



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, March 18, 2025, at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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, 13 March 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

2025/102 - Welcome and Introductions

Opening of meeting by the Chair and member introductions

2025/103 - 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)

2025/104 - Boniface Trail Update

To receive a presentation from DCC regarding the Boniface Trail survey and next steps

2025/105 - Union Road Toilet Block

To receive a presentation from Crediton Heart Project regarding the regeneration of the toilet block site and establishment of a community and arts hub

2025/106 - County and District Councillor Reports

To receive reports from County and District Councillors

2025/107 - Apologies

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

2025/108 - Declarations of Interest and Requests for Dispensations

2025/108.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/108.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/109 - 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

2025/110 - Chair's and Clerk's Announcements

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

2025/111 - Town Council Minutes

To approve and sign the minutes of the meeting held on Tuesday 21 January 2025, as a correct record (minutes will be issued with the agenda)

2025/112 - Town Council Committees and Sub-Committees

To receive and ratify the minutes of the following meetings:

Community Committee held on 07 January 2025

Oversight Committee held on 14 January 2025

Community Committee held on 04 February 2025

Oversight Committee held on 11 February 2025

2025/113 - Reports from Outside Bodies

Hayward's Educational Foundation

Crediton United Charities

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

Crediton Twinning Association

Boniface Link Association

Friends of Crediton Station

Sustainable Crediton

Boniface Trail Association

Crediton Chamber of Commerce

Okehampton Rail Forum

League of Friends of Crediton Hospital

Age Concern Trustee

North Devon Line Stakeholder Forum

2025/114 - Grants 2025/26

To receive the Town Clerk's report regarding allocation of grants for financial year 2025/26, and to ratify the decisions therein

2025/115 - Earmarked Reserves 2024/25

To receive the Town Clerk's report regarding allocation of earmarked reserves for financial year 2024/25, and to approve the recommendations therein

2025/116 - Statement of Internal Control 2024/25

To approve the Statement of Internal Control for financial year 2024/25

2025/117 - Audit 2024/25

2025/117.1 - To review and adopt the amended Financial Regulations

2025/117.2 - To approve the Statement of Internal Control 2023/24

2025/117.3 - To review and adopt the Members Allowance Policy

2025/118 - Pulse Hubs

To receive and note documentation regarding the installation of Pulse Hubs

2025/119 - Newcombes Meadow Paddling Pool

To receive a verbal update from the Town Clerk

2025/120 - Annual Town Meeting

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

2025/121 - Date of next meeting

To note that the date of the next meeting will be Tuesday 20 May 2025

2025/122 - 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

2025/123 - Council Offices

To receive the Town Clerk's confidential report and to consider and approve any recommendations therein

2025/124 - Reports Pack

Attachments – for internal use only

[2025-01-21 - Full Council - Minutes.pdf](#)

[AI 150 - 2025-01-07 - Community Committee - Minutes\(1\).pdf](#)

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

[2025-02-04 - Community Committee - Minutes.pdf](#)

[2025-02-11 - Oversight - Minutes\[1\]\(1\).pdf](#)

[Grants Report.docx](#)

[EMR additions.docx](#)

[Statement of Internal Control 2025 v2.docx](#)

[NALC-model-financial-regulations-May-2024 PROPOSED AFTER IA.docx](#)

[Statement of Internal Control 2024.docx](#)

[Members Allowance Policy 2025.docx](#)

[Crediton Hub Locations Document 14-02-25.pdf](#)

[Pulse Smart Hub – DMOS - compressed.pdf](#)

[Pulse Smart Hub specification.pdf](#)



Minutes of the Full Council of the Democratic Services held on Tuesday, January 21, 2025 at 19:00 - 20:00 in the Boniface Centre, Credition.

Present:	Cllrs Guy Cochran, Liz Brookes-Hocking, Steve Huxtable, Natalia Letch, Frank Letch, Rachel Backhouse, Paul Perriman, Joyce Harris and John Downes
Apologies:	Cllr Jim Cairney
Absent:	Cllr Giles Fawssett
In Attendance:	3 members of the public
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2025/082 WELCOME AND INTRODUCTION

Cllr Cochran opened the meeting at 19.00 and members introduced themselves.

2025/083 PUBLIC QUESTION TIME

Three members of the public inquired about the following:

- Whether the town council approves of Cllr Fawssett's decision to not attend council meetings
It was explained that there is no legal requirement to attend committee meetings, other than to attend one meeting of the council during a six-month period
- What could be done about the lack of youth provision in Credition
Members discussed the concern with the member of public, highlighting that regular real term cuts to the Devon County Council budget had led to the reduction or loss of services, including youth provision. As Chair of the Youth Sub-Committee, Cllr Backhouse highlighted that more funding would be useful but that the town council has a budget for the delivery of youth service and is immensely proud of staff in delivering youth work to Credition, attempting to offer a range of opportunities and working with other groups and organisations.

2025/084 APOLOGIES

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

2025/085 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/085.1 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.

2025/085.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/086 ORDER OF BUSINESS

There were no changes to the order of business.

2025/087 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/088 TOWN COUNCIL MINUTES

Decision: The minutes of the meeting held on 19 November 2024, were **approved** as a correct record. (Proposed by Cllr F Letch)

2025/089 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Decision: It was **resolved to ratify** the minutes of the Community Committee meeting held on 05 November 2024. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved to ratify** the minutes of the Oversight Committee meeting on 12 November 2024. (Proposed by Cllr Huxtable)

Decision: It was **resolved to ratify** the minutes of the Community Committee meeting held on Tuesday 10 September 2024. (Proposed by Cllr Huxtable)

Decision: It was **resolved to ratify** the minutes of the Community Committee meeting held on Tuesday 03 December 2024. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved to ratify** the minutes of the Oversight Committee meeting held on Tuesday 10 December 2024. (Proposed by Cllr Huxtable)

Decision: It was **resolved to ratify** the minutes of the Oversight Committee meeting held on Tuesday 17 December 2024. (Proposed by Cllr Huxtable)

2025/090 REPORTS FROM OUTSIDE BODIES

Crediton Twinning Association: Councillor Huxtable reported that the Crediton Twinning Association would hold its AGM on Monday, 17th February, incorporating a bring and share supper.

Boniface Link: Councillor Harris mentioned an upcoming talk by the Boniface Link Association on Thursday, 23rd January by Tony Gale.

DALC: Cllr Brookes-Hocking advised that a meeting of Larger Councils would take place regarding devolution.

2025/091 NEWCOMBES MEADOW PADDLING POOL

The Town Clerk provided a verbal report on the Newcombes Meadow Paddling Pool. The decision to consider financial support to Mid Devon District Council with the running costs had been delegated to three committee chairs, but detailed costings had not been provided. The Section 151 officer had indicated higher than expected costs and suggested a temporary solution, with the running costs estimated at £12,000.00. Members expressed frustration at the lack of detailed information and discussed potential resolutions, including negotiating the transfer of the asset and exploring Section 106 funds.

Decision: It was **resolved** to continue pressing for detailed costings and to explore further options.

2025/092 BUDGET AND PRECEPT 2025/26**2025/092.1 TO RECEIVE AND APPROVE THE 2025/26 BUDGET, AS RECOMMENDED BY THE OVERSIGHT COMMITTEE**

Members reviewed and considered the proposed budget for 2025/26.

Decision: It was **resolved to approve** the 2025/26 budget as recommended by the Oversight Committee. (Proposed by Cllr Cochran)

2025/092.2 TO APPROVE THE 2025/26 PRECEPT, AS RECOMMENDED BY THE OVERSIGHT COMMITTEE

Members reviewed and considered the 2025/26 precept.

Decision: It was **resolved to approve** the 2025/26 precept total of £510,750.00, an increase of 4.975% on 2024/25, as recommended by the Oversight Committee. (Proposed by Cochran)

Councillor F Letch commended the efforts of officers and committee members in preparing the budget.

2025/093 GRANT APPLICATION 2024/25

Members considered a grant application from Crediton Methodist Church requesting £200.00 from earmarked reserves for warm spaces.

Decision: It was **resolved to approve** £200.00 from the existing grant budget to Crediton Methodist Church. (Proposed by Cllr Brookes-Hocking)

2025/094 ENGLISH DEVOLUTION WHITE PAPER

Members **noted** the English Devolution White Paper. The discussion highlighted the rapid pace at which the devolution process was moving and raised concerns about the lack of engagement with town and parish councils, which are closest to the communities affected by the changes. The district councils have been negotiating with the county to determine the best outcomes for residents, but there is a feeling that more consultation with the town and parish council sector is needed.

2025/095 STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND

Decision: It was **resolved** to delegate responsibility to the Town Clerk to collate individual responses to the consultation to provide and send a corporate response. (Proposed by Cllr Brookes-Hocking)

2025/096 PALESTINIAN FLAG FLYING**2025/096.1 TO NOTE THE DECISION MADE BY MDDC REGARDING THE FLYING OF THE PALESTINIAN FLAG**

The information was **noted**.

2025/096.2 TO CONSIDER FLYING THE PALESTINIAN FLAG, FOLLOWING A REQUEST FROM A MEMBER OF THE PUBLIC, AND TO AGREE ANY FURTHER ACTION

Members considered a request from a member of the public to fly the Palestinian flag. The debate touched on the controversial nature of the issue and the potential for polarisation within the community. The decision was made to fly the United Nations flag for six weeks as a symbolic gesture to support civilians in conflict, rather than taking a political stance. The council agreed to draft a press release to accompany the flag, explaining the rationale behind the decision. The vote resulted in a majority in favour, with two councillors requesting their opposition be recorded.

Decision: It was **resolved** to fly the United Nations flag for six weeks as a symbolic gesture to support civilians in conflict. (Proposed by Cllr Backhouse, Cllrs F Letch and Huxtable voted against)

2025/097 CLIMATE AND NATURE BILL

Members considered a request from a member of the public to write to Mel Stride MP, endorsing the Climate and Nature Bill. The proposal was supported by the Community Committee and brought to the full council for ratification. The importance of the bill was **noted**. and agreed to support the request. The motion was seconded and passed with no objections, ensuring the council's endorsement of the bill.

Decision: It was **resolved** to endorse the Climate and Nature Bill and write to Mel Stride MP to express the support of the town council. (Proposed by Cllr Cochran, Cllr Perriman abstained)

2025/098 DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday, March 18, 2025.

2025/099 PART II

Decision: It was **resolved** to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, excluding the public and press. (Proposed by Cllr Cochran)

2025/100 COUNCIL OFFICES

The Town Clerk provided a verbal update.

2025/101 REPORTS PACK

Signed

Dated.....



**Minutes of the Community Committee of the Democratic Services held on
Tuesday, January 7, 2025 at 19:00 in The Bungalow, 8 North Street, EX17 2BT.**

Present:	Cllrs Liz Brookes-Hocking, Joyce Harris, Natalia Letch, Paul Perriman & Jim Cairney
Apologies:	Cllr Steve Huxtable
Absent:	Cllr Guy Cochran Cllr Giles Fawssett
In Attendance:	2 members of the public
Minute Taker:	Emma Anderson

MINUTES

123 WELCOME AND INTRODUCTION

The meeting was opened at 19:00 by the Chair, who welcomed everyone. Each member introduced themselves briefly.

124 PUBLIC QUESTION TIME

A member of the public asked questions regarding the 25/26 budget and the measures taken to limit any increase, as well as queries relating to the recently published Town Guide. Councillor Brookes-Hocking confirmed that these questions had already been received by email and responses are being collated.

125 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr S Huxtable (Illness). (Proposed by Cllr Brookes-Hocking). Cllr Fawssett's apologies were not accepted as he is on strike, which was deemed not an acceptable reason for absence.

126 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None declared.

127 CLIMATE EMERGENCY

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

128 ORDER OF BUSINESS

Decision: It was **resolved** to bring forward Item 138 to follow on from Agenda Item 128. (Proposed by Cllr Brookes-Hocking)

129 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

Member of the public left the meeting at 19.19

130 COMMUNITY COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Community Committee meeting held on 03 December 2024. (Proposed by Cllr Harris)

131 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications from Mid Devon District Council:

24/01650/HOUSE | Erection of single storey side extension | 10 Tarka Way Crediton Devon EX17 3FG

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

24/01745/HOUSE | Erection of a two storey extension to dwelling | 28 Barnfield Crediton Devon EX17 3HU

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

24/01620/FULL | Change of use of office to dwelling | Gilbert Stephens Solicitors Manor Office 6 North Street Crediton Devon EX17 2BT

Decision: It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

24/01716/HOUSE | Installation of dormer to West elevation to facilitate loft conversion | 14 Deep Lane Crediton Devon EX17 2BX

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

24/01821/ADVERT | Advertisement Consent to display 2 fascia signs, 3 booth lettering signs, 1 digital booth screen, all illuminated and a yellow golden arch (Revised Scheme) | McDonald's Restaurant Joseph Locke Way Crediton Devon EX17 3FD

Decision: It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Brookes-Hocking)

Task: Submit planning comments to Mid Devon District Council. @Emily Armitage

132 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The committee noted the planning decisions made by Mid Devon District Council.

133 CREDITON URBAN TASKFORCE [CUT!]

The committee received a verbal update from members of [CUT!]. The recent taskforce event was noted to be very successful, with participation from local residents. The next event was planned for Saturday, with the taskforce aiming to finish work on Jockey Hill.

The taskforce's efforts in clearing areas and improving safety were appreciated by the committee members.

134 DCC (TRAFFIC REGULATION) AMENDMENT ORDER

134.1 TO CONSIDER AND COMMENT ON THE PROPOSED TRAFFIC ORDER TO INTRODUCE NO WAITING AT ANY TIME ON VARIOUS ROADS IN CREDITON

Decision: Mill Street (ENV6138-257) - It was **resolved** to object for the following reasons:

- Removing the parking will increase the speed of traffic
- Resident parking is needed in this area
- The town council are not aware of any reported issues at this location

(Proposed by Cllr Brookes-Hocking)

Decision: Westwood Road (ENV6138-438B) - It was **resolved** to approve 'no waiting at any time' on the corners of the junctions but keeping these sections to the minimum required to avoid obstruction. It was further **resolved** to object to the long stretch of 'no waiting at any time' from the Tuckers Meadow junction to the Westernlea junction for the following reasons:

- Removing the parking will increase the speed of traffic
- Resident parking is needed in this area

(Proposed by Cllr Brookes-Hocking)

Decision: Westwood Road (ENV6138-438A) – It was **resolved** to object to the proposal as resident parking is needed in this area and this proposal is not in the interest of residents. (Proposed by Cllr Brookes-Hocking)

Task: Submit objections to the proposed traffic regulations for Mill Street and Westwood Road to Devon County Council. *@Emily Armitage*

134.2 TO CONSIDER AND COMMENT ON THE PROPOSED TRAFFIC ORDER TO INTRODUCE 30 MPH SPEED LIMITS ON VARIOUS ROADS IN CREDITON

The committee reviewed the proposed traffic order to introduce 30 mph speed limits on various roads in Crediton. The proposals were generally accepted, as they aligned with the development in the area. However, the committee noted that Stonewall Lane remained at 60 mph, which seemed inconsistent with the surrounding areas.

Decision: It was **resolved** to request that Stonewall Lane is included in the 30mph zone for consistency and safety. (Proposed by Cllr Brookes-Hocking)

Task: Submit comments on the 30mph speed limits to Devon County Council. *@Emily Armitage*

135 COMMUNITY RISK REGISTER

The committee reviewed and commented on Mid Devon District Council's Community Risk Register. The committee identified the risk of flooding in Crediton, noting recent events where access to Exeter was disrupted due to floods. They also highlighted the risk to property from sudden rain events within the town.

Additionally, the committee mentioned the safety and air quality concerns related to the A377, which runs through the town centre.

Decision: The Committee agreed to submit the following additional risks for consideration:

- Flooding of the A377 and the disruption to business and traffic
- Threat from sudden rain events within town
- A377 High Street affecting levels of traffic, safety and air quality

Task: Submit comments to MDDC on Community Risk Register @Emma Anderson

136 WAR MEMORIAL

The committee received an update on the request to engrave additional names on the War Memorial. It was noted that the existing stone at the base of the memorial was not suitable for engraving, and new Portland stone would need to be attached. This could potentially alter the appearance of the listed memorial. The committee decided to seek advice from the Conservation Officer before making a decision. They also considered an alternative of introducing a new plaque nearby to accommodate future names, potentially on the wall behind the War Memorial. It was agreed to gather more information and consult with the Royal British Legion before proceeding.

Decision: It was agreed to seek advice from the Conservation Officer regarding the addition of new Portland stone to the War Memorial and to gather more information and consult with the Royal British Legion before proceeding.

Task: Contact the Conservation Officer to seek advice on adding new Portland stone to the War Memorial. @Emily Armitage

Task: Consult with the Royal British Legion regarding the addition of names to the War Memorial. @Emma Anderson

137 FLORAL CREDITON

Decision: It was **resolved** to accept the proposal, at a cost of £1,804.20. (Proposed by Cllr Brookes-Hocking)

Task: Confirm order of plants and floral displays for 2025. @Emma Anderson

138 MOP MOTION REQUEST

A member of the public introduced the motion request explaining that the bill aims to create a new Climate and Nature Act to ensure that the natural world is valued and prioritised across all government decision-making. The committee members expressed their support for the motion, noting that it aligns with their policy towards addressing the climate emergency. It was proposed that the committee should support the motion and write to their MP, Mel Stride, to encourage him to support the bill as well.

Decision: It was **resolved** to make a recommendation to Full Council to endorse the request from a member of the public to support the Climate and Nature Bill and write to Mel Stride MP. (Proposed by Cllr Brookes-Hocking)

Task: Make recommendation to Full Council to support the Climate and Nature Bill and write to Mel Stride MP

139 LAND SOUTH OF BARNFIELD

Cllr Brookes-Hocking provided a brief update on the progress of the project. The first outline of the proposal and design has been received from the consultant, which aims to meet the committee's aspirations for the area. The consultant is currently preparing a final sketch based on feedback, and a meeting is scheduled later in the month to review it. The final proposals will be presented to the Community Committee when ready, with a public consultation to follow.

