



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717
Email: reception@crediton.gov.uk

To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Oversight Committee**, which will be held on **Tuesday, February 11, 2025, at 19:00**, at **The Bungalow, 8A North Street, Credition, EX17 2BT**.

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, 06 February 2025

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

168 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

169 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

170 - Apologies

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

171 - Declarations of Interest and Request for Dispensations

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

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

172 - Climate Emergency

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

173 - 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

174 - Chair's and Clerk's Announcements

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

175 - Council Affairs and Finance Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 14 January 2025, as a correct record (minutes will be issued with the agenda)

176 - Finance

176.1 - To receive and approve transactions between 01 January 2025 and 31 January 2025

176.2 - To receive and approve the bank reconciliation to 31 January 2025

176.3 - To note bank account balances to 31 January 2025

176.4 - To note the year to date report

177 - Grants 2025/26

177.1 - To consider and recommend approval of Large Grants allocations to Full Council, as recommended by the Grants Sub-Committee

177.2 - To note allocation of Small Grants

177.3 - To consider the grant application from Crediton Heart Project, for approval by Full Council

178 - Review and Adoption of Policies

Menopause Policy

179 - Christmas light infrastructure

To receive the report regarding Christmas light infrastructure and to consider further actions

180 - Annual Town Meeting

To agree a date for the Annual Town Meeting and any arrangements

181 - Date of next meeting

To note that the date of the next meeting will be 11 March 2025

182 - 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

183 - Council Offices

To receive a verbal update

184 - Union Road Toilet Building

To approve the Architect Briefing

185 - Reports Pack

Attachments – for internal use only

[2025-01-14 - Oversight Committee - Minutes.pdf](#)

[Transactions 1 Jan - 31 Jan.PDF](#)

[Bank Rec as at 31 Jan.pdf](#)

[Bank balances as at 31 Jan.PDF](#)

[Year to date budget 24-25.pdf](#)

[EMR levels as at 31 Jan.pdf](#)

[2025-01-28 - Grants Sub-Committee - Minutes.pdf](#)

[Small Grants Report.docx](#)

[AI 177 - 1. Large Application.pdf](#)

[AI 177 - 2. Report and Financial statement.pdf](#)

[AI 177 - 3. SUMMER FESTIVAL 2025-budget.pdf](#)

[AI 177 - 4. Grants Feedback form 2024-25 - Heart Project - Flags.pdf](#)

[AI 177 - 5. Crediton Heart Project Constitution.pdf](#)

[Menopause Policy.docx](#)

[Christmas light infrastructure report.docx](#)



Minutes of the Oversight Committee of the Democratic Services held on Tuesday, January 14, 2025 at 19:00 at The Bungalow, 8 North Street, EX17 2BT

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

MINUTES

150 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.04 and members introduced themselves.

151 PUBLIC QUESTION TIME

A member of the public asked about the potential increase in the precept for 2025/26. Cllr Huxtable acknowledged that the precept was on the agenda and questions would be addressed during the relevant item.

152 APOLOGIES

Decision: The apologies of Cllr Cairney (holiday) were **noted**.

153 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

153.1 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.

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

There were no dispensation requests.

154 CLIMATE EMERGENCY

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

155 ORDER OF BUSINESS

There were no changes to the order of business.

156 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Town Clerk advised of the councillor vacancy in Lawrence Ward; a request for an election had to be received by Mid Devon District Council by Wednesday 29 January.

157 OVERSIGHT COMMITTEE MINUTES

It was agreed to amend a typographical error at item 116.

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 10 December 2024, were **approved** as a correct record. (Proposed by Cllr Backhouse)

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 17 December 2024, were **approved** as a correct record. (Proposed by Cllr Cochran)

158 FINANCE**158.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 DECEMBER 2024 AND 31 DECEMBER 2024**

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

158.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 DECEMBER 2024

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

158.3 TO NOTE BANK ACCOUNT BALANCES TO 31 DECEMBER 2024

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

158.4 TO NOTE YEAR TO DATE REPORT

The year-to-date report was **noted**.

159 BUDGET 2025/26

The draft budget for 2025/26 was reviewed, with consideration given to an increase to earmarked reserves for elections.

Decision: It was **resolved** to approve the budget, as presented, for Full Council approval. (Proposed by Cllr Harris)

160 DEVON COUNTY COUNCIL PENSION FUND

Cllr Backhouse provided a brief verbal report on the Devon County Council Pension Fund, noting that there was no significant update at this time.

Task: Agenda item to remain on future Oversight agendas.

161 CHRISTMAS IN CREDITON REVIEW**161.1 TO RECEIVE THE CHRISTMAS IN CREDITON 2024 REPORT AND CONSIDER AND APPROVE ANY RECOMMENDATIONS THEREIN**

The report was received, with consideration given to all proposals.

Decision: It was **resolved** to approve proposals 3.1 – 3.12, withstanding 3.8. (Proposed by Cllr Backhouse)

Decision: It was **resolved** to discuss staffing aspects of the report in Part II, which were discussed and noted at that juncture. (Proposed by Cllr Huxtable)

161.2 TO RECEIVE THE CHRISTMAS IN CREDITON LATE NIGHT SHOPPING REPORT AND CONSIDER AND APPROVE ANY RECOMMENDATIONS THEREIN

The report was received. Consideration was given to:

- The need for a stronger presence and support from the Chamber of Commerce
- CTC not running Late Night Shopping Events next year, with support being provided to high street traders to run the event independently
- Lack of communication from traders despite attempts to email and information through social media channels.

Task: Collect feedback from traders regarding the late-night shopping events. @Jo Davey

162 HIGH STREET BRACKETS

The report was received, and consideration was given to the proposals therein.

It was **noted** that a collaborative approach with the Crediton Heart Project (CHP) was required but noted that the flags were a separate project and the requirement of the brackets was different to that of the Christmas infrastructure.

Decision: It was **resolved** to investigate options for displaying flags and to communicate with businesses about the potential changes, in collaboration with CHP. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to investigate new infrastructure options for Christmas lighting. (Proposed by Cllr Brookes-Hocking)

Task: Discuss new infrastructure options for displaying flags with CHP. @Rachel Avery

Task: Communicate with businesses about the potential changes to the High Street brackets. @Rachel Avery

Task: To investigate new Christmas lighting infrastructure. @Jo Davey

163 MEMBER INTRODUCTIONS

Members debated the practicality of allowing extended introductions, with concerns about potential misuse and the risk of discussing non-agenda items. Cllr Backhouse suggested limiting introductions to 40 seconds and ensuring they were relevant to the agenda or the town. The discussion on member introductions focused on the appropriate use of this agenda item. Cllr Brookes-Hocking suggested councillors be allowed to briefly explain their motivations and interests, emphasizing the importance of keeping it concise.

Decision: It was **resolved** to maintain the current practice of allowing councillors to introduce themselves and briefly share their motivations or interests, provided it remained concise and relevant. (Proposed by Cllr Brookes-Hocking)

164 DATE OF NEXT MEETING

Decision: It was **noted** that the next meeting will take place on Tuesday, 11 February 2025.

165 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)

166 COUNCIL OFFICES

The council received the document and agreed amendments as required.

167 REPORTS PACK

Signed

Dated.....

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		288,416.03					288,416.03	
	Banked 02/01/2025	15.00						
#252	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
	Banked 06/01/2025	45.00						
#253	Youth Club (YW)	15.00			1240	410	15.00	Subs - Youth Cafe
#254	Youth Club (YW)	30.00			1240	410	15.00	Subs - Project Night
					1240	410	15.00	Subs - Youth Cafe
	Banked 07/01/2025	15.00						
#255	Youth Club (YW)	15.00			1240	410	15.00	Subs - Youth Cafe
	Banked 08/01/2025	45.00						
#256	Youth Club (YW)	15.00			1240	410	15.00	Youth - Project Night
#257	Youth Club (YW)	15.00			1240	410	15.00	Youth - Project Night
#258	Youth Club (YW)	15.00			1240	410	15.00	Youth - Project Night
	Banked 09/01/2025	173.86						
#259	Adonai Community Kitchen	50.00			1250	390	50.00	CinC - pitch fee
#260	Youth Club (YW)	59.52			1240	410	55.87	Youth - subs
					1240	410	3.65	Youth - tuck
#261	Pig&Fig	60.00			1250	390	60.00	CinC - pitch fee
#262	Allotment Barnfield	4.34			1150	160	3.92	B11A Rent 24/25
					1170	180	0.42	B11A BAA 24/25
	Banked 14/01/2025	30.00						
#263	Youth Club (YW)	3.00			1240	410	3.00	Subs - Young Carers
#264	CISCO	27.00			1280	130	27.00	Room hire - Bungalow
	Banked 15/01/2025	125.00						
#265	With Love Iris	25.00			1250	390	25.00	CinC - pitch fee
#266	Max & Mike Street Food	100.00			1250	390	100.00	CinC - pitch fee
	Banked 16/01/2025	353.50						
#267	Liberal Democrat Company Ltd	10.00			1280	130	10.00	Room hire - Bungalow
#268	Crediton Congregational Church	343.50			1240	410	343.50	Youth - Woodlands Trip
	Banked 21/01/2025	5.00						
#269	Youth Club (YW)	5.00			1240	410	5.00	Youth - tuck
	Banked 23/01/2025	5,694.36						
#270	HMRC	5,694.36			105		5,694.36	VAT return (Month 7 - 9)
	Banked 24/01/2025	45.00						
#271	Youth Club (YW)	15.00			1240	410	15.00	Subs - Project Night
#272	Youth Club (YW)	30.00			1240	410	30.00	Skern Lodge
	Banked 27/01/2025	60.00						
#273	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
#274	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
#275	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
#276	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 28/01/2025	39.50						
#277	Youth Club (YW)	2.00			1240	410	2.00	Subs - Project Night
#278	Youth Club (YW)	7.50			1240	410	7.50	Subs - Project Night
#279	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
#280	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
	Banked 29/01/2025	30.00						
#281	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
#282	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
	Banked 30/01/2025	15.00						
#283	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
	Banked 31/01/2025	39.85						
#284	Youth Club (YW)	24.85			1240	410	11.00	Youth - Subs
					1240	410	7.85	Youth - Tuck
					1240	410	6.00	Youth - donation
#285	Youth Club (YW)	15.00			1240	410	15.00	Skern Lodge
Total Receipts for Month		6,731.07	0.00	0.00			6,731.07	
Cashbook Totals		295,147.10	0.00	0.00			295,147.10	

