



**Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 14 March 2023 at 19.00, at The Bungalow, 8a North Street, Crediton.**

**Present:** Cllrs J Harris, F Letch, G Cochran and J Cairney

**Apologies:** Cllrs E Brookes-Hocking, S Huxtable and G Fawsett

**In Attendance:** Rachel Avery, Town Clerk

**121. Public Question Time**

There were no members of the public present.

**122. To receive and accept apologies**

It was **resolved** to accept the apologies of Cllrs E Brookes-Hocking, S Huxtable and G Fawsett. (Proposed by Cllr Cochran).

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

This was **noted**.

**124. Declarations of Interest**

Cllrs F Letch and Cairney declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**125. Order of Business**

There were no changes.

**126. Chairman's and Clerk's Announcements**

There were no announcements.

**127. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 28 February 2023, as a correct record**

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 28 February 2023. (Proposed by Cllr Cochran).

**128. Finance (reports had been issued with the agenda):**

**- To receive and approve transactions between 01 February 2023 – 28 February 2023**

It was **resolved** to approve transactions between 01 February 2023 – 28 February 2023. (Proposed by Cllr F Letch).

**- To receive and approve the bank reconciliation to 28 February 2023**

It was **resolved** to approve bank reconciliation to 28 February 2023. (Proposed by Cllr

Cochran).

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**-To note bank account balances to 28 February 2023**

The bank account balances were **noted**.

**129. To consider and approve a grant request of £300 from Crediton Arts Centre, for the 2023 Share in the Square programme**

It was **resolved** to approve the grant request. (Proposed by Cllr Cochran).

**130. To review and approve the following policies (copies to be issued with agenda):**

**-Communications & Media Policy**

It was **resolved** to approve the Communications & Media Policy. (Proposed by Cllr Cochran).

**-Data Protection Policy**

It was **resolved** to approve the Data Protection Policy. (Proposed by Cllr Cairney).

**-Scheme of Delegation**

It was **resolved** to approve the Scheme of Delegation. (Proposed by Cllr Cochran).

**-FOI Model Publication Scheme**

It was **resolved** to approve the FOI Model Publication Scheme. (Proposed by Cllr Cochran).

**-Co-option Policy**

It was **resolved** to approve the Co-option Policy. (Proposed by Cllr F Letch).

**-Protocol on Member/Officer Relations**

It was **resolved** to approve the Member/Officer Relations Policy. (Proposed by Cllr Cochran).

**-Social Media & Electronic Communication**

It was **resolved** to approve the Social Media & Electronic Communications Policy. (Proposed by Cllr Cochran).

**-Equal Opportunities**

It was **resolved** to approve the Equal Opportunities Policy. (Proposed by Cllr Cochran).

**-Whistleblowing Policy & Procedure**

It was **resolved** to approve the Whistleblowing Policy & Procedure. (Proposed by Cllr Cochran).

**-Health & Safety**

It was **resolved** to approve the Health & Safety Policy. (Proposed by Cllr Cochran).

**131. To receive the report regarding the Twinners' Mayoral Reception and approve the recommendations therein (report to be issued with the agenda)**

It was noted that there was no information, but the Boniface Centre has been booked for Saturday 27 May.

**132. To agree the date of the next meeting – Tuesday 11 April 2023 at 19.00**

The date of the next meeting was **noted**. The meeting was closed at 20.11.

**PART TWO**

**133. It is recommended 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.**

It was **resolved** to move to Part Two. (Proposed by Cllr Harris).

**134. To receive the youth worker staffing report and consider and approve the proposals therein (report had been issued with the agenda)**

It was **resolved** to approve the proposals therein. (Proposed by Cllr Cochran).

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**135. To receive the staffing report and consider and approve the proposals therein** (report had been issued with the agenda)  
A verbal report was received, alongside written information provided in the meeting. It was **resolved** to approve the proposal, with an additional meeting to be arranged for two weeks' time. (Proposed by Cllr Cochran).

**136. To receive the office building report and consider and approve the proposals therein** (report had been issued with the agenda)  
A verbal report was received, but there were no proposals to consider at this time.

Signed ..........Chairman

Dated.....5-5-23.....