140 PEOPLES PARK

140.1 TO DISCUSS FUTURE TREE PLANTING AND AGREE ANY ACTIONS

Members agreed that when considering future tree planting, it would be beneficial to retain the existing tree line as there are minimal practical benefits of planting any new trees slightly set back from the original line.

The Deputy Clerk advised members that the Woodland Trust are currently offering free trees. It was agreed to contact the Woodland Trust and see if some additional lime trees could be sourced.

Task: Apply for free trees from the Woodland Trust to fill gaps in People's Park and maintain tree count. @Emma Anderson

140.2 TO RECEIVE AN UPDATE ON THE WATERING OF TWO NEWLY PLANTED TREES AND AGREE ANY ACTIONS

A quotation had been provided to water the two newly planted trees, with it costing £70 per water with a feed once per month. Members accepted the price per water however it was agreed that it was not necessary to start watering yet. It was agreed that the trees would be monitored, whilst the weather has been particularly wet, and the contractors would be contacted when the first water is required.

Task: Monitor the weather and manage the watering of the newly-planted trees flexibly, contacting the contractor when necessary. @Emma Anderson

141 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday, 04 February 2025. The meeting was closed at 20:09.

142 REPORTS

Signed

Dated.....



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.....



**Minutes of the Community Committee held on Tuesday, February 4, 2025,
at 19:00 at The Bungalow, 8 North Street, EX17 2BT.**

Present: Cllrs Liz Brookes-Hocking, Joyce Harris, Steve Huxtable, Giles Fawssett, Guy Cochran, Natalia Letch, Paul Perriman and Jim Cairney (part meeting)

In Attendance: Cllr Frank Letch (part meeting)

Minute Taker: Emma Anderson

MINUTES

143 WELCOME AND INTRODUCTION

The meeting was opened at 19:00 by the Chair, who welcomed everyone. Each member introduced themselves briefly.

144 PUBLIC QUESTION TIME

There were no members of the public present.

145 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr Cairney, as he would be late arriving. (Proposed by Cllr Brookes-Hocking)

146 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None.

147 CLIMATE EMERGENCY

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

148 ORDER OF BUSINESS

There were no changes.

149 CHAIR'S AND CLERK'S ANNOUNCEMENTS

None.

150 COMMUNITY COMMITTEE MINUTES

Cllr Cochran noted a technical issue that had prevented his attendance in January, and it was agreed that he should not be marked as absent. The minutes were then proposed as a correct record and approved.

Decision: It was **resolved** to approve the minutes of the Community Committee meeting held on 07 January 2025. (Proposed by Cllr Harris)

151 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications from Mid Devon District Council:

25/00069/CAT | Notification of intention to remove lateral branch on the eastern stem of 1 Ash tree (T2) and reduce the height of the western stem by 1.5m and the sides of its south and west aspects by 1.5m within the Conservation Area | Blagdon House Blagdon Crediton Devon EX17 1EH

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendations. (Proposed by Cllr Harris)

24/00840/FULL | Erection of a building for machinery and equipment storage | Hooper Services (South West) Ltd Crediton Devon EX17 3DH

Decision: It was **resolved** to make the following comments:

- The landscaping plan should completely screen the activities and buildings on the site, with substantial tree planting along the existing tree lines which surround the site on two sides. Good screening along the front of the site is necessary, with hedging to take carbon and trees to give height, providing a screen between the site and upper residential windows.
- Further clarification is requested as to whether water butts will be used as the plans do not include guttering/pipework. Is there a plan in place as to where the excess water will go if the water butts are full.

(Proposed by Cllr Brookes-Hocking)

25/00079/CAT | Notification of intention to fell 1 Fir Tree within the Conservation Area | 8 Courtis Gardens Crediton Devon EX17 3BQ

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendations, with a condition included to plant a replacement tree. (Proposed by Cllr Brookes-Hocking)

24/01827/FULL | Change of use of an existing building from cutting shed (industrial timber cutting saws) to cafe to include solar panels on the South West facing roof and installation of two electric car charger machines | Eakers DIY Marsh Lane Lords Meadow Industrial Estate Crediton Devon EX17 1ES

Decision: It was **resolved** to recommend NO OBJECTION and note that the Town Council welcomes the addition of solar panels on a commercial building. (Proposed by Cllr Brookes-Hocking)

25/00114/CAT | Notification of intention to fell 1 Beech and 1 Bay tree in a Conservation Area | The Beeches Old Tiverton Road Crediton Devon EX17 1EF

Decision: It was **resolved** to recommend NO OBJECTION, subject to the Tree Officer's recommendations, with a condition included to plant replacement trees. (Proposed by Cllr Huxtable)

Task: Submit planning comments to Mid Devon District Council. @Emily Armitage

152 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The committee noted the planning decisions made by Mid Devon District Council.

153 DCC (TRAFFIC REGULATION) AMENDMENT ORDER

The committee agreed to support the proposal, with a suggestion to include additional restrictions that would prevent any stopping/unloading, to ensure vehicles cannot park next to the pedestrian crossing.

Decision: It was **resolved** to support the proposed traffic order to introduce No Waiting At Any Time on a specified length of Jockey Hill, whilst also recommending the implementation of additional restrictions that would prevent any stopping/unloading. (Proposed by Cllr Cochran)

Task: Submit comments to Devon County Council. @Emily Armitage

154 CREDITON URBAN TASKFORCE [CUT!]

The next action day was scheduled for Saturday, 8th February, and the plan was to work on Union Terrace. The committee expressed gratitude to the volunteers for their efforts.

155 BARNFIELD ALLOTMENTS

The committee reviewed a report on a water leak at the Barnfield allotment site. Two plumbers had inspected the site, but the leak remained unresolved. Cllr Perriman suggested using water dowsing to identify the leak. It was agreed to investigate this and report back at the next meeting.

Task: Investigate the use of water dowsing to detect the water leak at Barnfield Allotments. @Emily Armitage

156 GRASS VERGE CUTTING CONTRACT

The committee reviewed the quotations for the grass verge cutting contract for 2025-2026. The committee agreed to review the funding arrangement with Devon County Council towards cutting the verges.

Decision: It was **resolved** to instruct Contractor A for the grass verge cutting contract for 2025-2026. (Proposed by Cllr Cochran)

Task: Award the grass verge cutting contract to Contractor A. @Emma Anderson

Task: Investigate funding for grass verge cutting and discuss with Devon County Council @Steve Huxtable, Emma Anderson

157 FLORAL WATERING CONTRACT

Cllrs Cairney & F Letch entered the meeting at 19.52

Decision: It was **resolved** to instruct Contractor A for the watering of floral displays in 2025. (Proposed by Cllr Cochran)

Task: Award the grass verge cutting contract to Contractor A. @Emma Anderson

158 BONIFACE TRAIL

Councillor Brookes-Hocking provided an update on the Boniface Trail. A meeting is scheduled to take place with Devon County Council to review the consultation results. A further update was anticipated for the March meeting.

159 PEOPLES PARK**159.1 TO DISCUSS FUTURE TREE PLANTING IN PEOPLES PARK AND AGREE A COURSE OF ACTION (CLLR FAWSETT)**

Cllr Fawssett led the discussion on future tree planting in Peoples Park highlighting the importance of planting new trees, particularly as he and Peter Please (volunteer co-ordinator for the Peoples Park wildlife area) had obtained several for free. The committee supported the planting of trees in Peoples Park and requested that Cllr Fawssett liaise with the Deputy Clerk prior to planting and report back at future meetings to update members.

Decision: The committee supported Cllr Fawssett planting additional trees in Peoples Park free of charge, with the support of local experts and members of the community.

159.2 TO DISCUSS INSTALLING A CLAY TOTEM POLE AND TILE MURAL CREATED BY CREDITON YOUTH SERVICE IN PEOPLES PARK AND AGREE A COURSE OF ACTION

The Deputy Clerk advised that a clay totem pole and tile mural had been created by Crediton Youth Service as part of the Summer Arts Festival with Crediton Arts Centre & The Heart Project. The installation is still in the early planning stage, but Crediton Youth Service would like to obtain permission from the Committee to install the totem pole and tile mural in Peoples Park, near the Scout Memorial Garden. The committee expressed support for the project, recognising its potential to enhance the park and engage the community. The next stage involves investigating requirements surrounding planning permission for public art installation.

Decision: The committee approved the installation of the clay totem pole and tile mural in Peoples Park

Task: Investigate planning permission required for the installation of the clay totem pole and tile mural. @Emma Anderson

160 WAR MEMORIAL

The Deputy Clerk advised that a response was still awaited from Mid Devon District Council regarding Listed Building Consent and whether securing a new piece of stone to the memorial would be permitted. A further update would be provided at the next meeting.

Task: Continue investigations into engraving additional names on the War Memorial. @Emma Anderson

161 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday, 4 March 2025.

162 PART II

Decision: It was **resolved** to move into Part II of the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, excluding the public and press due to the likely disclosure of sensitive and confidential information. (Proposed by Cllr Harris)

163 LAND SOUTH OF BARNFIELD

The committee reviewed the proposal documents with no further amendments at this stage. The next steps were discussed which involve a public consultation as well as engaging with the District and County Council.

The meeting closed at 20.30.

164 REPORTS PACK

Signed

Dated.....



Minutes of the Oversight of the Democratic Services held on Tuesday, February 11, 2025 at 19:00, in The Bungalow, 8 North Street, North Street, Credition, EX17 2BT

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

MINUTES

168 WELCOME AND INTRODUCTION

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

169 PUBLIC QUESTION TIME

Two members of the public inquired about the following:

- Whether action had been taken regarding a conflict of interest related to funding, which they had previously raised. The Town Clerk acknowledged receiving the email but had not responded
- If council meetings would continue to be held at the Boniface Centre concurrently with bell-ringing practice, to which the Chair responded that they would provide a response via email
- The Credition Heart Project grant, which would be addressed later in the meeting

170 APOLOGIES

Decision: The apologies of Cllr Cairney (work commitments), N Letch (illness) and Brookes-Hocking (holiday) were **noted**.

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

There were no declarations of interest.

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

There were no dispensation requests.

172 CLIMATE EMERGENCY

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

173 ORDER OF BUSINESS

There were no changes to the order of business.

174 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

175 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Decision: The minutes from the Oversight Committee meeting held on Tuesday, 14 January 2025, were approved as a correct record, noting that an IT error had named the previous title of the committee (Proposed by Cllr Backhouse)

176 FINANCE**176.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JANUARY 2025 AND 31 JANUARY 2025**

Decision: The transactions between 01 January 2025 and 31 January 2025 were **approved**. (Proposed by Cllr Harris)

176.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 JANUARY 2025

Decision: The bank reconciliation to 31 January 2025 was **approved**. (Proposed by Cllr Harris)

176.3 TO NOTE BANK ACCOUNT BALANCES TO 31 JANUARY 2025

The bank account balances as of 31 January 2025 were **noted**.

176.4 TO NOTE THE YEAR TO DATE REPORT

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

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**

Consideration was given to the recommendations made by the Grants Sub-Committee regarding large grants allocations, totalling just over £34,500. Discussions included the need to address admin costs, wages, and salaries at the Full Council meeting.

Decision: It was **resolved to approve** the recommendation to forward the large grants allocations, totalling just over £34,500, to the Full Council for final approval. (Proposed by Cllr Harris)

177.2 TO NOTE ALLOCATION OF SMALL GRANTS

The allocation of small grants, totalling £5,700.00 were **noted**. These grants were determined based on predefined criteria to support local initiatives and projects that benefit the community.

177.3 TO CONSIDER THE GRANT APPLICATION FROM CREDITON HEART PROJECT, FOR APPROVAL BY FULL COUNCIL

The Council considered the grant application from the Crediton Heart Project. Members raised questions about the group's activities, financial status, and the legal definition of a 'natural person' in their constitution. After evaluating the merits of the application and its potential impact on the community, the Council decided to recommend a grant of £2,000.00 to the Crediton Heart Project, considering they had already received £1,000.00 for their website.

Decision: It was **resolved** to recommend a grant of £2,000.00 to the Crediton Heart Project for approval by the Full Council. (Proposed by Cllr Huxtable)

178 REVIEW AND ADOPTION OF POLICIES

Decision: It was **resolved** to adopt the Menopause Policy. (Proposed by Cllr Backhouse)

179 CHRISTMAS LIGHT INFRASTRUCTURE

The Town Clerk presented a report on the Christmas light infrastructure, highlighting issues with the current brackets and the need for additional equipment should an alternative Christmas lighting proposal be considered. The Council discussed the implications, including potential costs and the need for further investigation. It was proposed to visit other towns for ideas and to avoid hasty decisions.

Decision: It was **agreed** to continue investigating additional cross street lighting and to explore alternative.

180 ANNUAL TOWN MEETING

Members discussed the date and arrangements for the Annual Town Meeting. Consideration was given to holding it on Saturday 22 March 2025, to incorporate consultations on current projects and land use south of Barnfield. Despite recognising that this would not align with 1972 legislation, the Council noted that previous Saturday meetings had been well attended.

Decision: It was **agreed** to combine the Annual Town Meeting with the land use meeting on Saturday 22 March 2025.

181 DATE OF NEXT MEETING

The next meeting was noted to be scheduled for Tuesday, 11 March 2025.

182 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)

183 COUNCIL OFFICES

The Town Clerk provided a verbal update on the Council Offices.

184 UNION ROAD TOILET BUILDING

The proposals were discussed.

Decision: It was **resolved** to make on request to be included in the proposal. (Proposed by Cllr Cochran)

185 REPORTS PACK

Signed

Dated.....



Grants 2025/26

Report by: Town Clerk
To: Oversight Committee
Date: For approval on 18 March 2025

1. Purpose

- 1.1 This report provides:
- Proposals to ratify the awarding of large grants, as recommended by the Oversight Committee.

2. Background

- 2.1 Cllr Huxtable and the Town Clerk reviewed the Small Grants applications on 05/02/2025, in line with the Community Grants Policy.
- 2.2 The Grants Sub-Committee and the Oversight Committee have scrutinised all grant applications, declining one application on the basis that it was made by a business and did not fulfil the criteria of the policy.
- 2.3 Two additional grants are under review by the Grants Sub-Committee and the Oversight Committee.

3. Proposals – to note

- 3.1 To ratify the proposed grant payments as defined in GREEN in the table (Annexe A).
- 3.2 To delegate decision making of the grant payments as defined in YELLOW in the below table (Annexe A) to the Oversight Committee, negating a requirement to hold an additional Full Council meeting.
- 3.3 To note the grant payments as defined in BLUE (Annexe A), already approved by the Town Clerk and Cllr Huxtable.

4. Financial Implications

- 4.1 The total grants budget for 2025/26 was set at £50,000.00 by Full Council (minute reference 2025/092.1).

5. Climate Implications

- 5.1 There are no climate implications.

6. Conclusion

- 6.1 Members are requested to ratify the grant awards, following robust and transparent review by the Oversight Committee.

Organisation	Amount applied for	Decision
Crediton Talking News	£350.00	approved in line with policy
Crediton Lions Club	£550.00	approved in line with policy
St Boniface Concert Society	£600.00	approved in line with policy
Involve	£480.00	approved in line with policy
CAC Busk It!	£700.00	approved in line with policy
Crediton Town Band	£700.00	approved in line with policy
North Creedy Choral Society	£700.00	approved in line with policy
CODS	£700.00	approved in line with policy
Crediton Bowling Club	£700.00	approved in line with policy
Crediton BAPS	£700.00	approved in line with policy
Total small grants	£6,180.00	
CISCO	£864.00	agreed subject to FC
Crediton Arts Centre - running costs	£1,000.00	agreed subject to FC
Crediton Heart Project - web	£1,000.00	agreed subject to FC
Crediton Youth Theatre	£1,000.00	agreed subject to FC
CAHMS	£1,500.00	agreed subject to FC
Journey Counselling Service	£1,500.00	agreed subject to FC
Sustainable Crediton	£1,600.00	agreed subject to FC
Crediton RFC	£1,700.00	agreed subject to FC
Crediton Youth Football Club	£1,800.00	agreed subject to FC
The Bookery	£1,925.00	agreed subject to FC
Crediton Heart Project -summer fest	£2,000.00	agreed subject to FC
The Turning Tides Project	£2,000.00	agreed subject to FC
Involve	£2,520.00	agreed subject to FC
Folklore Library	£3,000.00	agreed subject to FC
CAB	£3,000.00	agreed subject to FC
CHAT	£3,000.00	agreed subject to FC
Crediton Youth Orchestra	£3,000.00	agreed subject to FC
Mid Devon Mobility	£3,000.00	agreed subject to FC
Significant Seams	£3,000.00	further consideration by Oversight
Welcoming Refugees in Crediton	£3,000.00	further consideration by Oversight
Total approved large grants	£35,409.00	
Total earmarked large grants	£41,409.00	
Budget	£50,000.00	
Remaining in 2025-26	£8,411.00	



CREDITON TOWN COUNCIL

Earmarked Reserves additions report

Report by: Town Clerk
To: Full Council
Date: For consideration on 18 March 2025

Recommendation

To consider the proposal to increase Earmarked Reserves from the General Reserves prior to 31 March 2025.

1. Purpose

1.1 This report provides a recommendation from the Oversight Committee to review, and where appropriate suggest increases to Earmarked Reserves.