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2025	South West Water	DD #581	61.00			4235	350	61.00	Water - OLS
02/01/2025	South West Water	DD #582	113.78			4235	150	113.78	Water - Exhib Road allotments
02/01/2025	South West Water	DD #583	224.44			4235	160	224.44	Water - Barnfield allotments
02/01/2025	EE Ltd	DD #584	22.22		3.70	4720	410	18.52	Youth - mobile phone bill
02/01/2025	█ Pugsley	SO #585	833.33			4390	250	833.33	Bungalow rent - Jan
07/01/2025	Post Office	CARD #586	3.35			4065	120	3.35	Postage
07/01/2025	Mid Devon District Council	CARD #587	491.00			4200	130	491.00	Parking permit
07/01/2025	Cloudy IT	DD #588	28.80		4.80	4070	120	24.00	IT support - tablets
09/01/2025	Post Office	CARD #589	3.00			4085	120	3.00	Stationery
09/01/2025	British Gas	DD #590	24.99		1.19	4290	340	23.80	Electricity - Newcombes toilet
13/01/2025	Nexus Open Systems	DD #591	375.44		62.57	4070	120	312.87	IT support - Dec
15/01/2025	Spar	CARD #592	1.69			4440	250	1.69	Meeting refreshments
15/01/2025	Spar	CARD #593	7.23			4720	410	7.23	Youth refreshments
15/01/2025	British Gas	DD #594	84.77		4.04	4290	250	80.73	Electricity - Bungalow
15/01/2025	NALC	BACS #595	78.00		13.00	4190	130	65.00	Training event - Power Shift
15/01/2025	Viking	BACS #596	58.39		9.73	4085	120	48.66	Stationery
15/01/2025	█ Crocker	BACS #597	60.00			4230	250	60.00	Kitchen sink repair
15/01/2025	Boniface Allotment Association	BACS #598	80.00			4125	180	80.00	Allotment insurance renewal
15/01/2025	█ Fry	BACS #599	210.00			4650	390	210.00	CinC gazebo erection
15/01/2025	The Turning Tides Project	BACS #600	960.00			4020	365	960.00	Town maintenance - Dec
16/01/2025	Spar	CARD #601	1.79			4720	410	1.79	Youth supplies
16/01/2025	Spar	CARD #602	5.35			4720	410	5.35	Youth supplies
20/01/2025	Adams	BACS #603	18.58		3.10	4020	365	15.48	Town maintenance - supplies
20/01/2025	█ Taylor	BACS #604	40.00			4660	390	40.00	LN shopping - busking
20/01/2025	Landscape Primary School	BACS #605	50.00			4660	390	50.00	Xmas choir performance
20/01/2025	Haywards Primary School	BACS #606	50.00			4660	390	50.00	Xmas choir performance
20/01/2025	The Turning Tides Project	BACS #607	70.00			4660	390	70.00	LN shopping - busking
20/01/2025	█ Vincent	BACS #608	160.00			4660	390	160.00	KQ - Christmas advert
20/01/2025	Crediton Farmers Market	BACS #609	200.00			4650	390	200.00	CinC gazebo hire
20/01/2025	█ Pudner	BACS #610	1,440.00			4660	390	840.00	LN shopping - entertainment
						4660	390	600.00	Xmas - entertainment
20/01/2025	Tozers LLP	BACS #611	1,800.00		300.00	4105	120	1,500.00	Renewal - Advice Service
21/01/2025	Morrisons	CARD #612	7.20			4440	250	7.20	Meeting refreshments
22/01/2025	Yummy Tummy Thai	CARD #613	4.00			4720	410	4.00	Youth supplies - Chinese NY
22/01/2025	Morrisons	CARD #614	9.30			4440	250	9.30	Meeting refreshments
22/01/2025	Tesco	CARD #615	80.38			4720	410	80.38	Youth refreshments
22/01/2025	Wage payments	BACS #616	11,091.07			4000	110	7,710.54	Salaries - Jan
						4005	110	3,380.53	Salaries - Jan
22/01/2025	HMRC	BACS #617	2,609.33			4030	110	2,388.91	NI/PAYE - Jan
						4010	110	220.42	NI/PAYE - Jan
22/01/2025	Peninsula Pensions	BACS #618	3,549.60			4040	110	2,679.86	Pensions - Jan
						4015	110	869.74	Pensions - Jan

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/01/2025	Amazon	CARD #619	29.09		3.43	4720	410	25.66	Youth supplies
24/01/2025	Everflow	DD #620	46.72			4235	250	22.77	Water - Council Offices
						4235	340	23.95	Water - Newcombes toilet
24/01/2025	Information Commissioners Off	DD #621	35.00			4105	120	35.00	ICO renewal
24/01/2025	Phil Jones Associates Ltd	BACS #622	3,000.00		500.00	4105	120	2,500.00	Land South of Barnfield Vision
						336	0	-2,500.00	Land South of Barnfield Vision
						6000	120	2,500.00	Land South of Barnfield Vision
27/01/2025	British Gas	DD #623	9.19		0.44	4290	250	8.75	Standing charge - front office
27/01/2025	Concorde	DD #624	170.59		28.43	4060	120	142.16	Printing charges - Nov
27/01/2025	Valda Energy	DD #625	263.37		12.55	4290	340	9.02	Electricity - Newcombes toilet
						4290	250	133.73	Gas - Bungalow
						4290	250	67.55	Electricity - Bungalow
						4290	350	40.52	Electricity - OLS
28/01/2025	Nexus Open Systems	DD #626	215.86		35.98	4070	120	179.88	IT Support - December
29/01/2025	Spar	CARD #627	2.25			4720	410	2.25	Youth - refreshments
31/01/2025	Concorde	DD #628	178.37		29.73	4075	120	148.64	Telephone charges
Total Payments for Month			28,858.47	0.00	1,012.69			27,845.78	
Balance Carried Fwd			266,288.63						
Cashbook Totals			295,147.10	0.00	1,012.69			294,134.41	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		459,977.15					459,977.15	
	Banked 03/01/2025	1,855.77						
CCLA #10	CCLA	1,855.77			1090	120	1,855.77	Interest on account
Total Receipts for Month		1,855.77	0.00	0.00			1,855.77	
Cashbook Totals		<u>461,832.92</u>	<u>0.00</u>	<u>0.00</u>			<u>461,832.92</u>	

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

461,832.92

Cashbook Totals

461,832.92

0.00

0.00

461,832.92

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Co-Operative 9217**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Co-Operative Current 15006951	31/01/2025	290	266,288.63
			<u>266,288.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266,288.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			266,288.63
		Balance per Cash Book is :-	266,288.63
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Cambridge & Counties 6951**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge & Counties 15006951	31/01/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 3 - Nationwide Account 7276**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Account 90097276	31/01/2025	19	87,127.56
			87,127.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			87,127.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			87,127.56
		Balance per Cash Book is :-	87,127.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 5 - United Trust Bank 6692**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
United Trust Bank	31/01/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/01/2025		461,832.92
			<u>461,832.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			461,832.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			461,832.92
		Balance per Cash Book is :-	461,832.92
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Crediton Town Council

Bank - Cash and Investment Reconciliation as at 1 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Co-Operative Current 15006951	266,288.63
31/01/2025	Cambridge & Counties 15006951	0.00
31/01/2025	Nationwide Account 90097276	87,127.56
31/01/2025	United Trust Bank	0.00
31/01/2025	CCLA	461,832.92

815,249.11

Receipts not on Bank Statement

0.00

Closing Balance

815,249.11

All Cash & Bank Accounts

1	Co-Operative C/Account 9217	266,288.63
2	Cambridge & Counties 6951	0.00
3	Nationwide Account 7276	87,127.56
5	United Trust Bank 6692	0.00
7	CCLA	461,832.92

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances **815,249.11**

Year To Date Budget 2024-2025

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget Spent	Remaining	Total Spend
Salaries																
Salaries, Including NI & Pensions	220,000	16,345	16,434	16,332	16,301	16,527	16,147	16,057	21,097	17,150	17,250			77%	50,360	169,640
Payroll	250	-	-	-	-	-	-	-	-	-	-			0%	250	-
Office Administration																
Photocopier/Printing	1,000	47	47	21	53	24	54	8	73	45	142			42%	580	420
Postage	350	112	-	3	6	-	-	-	-	8	3			38%	218	132
IT Support	6,000	198	511	337	517	691	517	517	517	517	517			81%	1,161	4,839
Telephone/Broadband	1,800	192	149	149	149	149	149	149	149	149	149			85%	267	1,533
Audit Fees	2,500	-	853	500	-	-	-	-	395	1,050	853			78%	555	1,945
Stationery	700	24	25	60	-	2	-	-	9	-	52			25%	528	172
Software	4,500	-	1,690	-	-	-	-	-	-	-	357			45%	2,453	2,047
Reference books	150	-	-	-	-	-	-	-	-	-	-			0%	150	-
Security Waste Collection	50	-	-	-	-	12	-	18	-	-	-			60%	20	30
Legal/Professional Services	5,000	-	-	-	-	-	-	-	-	-	2,948			59%	2,052	2,948
Insurance	6,000	-	3,938	-	105	300	-	57	-	-	-			73%	1,600	4,400
Office Equipment	2,200	-	176	27	100	-	-	-	33	117	-			21%	1,747	453
Other	700	-	-	76	18	4	-	-	-	-	-			14%	602	98
Office Supplies/Consumables	500	33	55	45	20	65	-	28	28	85	-			72%	141	359
Council and Councillors																
Councillor/Clerk Expenses	1,500	-	89	71	54	15	112	111	389	-50	-			53%	709	791
Councillor e-mail addresses	770	-	-	-	-	-	-	-	-	-	-			0%	770	-
Advertising	1,000	-	-	-	-	450	13	-	-	41	-			50%	496	504
Mayor's Allowance	600	-	-	-	-	-	-	-	-	-	-			0%	600	-
Councillor Allowances	1,600	-	720	-	-	-	-	-	-	-	-			45%	880	720
Annual Town Meeting	200	-	-	-	90	-	-	90	-	-	-			0%	200	-
Mayor's Reception	2,308	-	808	-	-	-	-	-	-	-	-			35%	1,500	808
Hospitality	300	-	-	-	-	-	-	-	-	-	-			0%	300	-
Remembrance Day	1,200	-	20	248	-	28	-	-	28	-	-			27%	876	324
Website	2,000	275	-	-	-	-	-	-	-	-	-			14%	1,725	275
Website Accessibility Work	-	-	-	-	-	-	-	-	-	-	-			0%	-	-
Subscriptions	2,000	-	-	1,415	-	-	-	150	52	50	357			66%	690	1,310
Staff/Councillor Training	7,000	-	-	-	-	-	3,970	407	125	95	65			63%	2,588	4,412
Honorarium	400	-	-	-	-	-	-	-	-	-	-			0%	400	-
Parking Permit	600	-	-	-	-	-	-	-	-	-	491			82%	109	491
Public Consultations	500	-	-	-	-	-	-	-	-	-	-			0%	500	-
Meeting Room Charges	500	-	-	-	-	-	-	-	50	-	-			10%	450	50
Other expenditure: Food Festival/VE Day*	-	-	1,392	2,901	165	625	-	-	-	810	560			0%	5,333	5,333
Civic Functions	5,000	-	-	-	833	165	-	-	-	-	-			20%	4,002	998
Allotments																
Exhibition Road general/scheduled maintenance	950	-	-	-	130	65	-	-	440	65	-			74%	250	700
Exhibition Road water/water maintenance and repairs	850	-	-	-	-	-	-	142	-	-	114			30%	594	256
Barnfield general/scheduled maintenance	900	-	-	-	170	-	-	175	-	125	-			52%	430	470
Barnfield water/water maintenance and repairs	775	-	-	-	30	-	-	-	434	-	224			89%	87	688
Moffats general/scheduled maintenance	200	-	-	-	-	-	-	-	-	-	-			0%	200	-
Moffats water/water maintenance and repairs	500	-	-	-	-	-	81	-	-	-	-			16%	419	81
Boniface Allotments Association fees	300	41	-	-	-	-	-	-	-	47	80			56%	132	168
Property and Assets																
Peoples Park maintenance	3,600	-100.00	100	-	120	-	-	35	-	35	-			5%	3,410	190
Peoples Park grass cutting	5,000	-205.00	205	-	1,025	510	-	410	-	205	-			43%	2,850	2,150
Peoples Park Memorial Garden	1,500	-625.00	625	-	-	-	700	-	-	-	-			47%	800	700
Peoples Park Wildlife Area	250	-	-	-	-	-	-	49	56	-	-			42%	145	105
Upper Deck general maintenance and cleaning	600	-	-	-	40	75	-	-	-	75	-			32%	410	190
Bandstand electricity	440	-	16	16	17	19	16	16	18	-	-			27%	322	118
Bandstand cleaning and general maintenance	800	-525.00	525	-	-	-	-	-	-	-	-			0%	800	-
War Memorial netting	-	-	-	-	-	-	-	-	-	-	-			0%	-	-
War Memorial cleaning and general maintenance	300	-	-	-	220	-	-	26	-	-	-			82%	54	246
Street Furniture general maintenance	1,500	-250.00	250	-	-	-	-	-	-	-	-			0%	1,500	-
Street Furniture bus shelter maintenance	-	-	-	-	-	-	-	-	-	-	-			0%	-	-
Town Clock	1,000	-	-	-	-	-	240	-	-	-	-			24%	760	240
Stoney Park maintenance	450	-400.00	-	-	-	-	-	-	-	-	-			-89%	850	-400
Boniface Statue maintenance and cleaning	350	-95.00	95	-	-	-	-	-	-	-	-			0%	350	-
Millenium Cross maintenance and cleaning	150	-	-	-	-	-	-	-	-	-	-			0%	150	-
Garage rental	1,820	-	-	-	-	-	910	-	-	910	-			100%	-	1,820
Public open spaces including Spinningpath Gardens and Fulda Crescent	2,500	44	-	-	120	300	-	135	-	315	-			37%	1,586	914
Newcombes Meadow toilets water	2,400	-1087.00	177	28	28	27	-	-	26	26	24			-31%	3,151	-751
Newcombes Meadow toilets electricity	1,320	8	36	30	31	30	31	32	32	33	33			22%	1,024	296
Newcombes Meadow toilets supplies	400	1	11	-	-	-	22	-	-	-	-			9%	366	34
Newcombes Meadow toilets door locking	150	-	-	-	-	-	-	-	-	-	-			0%	150	-
Old Landscore School electricity	4,400	18	74	128	21	52	261	59	18	33	41			13%	3,813	587

