



Credition Town Council

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PUBLIC NOTICE

You are hereby invited to attend a **Meeting of Credition Town Council**, which will be held on **Tuesday, 17th March 2020, at Old Landscore School, Greenway, Credition, at 7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)
Town Clerk

10th March 2020

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

- 1. To receive and accept apologies** (Please make any apologies known to the Town Clerk)
- 2. Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
- 3. To receive a presentation on the progress of the Credition Heart Project including details on the feasibility study and town website plans.**
- 4. Public Question Time** - To receive questions from members of the public relevant to the work of the Council. *(A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)*
- 5. Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
- 6. Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
- 7. Town Council Minutes** - To approve and sign the minutes of the Credition Town Council Meeting held on Tuesday, 21st January 2020, as a correct record.

8. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Crediton Town Council meeting held on Tuesday, 21st January 2020, for information only.
9. **To receive, and to ratify the decisions therein, the minutes of the following meetings:**
 - **Town Strategy Committee held on 4th February 2020**
 - **Christmas in Crediton Sub-committee held on 11th February 2020**
 - **Council Affairs Committee held on 18th February 2020**
 - **Climate Change and Sustainability Sub-Committee held on 18th February 2020**
 - **Council Affairs Committee held on 24th February 2020**
 - **Assets & Amenities Committee held on 25th February 2020**
 - **Town Strategy Committee held on 3rd March 2020**
 - **Assets & Amenities Committee held on 10th March 2020**
 - **Climate Change and Sustainability Sub-Committee held on 10th March 2020**
 - **Old Landscore School Sub-Committee held on 10th March 2020**

(Copies of the minutes will be issued prior to the meeting.)
10. **Accounts Due for Payment and Receipts** - **To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22nd January 2020 to 17th March 2020 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
11. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)
12. **Budget Review** - **To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
13. **To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions.** (A copy of the report will be issued prior to the meeting.)
14. **To review the Council's investments and current accounts.** (Further information will be issued prior to the meeting.)
15. **To receive a recommendation from the Council Affairs Committee to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.** (A copy of the risk assessments and action plans will be issued with the agenda.)
16. **To review and approve the Council's Statement of Internal Control for the Financial Year 2019 - 2020.** (A copy of the statement will be issued with the agenda.)
17. **To review the Town Council's Investment Strategy.** (A copy of the strategy will be issued with the agenda.)
18. **To consider and amend/agree the Council's Operational Contingency Plan for the Coronavirus threat.** (A copy of the plan will be issued with the agenda.)
19. **To consider purchasing Crediton Town Council badges and agree any actions.** (Further information will be issued prior to the meeting.)

20. **Councillor Reports** - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.
21. **Correspondence and Matters To Note** - To receive Council correspondence and matters to note. (A list of the correspondence and matters to note will be issued with the agenda.)

PART TWO

22. **To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**
23. **To receive an update from the Council Affairs Committee on the recruitment of a Town Clerk including a training contract and the associated costs.**
24. **To discuss what, if any, interim arrangements the Council may need for May 2020 whilst there is no Town Clerk in post.**
25. **To consider a recommendation from the Council Affairs Committee to give Clare Dalley a zero-hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020.**
26. **To receive recommendations/nominations for individuals who will receive a Crediton Town plate at the Mayor's Reception 2020.** (Councillors are reminded that this is to recognise the efforts of those who demonstrate outstanding commitment to the well-being of Crediton and the community.)
27. **Close**