2. Background

- 2.1 Earmarked Reserves are used to ringfence funds within the town council's budgets for specific projects.
- 2.2 Appropriate levels of General Reserves should be held (between three and twelve months' running costs) in line with best practice guidance¹.
- 2.3 Earmarked Reserves should appropriately increase or decrease following spend, in line with CTC's strategic priorities.
- 2.4 Following a full review of EMRs and the projected underspend budget, the below proposal earmarks additional funds to be held by CTC to ensure the appropriateness of reserves held generally and allocations of annual budgets.
- 2.5 It is anticipated that an additional £132330.99 requires allocation prior to 31 March 2025.

3. Proposals

3.1 To approve that the following additions to Earmarked Reserves:

Earmarked Reserve	Proposed increase	Additional information
Elections	£ 10,000.00	
Premises	£ 8,000.00	
CCTV	£ 10,000.00	
Boniface Statue	£ 7,500.00	
War Memorial	£ 7,000.00	
Band Stand	£ 10,000.00	
Allotments	£ 9,000.00	
Council Building Fund	£ 35,000.00	
OLS	£ 6,000.00	
St Boniface/Devon Day	£ 5,500.00	
Grants	£ 843.30	Underspend in 2024/25
Allotments	£ 1,777.00	Underspend in 2024/25
Youth	£ 5,000.00	PCC Community Grant likely to be received by 31/3/25
	£ 1,407.00	Underspend in 2024/25
	£ 1,586.25	Subs received in 2024/25
	£ 547.40	Remaining from grants received in 2024/25
Total	£ 119,160.95	

¹ The Joint Panel on Accountability and Governance (JPAG)

3.2 To approve that up to £956 be spent from the above £1,777.00 underspend to fund the water leak at Barnfield Allotments.

3.3 To approve the creation of the following new EMR codes and additions:

Earmarked Reserve	Proposed amount	Additional information
Telephone Box	£ 2,500.00	
Food Festival	£ 2,500.00	
	£ 588.04	
VE Day	£ 4,500.00	
VJ Day	£ 2,500.00	
Love Your Town Centre grant	£ 582.00	High Street overhead signs
Total	£ 13,170.04	

3.4 To approve the transfer of £120,000.00 to the CCLA account.

4. Financial Implications

4.1. There are no additional financial implications.

4.2. The total proposed transfers to existing and new Earmarked reserves are:

Additions: £119,160.95

New: £13,710.04

TOTAL: £132,330.99

5. Climate Implications

5.1 There are no climate implications.

6. Conclusion

6.1 As an authority responsible for taxpayers' money, regular reviews of reserves is an important part of budget setting alongside an analysis of spend.



STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2025

SCOPE OF RESPONSIBILITY

Credition Town Council (CTC) is a local authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, CTC is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CTC's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place for the year ending 31 March 2025 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Governance and Accountability for Local Councils Practitioners' Guide (England).

THE INTERNAL CONTROL ENVIRONMENT

The Council

CTC has appointed a Chair, who is also the Mayor, who is responsible for the smooth running of meetings. For the year ending 31 March 2025 this was Councillor Guy Cochran.

CTC reviews its obligations and objectives and approved a budget for the financial year 2025/26 at its meeting held on Tuesday 16 January 2024 (minute number 2024/012.1). This meeting also approved the level of precept for the financial year 2024/25 at its meeting held on Tuesday 16 January 2024 (minute number 2024/012.3).

CTC and its committees monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings are circulated to all members of CTC and are published on its website: www.crediton.gov.uk.

Full Council meets on a bi-monthly basis and receives the minutes of all committees and ratifies the decisions therein. CTC also monitors progress by receiving relevant reports from its committees, members and the Town Clerk & Responsible Financial Officer.

No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget, unless a virement has been approved by full council. The Town Clerk may incur expenditure on behalf of the council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000.00 as per CTC's adopted Financial Regulations. The Town Clerk shall report the action to the appropriate Committee or Council as soon as practicable thereafter.

CTC has appointed specific members to review its internal controls, systems and procedures by way of random internal control checks conducted on a monthly basis.

Town Clerk / Responsible Financial Officer

CTC has appointed a Town Clerk who acts as the council's advisor and administrator. The Town Clerk is also the council's Responsible Financial Officer and is responsible for administering its finances. The Town Clerk is responsible for advising on the day to day compliance with laws and regulations that CTC is subject to and for managing risks. The Town Clerk also provides advise to ensure that its procedures, control systems and policies are adhered to.

Payments

All expenditure must be authorised by CTC or by a committee having delegated authority, or by the Town Clerk after consultation with the appropriate Chair. The list of orders is available for inspection by any member of the council on demand.

All payments and receipts are entered onto the Rialtas Omega Accounting System.

All payments and receipts are reported to CTC. A copy of all receipts and payments are provided within the minute pack of the relevant meeting when they are approved, together with the bank reconciliation and year to date budget sheet. Two members of the council must sign off every order for payment. The signatories check each order for payment against the relevant invoice. Payments are either made by BACS or by cheque.

CTC also checks the bank reconciliation against the bank account and the year to date budget sheet at a relevant committee meeting on a monthly basis.

Income

All income is received and banked in CTC'S name in a timely manner and reported to the relevant committee.

A copy of all payments and receipts are also separately published on CTC's website: www.crediton.gov.uk.

Contracts

Procedures as to contracts are laid down in CTC's Standing Orders and Financial Regulations, and oversee all contract procedures.

Risk Assessments / Risk Management

CTC carries out regular risk assessments to record risks and related health and safety, employment and insurance issues. The Town Clerk will report on risk assessments for consideration and action.

Internal Audit

The Council appointed IAC Audit and Consultancy Ltd as its independent internal auditor for 2024/25 who has reported on the adequacy of its records, procedures, systems, internal control and risk management.

External Audit

The Council's appointed external auditor for 2024/26 is PKF Littlejohn LLP. Following completion of external audit the annual Certificate of Audit is provided, which is presented to Full Council. The notice of conclusion of audit & annual return is also published on CTC's website.

REVIEW OF EFFECTIVENESS

CTC has responsibility for conducting an annual review of the effectiveness of its systems of internal control. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Town Clerk/Responsible Financial Officer
- The work of officers reporting to the Town Clerk/Responsible Financial Officer
- The work of the Independent Internal Auditor
- The External Auditors in their annual review
- Those elected members with designated responsibility within this area.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

We are satisfied on all accounts that our arrangements are effective and meet expected standards. CTC approved the Statement of Internal Control on 18 March 2025.

(Chair)

Date

(Town Clerk & Responsible Financial Officer)

Date



CREDITON TOWN COUNCIL

FINANCIAL REGULATIONS

First adopted:

Last amended: June 2024 minute no. 2024/035

Review date: May 2025

CREDITON TOWN COUNCIL FINANCIAL REGULATIONS

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1. General

- 1.1. These Financial Regulations govern the financial management of the Crediton Town Council (CTC) and may only be amended or varied by resolution of full council. They are one of CTC's governing documents and shall be observed in conjunction with the adopted Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by CTC, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation CTC cannot change.
 - 'Shall' refers to a non-statutory instruction by CTC to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by CTC . The Town Clerk has been appointed as RFO and these regulations apply accordingly. CTC has appointed the Town Clerk and where RFO is referred to, this indicates the Town Clerk. Both titles are referred to within this document. The RFO;
 - acts under the policy direction of CTC;
 - administers CTC's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of CTC its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of CTC resources; and
 - produces financial management information as required by CTC.
- 1.6. **CTC must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, CTC shall:

- Delegate responsibility of determining and regularly reviewing the bank mandate for all CTC bank accounts to the Oversight Committee;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **CTC must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Town Clerk shall prepare, for approval by the Oversight Committee, a risk management policy covering all activities of CTC. This policy and consequential risk management arrangements shall be reviewed by the Oversight Committee at least annually.

2.3. When considering any new activity, the Town Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by CTC.

2.4. **At least once a year, CTC must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed**
- **ensure the prompt, accurate recording of financial transactions**
- **prevent and detect inaccuracy or fraud**
- **allow the reconstitution of any lost records**
- **identify the duties of officers dealing with transactions**
- **ensure division of responsibilities.**

2.6. At least quarterly, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all bank accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Oversight Committee.

- 2.7. Regular back-up copies shall be made of the records on any CTC-owned computer and stored in the cloud. CTC shall put measures in place to ensure that the ability to access any CTC owned computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of CTC shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain CTC's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by CTC and the matters to which they relate;**
 - **a record of the assets and liabilities of CTC.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to CTC, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **CTC must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of CTC must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by CTC, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by CTC and shall carry out their work to evaluate the effectiveness of the adopted risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. CTC shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to CTC in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of CTC.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for CTC;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any CTC employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, CTC must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by CTC at least annually the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Oversight Committee. The Oversight Committee will be informed of any salary implications before they consider draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of CTC.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Oversight Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Oversight Committee and a recommendation made to CTC.

- 4.7. Having considered the proposed budget and four-year forecast, CTC shall determine its council tax requirement by setting a budget. CTC shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget. The deadline is set by Mid Devon District Council.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Oversight Committee, or CTC whichever meeting date fall sooner.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes, if not using the General Power of Competence.
- 5.3. Every contract shall comply with CTC Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, CTC shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
 - i. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1;
 - ii. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts;

iii. For contracts greater than £5,000 excluding VAT the Town Clerk shall seek at least 3 fixed price quotes;

iv. where the value is between £500 and £5,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

vi. For smaller purchases, the Town Clerk shall seek to achieve value for money.

vii. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.6. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.7. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Oversight Committee. Avoidance of competition is not a valid reason.

5.8. CTC shall not be obliged to accept the lowest or any tender, quote or estimate.

5.9. Individual purchases within an agreed budget for that type of expenditure may be authorised, in line with adopted Scheme of Delegation and the amounts below by:

- the Town Clerk, for any items up to £2,000 excluding VAT
- the Town Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items up to £3,000 excluding VAT.
- a duly delegated committee of CTC for all items of expenditure within their delegated budgets for items up to £10,000 excluding VAT.
- in respect of grants, the Oversight Committee within any limits set by CTC and in accordance with the adopted Grants policy.
- CTC for all items over £10,000.

Such authorisation must be supported by a minute (in the case of CTC or committee decisions) or other auditable evidence trail.

5.10. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement, or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town

Clerk shall report such action to the Chair as soon as possible and to CTC or Oversight Committee as soon as practicable thereafter.

- 5.11. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of CTC or make any contract on behalf of CTC.
- 5.12. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the CTC, except in an emergency.
- 5.13. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless CTC is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.14. Written communication shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.15. Any ordering system can be misused and access to them shall be controlled by the Town Clerk.

6. Banking and payments

- 6.1. CTC's banking arrangements, including the bank mandate, shall be recommended by the RFO and authorised by CTC; banking arrangements shall not be delegated to a committee. CTC has resolved to bank with the Cooperative Bank for day-to-day banking. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. CTC must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. CTC will use a bank that requires a separate inputter and dual authorisers.. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave CTC's bank account.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Town Clerk
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, or in extreme circumstances, by cheque, in accordance with a resolution of CTC, delegated committee or a delegated decision by the Town Clerk, unless CTC resolves to use a different payment method.
- 6.6. For information only - a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which

the Oversight Committee} may authorise in advance for the year, will be provided in April each year. The schedule may not include payment amounts, which can be subject to change.

- 6.7. Regular payments shall be reported to the next appropriate meeting of the Oversight Committee for information only.
- 6.8. The Town Clerk shall have delegated authority to authorise payments only in line with the adopted Scheme of Delegation and Financial Regulation 5.15.
 - i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Oversight Committee or CTC, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
 - ii. Fund transfers within CTC's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Oversight Committee or CTC.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, of the Oversight Committee. The Oversight Committee shall review the schedule for compliance and, having satisfied itself, shall note payments. A detailed list of all payments made shall form part of the agenda pack for the relevant meeting

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The bank mandate agreed by CTC shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. An officer may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view CTC's Cooperative bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to CTC or its banking under any circumstances.
- 7.4. A member of staff shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to at least two authorised signatories for their approval to pay.
- 7.5. Authorised users shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which users approved the payment online in the form of an online audit trail which will be saved on a CTC-owned computer.

- 7.7. A full list of all payments made in a month shall be provided to the next Oversight Committee meeting and included in the meeting pack.
- 7.8. With the approval of the Oversight Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, non-domestic rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed and approved online by two authorised signatories or approvers as appropriate. The approval of the use of each variable direct debit shall be reviewed by Oversight Committee at least every two years.
- 7.9. Payment may be made by BACS or CHAPS provided that each payment is approved online by two approvers and evidence is retained and any payments are reported to the Oversight Committee at their next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Oversight Committee or CTC at least every two years.
- 7.10. If thought appropriate by the Oversight Committee, regular payments of fixed sums may be made by standing order, provided that the instructions are signed by two authorised signatories, evidence of this is retained and any payments are reported to the Oversight Committee when made. The approval of the use of a standing order shall be reviewed by the Oversight Committee at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two approvers. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for CTC's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for CTC banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by CTC or the Oversight Committee in writing before any order is placed.

- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Oversight Committee. Transactions and purchases made will be reported to the Oversight Committee and authority for topping-up shall be at the discretion of the Oversight Committee.
- 9.3. Any corporate credit card or trade card account opened by CTC will be specifically restricted to use by the Town Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £50 including VAT, incurred in accordance with CTC policy and budgets.

10. Petty Cash

- 10.1. Whilst CTC does not hold petty cash, Crediton Youth Service receives cash for subscriptions and provision of a tuck shop.
 - a) No payments are made from cash held.
 - b) All cash is banked promptly and clearly defined for accounting purposes.Failure to comply with any aspect of section 10 (Petty Cash) may result in disciplinary action.

11. Payment of salaries and allowances

- 11.1. **As an employer, CTC must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Oversight Committee or CTC where required. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Oversight Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account, with the total of such payments each calendar month reported in the financial management system. Payroll reports will be reviewed by the Oversight Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Oversight Committee, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the Oversight Committee must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by CTC and recorded in the minutes. All borrowing shall be in the name of CTC, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by CTC, following a written report on the value for money of the proposed transaction.
- 12.3. CTC shall approve an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Oversight Committee annually.
- 12.4. All investment of money under the control of CTC shall be in the name of CTC.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to CTC shall be the responsibility of and under the supervision of the RFO.
- 13.2. CTC will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to CTC.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Oversight Committee by the Town Clerk and shall be written off in the year. CTC's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of CTC shall be deposited intact with the Cooperative Bank, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of CTC.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where any cash is received by CTC other than in accordance with Section 10 (Petty Cash), the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with CTC being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Town Clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by CTC, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the above Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets and reported to the relevant committee.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of CTC, together with any other consents required by law. In each case a written report shall be provided to CTC in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of CTC, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to CTC with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by CTC and the property and risks covered, reviewing these annually before the renewal date in conjunction with CTC's review of risk management.
- 17.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of CTC shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by CTC, or the Oversight Committee.

18. Suspension and revision of Financial Regulations

- 18.1. CTC shall review these Financial Regulations annually and following any staffing change. The Town Clerk shall monitor changes in legislation or proper practices and advise CTC or Oversight Committee of any need to amend these Financial Regulations.
- 18.2. CTC or the Oversight Committee may, by resolution duly notified prior to the relevant meeting of CTC or Oversight Committee as appropriate, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit CTC to act unlawfully.
- 18.3. CTC or the Oversight Committee council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post unless an electronic tendering process has been agreed by CTC.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of CTC.
- 4) Where an electronic tendering process is used, CTC shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 and shall refer to the terms of the Bribery Act 2010.
- 6) Where CTC, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and CTC requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Credition Town Council

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Credition

Devon

EX17 2BT

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STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2024

SCOPE OF RESPONSIBILITY

Credition Town Council (CTC) is a local authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, CTC is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CTC's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place for the year ending 31 March 2024 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Governance and Accountability for Local Councils Practitioners' Guide (England).

THE INTERNAL CONTROL ENVIRONMENT

The Council

CTC has appointed a Chair, who is also the Mayor, who is responsible for the smooth running of meetings. For the year ending 31 March 2024 this was Councillor Liz Brookes-Hocking.

CTC reviews its obligations and objectives and approved a budget for the financial year 2024/25 at its meeting held on Tuesday 24 January 2023 (minute number 2301/097) and ratified on Tuesday 31 January 2023 (minutes number 2301/108). This meeting also approved the level of precept for the financial year 2024/25 at its meeting held on Tuesday 24 January 2023 (minute number 2301/097) and ratified on Tuesday 31 January 2023 (minutes number 2301/108).

CTC and its committees monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings are circulated to all members of CTC and are published on its website: www.crediton.gov.uk.

Full Council meets on a bi-monthly basis and receives the minutes of all committees and ratifies the decisions therein. CTC also monitors progress by receiving relevant reports from its committees, members and the Town Clerk & Responsible Financial Officer.

No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget, unless a virement has been approved by full council. The Town Clerk may incur expenditure on behalf of the council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000.00 as per CTC's adopted Financial Regulations. The Town Clerk shall report the action to the appropriate Committee or Council as soon as practicable thereafter.

CTC has appointed specific members to review its internal controls, systems and procedures by way of random internal control checks conducted on a monthly basis.

Town Clerk / Responsible Financial Officer

CTC has appointed a Town Clerk who acts as the council's advisor and administrator. The Town Clerk is also the council's Responsible Financial Officer and is responsible for administering its finances. The Town Clerk is responsible for advising on the day to day compliance with laws and regulations that CTC is subject to and for managing risks. The Town Clerk also provides advise to ensure that its procedures, control systems and policies are adhered to.

Payments

All expenditure must be authorised by CTC or by a committee having delegated authority, or by the Town Clerk after consultation with the appropriate Chair. The list of orders is available for inspection by any member of the council on demand.

All payments and receipts are entered onto the Rialtas Omega Accounting System.

All payments and receipts are reported to CTC. A copy of all receipts and payments are provided within the minute pack of the relevant meeting when they are approved, together with the bank reconciliation and year to date budget sheet. Two members of the council must sign off every order for payment. The signatories check each order for payment against the relevant invoice. Payments are either made by BACS or by cheque.