Old Lansdown School equipment	500	-	-	8	-	-	-	13	-	-	-	-	4%	479	21	
Old Lansdown School water charges	600	-	-	-	-	-	21	74	19	-	61	-	29%	425	175	
Old Lansdown School telephone/broadband	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-	
Old Lansdown School maintenance	2,000	-	481	-	-	-	-	-	25	-	-	-	25%	1,494	506	
Old Lansdown School business rates	4,500	3,942	-	-	-	-	-	-	-	-	-	-	88%	558	3,942	
Old Lansdown School insurance	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-	
Annual QTRA	2,000	-	-	-	-	-	-	90	-	-	-	-	5%	1,910	90	
Additional tree works	3,000	-	-	-	-	150	-	-	-	244	-	-	13%	2,606	394	
Town maintenance contract	13,000	32	24	9	2,422	20	2,644	9	1,245	2,462	975	-	76%	3,158	9,842	
General Small works	3,000	-	9	375	373	-	164	15	-	-	-	-	31%	2,064	936	
CCTV	10,000	-	-	-	150	-	-	1,830	3,387	-	-	-	54%	4,633	5,367	
Council Offices																
Bungalow rent & costs	15,000	938	2,503	2,890	833	833	833	833	833	1,218	833	-	84%	2,453	12,547	
Main office rent	8,500	-	-	-	-	-	-	7,188	-	-	-	-	85%	1,312	7,188	
Electricity	2,750	201	353	269	62	102	145	167	181	309	291	-	76%	670	2,080	
Water	1,000	51	15	15	15	15	19	51	25	19	23	-	25%	752	248	
Fire Extinguishers	300	-	230	-	-	-	-	-	-	-	-	-	77%	70	230	
General Premises Maintenance	500	-	-	-	-	40	-	-	120	-	60	-	44%	280	220	
Business rates	4,000	3,194	-	-	-	-	-	-	-	-	-	-	80%	806	3,194	
Refreshments	120	-	5	2	4	27	-	8	7	2	18	-	61%	47	73	
Floral Crediton																
Plants/Flowers	2,500	-	-	1,476	32	-	-	-	242	-	-	-	70%	750	1,750	
Awards Evening	100	-	-	-	-	-	60	-	14	10	-	-	84%	16	84	
Hanging baskets/troughs & watering	7,000	-	-	-	-	-	5,199	-	-	-	-	-	74%	1,801	5,199	
Other Floral costs	500	25	-	88	30	-	-	20	-	-	-	-	33%	337	163	
New planters (replacements)	1,000	-	-	-	-	-	-	-	-	-	-	-	0%	1,000	-	
Christmas in Crediton																
Repeat Costs	13,200	-	-	-	-	-	1,194	330	2,949	8,330	410	-	100%	13	13,213	
Community Participation	7,000	-	-	-	-	-	-	396	3,142	1,723	1,810	-	101%	71	7,071	
New Infrastructure	4,000	-	-	-	-	-	-	2,262	397	285	-	-	74%	1,056	2,944	
Miscellaneous	750	-	-	-	-	-	-	91	-	-	-	-	12%	659	91	
Additional Services																
DCC grass cutting	8,000	-	450	450	450	450	-	453	-	450	-	-	34%	5,297	2,703	
Youth Work	5,000	203	353	694	649	45	58	399	690	572	145	-	76%	1,192	3,808	
Annual grants to community groups	42,000	38,505	220	1,682	250	-	300	-	-	-	-	-	98%	1,043	40,957	
Crediton Urban Taskforce	1,500	166	7	-	-	33	-	-	-	-	-	-	14%	1,294	206	
Budget Spend	475,903	61,214	33,671	30,345	25,533	21,950	33,860	32,602	36,995	37,560	25,346	-	71%	136,827	339,076	
EXPENDITURE: Ear Marked Reserves**																
EMR 349: St Boniface/Devon Day	-	-	1,936	6,343	283	-	-	-	-	-	-	-	-	-	-	
EMR 324: P3 Parish Paths	-	-	-	665	-	-	-	-	-	-	-	-	-	-	-	
EMR 334: Allotments	-	-	-	-	-	863	-	-	-	-	-	-	-	-	-	
EMR 322: St.Furniture/Small Work	-	-	-	-	-	676	-	-	-	-	-	-	-	-	-	
EMR 344: OLS Project	-	-	-	-	-	1,800	-	-	-	-	-	-	-	-	-	
EMR 338: Council Building Fund	-	-	-	-	-	1,166	1,750	-	-	-	-	-	-	-	-	
EMR 336: Localism Projects	-	-	-	-	-	-	-	-	-	-	2,500	-	-	-	-	
Sub Total	-	-	1,936	7,008	283	4,505	1,750	-	-	-	2,500	-	-	75%	118,845	357,058
Total Spend inc reserves	475,903	61,214	35,607	37,353	25,816	26,455	35,610	32,602	36,995	37,560	27,846	-	-	75%	118,845	357,058
INCOME	Budget													%Budget	Balance	Total Income
Precept	491,499	245,750	-	-	-	-	-	245,750	-	-	-	-	100%	1	491,500	
Interest received	13,000	1,160	1,124	4,543	1,165	1,589	1,935	1,865	1,914	1,809	1,856	-	146%	5,960	18,960	
Youth grants received	10,000	3,363	-	-	854	5,000	-	-	-	-	-	-	92%	783	9,217	
Allotment rent & BAA membership	4,220	9	-	52	9	25	1,015	2,296	1,054	83	4	-	108%	327	4,547	
Other income: wayleave	19	-	-	-	-	-	-	-	-	-	-	-	100%	-	19	
Grants received: LYTC signage	-	582	-	-	-	-	-	-	-	-	-	-	-	-	582	
Other income: Food Festival	-	1,534	868	3,455	-	-	-	-	-	-	-	-	-	-	5,857	
Other income: Room hire	-	59	258	233	206	-	233	67	-	141	37	-	-	-	1,116	
Youth donations received	-	523	33	361	379	124	204	70	150	163	760	-	-	-	2,767	
Youth grants received	-	-	-	-	-	-	-	365	-	-	-	-	-	-	365	
Christmas donations received	-	-	-	-	-	100	150	1,700	-	1,030	235	-	-	-	3,215	
Sub Total	518,738	252,881	2,283	8,644	2,613	6,838	3,537	252,113	3,118	3,226	2,892	-	-	75%	538,145	
INCOME: Ear Marked Reserves	Budget															
EMR 349: St Boniface/Devon Day	-	-	710	5,883	2,000	-	-	-	-	-	-	-	-	-	8,593	
EMR: Allotments	-	-	-	-	-	431	-	-	-	-	-	-	-	-	431	
Sub Total	-	-	710	5,883	2,000	431	-	-	-	-	-	-	-	-	9,024	
Total Income inc reserves	518,738	252,881	2,993	14,527	4,613	7,269	3,537	252,113	3,118	3,226	2,892	-	-	75%	547,169	

