



**Minutes of the Council Affairs and Finance Committee held on Tuesday, May 14, 2024 at
19:00 at Old Landscore School, EX17 3LP.**

Present: Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch

Minute Taker: Rachel Avery, Town Clerk

MINUTES

185 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

186 PUBLIC QUESTION TIME

There were no members of the public present.

187 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllrs Cairney and Harris. (Proposed by Cllr Cochran)

188 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

**188.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE
PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

Cllr F Letch declared a personal interest in the grant request from CISCO. It was clarified that neither the member nor their spouse would receive any of the grant money.

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

There were no dispensation requests.

189 ORDER OF BUSINESS

There were no amendments to the order of business.

190 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

191 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Decision: It was resolved to approve and sign the minutes from the meeting held on 23 January 2024. (Proposed by Cllr Cochran)

192 FINANCE

**192.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL 2024 AND 30
APRIL 2024**

Decision: It was **resolved** to approve transactions between 01 April 2024 and 30 April. (Proposed by Cllr F Letch)

192.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2024

Decision: It was **resolved** to approve the bank reconciliation to 30 April 2024. (Proposed by Cllr F Letch)

192.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2024

Bank account balances to 30 April 2024 were **noted**.

193 GRANT FUNDING

A grant request from CISCO was considered. The committee reviewed the available budget and confirmed that there was sufficient funding remaining.

Decision: It was **resolved** to award a grant of £432.00. (Proposed by Cllr Backhouse)

194 PARISH CHARTER REVIEW

The committee discussed the contents of the report relating to MDDC's consultation on the Parish Charter and Planning Charter. Members provided additional comments:

- Clarification of how MDDC defines a well organised, proactive, informed and willing local council
- Request to reinvestigate the use of CIL rather than S106 funding for developments
- Requirement to provide mission statements at the beginning of each document
- Development of scheme for consultation on local plans and other supplementary planning documents
- 90% of the planning charter relates to applications, but significant applications have already been through various stages and local councils should be consulted on earlier in that process.

Decision: It was resolved to approve the response, with the additional comments. (Proposed by Cllr Brookes-Hocking)

195 CREDITON YOUTH SERVICE UPDATE

A report regarding the Crediton Youth Service was received. The committee discussed the positive impact of the service on the community and expressed satisfaction with its progress, however a draft 5-year strategic plan has not been forthcoming. It was agreed that the Town Clerk would provide a draft document at the next meeting of this committee.

Task: Next Youth Sub-Committee meeting would be held on Tuesday 09 July 2024 at 18.00 @ *Town Clerk*

196 REVIEW AND ADOPTION OF POLICIES

Accessibility Statement

The following amendments were requested:

- CTC would respond to requests within 10 days
- The provision of braille documents would be investigated.

Decision: It was **resolved** to approve the Accessibility Statement (Proposed by Cllr F Letch)



DBS Handling Policy

Decision: It was **resolved** to approve the DBS Handling Policy. (Proposed by Cllr Cochran)

Protocol for Meeting with Developers

It was request to add 'and Landowners' to the policy title.

Decision: It was **resolved** to approve the Protocol for Meeting with Developers and Landowners. (Proposed by Cllr Brookes-Hocking)

Investment Strategy

Decision: It was **resolved** to approve the Investment Strategy. (Proposed by Cllr Cochran)

Recruitment of Ex-Offenders

Decision: It was **resolved** to approve the Recruitment of Ex-Offenders policy. (Proposed by Cllr Cochran)

Value for Money Statement

This policy would be considered at the next meeting of this committee.

Task: Agenda item for next meeting of committee @Town Clerk

197 PUBLIC QUESTION TIME

It was noted that this item would be considered by Full Council on Tuesday 21 May 2024.

Task: Agenda item for Full Council @Town Clerk

198 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 11 June 2024.

199 PART II

The committee resolved to exclude the public and press from the meeting for the following items, which involved sensitive and confidential information. No further details or discussions were provided.

200 VEXATIOUS COMPLAINTS


The enacted Vexatious Complaint Procedure was reviewed, and further actions were considered, for approval by Full Council.

201 COUNCIL OFFICES

The Town Clerk provided a verbal update.

202 REPORTS PACK

Signed



Dated.....15 July 24.....