CTC also checks the bank reconciliation against the bank account and the year to date budget sheet at a relevant committee meeting on a monthly basis.

Income

All income is received and banked in CTC'S name in a timely manner and reported to the relevant committee.

A copy of all payments and receipts are also separately published on CTC's website: www.crediton.gov.uk.

Contracts

Procedures as to contracts are laid down in CTC's Standing Orders and Financial Regulations, and oversee all contract procedures.

Risk Assessments / Risk Management

CTC carries out regular risk assessments to record risks and related health and safety, employment and insurance issues. The Town Clerk will report on risk assessments for consideration and action.

Internal Audit

The Council appointed Auditing Solutions Ltd as its independent internal auditor for 2023/24 who has reported on the adequacy of its records, procedures, systems, internal control and risk management.

External Audit

The Council's appointed external auditor for 2023/24 is PKF Littlejohn LLP. Following completion of external audit the annual Certificate of Audit is provided, which is presented to Full Council. The notice of conclusion of audit & annual return is also published on CTC's website.

REVIEW OF EFFECTIVENESS

CTC has responsibility for conducting an annual review of the effectiveness of its systems of internal control. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Town Clerk/Responsible Financial Officer
- The work of officers reporting to the Town Clerk/Responsible Financial Officer
- The work of the Independent Internal Auditor
- The External Auditors in their annual review
- Those elected members with designated responsibility within this area.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

We are satisfied on all accounts that our arrangements are effective and meet expected standards. CTC approved the Statement of Internal Control on 18 March 2025.

(Chair)

Date

(Town Clerk & Responsible Financial Officer)

Date



Members Allowance Policy

Introduction

This policy outlines the occasions on which payments may be made to members.

Background

Elected members of Credition Town Council (CTC) may receive an allowance in recognition of the time, work and costs involved in representing the people of Credition. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, members must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Members who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted members are not eligible to receive this allowance.

It is by resolution of CTC that it adopts the rates set by Mid Devon District Council.

Member Allowances

Members can claim a paid Basic Allowance each year. This relates to the work they do as local members attending local and community meetings. The levels of allowance paid are agreed by Mid Devon District Council in accordance with national legislation.

Members who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Members will be required to declare their allowance to HMRC through the Town Council PAYE system.

Member Expenses

Members can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason.

Member Training and Travel

All members (included co-opted) can reclaim the cost of any approved training and the associated travel costs (outside of the Parish) at the agreed rate per mile or fares paid. The training/event must be agreed in advance for claims to be payable and any associated receipts provided.

Claim forms are available from the Administrative Officer.

Rates set by Mid Devon District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	2%	*£124.80

**Calculated on a District Basic Allowance for 2025/26 of £6240.00p.a.*

Allowance for Chair / Mayor

The Mayoral Allowance is set at £600.00 for the financial year 2025/26. Please see the Mayoral Budget Policy for details¹.

Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

¹ For approval by the Oversight Committee in April 2025

An aerial photograph of a city, likely London, showing a river (the River Thames) and a bridge (the London Bridge). The city is densely packed with buildings, including a prominent white cylindrical building on the right. The sky is hazy, and the overall scene is captured from a high angle.

-pulse

Crediton: Proposed Hub Locations

February 2025

Who are we?

Urban Innovation Company (UIC) is an SME developer of smart technology. The Founder and Chief Executive is Patrick Fisher.

Our vision is to be the leaders of this space, providing real public and community benefits in the areas we operate. UIC launched the Pulse Smart Hub in 2019.

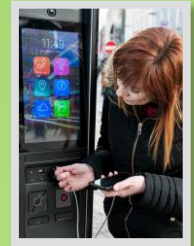
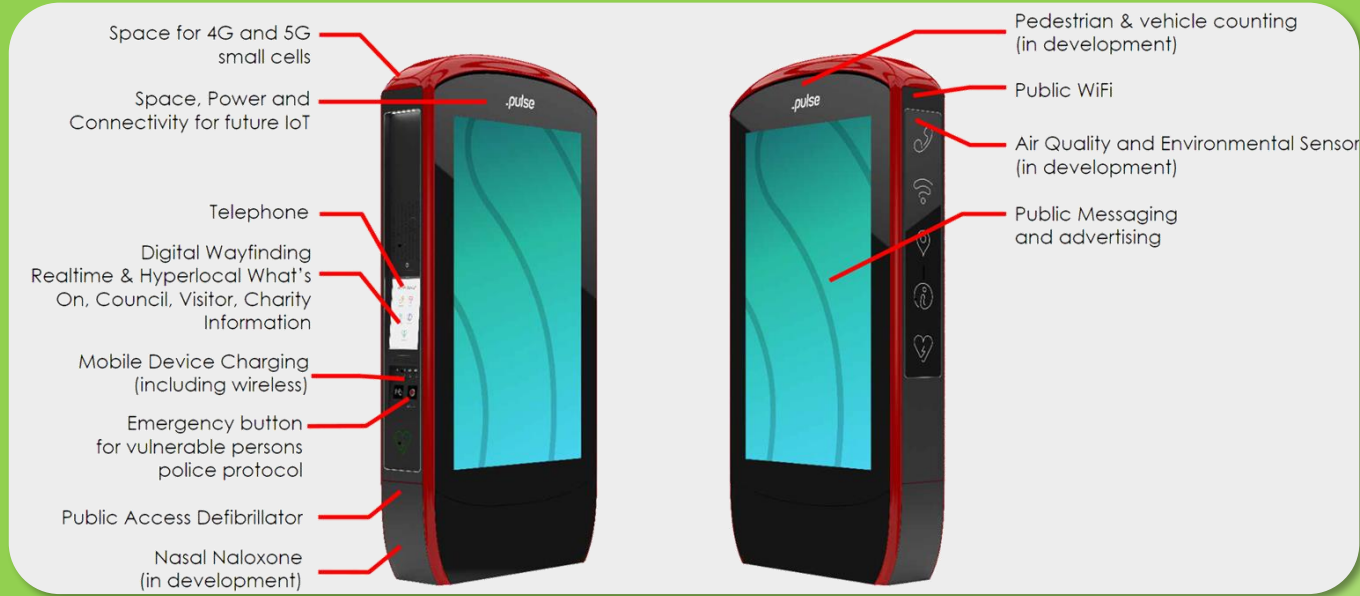
Since its inception, Pulse has worked closely alongside a number of key stakeholders including BIDs, the Police, Centre Management, Charities and Tourism Boards to successfully develop, operate and maintain a network of Smart Hubs across Belfast.

Pulse have established partnerships with advertising companies. The revenue generated from the advertising allows us to deliver all of Pulse's features and benefits free of charge to local communities.

We're now rolling Pulse out across England and prioritising the West Country for the first installations.



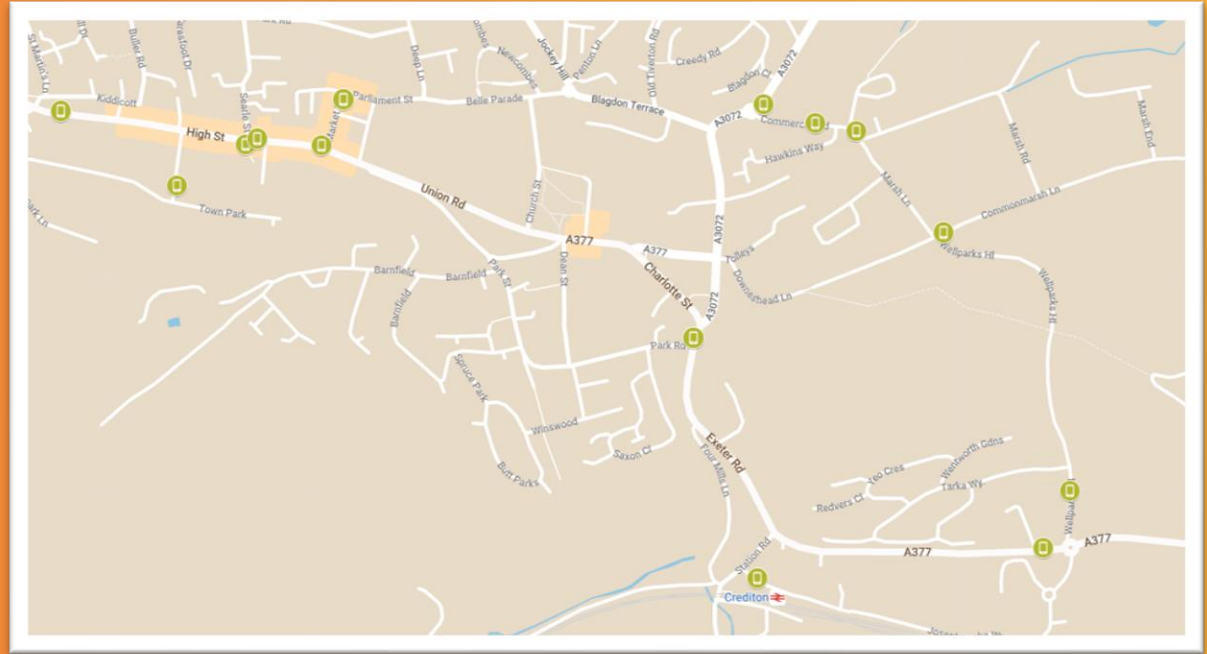
Features



Sites Overview

We have selected 14 locations for the Hubs across Crediton. These are as follows:

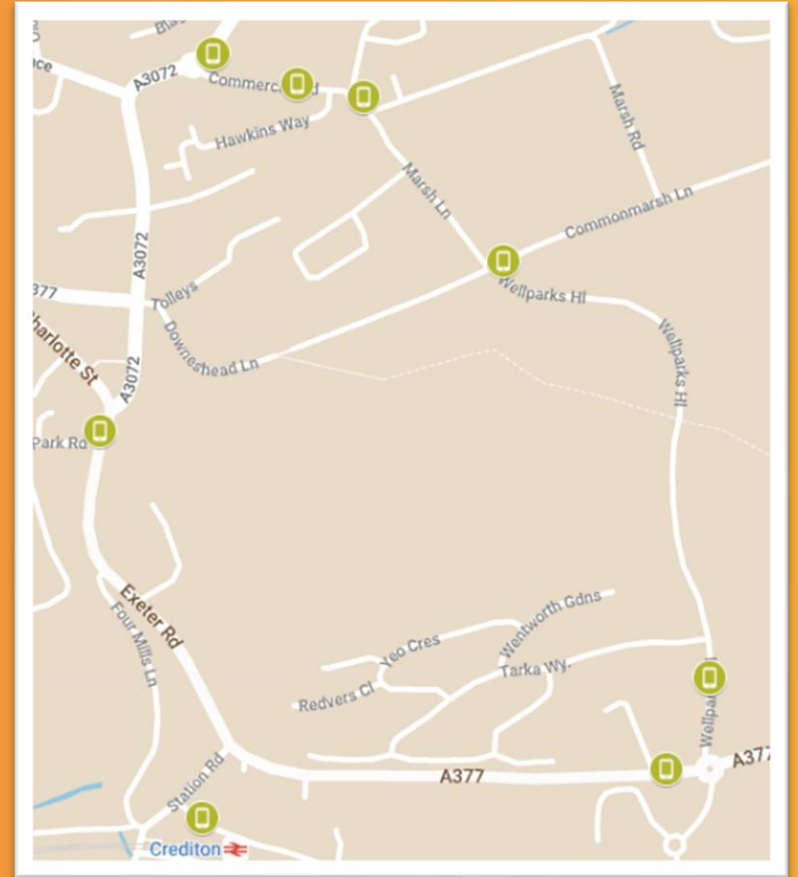
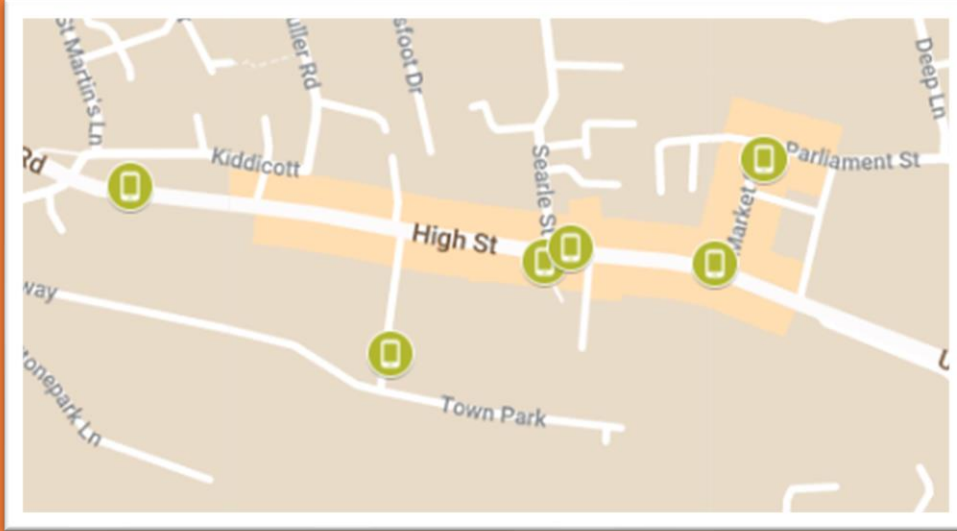
1. The Ship Hotel
2. Pinar Takeaway
3. 113 High Street
4. A377
5. Well Parks Hill
6. Station Approach
7. St Lawrence Green
8. Market Street
9. High Street Car Park
10. Commercial Road
11. Marsh Lane
12. Exhibition Road
13. Marsh Lane
14. 3 Exeter Road



Each plot can be viewed online here:

[CLICK HERE:](#)
[Crediton Mapping](#)

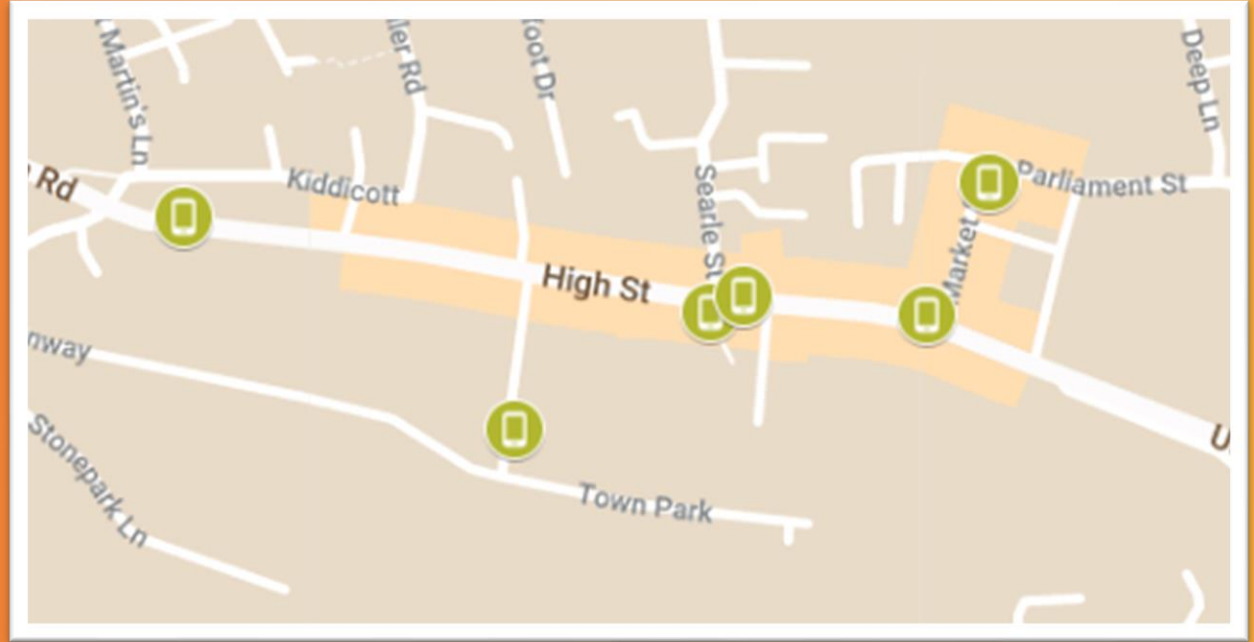
Magnified



Each plot can be viewed online here:

[CLICK HERE:](#)
[Crediton Mapping](#)

Town Centre



Each plot can be viewed online here:

[CLICK HERE:](#)
[Crediton Mapping](#)

“Pulse Smart Hub is the smartest of street furniture. A network of beautifully designed and engineered hubs that digitally enable their environment and deliver next generation connectivity. Tailored to meet the specific needs of their locality, they promote the vitality of towns and cities, well-being of residents and are free of charge for both user and taxpayer.”

Patrick Fisher, CEO



Keeping People
Connected



Smart City platform



Saving lives



Sharing information



Public Wi-Fi kiosk with a screen displaying an image of a person and the text: "Secure Public Access Point/Router found here and in".

Blue directional sign with white text and arrows.

Purple banner with white text: "BEAT THE HEAT OF THE CITY WITH...".

Purple banner with white text: "BEAT THE HEAT OF THE CITY WITH...".

10/05/24

Design, Management & Operational Statement

urban
innovation
company

.pulse



Foreword

This document supports applications for Planning Permission and Advertisement Consent for Pulse Smart Hubs by Urban Innovation Company (UIC).