*see Food Festival income - remaining funds to move to EMR

**see EMR tab for net movement of EMRs

Earmarked Reserves		Balance as 1st April 2024	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Budget remaining (£)
320	EMR - Elections	£5,000.00													£5,000
321	EMR - Citizen Badges	£500.00													£500
322	EMR - St.Furniture/Small Work	£5,155.26					-676								£4,479
323	EMR - Economic Development	£10,000.00													£10,000
324	EMR - P3 Parish Paths	£596.86			-664.7					1063					£995
325	EMR - Floral Crediton	£2,344.00													£2,344
326	EMR - Town Clock	£1,000.00													£1,000
327	EMR - Upper Deck	£960.00													£960
328	EMR - Premises	£5,950.00													£5,950
329	EMR - CCTV	£4,000.00													£4,000
330	EMR - Boniface Statue	£2,280.00													£2,280
331	EMR - War Memorial	£2,994.00													£2,994
332	EMR - Band Stand	£600.00													£600
333	EMR - Mayors Chain	£1,000.00													£1,000
334	EMR - Allotments	£1,387.00					-431								£956
335	EMR - Neighbourhood Planning	£3,749.00													£3,749
336	EMR - Localism Projects	£30,000.00										2500			£27,500
337	EMR - General Legal/Prof Fees	£6,821.00													£6,821
338	EMR - Council Building Fund	£110,000.00					-1166	-1750							£107,084
339	EMR - IT Equipment/Support	£5,979.01													£5,979
340	EMR - Staffing Costs	£15,000.00													£15,000
341	EMR - Newcombes Meadow Money	£6,732.00													£6,732
342	EMR - Tree Works	£3,000.00													£3,000
343	EMR - FP19 - Repairs	£51.00													£51
344	EMR - OLS Project	£14,000.00					-1800								£12,200
345	EMR - Christmas in Crediton	£9,830.00													£9,830
346	EMR - Grants	£5,000.00													£5,000
347	EMR - Civilian Flag Bearer	£356.80													£357
348	EMR - Salt Spreader	£165.00													£165
349	EMR - St Boniface/Devon Day	£659.00		-1225.93	-460.6	1717.18									£690
351	EMR - DCC Feasibility study	£190.00													£190
352	EMR - PP Wildlife Area	£130.00													£130
353	EMR - Defibrillator Project	-													-
354	EMR - Xmas Lights Ren/Repairs	£708.20													£708
356	EMR - Incredible Edibles TS	-													-
357	EMR - Allotment Access Project	£877.56													£878
358	EMR - Traffic & Urban Realm FS	-													-
359	EMR - Diversity Festival	£750.00													£750
360	EMR - P3 Tinpot Handrail	£713.00								-713					£0
361	EMR - Tinpot Lane	£350.00								-350					£0
362	EMR - Benches	£4,652.00													£4,652
363	EMR - Fingerpost	£141.52													£142
364	EMR - Project Initiation Fund	£9,000.00													£9,000
367	EMR - LA Services	£20,000.00													£20,000
		£292,622.21	0	-1225.93	-1125	1717.18	-4073	-1750	0	0	0	2500	0	0	£283,666

*merged with 324

*merged with 324



**Minutes of the Grants Sub-Committee meeting held on Tuesday 28 January 2025
at 13:00 at 8 North Street, Credition, EX17 2BT**

Present: Cllrs Steve Huxtable, Liz Brookes-Hocking, Giles Fawssett and Joyce Harris

Apologies: None

Absent: Cllr Jim Cairney

In Attendance: One member of the public

Minute Taker: Emily Armitage

MINUTES

1 ELECTION OF CHAIR

Decision: It was **resolved** to elect Cllr Huxtable as Chair for 2025-26. (Proposed by Cllr Harris)

2 ELECTION OF DEPUTY CHAIR

Decision: It was **resolved** to elect Cllr Brookes-Hocking as Deputy Chair for 2025-26. (Proposed by Cllr Fawssett)

3 WELCOME AND INTRODUCTION

The meeting was opened at 13.02. Members did not introduce themselves as the meeting was not being livestreamed.

4 PUBLIC QUESTION TIME

No questions were raised.

5 APOLOGIES

No apologies received.

It was **noted** that Cllr Cairney was absent.

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

Cllr Brookes-Hocking declared a personal interest as she is a friend of Crediton Arts Centre.

Cllr Huxtable declared a personal interest as he is a shareholder in The Bookery.

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

None declared.

7 CLIMATE EMERGENCY

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

8 ORDER OF BUSINESS

There was no requirement to change the order of business.

9 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

10 GRANTS SUB-COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Grants Sub-Committee meeting held on 30 January 2024. (Proposed by Cllr Brookes-Hocking)

11 2025-26 APPLICATIONS

11.1 TO RECEIVE AND NOTE THE FULL LIST OF GRANT APPLICATIONS 2025-26

11.2 SMALL GRANTS (UP TO £700)

It was **noted** that small grants totalling £5,700 will be considered alongside the smaller grants protocol, as detailed in the grants policy.

11.3 LARGE GRANTS (UP TO £3,000)

Decision: It was **resolved** to approve the following applications totalling subject to a discussion at Oversight/Full Council to understand the distinction between administrative costs/performer fees and salaries and wages, if any: £34,609.00.

- CISCO (£864)
- Crediton Arts Centre (£1,000)
- Crediton Heart Project (£1,000)
- Crediton Youth Theatre (£1,000)
- Crediton Area History Museum Society (£1,500)

- Journey Counselling Service (£1,500)
- Sustainable Crediton (£1,600)
- Crediton RFC (£1,700)
- The Bookery (£1,925)
- The Turning Tides Project CIC (£2,000)
- Involve Voluntary Action in Mid Devon (£2,520)
- The Folklore Library and Archive (£3,000)
- Citizens Advice Torridge, North, Mid and West Devon (£3,000)
- CHAT (£3,000)
- Crediton Youth Orchestra (£3,000)
- Mid Devon Mobility (£3,000)

Decision: It was further **resolved** to request further information from the following applicant:

- Significant Seams (£3,000)

Task: Administrative Officer to arrange a face-to-face meeting between members of the Grants Sub-Committee and Significant Seams.

Decision: It was **resolved** not to approve the following application as this application did not fulfil the Grants Policy criteria of not financially supporting businesses.

- Paint Pots of Devon (£3,000)

Task: Administrative Officer to write to Paint Pots of Devon to advise.

It was **noted** that Crediton Heart Project have withdrawn their application seeking £2,000 for the Flag Project.

12 DATE OF NEXT MEETING

The date of the next meeting would be confirmed in due course.
The meeting was closed at 14.19.

13 REPORTS



OTHER TOPICS

Task: Crediton Heart Project @Rachel Avery 05/02/2025

Signed

Dated.....



CREDITON TOWN COUNCIL

Small Grants 2025/26

Report by: Town Clerk
To: Oversight Committee
Date: For noting on 11 February

1. Purpose

This report provides details of the Small Grants 2025/26, for noting by the Oversight Committee.

2. Background

Cllr Huxtable and the Town Clerk reviewed the Small Grants applications on 05/02/2025, in line with the Community Grants Policy.

3. Proposals – to note

Subject to additional information being received, the following grants will be awarded for the financial year 2025/26:

CODS	£700.00
Credition Arts Centre - Busk It	£700.00
Credition BAPS	£700.00
Credition Bowling Club	£700.00
Credition Lions Club	£550.00
Credition Talking News	£350.00
Credition Town Band	£700.00
North Creedy Choral Society	£700.00
St Boniface Concert Society	£600.00

TOTAL: £5700.00

4. Financial Implications

As at 05.02.2024, a total of £5700.00 has been awarded through the Small Grants Scheme.

5. Climate Implications

Applications have been considered in line with the CTC Strategic Plan.

6. Conclusion

Members are requested to note the above information, in line with the Community Grants Policy.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	The Credition Heart Project	
Name of Project or Activity	Summer Arts Festival	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	02/08/2025 actual festival 04/2025 Preparation	11/08/2025 11/2025 Outreach & reporting
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Patsy Lang
Position in organisation	Project Manager
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
---------	------------

Website	https://www.creditoninandaround.co.uk
Social media links	https://www.instagram.com/creditoninandaround https://www.facebook.com/
Description of organisational purpose	The Crediton Heart Project is a charity which aims is to keep the heart in our town by encouraging local residents to engage in creative and wellbeing activities. We have provided arts programming for the community to increase cultural awareness, creative experiences and ultimately the wellbeing this brings. We created and manage the Crediton In & Around community website , which promotes everything going on in our area, and have a long term goal of building a new Arts and Wellbeing Centre in Crediton.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account [REDACTED]

Project Details

<p>1. Briefly outline the project that you have planned</p> <p>The Crediton Heart Project has successfully run a summer arts festival for three years, with growing numbers of participants each year, and we are planning to run a fourth festival over eight days this August.</p> <p>The festival programme will include art workshops in Crediton Arts Centre, two film events (one outdoors and one children’s matinee), a music night, a collective community art project and an outreach programme taking workshops to organisations such as Age Concern, Turning Tides and Crediton Youth Club. The programme will culminate in our ‘Arts in the Park’ event, staged in Newcombes meadow. As we will not be able to run our popular Flag Project this summer, due to safety concerns, we plan to display at least some of the flags at our festival events.</p>

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

This festival provides easily accessible creative activity for the whole community. It particularly appeals to families looking for summer activities to engage their children. We often get the comment that it is wonderful to have something that people can do with their children during the summer break.

Our workshop programme is easy to access for people who might be nervous of taking on a course or trying something out. They are very relaxed and reasonably priced. It is a way of having a go with no pressure, in a very friendly atmosphere. All levels of skill are welcome. We are aware of some people who have gone on to do more regular art classes and joined arts groups after experiencing our workshops.

'Brilliant participation, helpful, friendly' 'Teacher explained well and didn't rush us'

'Excellent art project. Gives people opportunities they may not normally be able to try.'

'Not done pottery for 30 years-enjoyed doing it again'

'Really enjoyed the laid back environment. Really good teacher. Amazing price!'

The professional artists we hire to facilitate sessions all have community experience. It is quite exciting for a participant to have an actual artist running a session. It is different feeling from an art class in school and provides much more freedom to create.

'Freedom to create with the guidance to feel successful. Wonderful Session!'

Our outdoor event, 'Arts in the Park', drew 1000 people last year over the day. It provided many activities for people including circus and drum workshops, a roaming theatre troupe, a craft fair, and more art workshops. We had local food vendors present with table and chairs to relax and enjoy your food. All the food vendors were very enthusiastic about the event and asked to be included in any future events. All the performers also expressed a desire to be asked back for future events.

'I came up with my 2 girls and husband for the day. It really was such a wonderful event. We had an amazing time and it was so lovely to see creativity all over the park. There was always something to do and always something happening that we could watch or be part of. A huge well done!'

There is definitely an appetite for engaging in creative activity. The general community in attendance all expressed enthusiasm. We also took outreach workshops to Age Concern, Welcoming Refugees to Crediton, the Town Council Youth Club, and to The Turning Tides Project. These were all well attended and we have been told that more workshops would be more than welcome. The Youth Club and Turning Tides did a collective pottery totem pole creation. Turning Tides has now installed theirs in their outdoor space.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

This project will support two of CTC's ambitions by:

1. Enhancing the profile and/or reputation of Crediton
2. Supporting CTC in achieving the overarching aims in its Strategic Plan.

Each year we we expand what's on offer at the festival and improve the range of creative activity. Entering our fourth year we have a following of people who look forward to our events. This year we will add another new element of a Film in the park night to open the festival. This event and Arts in the Park will draw large numbers into the town centre which is good for the Crediton economy with many local vendors benefiting.

These events will also bring people to Newcombe Meadow which can be an underused space as it is hidden from the high street. We will guide people to the event from the high street increasing awareness of this lovely facility in the heart of the town. Any summertime visitors to Crediton will see an exciting and vibrant event which will reflect on Crediton's reputation. We will use our website and social media to generate widespread publicity before and after making people aware of the exciting events on their doorstep.

This festival is part of the wider remit of the Crediton Heart Project of building a new Arts Centre which combines a large theatre/performance space with community arts work spaces. Our summer festival of the arts has shown the community the great benefits of engaging in creativity. At our summer events we are able to canvas the general public about the potential of a new centre for the arts in Crediton.

