



**Minutes of the Oversight Committee Meeting held on Tuesday, June 11, 2024 at 19:00, Old Landscore School, Greenway, Credition, EX17 3LP**

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

**In Attendance:** Two members of the public

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

## MINUTES

### 1 ELECTION OF CHAIR FOR 2024/25

**Decision:** It was **resolved** to elect Cllr Huxtable as Chair for the 2024/25 term. (Proposed by Cllr Backhouse)

### 2 ELECTION OF DEPUTY CHAIR FOR 2024/25

**Decision:** It was **resolved** to elect Cllr Backhouse as Deputy Chair for the 2024/25 term. (Proposed by Cllr Huxtable)

### 3 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 4 PUBLIC QUESTION TIME

A member of the public requested clarification on the Value for Money Statement and the effectiveness of the CCTV installation, particularly in relation to recent vandalism at Union Road. The Chair acknowledged the question and explained that the CCTV's effectiveness would be reviewed, noting that the current broadband issues might be affecting the system's performance.

Another member of the public raised a question on behalf of residents regarding about the progress on obtaining a portrait of the king. The Chair assured that a response would be provided on the website.

The public was reminded that they could not participate further in the meeting, and the session concluded without additional questions.

### 5 APOLOGIES

There were no apologies.

### 6 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

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

There were no dispensation requests.

**7 CLIMATE EMERGENCY**

The Chair reiterated the council's commitment to making decisions with the climate emergency in mind. This agenda item served as a reminder to integrate climate considerations into all aspects of decision and policy-making.

**8 ORDER OF BUSINESS**

There were no amendments to the order of business.

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

There were no announcements.

**10 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES**

**Decision:** The minutes from the Council Affairs and Finance Committee meeting held on Tuesday, 14 May 2024, were approved as a correct record. (Proposed by Cllr Cochran, Cllr Harris abstained)

**11 FINANCE**

**11.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MAY 2024 AND 31 MAY 2024**

**Decision:** The transactions between 01 May 2024 and 31 May 2024 were approved. (Proposed by Cllr Brookes-Hocking)

**11.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MAY 2024**

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

**11.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MAY 2024**

The bank account balances as of 31 May 2024 were **noted**, showing a healthy financial status.

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

The year-to-date spend versus budget document was discussed. Members **noted** the significant workload involved in maintaining the document.

**12 GRANTS 2024/25**

### 12.1 TO CONSIDER A GRANT APPLICATION FROM BANG BANG BOXING

The committee considered a grant application from Bang Bang Boxing. It was agreed that there were obvious potential benefits to the provision of a grant, concerns were raised about the lack of detailed information, safeguarding measures, and the organisation's financial status. It was **agreed** that Cllrs Backhouse and Brookes-Hocking would visit the organisation to gather more information and report back at the next full council meeting.

**Task:** Visit Bang Bang Boxing to gather more information and report back at the next full council meeting. @Rachel Backhouse, Liz Brookes-Hocking

### 12.2 TO CONSIDER A GRANT APPLICATION FROM ROTARY CLUB OF CREDITON BONIFACE

The committee reviewed the grant application from the Rotary Club of Crediton Boniface, which requested funding for the purchase of a defibrillator. Cllr supported the application, noting his previous contribution from his locality fund. Cllr Backhouse raised concerns about the security of the defibrillator, suggesting the use of a coded box to prevent theft.

**Decision:** It was **resolved** to approve a grant of £250.00 to the Rotary Club of Crediton Boniface for the purchase of a defibrillator, with the condition that they consider securing it with a coded box.

## 13 REVIEW AND ADOPTION OF POLICIES

### Value for Money Statement:

The statement was discussed in detail, with recommendations to clarify the frequency of budget monitoring reports and the inclusion of ethical considerations in procurement.

**Decision:** It was **resolved** to approve the Value for Money Statement with amendments to clarify the frequency of budget monitoring reports and include ethical considerations in procurement. (Proposed by Cllr Harris)

**Task:** Use of Amazon to be added as an agenda item for the next meeting of this committee @Rachel Avery

**Anti-fraud and Corruption Strategy:** Concerns were raised about the clarity and specificity of the document, particularly around who would be responsible for the recovery of losses in cases of fraud. It was agreed that while the document's flexibility was valuable, it needed more specificity in identifying responsible parties. Minor amendments were made for clarity, and the strategy was approved.

**Decision:** It was **resolved** to approve the Anti-fraud and Corruption Strategy with minor amendments for clarity. (Proposed by Cllr Harris)

**Bench Seat Policy:** The policy was discussed, with disappointment expressed about the lack of local companies listed in the policy's appendix. It was proposed that the list of companies be included as an appendix that could be updated independently of the policy itself. This would allow for the inclusion of local companies, ensuring best value and

supporting the local economy. There was also a suggestion to change the wording to specify that the land is owned by Crediton Town Council (CTC) to avoid any confusion about which land the policy applies to. The policy was adopted with the minor changes discussed.

**Decision:** It was **resolved** to approve the Bench Seat Policy with minor changes, including updating the appendix to include local companies and specifying that the land is owned by Crediton Town Council. (Proposed by Cllr Harris)

#### 14 OLD LANDSCORE SCHOOL

The concept scheme was presented, and the discussion centred around the proposed design and its suitability for multi-use purposes. Concerns were raised regarding the layout, particularly the positioning of the kitchen, equipment store, and office space. Some members felt that the design was too front-heavy and suggested that new additions should be placed towards the back of the building to make better use of the space.

There was also a discussion about the potential use of the building and the importance of having a clear plan for its multi-use capabilities. It was suggested that the proposed design should be matched against a use plan to ensure it meets the needs of various groups. The need for sustainable design and heating considerations was also highlighted.

The conversation concluded with an agreement to revisit the business plan for the building and have a more detailed discussion once the plan is ready. It was acknowledged that the business plan is crucial for securing funding and ensuring the building's multi-use potential is fully realized. The target was set to discuss the business plan in July, with a possible extension to September if needed.

**Task:** Revisit the business plan for the Old Landscore School and prepare for a detailed discussion in September. @Rachel Avery

#### 15 DATE OF NEXT MEETING

The date of the next meeting was noted to be Tuesday, 09 July 2024.

#### 16 PART II

The meeting resolved to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the likely disclosure of sensitive and confidential information.

**Decision:** It was **resolved** to move into Part II. (Proposed by Cllr Huxtable)

#### 17 CREDITON YOUTH SERVICE

There was a discussion regarding the youth service and it was noted that a Strategic Plan would be provided, in draft form, for the next meeting.

**Task:** Develop a draft strategic plan for Crediton Youth Service, incorporating feedback from council members. @Rachel Avery

**18 COUNCIL OFFICES**

The Town Clerk provided a verbal update.

**19 REPORTS**

Signed.....

Dated.....