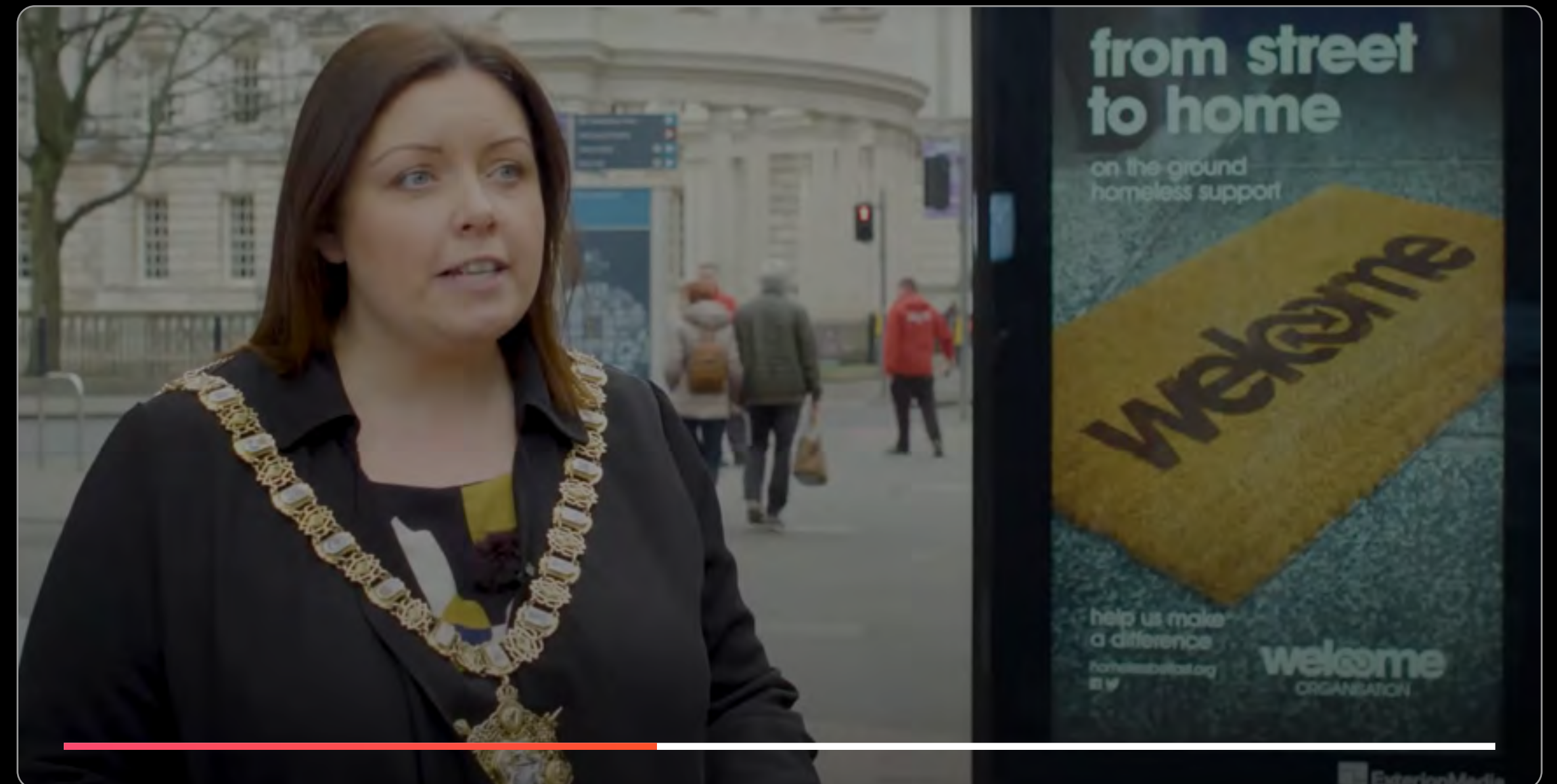
The Pulse Smart Hub is a modern-day piece of street furniture that supports the health and vitality of the communities we serve. The Pulse Smart Hub is free all-year round to the user, local stakeholders, and taxpayer.

Our Hubs provide improved connectivity, access to hyper local information and services, real-time data, and direct access to emergency lifesaving equipment. The Pulse Smart Hub actively removes barriers to entry and champions social inclusion for all.

We develop collaborative relationships with key local stakeholders to ensure that impactful solutions are delivered. Each area comes with its own local needs and through dialogue with stakeholders we can tailor the Hubs to create tangible and meaningful impact.

This document explains the evolution of the Pulse Smart Hub, the design and software detailing, installation, and long-term management and operation of the Hubs. This document also includes relevant technical appendices to support our applications.

Press play to watch the video



For more information about us and what we offer, check out our website or click on the video above.

→ www.pulsesmarthub.co.uk

Table of contents

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Chapter 1

Designed to serve the community

- The problem
- The solution
- Belfast: A case study
- What makes us different



A snapshot of the problem

We live in an age where reliable internet connection, local services and life-saving equipment are a necessary part of daily life but access to them is not equal for all. This lack of connection stifles economic growth and socio-economic inclusion, and fails to alleviate pressures on public services.



In the UK alone, approximately 13-19 million people over the age of 16 are experiencing some form of digital poverty. It's important to support people who are not online.



The public payphone has become obsolete and needs to adapt to meet the expectations of modern society, where people desire both digital connectivity and safety on the streets.



Tightening of the public purse has placed a massive burden on local services, organisations and community networks, impacting vital information sharing and public safety protocols.

Current limitations

Communication, access to information, and safety through our towns and cities is erratic, inconsistent and unreliable. This impacts not only the individual but also the wider community.



1

The individual

People who need to use services or be able to communicate but have no access to a mobile phone, Wi-Fi, a dead battery or have no signal.



2

Councils inc., town and city management

Limited budgets to advertise events, and limited avenues to promote wider-council services or undertake important environmental monitoring.



3

Police and other emergency services

Spreading urgent messages across an area can be expensive, time-consuming, and difficult to do effectively.



4

Community safety

There is a lack of easily accessible life-saving equipment in the public realm, putting lives at risk and reducing the chances of survival.



5

Tourism and local businesses

As retail and businesses in town and city centres decline, there is a need to harness new technology to promote what's on and the visitor experience.



6

Charities and outreach organisations

Charities are facing rapidly increasing costs, limiting the quality and extent of their outreach which directly impacts those most in need.

The solution

Bridge the digital divide by creating state-of-the-art street furniture that incorporates digital services and life-saving equipment to make people feel better connected and safer in their communities

Our solution: The Pulse Smart Hub



.pulse

Say hello to the Pulse Smart Hub

Whilst having a substantially smaller footprint than a traditional telephone kiosk design, the Pulse Smart Hub provides a multitude of additional services in comparison. Each feature carefully considered and designed to serve a specific purpose for the local community.

Feature types	The Pulse Smart Hub	Telephone Kiosk
Keeping People Connected		
Paid calls	X	✓
Free phone calls	✓	X
Free charging for devices (including wireless)	✓	X
Small cell technology (to support mobile offloading - 5G)	✓	X
Free public WiFi	✓	X
LoRaWAN (long range wide area network) ready	✓	X
Smart City Platform		
Internet of Things (IoT) connectivity	✓	X
Open-source data collection and sharing	✓	X
Air quality monitoring	✓	X
Footfall counting - advanced (in development)	✓	X
Evolutionary technology - built to stand the test of time	✓	X
Saving Lives		
Public access defibrillator	✓	X
Nasal Naloxone opiate antagonists	✓	X
Specific 999 call function	✓	X
Emergency call button and emergency service protocols	✓	X
Built-in CCTV monitoring for evidentiary purposes	✓	X
Information Sharing		
Override protocols for policing purposes	✓	X
Public and emergency messaging	✓	X
5% + free community advertising	✓	X
Public interface and local information	✓	X
Local maps and wayfinding	✓	X
Digital advertising to modernise streetscapes	✓	X

Our vision

Our Vision is to provide everyone, free of charge, the ability to connect to information, communicate, feel safe and have access to emergency life-saving equipment.

We want to continue being the leaders of this space, driving real public and community benefits, saving lives, and connecting people in the areas we operate.



What the Pulse Smart Hub offers (Our four pillars)



Keeping
people
connected



Saving
lives



Smart
city
platform



Sharing
information

Who benefits from the Pulse Smart Hub?

Pulse delivers a community-focused network of smart street furniture with life-saving equipment in towns and cities across the UK.



1

The individual

Delivering free phone calls, WiFi, phone charging and free access to real-time hyper local information, enabling people to feel connected and informed on the street and in the community.



2

Councils inc., town and city management

Free access to smart data including air quality monitoring, and free advertising space, enabling better management of our streets, greater support for local initiatives and a more informed community.



3

Police and other emergency services

Direct access to life-saving equipment and ability to override screen content if required to spread messages to the public in response to real-life scenarios.



4

Community safety

Provision of more defibrillators and life-saving equipment on the street along with emergency safety buttons to improve community resilience, public safety and security.



5

Tourism and local businesses

Public access to free live hyper-local mapping, local tourist attractions, what's on information, and free advertising for businesses providing a crucial role in promoting the local area to visitors.



6

Charities and outreach organisations

Free to use advertising and messaging space, direct access to hotlines to support the vulnerable and provision of life-saving equipment to better support the vulnerable in our society.

Belfast: A case study

Through our work in Belfast we have established partnerships with key local organisations to deliver a bespoke network of Hubs across the city.

This partnership working has directly influenced the improved functionality of the Pulse Smart Hubs in response to feedback.



1 The Individual

Our Hubs provide people with reliable connection 24/7 all year round. Using the simple public interface on the side of the Hubs, people have access to:

- ◆ Free phone calls.
- ◆ Free Wi-Fi provision.
- ◆ Free mobile device charging, including wireless charging.

The Hubs also have additional space for other telecom technological advances. For example, the Hub is 4G and 5G small cell ready to support capacity for a wider telecoms and mobile network rollout.



The Individual

4,000+
calls
per
year

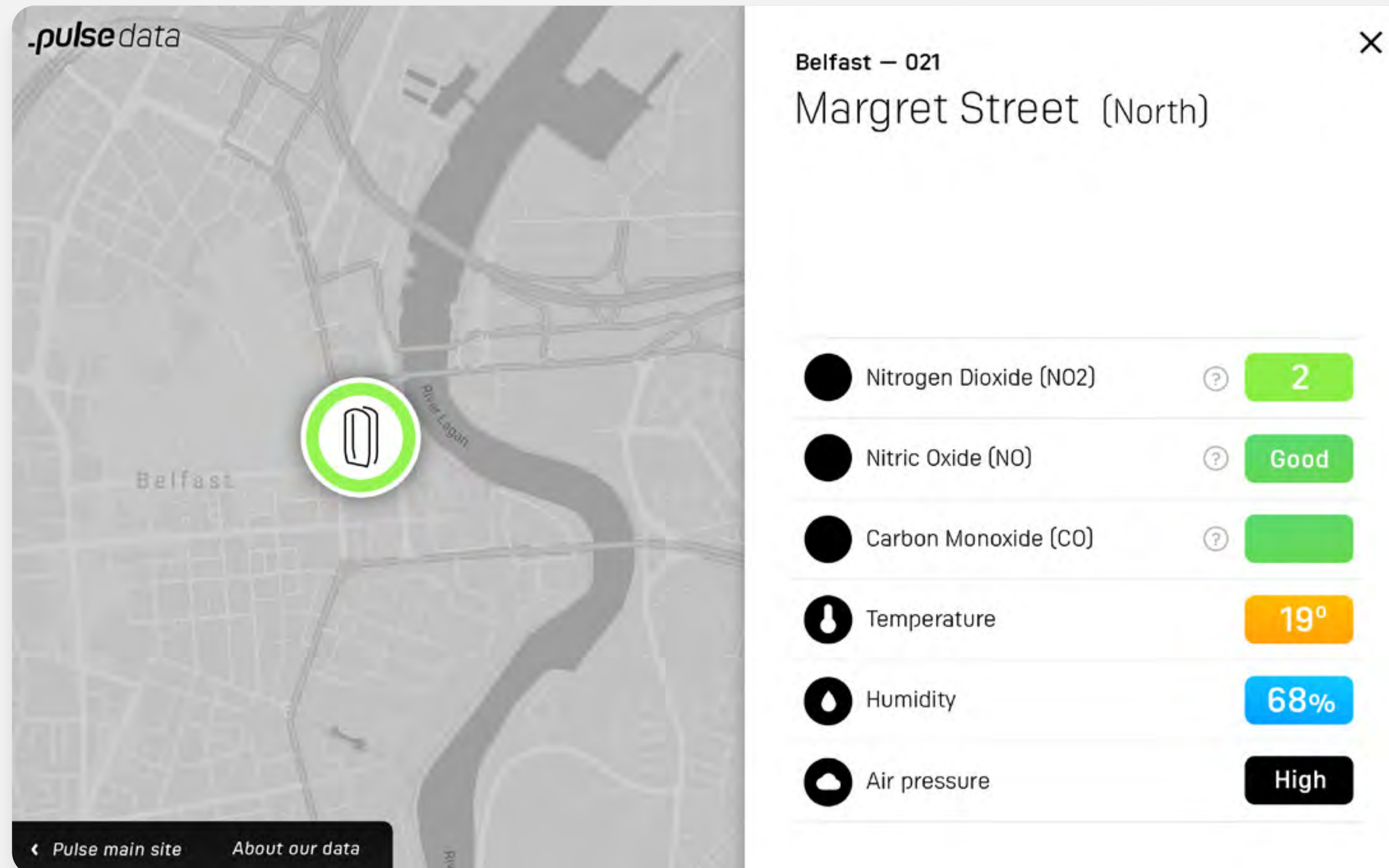




The Individual

- 📞 Homelessness charities are among the top 10 most called numbers
- 📞 Taxi services are the most frequently called landline numbers

2 Councils inc, town and city management

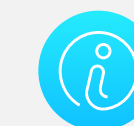


The Internet of things (IoT) is a network of devices and other technologies that connect and exchange data with other devices and systems over the Internet.



Our Hubs provide power, data and space for IoT technology to enable a better understanding of the environment around us. The Hubs are installed with environmental sensors to collect the following data:

- ♦ Air quality including:
 - + Nitric Oxide
 - + Nitrogen Dioxide
 - + Carbon Monoxide data

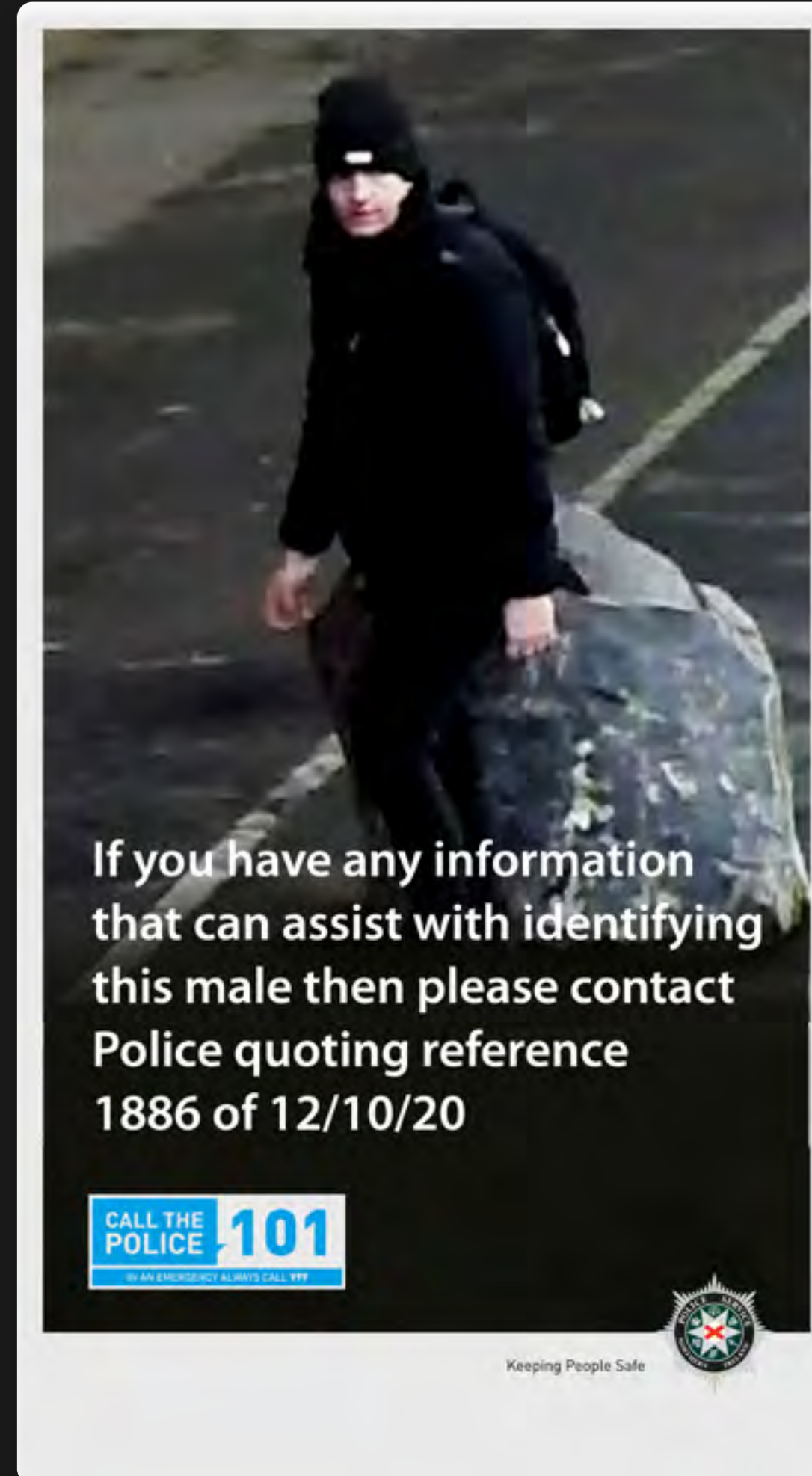
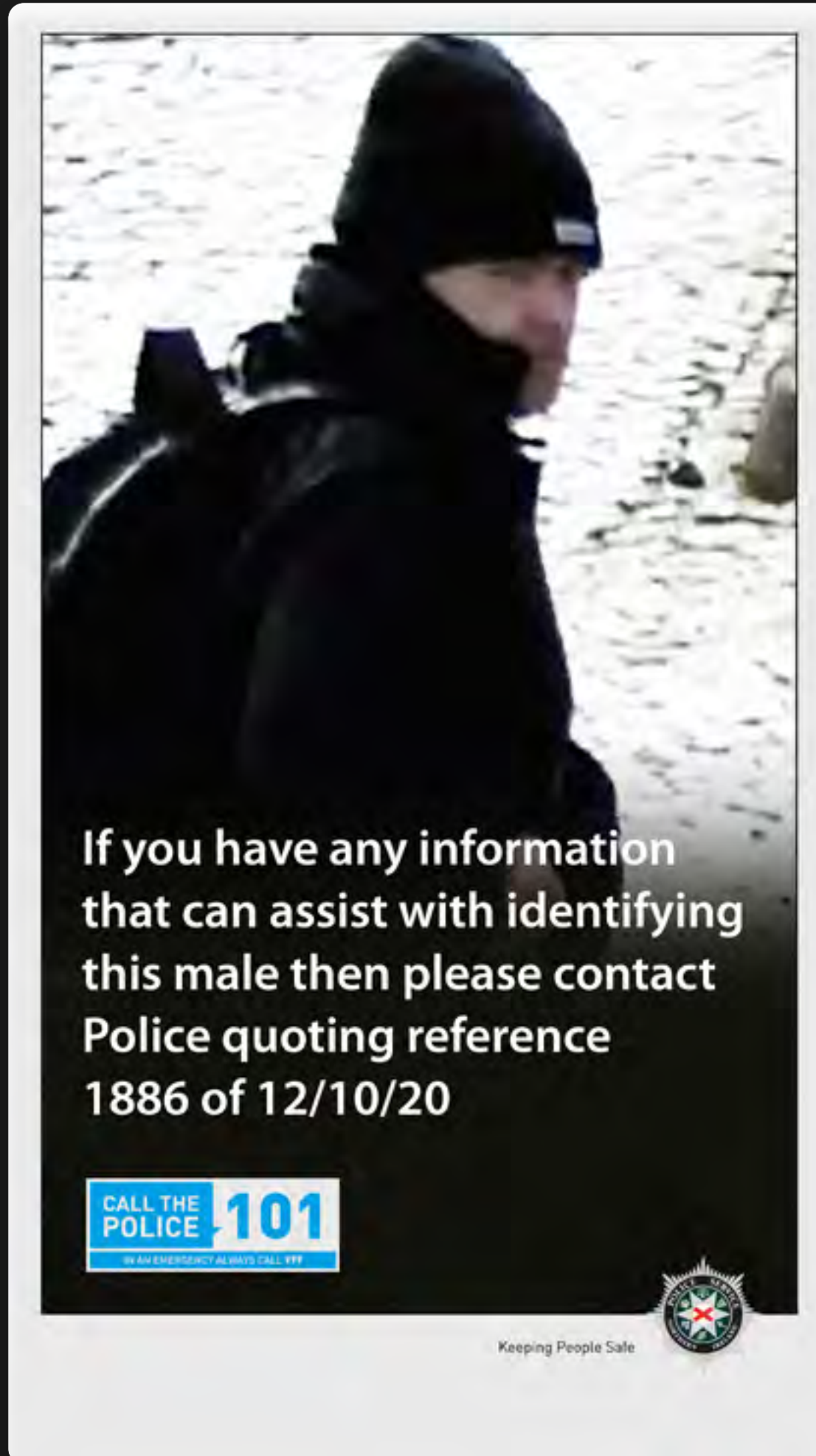