This festival supports the Heart Project and Town Council's longer term aim of building a new Arts and Community Hub on the site on the Newcombes Meadow toilet block, which will offer a large flexible performance space with other rooms for community activities. Our festival will not only demonstrate the joys and benefits of engaging in creativity, but it will also help build community support for a new purpose built facility on the park, where such activities can take place all year round. Furthermore, the summer events will provide an excellent opportunity to consult the general public about our plans, to ensure we are in tune with what is wanted and needed.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

Our summer activities have had a big impact on families. Our workshops are mostly for all ages with a few targeted at particular ages like our Monster Madness drama workshop for under 10's. We were immediately asked when our next session would be by the parents of the young participants. We provide something that the participants can't get elsewhere, a chance to try out some creative activity in a stress free environment.

Creativity has a great benefit for health and wellbeing. It develops confidence, self-esteem, and social interaction. People of all ages sit around a table sharing the materials and ideas for their creations. It is a very social activity without it being obvious.

'Great conversations and meeting new people.'

'Loved this session. Great tutors and interesting craft - very mindful and therapeutic.'

'Brilliant session in which to try a new craft and to explore creativity without pressure.'

We will expect the summer event this year to reach 2000 people across outdoor and indoor events. This is based on last year's numbers.

We expect:

Art in the Park	1000
Film in the Park	700
Workshops & music night	<u>300</u>
	2000

5. How will your project be financially sustainable in the long term?

By increasing our reputation as the provider of quality, engaging creative activities in Crediton we hope to attract potential local sponsorship for future events. We plan to gain more publicity for the events themselves this year and invite potential sponsors.

We also hope to generate earned income through producing larger music events in partnership with the Crediton Arts Centre such as one-off concerts at the Holy Cross Parish Church, and in this year's Music Festival 'Spring Awakening.' We engage in various town events during the year at which we will generate interest and donations towards the summer festival.

We have always found local funders very supportive and will continue to apply for funding support. The greater the quality of our events, as evidenced in our evaluations, the more likely funders, both local and National, will be encouraged to support us.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

The Crediton Heart Project has a Safeguarding policy which we adhere to. We have a safeguarding procedures document which all facilitators and event management staff must familiarize themselves with before starting their activities.

We also write risk assessments for each event, the Indoor workshop programme, the Arts in the Park event, and this year the Film in the Park event. All workshop facilitators are asked to do a risk analysis of the spaces they are working in upon arrival in reference to their activities.

Our outdoor events have a first aid person onsite and the site staff have all emergency numbers to hand.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

The Heart Project is always keen to collaborate with other organisations and we have consulted with our partners to ensure the festival dates do not clash with other events, such as the Crediton Youth Theatre summer project.

We will be working closely with the Crediton Arts Centre to deliver this project. Our main workshop programme will take place in their building, providing them with much needed extra income at a quiet time of year. In return they will share their expertise, contacts and vast experience to support our outdoor events.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Feedback questionnaires	75% positive feedback	Questionnaires at activities
People talking about it	75% positive comments	Conversations at events
Ticket sales	60% sales for an activity	Ticketsource reports
Attendance	Free event well attended	Counters at park entrances

How much will your project cost and how will you use the money?

What is the total cost of your project?	21920
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Arts Council England Devon Community Foundation Devon Localities fund Some small funding charities

Budget (please complete the following budget for your project or provide a supplementary document)
PLEASE SEE SEPARATE DOCUMENT

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1,000 in April 2021 & 2022 £3000 in 2023
What was the project?	2021 & 2022 – website running costs 2023 – website running costs and Flag Project
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) X

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) X

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) X



We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts Bank statement or paying-in slip Constitution
(to double check bank details)

THESE DOCUMENTS SUBMITTED WITH PREVIOUS APPLICATION FOR FLAG PROJECT.

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	 Chair, Crediton Heart Project
Typed entries acceptable for email applications	

Date: 27/01/2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

THE CREDITON HEART PROJECT

Annual Report and Financial Statements

For the Year Ended 31 March 2024

The Old Vicarage
Colebrooke
Crediton, EX17 5JQ
Charity Registration no. 1189549

THE CREDITON HEART PROJECT
Annual Report and Financial Statements
For the Year Ended 31 March 2024

Trustees

Dennis Mardon
Catherine Lock
Eugene Mullan
Hattie Booth
John Bulford
Paul Walker
Rosemary Stephenson
Stephen Hocking
Wendy Murgatroyd

Resigned 26/09/2023

Address

The Old Vicarage
Colebrooke
Crediton
Devon
EX17 5JQ

Bankers

Lloyds Bank
Chelmsford Legg St OSC
Legg Street
Chelmsford
Essex
CM1 1JS

Independent Examiner

Smarter Accounting
Chartered Management Accountants
138 High Street
Crediton
Devon
EX17 3DX

The Crediton Heart Project

Independent examiner's report to the members of The Crediton Heart Project

I report to the trustees on my examination of the accounts of the above charity for the period ended 31st March 2024.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) to which gives me cause to believe that, in any material respect, the general requirements to keep accounting records in accordance with UK accounting principles have not been met
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mr N Bishop
Smarter Accounting
138 High Street
Crediton
Devon
EX17 3DX

THE CREDITON HEART PROJECT

Statement of Financial Activities

For the Year Ended 31 March 2024

	2024 £	2023 £
Incoming resources		
Donations	68	1,131
Website Income	1,750	1,000
Gift Aid	41	270
Sponsorship	-	1,184
Summer Event	9,019	10,984
Overhead Transfers	1,120	-
Town Team Transfer	3,911	-
Crediton Flag Project	1,000	-
Total incoming resources	<u>16,909</u>	<u>14,570</u>
Resources expended		
Direct Charitable expenditure:		
The Crediton Heart project operating expenditure	13,926	15,406
Total resources expended	<u>13,926</u>	<u>15,406</u>
Net incoming/ (outgoing) resources for the year	2,983	(836)
Fund balances brought forward	4,058	4,894
Fund balances carried forward	<u>£7,041</u>	<u>£4,058</u>

THE CREDITON HEART PROJECT

Balance Sheet

As at 31 March 2024

	<u>2024</u>	<u>2023</u>
Current assets		
Debtors	300	-
Bank Current accounts	7,091	4,390
Cash in hand	-	-
	<u>7,391</u>	<u>4,390</u>
Less: current liabilities		
	<u>350</u>	<u>332</u>
Net current assets	7,041	4,058
Total assets less current liabilities	<u>£7,041</u>	<u>£4,058</u>
Funds		
General funds	7,041	4,058
Total funds	<u>£7,041</u>	<u>£4,058</u>

The financial statements were approved by the Trustees on their behalf by:

and signed on

Dennis Mardon

THE CREDITON HEART PROJECT

Income & Expenditure Account

As at 31 March 2024

	2024 £	2023 £
Income		
Donations	68	1,131
Gift Aid	41	270
Website	1,750	1,000
Sponsorship	-	1,184
Summer Event	9,019	10,984
Overhead Transfers	1,120	-
Town Team Transfer	3,911	-
Crediton Flag Project	1,000	-
Total income	<u>16,909</u>	<u>14,570</u>
Expenditure		
Summer Event	9,019	10,984
	<u>9,019</u>	<u>10,984.00</u>
<i>Other operating costs</i>		
Meeting Expenses	30	111
Insurance	210	198
Website Management	2,473	1,302
Social Media	1,800	2,400
Computer Software	226	251
Accountancy	168	132
Advertising & Marketing	-	28
	<u>4,907</u>	<u>4,421</u>
Total expenditure	<u>13,926</u>	<u>15,405</u>
Surplus/(Deficit) for the year	<u>2,982</u>	<u>-836</u>

SUMMER FESTIVAL 2025

Budget-Draft

EXPENSES

Salaries

Main prog. Artist wksp fees, 14 X 150	1680	12X140
Outreach prog., 8 X 125	1040	8X130
Fest Performance fees, 6 X 500	3000	
Project Mng(1500 prep, 500 run)	2000	
PM Assistant, 3 wks X 500	1500	2X750
PR design and social media	1200	
Art Centre staff, PM500, Crew 600	1000	

Support costs

Artist expenses	350	
Film Licence	250	
Art supply	450	
Printing	500	
Refreshments	150	
Volunteer expenses	200	
Access costs	200	
Transportation hire	500	
Reporting and evaluation	500	

Overheads

Art centre/other room hire	750	
Equip hire Arts Centre	150	
Equip hire Church & Park	2000	
Outdoor cinema	2000	
Licences & First Aid	300	19720
CH & ArtsC-Admin	2200	

TOTAL:		21920
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Grant Feedback Form 2024-2025

The information provided on this form will be treated as confidential and used for grant assessment purposes only. The Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.	
►Name of Organisation:	
The Credition Heart Project	
►Contact Details:	
Title (Mr/Mrs/Miss/Ms/Other)	Mrs
First Names	Rosemary
Last Name	Stephenson
Position in Organisation	Chair
Address	
Postcode	
Telephone	
Email Address	
►Amount of Grant received:	
£2000	
►Please provide feedback of how this grant has been spent, including how the grant has benefited your organisation/group as well as Credition. Please attach any supporting information or visuals.	
<p>The grant helped to fund the 12th Credition Flag Project, contributing to the cost of materials, room hire and professional artist fees. It enabled us to repair several damaged flags and to make 10 new flags to add to our collection.</p> <p>The 2024 Flag Project benefited the whole town. It not only brought the town centre alive in a riot of colour, giving pleasure to locals and visitors during the summer months, but it enhanced the town's reputation as a creative community, increasing footfall along the High Street.</p> <p>Furthermore, the volunteers who helped make the flags benefited hugely by learning new skills, meeting new people and enjoying a rewarding experience. The project also boosted social cohesion, establishing a stronger relationship between traders and the community.</p>	



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed Rosemary Stephenson

Date 26 November 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



The Crediton Heart Project

(A Charitable Incorporated Organisation Foundation Model)

Constitution

Date of constitution

25th March 2020

1. Name

The Crediton Heart Project

2. Address of Principal Office

[REDACTED]

3. Objects

To further or benefit the residents of Crediton and its surrounding villages without distinction of age, sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects, but not otherwise, the trustees shall have the power to establish, or secure the establishment, of a community centre and to maintain or manage or cooperate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

4. Powers

The CHARITY has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CHARITY has power to:

(1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CHARITY must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) buy, take on lease or in exchange borrow, hire or otherwise acquire any property and to maintain and equip it for use;

(3) sell, lease or otherwise dispose of all or any part of the property belonging to the CHARITY. In exercising this power, the CHARITY must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

(4) employ and remunerate such staff as are necessary for carrying out the work of the CHARITY. The CHARITY may employ or remunerate a Trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CHARITY to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;

5. Application of income and property

(1) The income and property of the CHARITY must be applied solely towards the promotion of the objects.

(a) A Trustee is entitled to be reimbursed from the property of the CHARITY or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CHARITY.

(b) A Trustee may benefit from Trustee indemnity insurance cover purchased at the CHARITY's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CHARITY may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CHARITY.

