



Minutes of the Full Council of the Democratic Services held on Tuesday, June 25, 2024 at 19:00 at Old Lanscore School, Greenway, Credition, EX17 3L

Present: Cllrs Steve Huxtable, Joyce Harris, Frank Letch (part meeting), Giles Fawssett, Georgina Stone, Rachel Backhouse, Paul Perriman and Natalia Letch,

Apologies: Cllrs Guy Cochran, Jim Cairney, John Downes and Liz Brookes-Hocking

Minute Taker: Rachel Avery, Town Clerk

MINUTES

- 2024/026 WELCOME AND INTRODUCTION**
Cllr Huxtable opened the meeting and members introduced themselves.
- 2024/027 PUBLIC QUESTION TIME**
There were no members of the public present, and no questions had been submitted.
- 2024/028 APOLOGIES**
It was **noted** that the number of councillors in attendance was poor, but the meeting was quorate.
- Decision:** It was **resolved** to receive and accept apologies from Cllrs Cochran, Cairney, Downes and Brookes-Hocking. (Proposed by Cllr Backhouse)
- 2024/029 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
There were no declarations or requests for dispensations.
- 2024/030 ORDER OF BUSINESS**
There was no requirement to change the order of business.
- 2024/031 CHAIR'S AND CLERK'S ANNOUNCEMENTS**
There were no announcements.
- 2024/032 TOWN COUNCIL MINUTES**
The minutes of the meeting held on 21 May 2024 were presented for approval. Cllr N Letch questioned the accuracy of the minutes, particularly concerning the organisation of this extra ordinary meeting, which was not reflected in the minutes. It was noted that the date of this meeting had been recorded as a decision at item 2024/018.

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Decision: The minutes of the meeting held on 21 May 2024 were **approved**.
(Proposed by Cllr Harris, Cllr N Letch voted against)

2024/033 2023/24 ACCOUNTS

2024/033.1 TO RECEIVE AND NOTE THE CONTENTS AND RECOMMENDATIONS WITHIN THE INTERNAL AUDIT REPORT FROM THE COUNCIL'S INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2023/24

The internal audit report for the financial year 2023/24 was received and noted. It was clarified that the internal auditor is appointed annually by Full Council.

2024/033.2 TO RECEIVE AND APPROVE THE COUNCIL'S ACCOUNTS FOR THE FINANCIAL YEAR 2023/24

The council's accounts for the financial year 2023/24 were received.

There was a discussion about the balance sheet, including specific line items including the tin pot handrail, which would be amended as part of a review of Earmarked Reserves in the next financial year and an increase in debtors, which was explained as a timing issue and the number of payments due to be made in the next financial year.

Decision: It was **resolved** to approve the accounts for the financial year 2023/24.
(Proposed by Cllr Harris)

2024/033.3 TO CONSIDER, APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2023/24 (SECTION ONE OF THE ANNUAL RETURN 2023/24)

The Town Clerk read out the governance statements, with approvals that all statements were correct.

Decision: The Annual Governance Statement 2023/24 was **approved** and signed.
(Proposed by Cllr Harris)

2024/033.4 TO CONSIDER, APPROVE AND SIGN THE ANNUAL ACCOUNTING STATEMENTS 2023/24 (SECTION TWO OF THE ANNUAL RETURN 2023/24)

It was noted that restated figures on Section 2 for the Annual Return from the previous year had been provided to regulate the timing of interest allocation from bank accounts.

Decision: The Annual Accounting Statements 2023/24 were **approved** and signed.
(Proposed by Cllr Harris)

2024/034 STANDING ORDERS

The Standing Orders were reviewed. There was an extensive discussion about voting procedures, specifically the use of secret ballots versus show of hands. Legal advice from Devon Association of Local Councils was read out, stating that voting must be by show of hands as per statutory requirements. Cllr N Letch expressed concerns about transparency and the need to protect councillors from potential public aggression.



Decision: It was **resolved** to adopt the Standing Orders. (Proposed by Cllr Harris, Cllr N Letch voted against)

2024/035 FINANCIAL REGULATIONS

The Financial Regulations were reviewed.

Decision: It was **resolved** to adopt the Financial Regulations. (Proposed by Cllr Harris)

2024/036 COMMITTEE TERMS OF REFERENCE

Committee terms of reference were discussed. There was a debate about the distribution of responsibilities between the Oversight Committee and the Community Committee.

Cllr N Letch proposed that twinning and the youth club responsibilities should be moved to the Community Committee Terms of Reference. With no votes in favour, the proposal failed.

Cllr F Letch joined the meeting at 19.55

Decision: It was **resolved** to approve the Terms of Reference, with no amendments. (Proposed by Cllr Fawssett, Cllr N Letch voted against)

2024/037 GRANT APPLICATION

A grant application from Bang Bang Boxing was considered. Councillors Brooks-Hocking and Backhouse had visited the applicant and confirmed that Bang Bang Boxing is a Community Interest Company (CIC) with appropriate safeguarding policies and qualifications, and held a national sport accreditation. It was noted that the CIC would invoice the business side of Bang Bang Boxing, which aligns with the council's grant policy and will offer a significantly reduced cost in order to provide the proposals. It was clarified that there is no policy restricting the first-time grants to a maximum of £1,000.

Decision: It was **resolved** to approve the grant of £1,250.00. (Proposed by Cllr F Letch)

2024/038 VIREMENT

The council discussed a virement of £5,000.00 from General Reserves to a new budget heading, 'Civic Functions'. This had been proposed to ensure that funds are available to support hospitality for visiting delegations from twinning towns and other civic functions. The discussion clarified that this virement would not be earmarked but would provide flexibility for the council to support such events as needed.

Decision: It was **resolved** to approve the virement of £5,000.00 from General Reserve into a new annual budget heading named 'Civic Functions'. (Proposed by Cllr Harris)

2024/039 FLAG PROJECT



The council reviewed a request from the Crediton Heart Project to pay £252.50 plus VAT for damage caused by a flag and bracket. The damage was due to the flag and

bracket falling off the building. Councillor N Letch asked the broader implications of flag displays, but it was noted that this was not on the agenda and would be discussed in a future committee meeting.

Decision: It was **resolved** to pay the invoice totalling £252.50 + VAT. (Proposed by Cllr Backhouse)

2024/040 CREDITON CLUSTER

The council received a report regarding the Crediton Cluster Group, which aims to foster communication and collaboration among local councils. It was noted that the group is growing and includes representatives from various neighbouring parish councils. The discussions highlighted the importance of a connected approach to address shared issues and the potential for a larger, unified voice when dealing with higher authorities.

Decision: It was **resolved** to approve Cllrs Cochran, Huxtable and Brookes-Hocking, with the possibility of adding one more member if needed. (Proposed by Cllr Fawssett)

2024/041 DATE OF NEXT MEETING

Decision: The date of the next meeting was noted as Tuesday, 16 July 2024.

2024/042 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 Huxtable)

2024/043 COUNCIL OFFICES

The report was received and discussed.

Decision: It was **resolved** to approve the recommendations within the report and approve an allocation of funds to obtaining legal advice.

2024/044 REPORTS PACK

Signed 

Dated..... 02/08/24