The information the Hubs collect is shared free of charge with local stakeholders providing invaluable information about an area and will assist in forming strategies to address concerns.

3 Police and other emergency services



Through collaborative working with Police Service Northern Ireland (PSNI) we have developed a series of protocols in the event of emergencies to protect the safety and wellbeing of people in Belfast.



PSNI have direct access to Pulse software enabling immediate override of the large screen content to respond to real-life scenarios such as:

- ◆ Pandemic information.
- ◆ Severe weather conditions.
- ◆ Major structural collapse.
- ◆ Major fire or explosion.
- ◆ War or terrorism.
- ◆ Major public disorder or criminal activity.



In 2020 the emergency override function was activated by PSNI to alert the public of a dangerous man on the loose. This led to his capture within hours of the messaging being placed on the screens.



4 Community safety

We are committed to improving public health and safety on our streets, and having easy and quick access to public life-saving equipment can mean the difference between life and death.



Cardiac arrest survival rates are 70% if a defibrillator is used within five minutes. It is the number one intervention to increase the likelihood of survival out of hospital. Each Hub will be fitted with key lifesaving equipment:

- ◆ Public access defibrillator to respond to someone having a sudden cardiac arrest.
- ◆ Public access Nasal Naloxone to respond to someone having an opioid overdose.



We are working closely with Health and Social Care Northern Ireland and drug outreach organisations to continue developing such initiatives.

The Hubs are now a mainstay for protecting people on the streets of Belfast. On average, one defibrillator is deployed by Northern Ireland Ambulance Service each month across Belfast.





Community safety

We are fully committed to supporting and protecting anyone in need of help or in danger. Our Hub acts as a safety beacon for people in the community.



Working with the Police and local stakeholders across Belfast we have put in place safety protocols. In the event of an emergency, from the Hub people can:

- ◆ Call 999 Emergency Services.
- ◆ Activate an Emergency Button.




Our Hubs act as a place of safety for anyone who is in immediate danger due to domestic abuse, stalking, or any other imminent threat.


The Emergency Button can be pressed by anyone feeling vulnerable and by doing so, the Police are called, advertisement screens confirm the emergency services are enroute and CCTV cameras turn on for evidentiary purposes.




We are continuing to focus on delivering vulnerability initiatives and responding to ever improving technology to improve the safety and lives of people in the community.

5 Tourism and local businesses 6 and Charities and outreach organisations

 Our Hubs support and improve services and functions in the urban area.

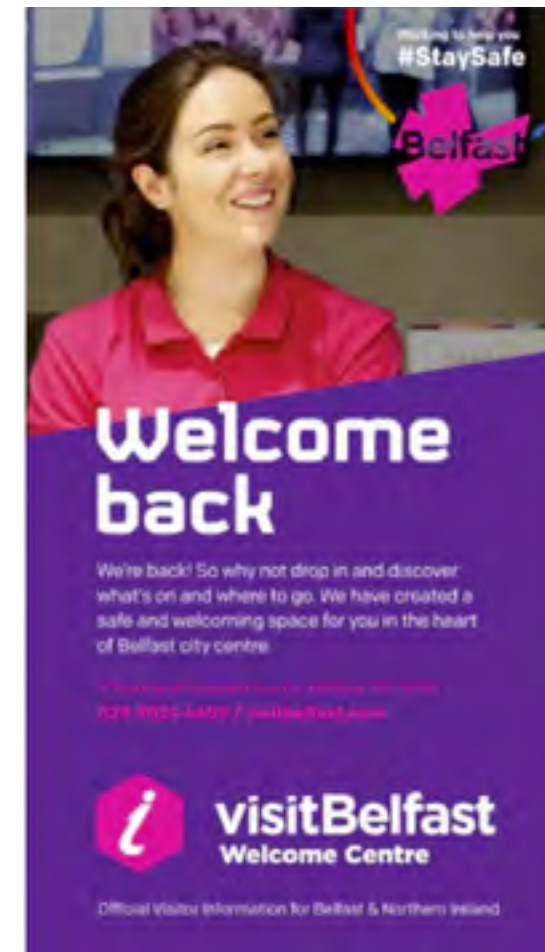
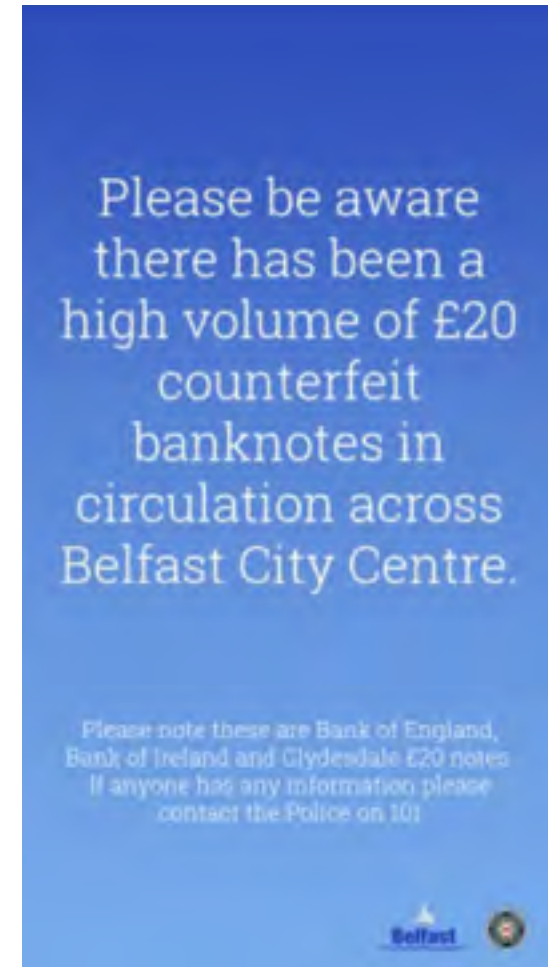
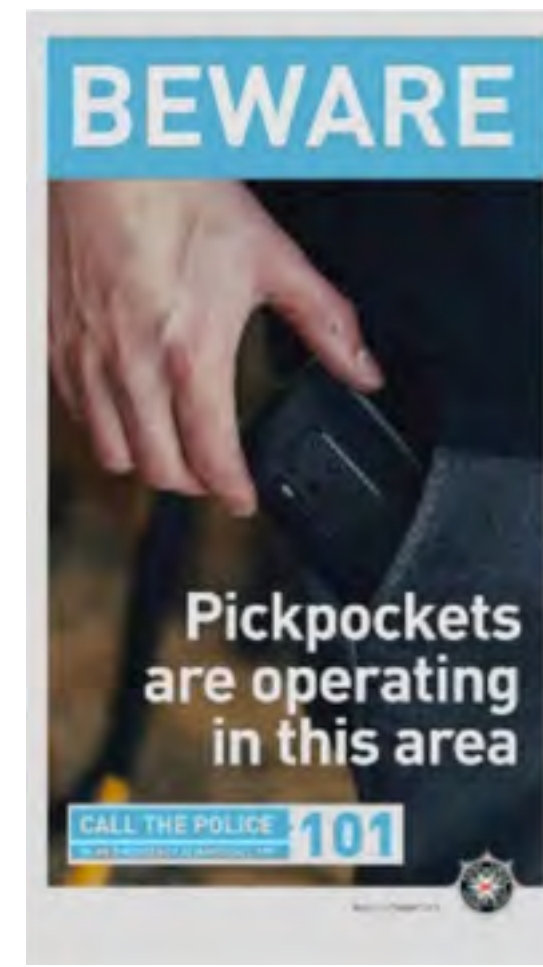
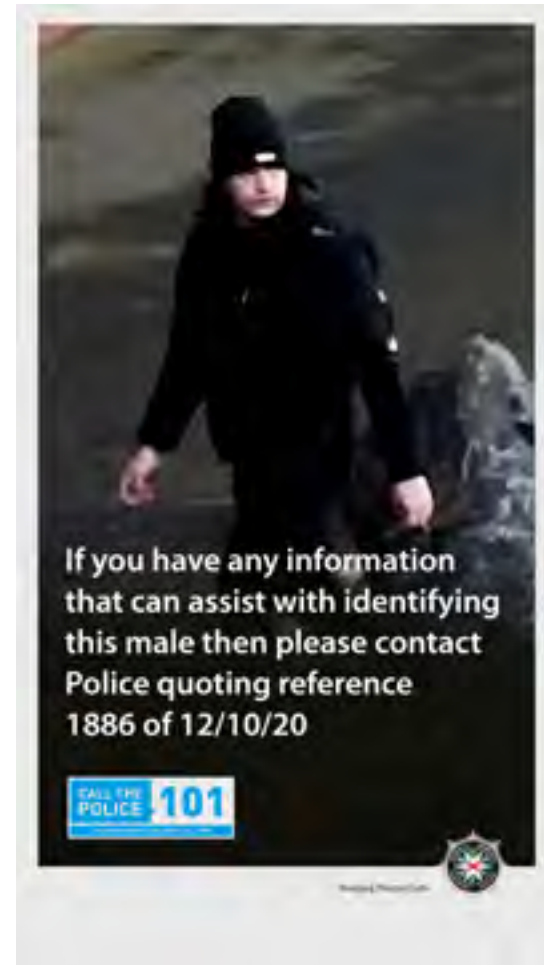
 We support local organisations to keep the community and visitors informed.

 Via the interactive screen, the Hubs provide free access to hyper local services including:

- ◆ Digital maps and way finding.
- ◆ Tourist and visitor information.
- ◆ Live 'what's on' information.
- ◆ Live transport information.
- ◆ Information on Council services.
- ◆ Information on Charities.
- ◆ Local weather.
- ◆ Direct access to key telephone numbers to support the vulnerable.



Tourism and local businesses and Charities and outreach organisations



We commit to giving a minimum of 5% of screen time on the main advertising screens to the Council, local stakeholders and organisations to promote the area, local services, events and support networks. This equates to 650 free messaging slots per Hub, per day.



This provides a valuable channel to reach residents, workers, visitors and tourists with important public messaging and campaigns.



Our Hubs have enabled charities to extend their outreach to those in need. We have provided free messaging on the Hubs for charities including Welcome Organisation, MindWise, PIPS and the Rainbow Project.

Statistics from our network in Belfast (Operating since 2019)

Over 10%
of all display time has
been given over to
local organisations

3,500+
users of the
free Wi-Fi

Over
20,000,000
free public
messages shown

650
free public messaging
slots available per
Hub per day

Over £2m
of free advertising
space given over to
the local community

Environmental sensors collected Nitric Oxide,
Nitrogen Dioxide and Carbon Monoxide data

Over 260 hours of
direct stakeholder
engagement including
sitting on the
nighttime volunteer
steering group

1 defibrillator
deployed every month

We have run 15
hours of free public
defibrillator training

2,000+ people per year
accessing information
on local charities

4,000+
calls per year

Wayfinding used
an average of 45
times per month

2,000+ people
accessing Council
information each year

223
local event pages
viewed per month

Working with the local community

We are passionate about community engagement.

We maintain regular dialogue with all stakeholders to ensure a seamless day-to-day operation and a constant look to the future to make sure our Hubs respond to technological changes as well as the needs of the community.

Our case study demonstrates that through relationships with Police Services, Public Health and Ambulances Services, Tourism Boards, Councils and City Centre Management we have been able to refine the functionality of the Hubs to respond to local matters. A perfect example of this has been the implementation of the Emergency Button to protect the public and help people feel safer on our streets.



Community-first approach



Patrick Fisher
Founder and CEO

[View my LinkedIn profile](#)

“

We're proud to be paving the way for community-first smart street furniture and delivering communication, connectivity, and lifesaving equipment that's specifically tailored to the local area it serves.

Unlike the big corporations, our team dedicates itself to working closely with the public, third-sector stakeholders, and partners to ensure each bespoke network maximises the benefits that it provides and addresses the needs of the local community, both now, and in the future.”

Our commitments

1

We are passionate about community engagement and listen and value the perspectives of others.

2

Our approach will be personable and sociable, echoing the voice of the community itself.

3

We are committed to maintaining and strengthening the community relationships we establish.

4

We are committed to ensuring seamless operation meaning our work doesn't end when the Hubs are installed.

5

We will always look to the future to ensure the technology within the Hubs evolves with the needs of the community.

6

We maintain regular dialogue with all stakeholders to maximise the benefits of the Hubs to the community at all times.

Chapter 2

The Pulse Smart Hub experience

- Key principles
- The user experience
- Design and functionality
- Locating our Hubs and accessibility
- Installation
- Ongoing management
- Addressing anti-social behaviour



Key principles

A quintessential British design brought up to the new age in terms of smart phones and digital technology. The Pulse Smart Hub represents the 21st century evolution of the telephone kiosk.

The Pulse Smart Hubs create a digital network across the public realm, enhancing the availability of modern infrastructure. Cross subsidised by advertising revenues, the Hubs provide the following benefits:

Connectivity

Meeting the demands of modern life with free phone calls direct from the device, phone charging (including wireless) and free public Wi-Fi.