(3) Nothing in this clause shall prevent a Trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to Trustees and connected persons

(1) General provisions

No Trustee or connected person may:

(a) buy or receive any goods or services from the CHARITY on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CHARITY unless the transaction is approved by a majority of Trustees ;

(c) be employed by, or receive any remuneration from, the CHARITY;

(d) receive any other financial benefit from the CHARITY unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the CHARITY Commission ("the Commission") has been obtained. In this

(2) Scope and powers permitting Trustees' or connected persons' benefits

(a) A Trustee or connected person may receive a benefit from the

CHARITY as a beneficiary of the CHARITY provided that a majority of the Trustees do not benefit in this way.

(b) A Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CHARITY where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a Trustee or connected person may provide the CHARITY with goods that are not supplied in connection with services provided to the CHARITY by the Trustee or connected person.

(d) A Trustee or connected person may receive interest on money lent to the CHARITY at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A Trustee or connected person may receive rent for premises let by the Trustee or connected person to the CHARITY. The amount of the rent and the other terms of the lease must be reasonable and proper. The Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A Trustee or connected person may take part in the normal trading and fundraising activities of the CHARITY on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CHARITY and its Trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CHARITY and the Trustee or connected person supplying the goods (“the supplier”).

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(3) Payment for supply of goods only – controls

The CHARITY and its Trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CHARITY and the Trustee or connected person supplying the goods (“the supplier”).

(b) The amount or maximum amount of the payment for the goods

does not exceed what is reasonable in the circumstances for the supply of the goods in question.

7 Conflicts of interest and conflicts of loyalty

A Trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CHARITY or in any transaction or arrangement entered into by the CHARITY which has not previously been declared; and

2) absent himself or herself from any discussions of the Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CHARITY and any personal interest (including but not limited to any financial interest).

Any Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Trustees on the matter.

8. Liability of members to contribute to the assets of the CHARITY if it is wound up

If the CHARITY is wound up, the members of the CHARITY have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Trustees

(1) Functions and duties of Trustees

The Trustees shall manage the affairs of the CHARITY and may for that purpose exercise all the powers of the CHARITY. It is the duty of each Trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee in the way he or she decides in good faith would be most likely to further the purposes of the CHARITY; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a Trustee of the CHARITY in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for Trusteeship

- (a) Every Trustee must be a natural person.
- (b) No individual may be appointed as a Trustee of the CHARITY:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].

(c) No one is entitled to act as a Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Trustees decide, his or her acceptance of the office of Trustee.

(d) At least one of the Trustees of the CHARITY must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Trustees, or appoint a new Trustee.]

(3) Number of Trustees

- (a) There must be at least four Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Trustees, or appoint a new Trustee.
- (b) There is no maximum number of Trustees that may be appointed to the CHARITY.

10. Appointment of Trustees

(1) Apart from the first Trustees, every Trustee must be appointed annually by a resolution passed at a properly convened meeting of the Trustees.

(2) In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CHARITY.

11. Information for new Trustees

The Trustees will make available to each new Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CHARITY's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of Trustees

A Trustee ceases to hold office if he or she:

- (a) retires by notifying the CHARITY in writing (but only if enough Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

- (b) is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) is disqualified from acting as a Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a Trustee is eligible for reappointment.

13. Taking of decisions by Trustees

Any decision may be taken either:

- (1) at a meeting of the Trustees; or
- (2) by resolution in writing [or electronic form] agreed by a majority of all of the Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the Trustees has signified their agreement. Such a resolution shall be effective provided that:

- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the Trustees; and
- the majority of all of the Trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the Trustees have previously resolved, and delivered to the CHARITY at its principal office or such other place as the Trustees may resolve [within 28 days of the circulation date].

14. Delegation by Trustees

(1) The Trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The Trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a Trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the Trustees as a whole as soon as is reasonably practicable;

and

(c) the Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of Trustees

(1) Calling meetings

(a) Any Trustee may call a meeting of the Trustees.

(b) Subject to that, the Trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The Trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two Trustees, or the number nearest to one third of the total number of Trustees, whichever is greater, or such larger number as the Trustees may decide from time to time. A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.

(b) Any Trustee participating at a meeting by suitable electronic means agreed by the Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes

16. Membership of the CHARITY

- (1) The members of the CHARITY shall be its Trustees for the time being. The only persons eligible to be members of the CHARITY are its Trustees. Membership of the CHARITY cannot be transferred to anyone else.
- (2) Any member and Trustee who ceases to be a Trustee automatically ceases to be a member of the CHARITY.

17. Informal or associate (non-voting) membership

- (1) The Trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CHARITY

- (1) Any decision to:
 - (a) amend the constitution of the CHARITY;
 - (b) amalgamate the CHARITY with, or transfer its undertaking to, one or more other CHARITYs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CHARITY (including transferring its business to any other charity)

must be made by a resolution of the members of the CHARITY (rather than a resolution of the Trustees).

- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CHARITY has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CHARITY on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The Trustees may designate any of their meetings as a general meeting of the members of the CHARITY. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CHARITY as specified in clause [18] (Decisions which must be made by the members of the CHARITY

(2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of the members of the CHARITY is [14] days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CHARITY.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to Trustees to be taken as references to members

(4) Proxy voting

(a) Any member of the CHARITY may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CHARITY. Proxies must be appointed by a notice in writing (a "proxy notice") which:

- (i) states the name and address of the member appointing the proxy;
- (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CHARITY may determine; and
- (iv) is delivered to the CHARITY in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

(b) The CHARITY may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

(c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

(d) Unless a proxy notice indicates otherwise, it must be treated as:

- (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

(e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CHARITY by or on behalf of that member.

(f) An appointment under a proxy notice may be revoked by delivering to the CHARITY a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

(g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) **Postal Voting**

(a) The CHARITY may, if the Trustees so decide, allow the members to vote by post or electronic mail (“email”) to elect Trustees or to make a decision on any matter that is being decided at a general meeting of the members.

(b) The Trustees must appoint at least two persons independent of the CHARITY to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

(c) If postal and/or email voting is to be allowed on a matter, the CHARITY must send to members of the CHARITY not less than [14] days before the deadline for receipt of votes cast in this way:

(i) a notice by email, if the member has agreed to receive notices in this way under clause [21] (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CHARITY, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

(ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable

(d) The voting procedure must require all forms returned by post to be in an envelope with the member’s name and signature, and nothing else, on the outside, inside another envelope addressed to ‘The Scrutineers for [name of CHARITY]’, at the CHARITY’s principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member’s name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

(f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a Trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts

towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature).

(j) For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a Trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Trustees, to consist of two Trustees and two persons independent of the CHARITY. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if, but for sub-clause (1), the resolution would have been void, or if the Trustee has not complied with clause 7 (Conflicts of interest).

21 Execution of documents

- (1) The CHARITY shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the Trustees.
- (3) If the CHARITY has a seal:
- (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the Trustees or of a committee of Trustees duly authorised by the Trustees. The Trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two Trustees.

22. Use of electronic communications

- (1) General

The CHARITY will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

- (2) To the CHARITY

Any member or Trustee of the CHARITY may communicate electronically with the CHARITY to an address specified by the CHARITY for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CHARITY.

- (3) By the CHARITY

- (a) Any member or Trustee of the CHARITY, by providing the CHARITY with his or her email address or similar, is taken to have agreed to receive communications from the CHARITY in electronic form at that address, unless the member has indicated to the CHARITY his or her unwillingness to receive such communications in that form.
- (b) The Trustees may, subject to compliance with any legal requirements, by means of publication on its website:

(i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);

(ii) give Trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and

(iii) submit any proposal to the Trustees for decision by written resolution or postal vote in accordance with the CHARITY's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or the provisions for postal voting

(c) The Trustees must –

(i) take reasonable steps to ensure that members and Trustees are promptly notified of the publication of any such notice or proposal; and

(ii) send any such notice or proposal in hard copy form to any member or Trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

The CHARITY must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and Trustees.

24. Minutes

The Trustees must keep minutes of all:

- (1) appointments of officers made by the Trustees;
- (2) proceedings at general meetings of the CHARITY;
- (3) meetings of the Trustees and committees of Trustees including:
 - the names of the Trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;

(4) decisions made by the Trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the CHARITY Commission, regardless of the income of the CHARITY, within 10 months of the financial year end.
- (2) The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CHARITY entered on the Central Register of Charities.

26. Rules

The Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CHARITY, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CHARITY on request.

27. Disputes

If a dispute arises between members of the CHARITY about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CHARITY; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CHARITY called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Trustees or members of the CHARITY or persons connected with them, requires the prior written consent of the CHARITY Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CHARITY's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CHARITY may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CHARITY can only be made:

(a) at a general meeting of the members of the CHARITY called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote: by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CHARITY.

(2) Subject to the payment of all the CHARITY's debts:

(a) Any resolution for the winding up of the CHARITY, or for the dissolution of the CHARITY without winding up, may contain a provision directing how any remaining assets of the CHARITY shall be applied.

(b) If the resolution does not contain such a provision, the Trustees must decide how any remaining assets of the CHARITY shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CHARITY

(3) The CHARITY must observe the requirements of the Dissolution Regulations in applying to the Commission for the CHARITY to be removed from the Register of Charities, and in particular:

(a) the Trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CHARITY;

(ii) a declaration by the Trustees that any debts and other liabilities of the CHARITY have been settled or otherwise provided for in full; and

(iii) a statement by the Trustees setting out the way in which any property of the CHARITY has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CHARITY, and to any Trustee of the CHARITY who was not privy to the application.

(4) If the CHARITY is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Trustee;
- (b) the spouse or civil partner of the Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the Trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the Trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“Trustee” means a Trustee of the CHARITY.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.



Menopause Policy

Introduction

This policy and associated guidance is intended to raise awareness of the menopause and menstrual health amongst all employees and managers.

Credition Town Council (CTC/we) aim to promote and create a fully inclusive organisational environment that is supportive of all employees impacted either directly or indirectly by the menopause and period-related health issues.

Our commitment

CTC is committed to providing an inclusive and supportive working environment where all employees are treated fairly, with dignity, respect and understanding, and where their health and wellbeing is fully supported.

We recognise that those experiencing the menopause and period-related health issues may need additional consideration, support and adjustments and we want to develop an organisational culture that supports these colleagues, as well as their partners and families.

We want colleagues to feel comfortable enough to raise issues about their symptoms and to ask for workplace adjustments where required. Menopause and period-related health issues should not be taboo topics, so we want to encourage talking about these topics openly, without embarrassment.

To drive a positive working environment for all employees, we commit to providing access to information about the menopause and menstrual health, signposting to appropriate healthcare, and ensuring that adjustments and additional support are available to those experiencing menopausal and period-related symptoms.

We intend this guidance to help by:

- outlining our approach for supporting employees, which includes workplace adjustments
- showing you how we'll treat menopause and periods sympathetically so that women feel more able to ask for support
- improving manager confidence and capability in providing workplace support.

Scope and definitions

This policy and any associated guidance apply to all women who might experience menopausal and period-related symptoms. We use the term 'women' in this document to make the document as clear as possible, especially given that it refers to statistics that apply to women. The physical experiences will also mostly apply to women but may also apply to trans men and non-binary people.

