big Boniface Bash.

1. Purpose

- 1.1 To inform councillors of the schedule of events for 6th-9th June 2024.

2. Background

- 2.1 Councillors agreed to hold the following events in June: the 80th anniversary of D-Day; Credition Food & Drink Festival; The Big Boniface Bash.
- 2.2 On 6th June at 8am the Town Crier will read a proclamation in the Town Square, with BSL interpretation from Lesley Rogers. A bugler will then play The Last Post, there will be a two-minute silence, and the bugler will then play the reveille. TBC: repeated at Hillbrow and Kenwyn care homes. At 8pm, the public are invited to come to Beacon Park to listen to 40s music from the Town Band, see vintage vehicles, and witness Credition taking part in the national beacon lighting ceremony. TBC; refreshments.
- 2.3 On 7th June (TBC) there is a dinner for councillors in marquee on Town Square, with visitors from Fulda and Dokkum, and members of the public.
- 2.4 Credition Food & Drink Festival is on 8th June, 10.00-16.00. There will be the usual mix of stalls and entertainment, with the addition this year of a bar to help financially support the festival. The information stall is to be run by councillors, who will have a radio and full details of the timetable. Representatives from Dokkum and Fulda will attend.
- 2.5 The Big Boniface Bash is 12.00-16.00 in Newcombes Meadow, on 9th June. Live music comes from local rock and pop groups, a 'Saxon fayre' is selling crafts and European-themed food, the Lions are running a carnival games area, and Burn the Curtain' theatre company are creating an interactive game telling the story of St Boniface. Children can make a decoration and hang it on the real Christmas tree. The information stall is to be run by councillors; councillors will also be acting as marshals. Representatives from Dokkum and Fulda will attend and a councillor from Dokkum will open the event.

3. Proposals

- 3.1 That councillors attend the June events.



4. Financial Implications

- 4.1 The Projects and Events Officer is still looking for refreshments for D-Day 80 but is hoping to arrange for this to be provided without cost to the council. Marshals, entertainment, town crier, venue is all free but there are other small costs such as gas, and safety equipment, tbc.
- 4.2 Credition Food & Drink Festival is funded by the food festival's own budget, with £3300 sponsorship, income from food stalls, and any shortfall made up by £1000 from CTC. It is not anticipated that this £1000 will be needed.
- 4.3 The Big Boniface Bash is being organised jointly with The Heart Project. The funding comes from a £5000 Love Your Town Centre (levelling up) grant, and up to £2000 from The Heart Project. Over £300 will come from stallholders and CTC has £1000 budgeted. The total cost is anticipated to be under £7000.
- 4.4 The Projects and Events Officer is providing time to the organisation of the events within contracted hours. Officers will need to attend the events outside office hours.

5. Conclusion

- 5.1 Credition Town Council has arranged a series of events for June, largely funded by sponsorship and income.



CREDITON TOWN COUNCIL

Masterplan Report

Report by: Town Clerk/Cllr Huxtable
To: Full Council
Date: For consideration on 21 May 2024

Recommendation

Full Council is recommended to consider, amend and agree the comments regarding the CREDITON Masterplan, for submission to MDDC.

1. Purpose

1.1 This report follows on from the agreement by the Community and Environment Committee that the Town Clerk and Cllr Huxtable would draft a response to the final draft of the CREDITON Masterplan, for Full Council consideration.

2. Background

2.1 The CREDITON Masterplan is a supplementary planning document that aims to guide how the town centre (within its designated boundary) will change and improve to ensure that the town thrives, grows and is ready to meet the challenges faced by climate change, economic and behavioural changes in the future. Having a masterplan is a useful tool that will help access funding for improvements and regeneration in the town from central government and elsewhere as it sets out the priority projects.

3. Proposals

4.1. That the following comments be passed to MDDC for further consideration prior to a final draft being considered:

Generic Comments

- Masterplan does not deal with traffic. Appreciate that this is DCC's remit, but the traffic issues are centric to any changes in the High Street
- Concerns that the summary of the SWO table does not reflect the delivery strategy. Youth, Tourist Information Office and changing facilities at train station are not mentioned again in the document
- Whilst CTC appreciates that DCC are not supportive of some of the proposals in the Traffic and Urban Realm Feasibility Study, but a conversation around safe crossing points is integral. There are no safe crossing points east of Haywards to Tesco and the only safe crossing point west of Haywards is the traffic light crossing at Spar
- Concerns around funding projects and how and who will fund any proposals
- There are an excessive number of typographical errors
- A glossary would be useful (for example blue and green infrastructure).

Page 1

CTC questions that lack of 'significant' green space; most of the spaces recognised as such are outside of the scope of the boundary of the Masterplan.

Page 2

Lack of Okehampton trainline on map.

Page 3

Is it a Town Centre Masterplan or a Masterplan? Both titles are used and there is a lack of consistency throughout the document.

Para 2 – ‘in and around town’, this needs to be clearer on what the document wishes to achieve. There is a lack of consistency.

Para 3 – what is an expanded town? No definition.

‘Sum of their parts’ - What do this mean? Expand on this and prove.

Page 5

Para 2 – ‘opportunities and’? Does not make sense.

Stakeholders and Consultees – it would be useful to know how many people responded. Who are we, our and us? Assume reference is to consultant but not clear.