Smart City Platform

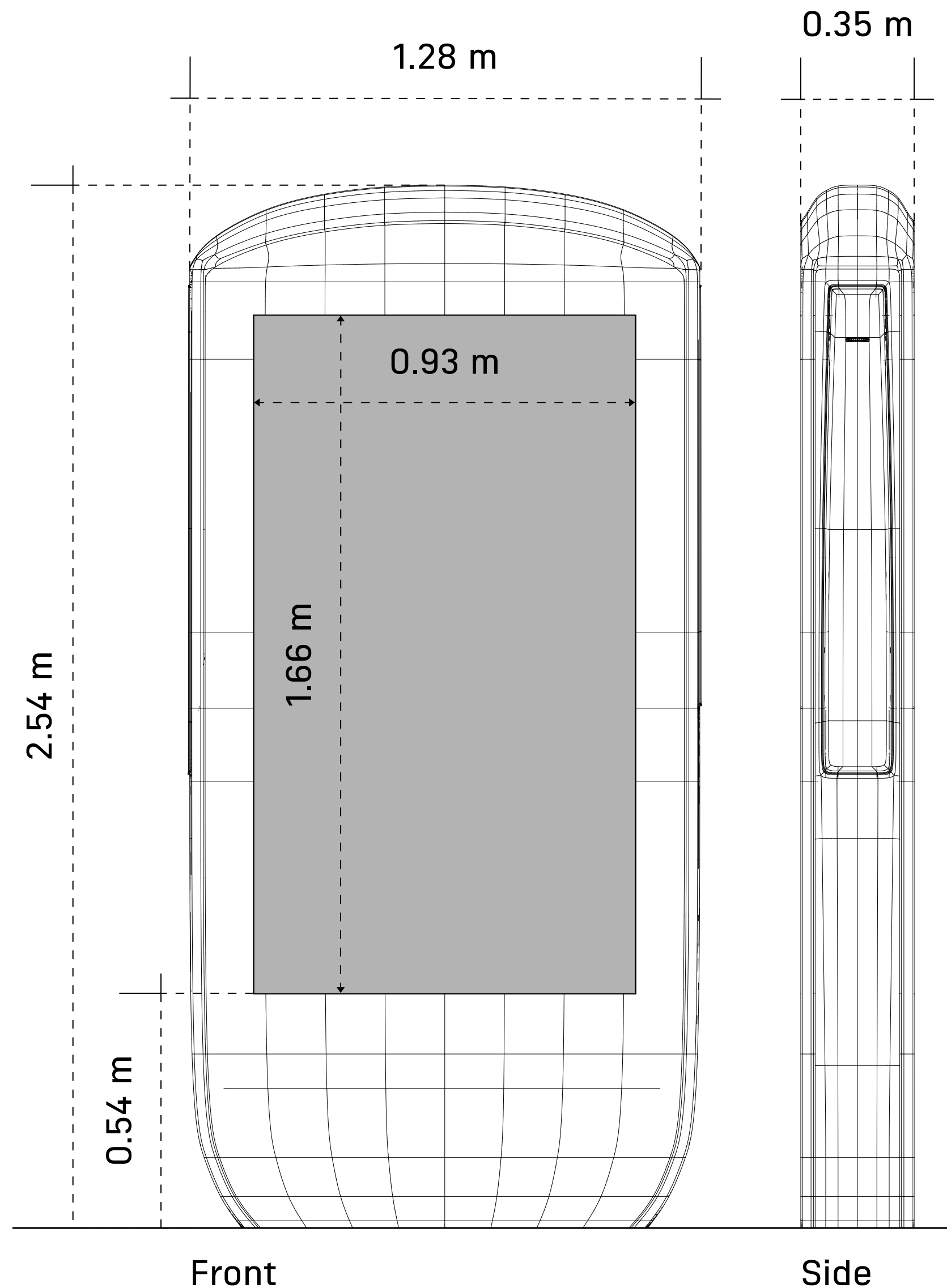
Technology focused on improving people's lives and tackling local issues such as air quality monitoring.

Saving Lives

Equipped with emergency safety features along with a lifesaving defibrillator, and further innovations such as Naloxone medication to tackle opioid overdose.

Sharing Information

Promoting a thriving community through public messaging and advertising, plus an intuitive interactive touch-screen giving access to a variety of platforms – local wayfinding, charities, tourism, council information and events.



Routemaster bus

Glass and gloss red trim. Front and back profile.



Red Telephone Box

Totem in glass and gloss red finish. Iconic curved top.



Red letter box

High gloss red totem with similar profile and curved removable top cap.



Smartphone

Very similar shape and proportions. Curved corners. High gloss and glass. Cutting edge digital technology and display that covers the majority of the main outer face.

The user experience



Space and power for 4G and 5G small cells, future telecoms and IoT devices



Hyper-local information for what's on as well as council, visitor and charity information services and helplines



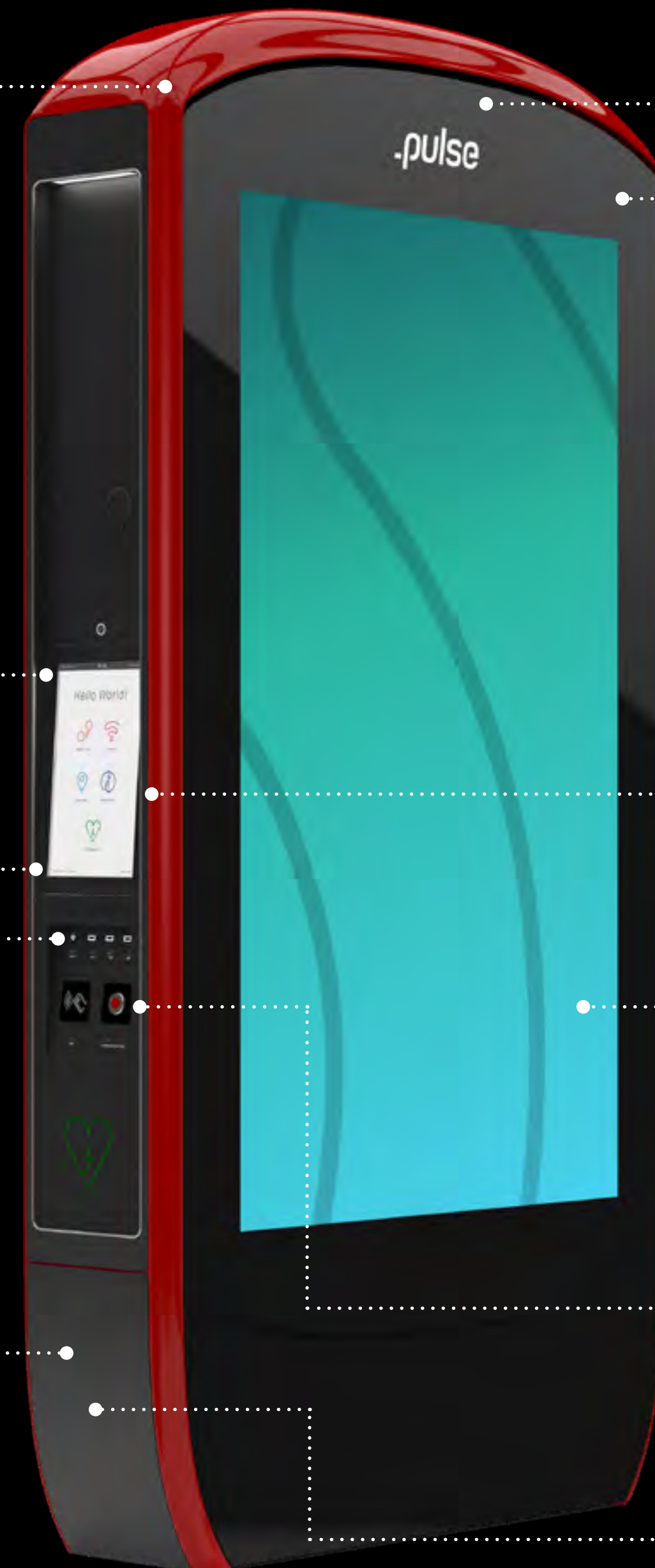
Digital wayfinding and mapping



Mobile device charging, including wireless charging



Integrated Nasal Naloxone opioid antagonist medication to reverse narcotic overdoses



Public WiFi



Air quality and environmental sensors



Free phone calls via the built-in speaker and microphone



Public messaging and advertising



Emergency Button for vulnerable persons police protocol



Integrated public access defibrillator



Design and functionality

Exterior / materials

- ◆ Our Pulse Smart Hubs are free-standing structures featuring a fully accessible interactive tablet along with larger digital display screens on two sides.
- ◆ The dimensions of the Hubs are 2,540mm tall, 1,280mm wide and 350mm wide.
- ◆ Careful research and selection of materials has been undertaken to ensure that the Pulse Smart Hub maintains the highest quality standards while also being robust and durable.
- ◆ The exterior is made from dark grey anodised metal, black and clear laminated glass with a textured fiberglass coated finish. The materials are attractive and durable whilst being easy to service.
- ◆ The shape, form, scale and materials reference the iconic telephone kiosk and the modern mobile devices so that it is instantly recognisable whilst being modern and iconic in its own right.

- ◆ All data collection and signalling equipment will be housed internally within the unit, and space has been reserved to support multiple networks and additional upgrades without altering the external appearance.

Environmental performance

- ◆ Our objective is to contribute as little as possible to non-recyclable waste and we are striving towards all energy used to come from 100% renewable sources.
- ◆ We are also working with advertisers who are committed to reducing the carbon impact of advertising to net zero by the end of 2030.
- ◆ Our Hubs are manufactured from sustainable and recyclable materials.
- ◆ 80% of all metals used are sourced from recycled materials whilst we install energy efficient screens to reduce power usage.

Light and noise

- ◆ The screens automatically adapt to the ambient light. More details on light and noise levels are set out in the Technical Appendix.
- ◆ The two main advertising screens can also be powered off between midnight and dawn.

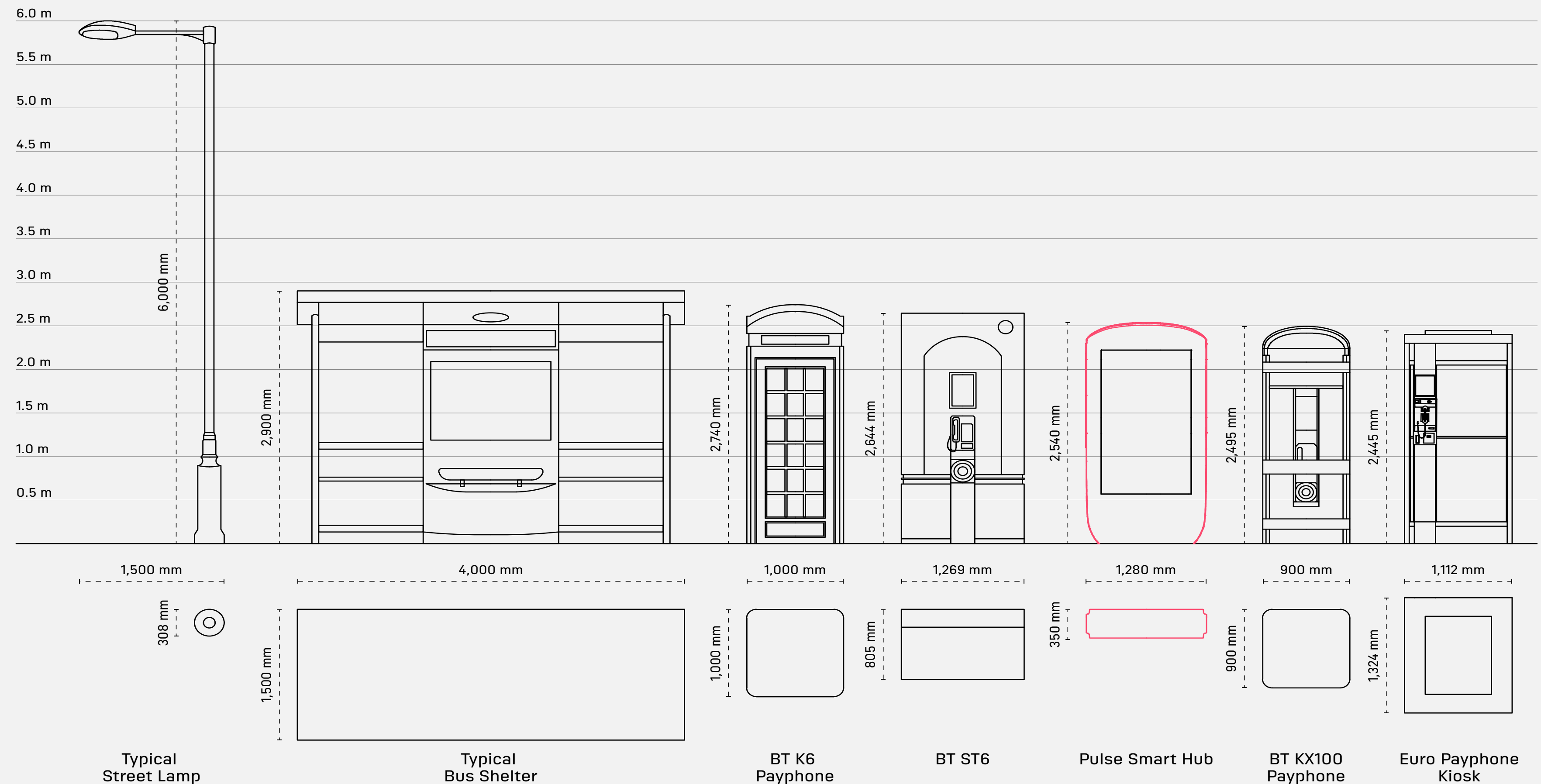
Messaging screens

- ◆ The two associated advertisement displays on the sides of the Pulse Smart Hubs provide revenue to ensure there is no capital or costs to the Council or public for the provision of the benefits and services the Hubs provide.
- ◆ The screens display content at 10-second intervals. This includes the commercial advertising along with local content provided free of charge.

Design and functionality

Street furniture comparison

- ◆ The Pulse Smart Hub has a 66% smaller footprint than a standard kiosk design and is much smaller in depth yet provides a multitude of services.
- ◆ The scale and footprint of the Pulse Smart Hub is the minimum required to accommodate the telecommunications and smart city equipment.
- ◆ The design sits comfortably within the streetscape, with either a modern or historic backdrop. For example, in Belfast, a Hub is located directly next to the famous Grade B1 listed Old Town Hall.



Locating our Hubs and accessibility

The design and location of the Pulse Smart Hubs is carefully considered and prioritises inclusivity and accessibility for all.

- ◆ In the current economic climate, those who are unable to access digital devices or do not have the skills to use them are the ones who are left behind. Having access to digital devices is not always the solution and must sit alongside the provision of usable platforms to breakdown barriers.
- ◆ A thorough site selection process ensures that the installation of a Pulse Smart Hub does not obstruct individuals with disabilities.
- ◆ To assist individuals with visual impairments, the public interface, including the telephone, features high contrast colours to aid navigation.
- ◆ The Pulse Smart Hub incorporates a Radio Frequency Identification system (RFID) to assist blind or partially sighted persons to navigate around the area.
- ◆ Additionally, an audio induction loop is incorporated to amplify sound for individuals with hearing aids, promoting inclusivity for the hard of hearing.
- ◆ All Hubs are located a minimum of 450mm back from kerb edges to ensure visibility lines for both pedestrians and road users are maintained.
- ◆ The public interface of the Hub is positioned at a height of 1,000mm from the ground, meeting accessibility guidelines specified by the British Standard for wheelchair users.



Installation

We are committed to a safe, quick, and tidy installation. We pride ourselves on ensuring each Hub is carefully installed by our specialist contractors. Most installations take a maximum of one week to complete.

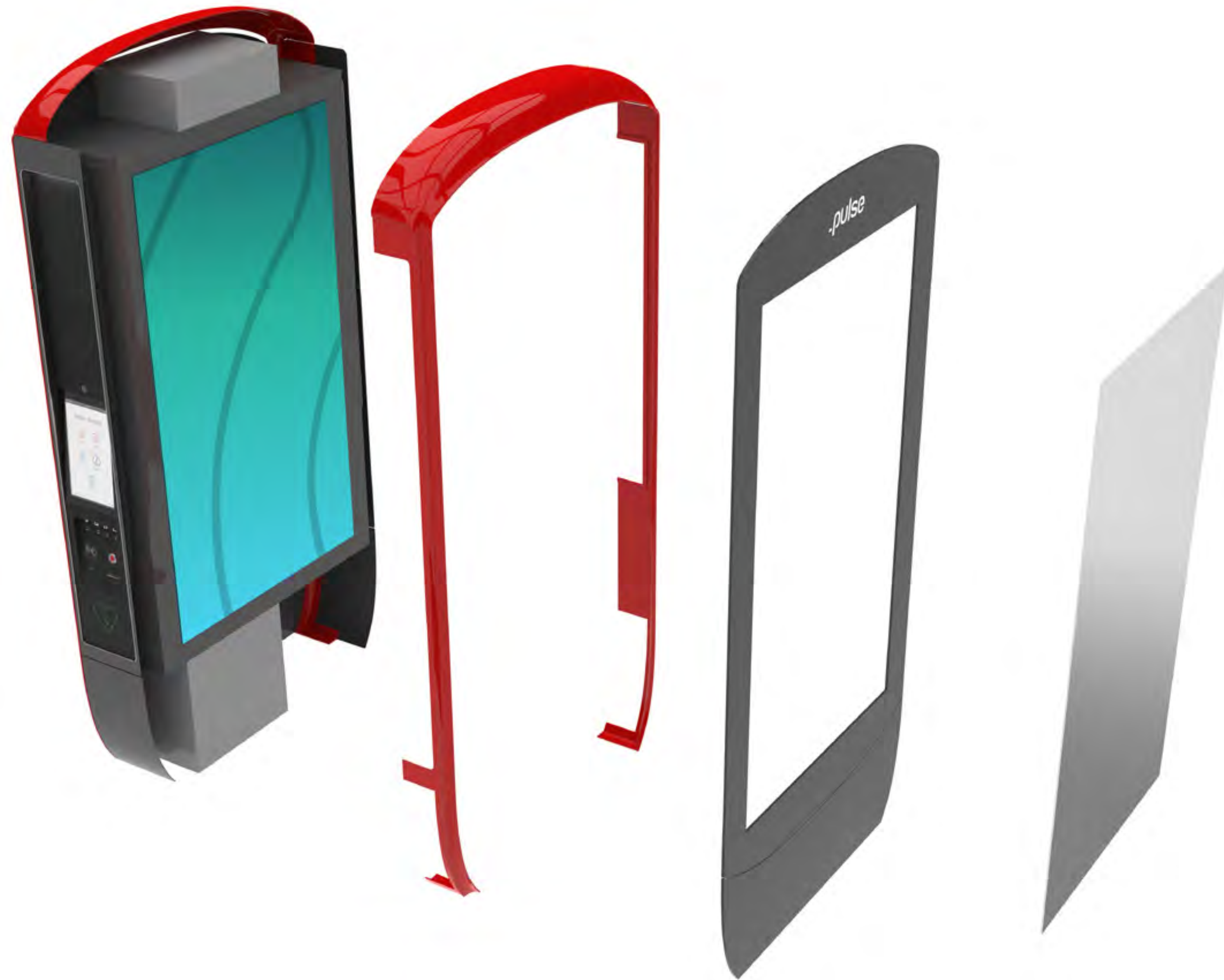
- ◆ The design and scale of the Pulse Smart Hub means that only limited foundations are required. This ensures that the Pulse Smart Hub can be installed with minimum disruption to the public realm and footway.
- ◆ We use contractors with the necessary accreditations to install the Hubs on the public highway. Each area will be safely closed off to the public using protective fencing.
- ◆ The existing paving is cut to seat the unit fixings. Each Hub sits on a base plate, part of a concrete foundation. Once the power and services have been connected, each Hub is lifted onto the base.
- ◆ Each Hub is lifted by a Carry Deck Crane from a flatbed truck onto the metal baseplate about 1-3 days after the building of the foundation. Once this is complete, any remaining barriers are removed.
- ◆ Once installed, our technical department arranges testing and configuration to go live.