Where the descriptions refer to the experiences of 'women', they also apply to trans men and non-binary people who were born biologically female.

It is important to emphasise that sensitivity should always be used when engaging with individuals one to one, and an effort should be made to use the terminology and language with which they feel the most comfortable.

We also recognise that, as well as the emotional effects felt by the woman going through the physical symptoms, sometimes emotional and psychological effects can affect partners, other family members, friends, and work colleagues too. For example, someone might be indirectly affected by menopausal and period-related issues because someone they know is becoming withdrawn, is extremely fatigued, anxious, or experiencing mood swings. These things can put additional pressure

on relationships, which is why we are considering these issues to be organisational ones, they have the potential to affect all colleagues.

In the context of this guidance, references to 'partner' are inclusive of all partners.

Menopause definitions

This guidance uses the following key terms:

- Pre-menopause: the time in a woman's life before any menopausal symptoms occur.
- Perimenopause: this is typically the phase leading up to the menopause when a woman's hormone balance starts to change, and when they may begin to experience menopausal symptoms. These are typically experienced for several years so can be described as a 'transition' rather than a one-off event.
- Menopause: the point where oestrogen and progesterone levels decline enough to stop menstruation, and the woman has not had a period for 12 months.
- Post menopause: the time after the menopause transition has been completed. For some women, the perimenopause and menopause can start as early as their twenties, other women may be in their late fifties. Symptoms may also persist long into post menopause.

Overview

As an employer we have a duty of care to provide a safe working environment for all employees experiencing menopausal symptoms, and for those experiencing period-related health issues. In the UK, 75-80% of those experiencing the menopause are in work. Many of these will be between the ages of 45 and 55, but some will experience symptoms at a younger age.

Women in the pre-menopause or perimenopausal phases are still having periods and somewhere in the region of 80-90% of those women may have experienced stress or anxiety at work because of their period. Managing the demands of work and home life whilst also dealing with sometimes severe symptoms of the menopause, or period-related health issues can be difficult.

What is the Menopause?

Menopause is a stage in most women's lives during which they stop having periods and experience hormonal changes because of decreasing oestrogen and progesterone levels. The menopause usually occurs between the ages of 45 and 55.

The menopause mostly occurs naturally, but some women might also experience early menopause, which is where a woman's periods stop before the age of 45. This can happen naturally or for medical reasons, for example, surgery to remove the ovaries, some breast cancer treatments, aromatase inhibitors (oestrogen suppressants), chemotherapy, or radiotherapy and can affect women of a younger age.

It is recognised that for many reasons, individual experiences of the menopause may differ greatly, for example, the emotional and psychological impact of going through medical menopause can be very different to a natural transition into the menopause.

Symptoms of the Menopause

Symptoms of the menopause are wide ranging and typically last about four years, although they can last much longer. Symptoms can be both physical and psychological, with some women experiencing some or all symptoms to varying degrees, whilst around 25% of women may have no symptoms.

Common symptoms include:

- hot flushes
- night sweats
- brain fog, memory loss and/or reduced concentration
- irritability
- mood swings

- becoming withdrawn
- loss of confidence
- clumsiness
- dizziness
- headaches
- fatigue or exhaustion, which can be chronic
- difficulty sleeping
- genitourinary syndrome of menopause (commonly called Vaginal Atrophy)
- heavy or irregular periods
- vaginal dryness
- recurrent urinary tract infections
- bladder problems, including loss of bladder control
- joint stiffness, aches, and pains
- palpitations
- anxiety
- depression
- dry skin, acne, rashes, itchiness, inflammation, and other skin irritations
- dry eyes
- new or exacerbation of existing allergies.

The symptoms of the perimenopause, including irregular periods, prior to them stopping, can last for several years and should also be considered.

Each of these symptoms can affect a woman's comfort and performance at work. Women with pre-existing health conditions may find that the menopause can aggravate their existing health conditions or even trigger new ones. Menopausal symptoms can in turn, also be made worse by an existing health condition.

Further practical information and support can also be found on the [NHS website](#).

What is Menstruation?

Menstruation is the regular discharge of blood and tissue from the inner lining of the uterus through the vagina.

The menstrual cycle is characterised by the rise and fall of hormones and menstruation is usually triggered by falling progesterone levels.

Changes in these hormone levels before your period can cause physical and emotional changes, known as [PMS \(premenstrual syndrome\)](#) or PMT (premenstrual tension).

Symptoms of Menstruation

There are many possible symptoms of PMS, but typical symptoms include:

- leg, back or stomach cramps
- headaches
- bowel issues, including constipation or diarrhoea
- feeling bloated
- breast swelling and tenderness
- mood swings
- feeling irritable
- anxiety
- depression
- acne breakouts.

Premenstrual dysphoric disorder (PMDD)

Similarly to PMS, premenstrual dysphoric disorder (PMDD) follows a mostly predictable monthly pattern. However, PMDD is a much more severe form of PMS. Symptoms vary from person to person, and can include:

- increased irritability and agitation
- insomnia
- difficulty concentrating
- more severe depression
- severe fatigue
- increased anxiety
- forgetfulness
- swelling of ankles, hands and feet
- fluid retention
- severe headaches
- dizziness and/or fainting
- numbness
- heart palpitations
- muscle spasms
- skin inflammation
- severe cramping, aches and pains.

Supporting our employees – time off

There may be occasions when women need to take time away from work due to the physical or emotional issues they are experiencing because of period-related health, or during one of the menopausal phases. This guidance isn't about creating a one-size-fits-all approach. It's about highlighting the different ways we can support you, so you can decide what works best for you. If you need time away from work and it is due to ill health because of menstruation or the menopause, you will normally take sick leave. However, there may be circumstances where you need time away from work but where you don't think sick leave is appropriate. In such circumstances, you should talk to your manager whether any other arrangements for leave.

If you have taken time away from work using your own leave, and then subsequently realised that your need to take time off was health-related and due to the menopause, you can discuss with your manager, who may ask if you want to retrospectively change any annual leave or flexi you have taken to sickness absence.

If you've been affected as a partner, or another family member, and need time off to support your loved one with symptom severity, please refer to the dependents and carers leave available through our dependent leave policy.

Guidance for employees

Confidentiality

If you tell your manager about your own experience or the experience of your partner, family member, or someone else you know whose experience is having an effect on you, they'll keep this confidential.

Medical appointments

We know that around 75% of women will experience menopause symptoms and for around 25%, their symptoms will be severe. We also know that many women experience period-related health issues and medical conditions including, but not limited to, Pelvic Inflammatory Disease, Uterine Fibroids, Polycystic Ovary Syndrome, Adenomyosis, and Endometriosis. If you are affected, you may need time away from work to attend medical appointments, which will be treated as such under the

attendance management procedures. If someone you care about is affected, speak to your manager if you would like to take some time away from work to support.

We understand that it is sometimes difficult to arrange appointments around your working hours. Time off should be managed sympathetically and with flexibility. Telling your manager about your symptoms, or the symptoms of your loved one, and how you, or they, are being affected will help your manager with this.

Workplace adjustments

The types of adjustments we can make will depend on your circumstances, but the types of changes that might help include:

- access to quiet space
- making sure you've got easy access to toilet facilities and changing rooms, where these are available
- organising a desk fan
- time for extra comfort breaks during the day
- providing you space to store medication or extra clothes
- reallocating some of your work if it involves travel away from home or the office
- reducing or removing the need for attendance of meetings or events outside of the office
- turning off your camera during video calls
- reducing any requirement to travel
- easement of office working expectations, e.g allowing you to work from home more during your period
- in exceptional cases, lowered expectations/targets might be considered if an employee's symptoms are particularly debilitating.

Talking to your manager about the workplace support that could help you balance work demands with your specific situation.

Flexible working

You may also want to consider whether any changes to your working pattern or hours could help you. This might include:

- changing your start time if you're experiencing disturbed sleep
- adjusting start and finish times
- allowing you to work from home more if you have a suitable role
- reduced working hours for a period of time (this will impact your pay).

Counselling and other support

There are also lots of specialist support groups who offer information and support about menopausal symptoms, and menstrual experience, including some specific groups for conditions such as Uterine Fibroids, Adenomyosis, Endometriosis and other conditions. Some of the ones you may find helpful are listed in the supporting information section.

Guidance for managers

It is highly likely that you will have employees who are or who have been affected, both directly and indirectly, by the menopause or period-related health issues. Thoughtful support and management can make a real difference to how individuals cope with period issues, or menopausal transition. A lack of support and understanding may mean some women have to take time off work, or any time off taken is for a longer period. These employees may doubt the organisation's commitment to providing a supportive, open environment and struggle to maintain a positive view of us as an employer.

We know that as a manager you may feel uncomfortable having a conversation about periods or the menopause with one of your team. These conversations have only been normalised relatively recently so talking openly about such issues might be quite new to you. You may be worried about saying or doing the wrong thing.

Some women may prefer to discuss their symptoms with another woman, especially if there are religious or cultural reasons why they would not consider it appropriate to discuss with a male member of staff. Whilst we are keen to remove stigmas associated with menstruation and menopause, we predominantly want women to feel as comfortable as possible when having discussions about these topics. It is therefore important for managers to bear in mind that, perhaps due to their upbringing, ethnicity, or other reasons, not all employees will be able to speak candidly or with confidence about their menstrual and menopausal experiences. Some employees may not be knowledgeable about how to manage symptoms or how to access support.

It is worth remembering that your role as a manager is to have a supportive conversation with your employee. You are not expected to be an expert or to replace the role of a healthcare professional/occupational health adviser when discussing the menopause or period-related health issues. Please remember to advise employees that they should always consult their GP or healthcare professional for further support. A healthcare professional can provide advice on treatments for the menopause or period-related health issues. For the menopause, this may include Hormone Replacement Therapy (HRT), Cognitive Behavioural Therapy (CBT), lifestyle changes (including how to make healthier lifestyle choices) and other ways to manage symptoms, but some women may need more in-depth, specialist support and advice. Further information on this can be found on the [NHS website](#).

If, during your supportive conversation with your employee, you consider that a Workplace adjustment may be of benefit, you should explore this with your employee.

When an employee tells you about their period-related or menopausal issues, you should gain an understanding of what the employee is likely to need from you. You can use the information provided in this guidance to help you start a conversation.

You should also be aware that symptoms may change over time. It is not uncommon to have medication adjusted to manage changing symptoms, or to alter type or dosage after an initial period to see the effect the medication is having. You should consider that temporary adjustments might be needed if treatment becomes unavailable. HRT may be unavailable which means that someone's previously stable condition worsens, or they have changing symptoms as a result of changing treatment.

Therefore, conversations should take place regularly to capture changing requirements, which may include the need for more medical appointments. Requests for time to attend appointments should be managed sympathetically and with flexibility.

