



**Minutes of the Oversight Committee held on Tuesday, July 23, 2024 at 19:00 at Old  
Landscore School, Greenway, Credition, EX17 3LP**

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

**Apologies:** Cllr Jim Cairney

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

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## MINUTES

### 20 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 21 PUBLIC QUESTION TIME

There were no members of the public present.

### 22 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr Cairney, due to holiday.  
(Proposed by Cllr Huxtable)

### 23 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

There were no declarations of interest.

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

There were no dispensation requests.

### 24 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.

### 25 ORDER OF BUSINESS

There were no amendments to the order of business.

## 26 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

## 27 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Under item 12.2, Cllr Backhouse clarified that she had asked about relevant insurance for the Rotary defibrillator.

**Decision:** The minutes from the Council Affairs and Finance Committee meeting held on Tuesday, 11 June, 2024, were **approved** as a correct record. (Proposed by Cllr Brookes-Hocking)

## 28 FINANCE

### 28.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JUNE AND 30 JUNE 2024

**Decision:** The transactions between 01 June 2024 and 30 June 2024 were **approved**. (Proposed by Cllr Harris)

### 28.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 JUNE 2024

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

### 28.3 TO NOTE BANK ACCOUNT BALANCES TO 30 JUNE 2024

The bank account balances as of 30 June 2024, were **noted**.

### 28.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT

The document was **noted**.

## 29 GRANT APPLICATION 2024/25

The committee considered a grant application from Crediton and District Netball for £300.00.

**Decision:** It was **resolved** to **approve** the grant of £300.00. (Proposed by Cllr Harris)

## 30 VIREMENT OF FUNDS

The committee discussed the recommendation from the Community Committee to allocate £5000.00 to support upcoming responses to land development.

It was **noted** that MDDC were currently reviewing the Housing and Economic Land Availability Assessment. There was also discussion around the use of land in Crediton, noting that DCC may be landowners, but are also an organisation responsible for benefiting Devon and its citizens.

### 31 EARMARKED RESERVES

**Decision:** It was **resolved** to merge four Ear Marked Reserves (EMRs) relating to Parish Paths, acknowledging that this would streamline financial management and resource allocation for Parish Paths projects. (Proposed by Cllr Harris)

### 32 USE OF AMAZON

Councillor Fawssett introduced the agenda item regarding the use of Amazon for CTC supplies. A discussion ensued about the ethical considerations and potential cost savings of using Amazon.

Following a failed motion by Cllr Fawssett to not use Amazon for one year, Cllr Harris proposed that the Town Clerk decide on the use of Amazon on behalf of CTC.

**Decision:** It was **resolved** that the Town Clerk would decide on a case by case basis, whether to use Amazon for purchases. (Proposed by Cllr Harris, 4 votes for, 3 against)

### 33 INTERNAL AUDITOR APPOINTMENT 2024/25

**Decision:** It was **resolved** to appoint Contractor B, Kevin Rose, to be CTC's Internal Auditor for the financial year 2024/25. (Proposed by Cllr Harris)

### 34 2024 EVENTS

#### 34.1 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE FOOD FESTIVAL

The report on the Food Festival was presented, detailing the event's planning and expected outcomes. The committee noted the report and discussed potential improvements and community engagement strategies for the festival. Key points included:

- Detailed planning stages and expected outcomes of the Food Festival
- Discussions on potential improvements to enhance the festival's success
- Strategies to increase community engagement and participation.

Members expressed appreciation for the efforts put into the planning and looked forward to the successful execution of the event.

**Decision:** It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

#### 34.2 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE BIG BONIFACE BASH

The Big Boniface Bash report was reviewed, with discussions focusing on logistics, sponsorship opportunities, and volunteer recruitment. Key points included:

- Detailed logistics planning for the event
- Exploration of sponsorship opportunities to support the event

- Strategies for recruiting and managing volunteers to ensure the event's success.

Members **noted** the report and provided feedback aimed at enhancing the event's success. Members expressed their commitment to supporting the event and ensuring its smooth execution.

**Decision:** It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

**35 YOUTH STRATEGY 2024-27**

The draft Youth Strategy 2024-27, recommended by the Youth Service Sub-Committee, was considered. Members discussed various aspects of the strategy, including goals, initiatives, and funding. Key points included:

- Detailed review of the goals and initiatives outlined in the strategy as part of an annual Action Plan
- Discussions on the funding required to implement the strategy effectively.
- Consideration of minor amendments to better align the strategy with the council's overall objectives.

**Decision:** It was **resolved** to **approve** the draft Youth Strategy 2024-27 was approved with minor amendments. (Proposed by Cllr Brookes-Hocking)

**36 DATE OF NEXT MEETING**

The date of the next meeting was **noted** as Tuesday, 10 September 2024.

**37 PART II**

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

**38 CODE OF CONDUCT COMPLAINT**

The contents of the report and associated documentation were **noted**.

**39 COUNCIL OFFICES**

The Town Clerk provided a verbal update, which was **noted** by members.

**40 REPORTS PACK**

Signed .....

Dated.....