Ongoing maintenance and management

Well maintained street furniture creates a sense of community, a safe public space where people want to meet and socialise.

- ◆ The Pulse Smart Hubs have been designed to make it easier to maintain and clean and are constructed using robust materials to withstand life in the public realm.
- ◆ Our internal operating software allows us to monitor the status of each Hub 24/7 all year round.
- ◆ Where any errors are identified, the Hub is immediately prioritised for repair. Most times this can be done remotely but we also have a team of operatives who schedule both reactive and scheduled maintenance visits to ensure the network is in good order at all times.



Addressing anti-social behaviour

We are working hard to bridge the digital divide to make people better connected across their community. We take our responsibilities in the community seriously.

We work closely with all local stakeholders to ensure that each Pulse Smart Hub and network becomes a positive contribution to the area. Where specific concerns are raised about the misuse of the Hubs, we have the ability to adapt the technology and software to mitigate this. Where anyone identifies anti-social behaviour associated with our Hubs, we can be contacted directly to respond accordingly.

Fly posting, spray paint graffiti and glass etching

- ◆ Our Hubs are cleaned every 2 weeks. This includes deep cleans and / or repairs where there is damage identified to the Hubs.
- ◆ Our operatives also check the functionality of the Hubs, including an inspection of the life-saving equipment to ensure full working order at all times.
- ◆ People can contact Pulse directly to report any issues. Where urgent issues are reported, we have a resolution protocol of 24 hours.

Mitigating any misuse of free public Wi-Fi

- ◆ The provision of Free Public Wi-Fi can sometimes attract excessive use during unsuitable hours. In these areas for example, we have been able to stop this functionality during certain hours.

Mitigating against the misuse of free phone calls

- ◆ Our software has call restriction capabilities. It identifies where calls are made to the same number multiple times and immediately blocks this number. This prevents the misuse of Hubs for criminal activity.
- ◆ Users are able to consult with us and the local police where they consider they've been mistakenly blocked.

Mitigating any misuse of the 999 and emergency buttons

- ◆ When either of these buttons are pushed, cameras and notifications appear on the Hub to inform the user that the Hub has begun CCTV recording and that the Police are on their way.
- ◆ This technology significantly improves the safety aspect of the Hub but also deters misuse and ensures the Hubs do not become a burden for emergency services.
- ◆ We continue to collaborate with all stakeholders to refine our technology and day-to-day operations so that we can remain at the forefront of preventing street crime.

Chapter 3

The business and how we operate

- Who is the Urban Innovation Company?
- Who founded Pulse?
- How are we funded?



Who are Urban Innovation Company?

Why did UIC develop the Smart Hub?

- ◆ UIC is a telecommunications operator and developer of smart technology.
- ◆ UIC was previously called Europayphone. They were responsible for delivering and operating traditional telephone kiosks across Northern Ireland.
- ◆ UIC designed, developed, and engineered the Pulse Smart Hub which has revolutionised the humble telephone kiosk.
- ◆ The first Pulse network was implemented in Belfast in 2019. We are now in the process of bringing forward a network of Hubs across towns and cities more widely across the UK.

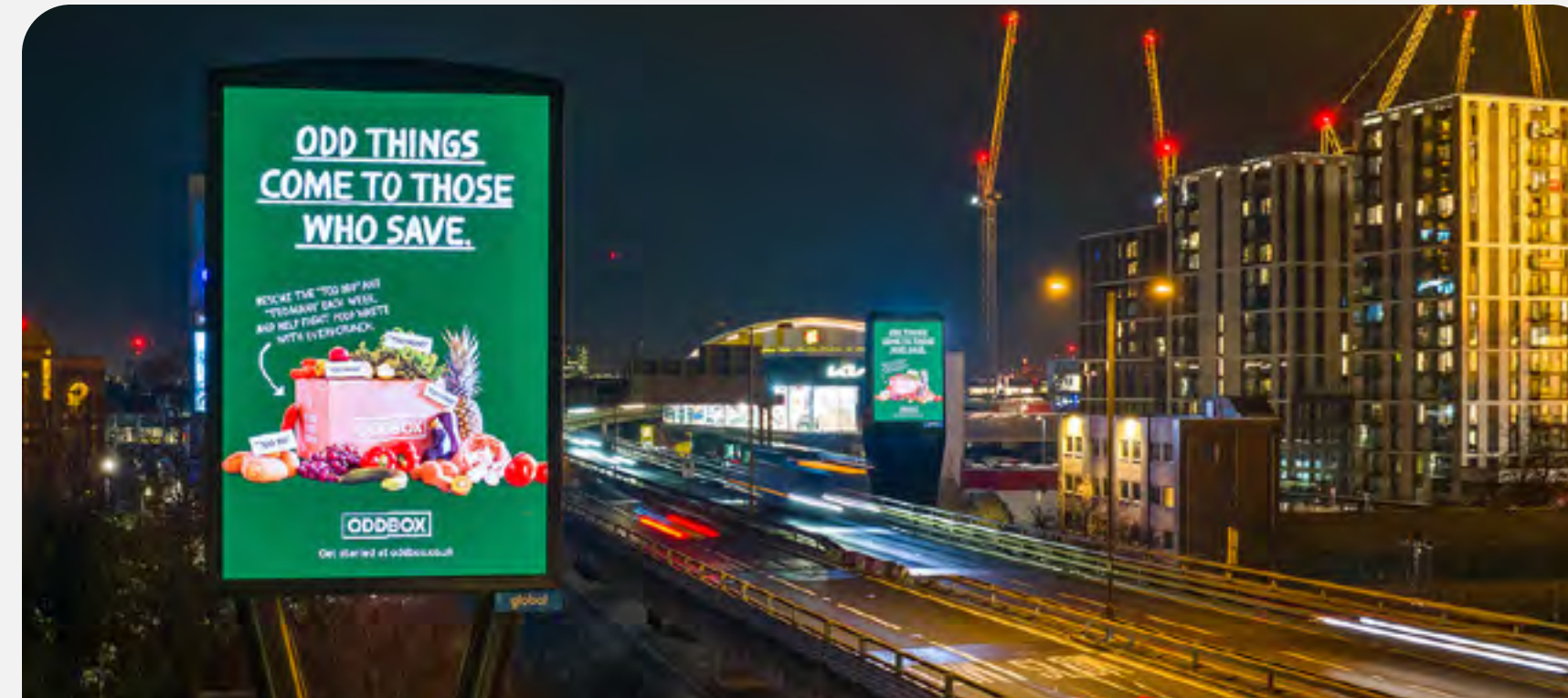
urban
innovation
company

Who founded Pulse?



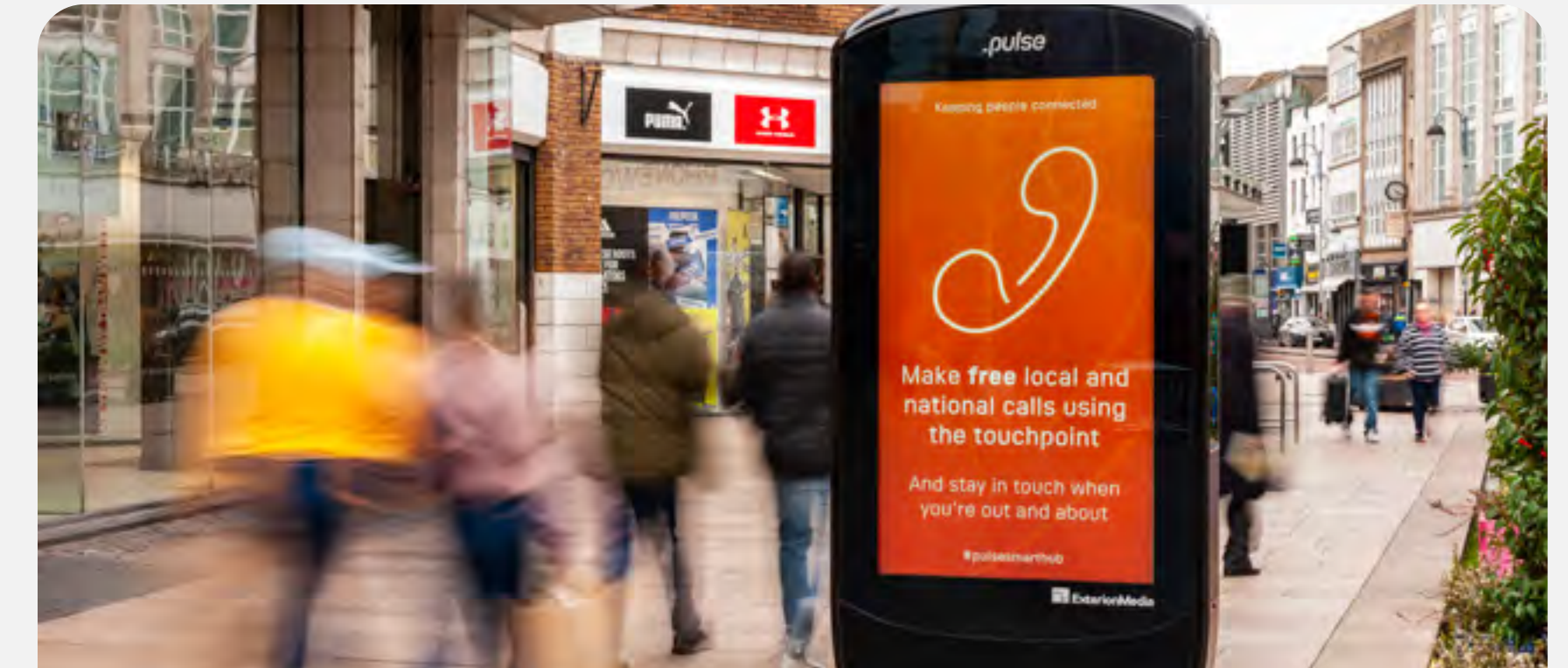
Patrick Fisher
Founder and CEO

[View my LinkedIn profile](#)



Wildstone

Patrick Fisher previously co-founded Wildstone Capital who specialised in out of home advertising. Many of the sites developed by Wildstone deliver positive social value beyond their purpose as advertising platforms.



.pulse

Recognising the power of an advertising funded model to deliver social value, Patrick took this approach to the next level by establishing UIC and its first service, the Pulse network.

How are we funded?

We have long-established partnerships with national advertising companies.

The revenue generated from the advertising allows us to deliver all of Pulse's features and benefits free of charge to everyone. There is no cost to the user, public organisations or the taxpayer.

The revenue also ensures that the Hubs will be appropriately managed and maintained in perpetuity. We do not rely on the performance of the advertising itself to maintain the Hubs.



Technical appendices

Power Supply

- ◆ Connection to the mains grid
- ◆ 20A RCCB - 30 mA circuit breaker

Internal CPU operating temperatures

- ◆ Minimum temperature: 30°C
- ◆ Maximum temperature: 65°C
- ◆ Ventilation is achieved via an air-cooling system that manages the internal temperature

Outdoor operating conditions:

- ◆ -12°C to 50°C

Noise levels

- ◆ Our Hubs are situated in the public realm with already high background noise levels. Traffic noise can vary between 70-95dB.
- ◆ A whisper is about 30dB, normal conversation is about 60dB, a motorcycle engine running is about 95dB, and a loud rock concert is about 120dB.
- ◆ In general, sounds above 85dB can be harmful depending on the length and frequency of the exposure.
- ◆ The volume of the Hub speaker is at conversation level so as not to be disruptive in the public realm.
- ◆ The sound of the Hub temporarily increases where emergency services are called to support the user on the end of the line.

Lighting levels

- ◆ LCD main screens
 - + The maximum brightness will always be within the guidelines as set by the Institute of Lighting Professionals (ILP) Technical Note 5 which is a daytime limit level 2000Cd/m² (2000 nits) and nighttime limit level 600Cd/m² (600nits).
 - + The screens will be controlled by light sensors to vary the brightness of the screens according to the brightness of the day.
 - + During the daytime, the maximum brightness may increase to make the screen visible during bright sunlight. This will ensure that the level of luminance of the advertisement is sensitive to the change in daylight from sunrise to sunset and from summer to winter.
 - + The advertisements displayed will not change any more frequently than once every 10 seconds. The Hubs will not display any moving images. And any change in advertisement display shall be instantaneous.
- ◆ LCD interactive touch-screen display
 - + The inset digital displays will have a maximum luminance that does not exceed 600cd/sqm at nighttime.

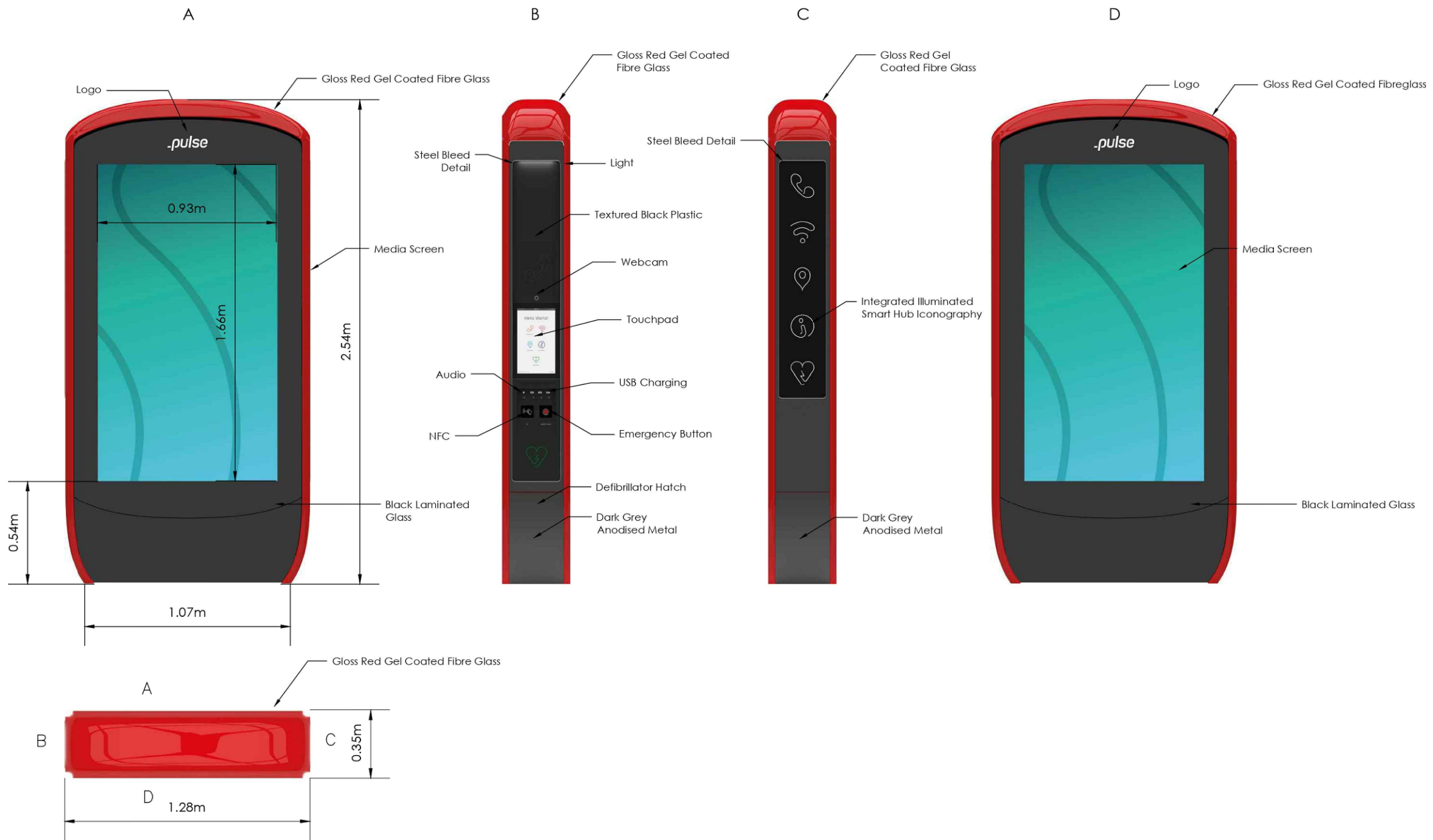
Communication is at the heart of everything we do. The relationships and partnerships we establish are for now and the future.

We'd love to hear from you

Got a query? Please contact us on hello@pulsesmarthub.co.uk and we will be happy to answer your questions!

urban
innovation
company

-pulse



Title: Technical Specification/ Elevations

Project Name: _____

Site Location Address: _____

Date: _____

Paper Size: A3

Scale: 1:25@A3

Key: _____

Drawing Number: _____ Rev No: _____

All information is to be checked on site for accuracy and fit. Only drawings with WD status with the most recent revision are to be used for construction.