As a manager you should:

- Remember that every individual's medical issues are unique to them – do not make judgements based on your own experiences, or the experiences of others
- Ensure that all information shared by the employee is treated with the same level of confidentiality as other health related or medical information.
- Listen to and gain an understanding of any concerns your employee has about their issues or symptoms
- Discuss leave requirements if this has been raised as part of the discussion. This might be for your employee, or for someone close to them that they want to support.
- Take account of individual and business needs when dealing with requests for time off, being mindful of the importance of being supportive of attendance at medical appointments

- Agree a process for further support.

Confidentiality and disclosure

Every employee has the right to privacy in respect of their medical status. It is essential that information is only shared where necessary (such as if the employee divulged a threat to life/suicidal ideation, or a trans person that needs support/adjustment for their menopausal symptoms wishes to keep their trans status confidential).

Wellbeing and mental health

Menopause and period-related health issues can challenge physical and mental wellbeing. As with all employees, CTC has a duty of care and managers should be mindful of this. Individuals may need more in-depth, specialist support and advice. It is best practice to recommend that individuals speak to their GP or other medical professionals if in any doubt.

We know that stressors are cumulative and that experiencing additional menopause or period-related pressures can add to this. Individual risk assessments may be required.

Workplace adjustments

Workplace adjustments are used to remove barriers or a disadvantage. This can include greater flexibility in staffing policies, working arrangements or the equipment provided to do a job. Workplace adjustments can be helpful during menopause and where period-related health issues are greatly impacting an employee for agreeing and recording temporary and permanent changes. In some instances, it may be helpful to seek occupational health advice to consider whether adjustments could add value. Any referral to occupational health requires the employee's consent and they usually do not need to show evidence that adjustments are required.

Handling Absences

Absences that are directly related to ill health due to the symptoms of menopause or that are period-related are recorded as sickness absences. Managers should view any such absences through a supportive lens.

Symptoms at work

Any female employee who is menstruating may have physical symptoms at work. These can vary in severity over time. The symptoms for those menstruating, including women in the perimenopause stage, might include:

- bleeding, which may be very heavy
- abdominal cramps which may be severe
- feeling faint or having hot flushes.

The employee will need privacy, support, and access to a toilet. They may feel embarrassed. They might want to go home if bleeding is visible on their clothing, or if the cramps or hot flushes are particularly severe. If they are very unwell, they might need the assistance of a first aider or you may need to call someone to come to collect them from work. You should be supportive and reassure them that you'll arrange to cover any work as needed.

A female employee who is pre-menopausal, perimenopausal, in the menopause transition stage or post-menopausal may also have mental health symptoms at work. They might become weepy and upset, start to doubt their abilities, and lose their confidence. Other symptoms might include:

- anxiety
- depression.

This employee will also need privacy and support but might need additional reassurance in relation to their abilities. They may feel embarrassed if they have become upset. They might want to go

home if they feel particularly vulnerable. You may need to call someone to come to collect them from work. You should be supportive and reassure them that you'll arrange to cover any work as needed.

Supporting your employee

There are lots of things that you can do as a manager to make it easier for you and any member of your team when they are affected by period-related health issues and the menopause. Don't underestimate the positive impact that you can have as a line manager when supporting someone with their experience.

Everyone's needs will be different. For example, some women may have few or no symptoms and can continue to work as normal, while others may have symptoms that are more debilitating, and require more support from you.

Some employees may prefer not to be referred to as 'female' or 'a woman' (for example trans men or those who describe themselves as non-binary). Some also prefer the term intersex. Whilst this policy uses woman and female for clarity, it is important to be sensitive to the language that an individual is most comfortable when discussing these issues on a one-to-one basis.

Training

Managers require an understanding of the possible effects of the menopause and measures that can be taken to lessen the impact on employees at work.

CTC supports training to increase knowledge and understanding of:

- how to talk with and encourage employees to raise any difficulties they are experiencing
- how different stages and types of the menopause can affect employees
- how to deal with menopause issues sensitively and fairly
- what support and workplace adjustments are available for employees, and how the law relates to the menopause.

Managers should also be mindful of the emotional impacts on women during the time in their lives when they are menstruating, and when they are going through the various stages of the menopause. Managers should also be aware that these emotional effects can be felt also by partners, other family members, friends and colleagues, as opposed to just the woman herself.

For example, some women might feel sad, angry and even guilty or self-critical when their period arrives, or they realise they are going through perimenopause. This may be because they have been trying to become pregnant and the arrival of their period is an indication that a pregnancy has not occurred. These feelings may be worse when they have tried for many years, experienced pregnancy loss previously, or have gone through IVF. These emotional affects can be felt by the woman having the period, their partners, family members, or those trying to get pregnant through a surrogate.

Other women might have made a choice not to have children and may consider their period arriving an inconvenience. For these women, and for those who have had children but who feel their family is complete, they may view the menopause as freedom from this inconvenience. For others, the arrival of the menopause may cause sadness as it may signify to them the end of their chance to have a child or be a signal that their option to become pregnant is no longer there.

There might also be a perception amongst some women that menopause signifies becoming older. Whilst menopause can occur early, the average age is 51 and some women, due to societal conditioning, might feel that they are becoming, or will become less visible. It is important therefore to realise that, for women who have had children, and for those who are child-free, the menopause can be a time of great sadness for a variety of reasons.

Of course, the emotional aspects described above are only some of the many examples that could be used. The physical and emotional changes and effects experienced during menstruation and menopause are unique. Many factors come into play to determine the affect that menstruation and

menopause will have but studies have shown that physical performance, brain function or mood can be significantly adversely affected for many women experiencing the different stages of menopause or having a period.

As a manager, you should be mindful of the above, and of your own assumptions. Even if you have gone through the experience of menstruation and menopause yourself or be a partner, family member, friend or colleague of someone else who has, you should give regard to the fact that your employees experience will be unique. Try to be supportive, without assuming experiences, including emotions, are like your own.

Through regular catch ups with your employee, you should identify what workplace adjustments they may need and regularly review these once put in place. You might want to undertake an occupational health referral to help with this if your employee is comfortable to do so.

APPENDIX - External Support Signposting

[Menopause matters](#)

[NHS menopause pages](#)

[NHS information on HRT](#)

[NICE Menopause: diagnosis and management](#)

[Healthtalk.org](#)

[Women's Health Concerns](#)

[The Menopause Exchange](#)

[Menopause Support UK](#)

[Guidance from the Faculty of Occupational Medicine of the Royal College of Physicians](#)

[British Occupational Health Research Foundation – Work and the Menopause. A guide for managers](#)

[The Daisy Network: For women with Premature Ovarian Insufficiency](#)

[British fibroid trust](#)

[The White Dress Project](#)

[Menstrual Cycle Support](#)

[Verity - a self-help group for those with polycystic ovary syndrome](#)

[Balance app](#)

[Peppy app from the Charity for Civil Servants](#)

[Henpicked - information to help you understand more about menopause in the workplace](#)

[Adenomyosis advice association](#)

[Endometriosis UK](#)

[The Latte Lounge -perimenopause and menopause symptom checker](#)

[BS 30416 Understanding menopause and menstrual health | BSI \(bsigroup.com\)](#)

[New scheme for cheaper hormone replacement therapy launches - GOV.UK \(www.gov.uk\)](#)



CREDITON TOWN COUNCIL

Christmas light infrastructure Report

Report by: Town Clerk
To: Oversight Committee
Date: For consideration on 11 February 2025

Recommendation

To consider the report and approve a course of action relating to new Christmas light infrastructure.

1. Purpose

1.1 Following the Oversight Committee meeting on 14 January 2025, it was requested that investigation into alternative Christmas lighting take place due to the decommissioning of High Street brackets.

2. Background

2.1 Following the Oversight Committee meeting held on 14 January 2025, the Projects Officer has requested information from Devon County Council (DCC) Highways regarding the use of streetlight poles for the installation of additional Christmas lighting. The response from DCC is in Appendix A.

2.2 Following the Oversight Committee meeting held on 14 January 2025, the Projects Officer has requested information from a lighting company regarding installation on new cross street lighting and new light infrastructure. Further information is in Appendix B.

3. Proposals

3.1 Members of the Oversight Committee are requested to consider:

- Further investigation into using streetlight poles, following receipt of new DCC policy, acknowledging that further review of current infrastructure may be required
- Further investigation into the installation of additional cross street lighting, subject to building owner and DCC Highways permission.

4. Financial Implications

4.1 The table below outlines possible areas of spending for the proposals at 3.1:

Streetlight poles	Structural testing – quote required per column (currently 8 proposed) Equipment installation – £500.00 per column (currently 8 proposed) Unmetered supply payments Quotes for lighting to be obtained
Cross street lighting	Quotes to be obtained

5. Climate Implications

- 5.1 Officers will endeavour to obtain quotes for recycled/sustainable lighting frames where possible.
5.2 Quotes with LED lights will be obtained.

6. Conclusion

6.1 The addition of new infrastructure will mitigate the loss of Christmas lights on the High Street brackets.

Hi Jo,

I'm afraid that using DCC Streetlights for decorations is not straight forward & easy. We do currently have a revised / rewritten procedure to cover doing this under review so I'm not able to supply this at present but I will get a copy over to you as soon as it's been approved & is available which will provide you with a better idea of the requirements. You would also need to apply to DCC's licensing team for permission to mount displays over the public highway / footpaths.

With regards to the streetlights along Crediton High Street & the ones you have noted between Le Roy & Tesco Express, these are of an ornate style & they already have large brackets & lanterns fitted. I believe that these are also used to hang flower baskets on which is a cause for concern in itself although I realise that there wouldn't be baskets on the columns at xmas, but given that the streetlights have now been in situ for 20+ years they should be structurally tested prior to being considered for using them to mount festive displays on. Structural testing is covered within the new procedure document & is something that we request the Town Councils fund. Assuming that the displays need an electrical supply, to permit the supply to be taken from the streetlight it is mounted on, requires the installation of special equipment to do this which currently costs approx. £500.00 per column used. The Town Council would again need to fund this equipment & where a supply is taken from a DCC streetlight, this requires an unmetered supply agreement to be in place with National Grid, so that the energy used by the displays can be paid for. Crediton does not currently appear on the list National Grid have supplied Devon County Council showing which Town & Parish Council's in Devon that currently have the agreement in place, so I am assuming that Crediton does not have this so you would also need to arrange this prior to permission being given to use the DCC streetlights.

Best regards

Hi Jo,

It was lovely meeting with you yesterday. After our meeting, I require from you a few things before I can quote:

- A choice of cross street motif (ITL) and wall mount/pole mount motif (IPL). To keep costs down, our [Pre-Loved Catalogue](#) does provide a cheaper option, although I cannot guarantee the stock without quick decisions.
- Anything visual that would be personal to Crediton (this is for a bespoke cross-street design I could investigate)
- If using lamp columns, where/what shop would they start and finish at?

Once I have this information, I can initiate a bespoke design and provide the following quotes:

Quote 1: 3 x Cross Street Displays only

Quote 2: 5 x Cross Street Displays (including 2 new plate fittings and catenary wire)

Quote 3: As per quote 2 with lamp column motifs

Additional Extra for 1 x Wall Mounted motif including brackets and fitting.

Please remember, we would need a power supply provided at the source of the decorations.

Many thanks,