Page 6

A legend is needed. Unclear what coloured lines refer to. Is 1 good or is 7 good? Clearer on page 7, but a legend would be useful.

Page 7

How many respondents in each group?

None of the Community Engagement feedback is included in the document.

It would be useful to know how the response rate and scores compare to other towns and what has happened as a result of those?

Completed diagram results (6/7) isn't clear?

Page 8 – 9

Incomplete.

Page 10

How does the Masterplan actually address each of these themes and have they been cross referenced with the RAG table at the end of the document?

Environment requires a lower case ‘t’.

Full stops or none in each box for consistency.

Page 13

Replace town with Crediton to provide consistency.

Page 14

Why is the museum existing?

Page 15

2.2 Feels in the wrong place. The document has explained Crediton today and is now looking at the past?

The Monastic Era – patron saint of Devon, not just Germany.

Early Settlement feels unnecessary. Combining the two would reduce content and not feel so repetitive.

Economic Prosperity – Great Fire of Crediton is a notable event and should be included.

Market Town – an explanation of what trade routes there were would be useful.

Notable figures – further repetition. Would the citing of Redvers Buller be relevant?

Page 17

Do these key issues address the long-term trends of an aging population, affordability and decline of rural services which have been reported on in the document already?

What does a 21st century market town look like?

Highways – Can an example of a similar town be included?

Connectivity – what essential services?

Page 19

Bus services – Tiverton is not regular – it is once a week. The only rural villages with a bus service are those on a main arterial route.

Footpaths – connectivity? Can this be expanded on?

Weaknesses – footpaths? Is this a comment made by a stakeholder and has it been verified?

Which gateways and wayfinding? Highways? Footpaths? Clarity required.

Which community facilities need modernisation? Clarification in the document may support any future funding applications.

Page 20

Existing? All of these pictures are duplicated and don't add value.

Page 26

Is this map relevant? No legend. Illegible font on map.

Page 33

How does this tie up to page 19?

Page 37

Define green and blue infrastructure as mentioned above.

Define movement across Crediton. It says this later in the document but would be helpful here.

Should settlement boundary be town boundary? Legend says a lot of settlement boundaries, can this be checked?

Reference to 'enhance' but what does that mean?

Page 38

CRE5 is not in Crediton, it is in Sandford.

Question whether the school and play area at CRE5 should be included as it has not yet been built.

Page 39

What is the framework? Is that a reference to the Masterplan? It is not clear.

Who is the council? MDDC?

Page 41

Can it be described what is in the offering as a key regeneration priority? CTC would like to understand.

Are the designs referred to the CGI images and sketches. Would like clarification as the word design doesn't seem appropriate.

What is the project? There is currently no DCC buy in so how can it be central to the regeneration of Crediton?

Page 42

Is this a duplicate of page 40?

Page 45

CGI is not representative in any way of the camber.

Width of road questioned.

Loss of parking – Traffic and Urban Realm Feasibility Study offered no loss and should be reconsidered.

Page 47

Use of planters is a great idea. Question whether people wish to sit so close to the A377.

On- Street Parking Charges – this should be taken out. Is included in an appendix, but this document is a draft and could be amended to be more relevant.

Page 49

Illustrative plan is not opposite, it's on the next page.

Page 50

What do the red arrows mean?

Page 51

Image text needs changing.

Page 55

Will coach parking reduce car parking spaces at Park and Ride?

Page 57

Should a map show where residential development is earmarked, and its impact noted?

Why is Market Street car park in this document? CTC understood that this land was removed from a previous draft but it has returned.

Rewording of last paragraph – does not make sense.

Page 58

Why is the map here?

Page 59

No explanation of green and blue infrastructure?

St Lawrence, not Lawrences

New green spaces? First and last mention, so needs removing or expanding elsewhere.

Page 61

Toilets in Newcombes Meadow should be included.

Jubilee Gardens should be added to map – suggest wording of 'enhancement or regeneration of current space to provide visibility and improved use'.

Parking – CTC recognises that Newcombes Meadow is a local amenity but questions whether it is a destination park. The need for increased parking may not be required.
A pump track is unlikely to be suitable, as previous surveys have indicated the importance of the flat grassed area for sport.

Page 62

Can a different word to precedent be used?

Page 65

Existing is an odd choice of word.

The kiosk is privately owned.

St Lawrence Green is a missed opportunity. It is appreciated that DCC aren't on board with proposals from the Traffic and Urban Realm Feasibility Survey, but there is a need to consider different options for the area.

Page 67

Existing is an odd choice of word.

Page 69

Capitalisations? Consistency required.

Page 70

May doesn't show Moffatts Land allotments.

Legend is incomplete.

Page 71

Use of framework

Projects - Are the two items identified in the plan here? Is that what is being offered through the Masterplan?

Page 73

The toilet block is not disused.

There is no pedestrian crossing at all on CGI.

Page 76

Existing is an odd choice of word.

Page 77

Which buildings require retrofit and repurpose?

Mention of orchards but not provided on a map anywhere.

Page 90

Further studies – who is paying from these and when will they be undertaken?

4. Financial Implications

4.1 There are no financial implications.

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 CTC has been asked to comment further on the document following concerns raised. These further comments provide an opportunity to further develop and amend the document.