



**Minutes of Credition Town Council's Council Affairs Committee Meeting held on Tuesday, 18<sup>th</sup> February 2020 at 6.00 pm, at Old Landscore School, Greenway**

**Present:** Cllrs Miss J Harris, Mr F Letch, Mr J Ross, Mrs L Martin, Mrs H Zorlu and Mrs E Brookes-Hocking (part meeting)

**In Attendance:** Mrs C Dalley, Town Clerk

**54. To receive and accept apologies**

None received.

**55. Declarations of Interests**

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

**56. Public Question Time**

There were no members of the public present.

**57. Order of Business**

There were no changes to the order of business.

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

There were no announcements.

**59. Council Affairs Committee Minutes** - To approve and sign the minutes of the Council Affairs Committee Meetings held on 8<sup>th</sup> October 2019, 22<sup>nd</sup> October 2019 and 21<sup>st</sup> January 2020, as a correct record. It was **resolved** to approve the minutes of the Council Affairs Committee Meetings held on 8<sup>th</sup> October 2019, 22<sup>nd</sup> October 2019 and 21<sup>st</sup> January 2020, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

**60. Matters Arising**

There were no matters arising.

**61. To review the following policies and procedures:**

- **Protocol on Marking the Death of Senior Members of the Royal Family**
- **Volunteer Policy**
- **Anti-fraud and Corruption Strategy**
- **Value for Money Statement**
- **Crime & Disorder Statement**
- **Biodiversity Statement**

- **Leadership in Planning for the Future Statement**
- **Seating Policy**
- **Discretions Policy**
- **Cyber Security Policy**

Copies of the policies & procedures had been issued prior to the meeting. The policies and procedures were reviewed by members.

Cllr Brookes-Hocking arrived at 6.06 pm

It was **resolved** to amend the following policies and procedures as they needed updating:

- Protocol on Marking the Death of Senior Members of the Royal Family
- Crime & Disorder Statement
- Performance Management Statement

(Proposed by Cllr Harris)

It was **resolved** to change the name of the Seating Policy to the Bench Seat Policy (Proposed by Cllr Brookes-Hocking)

It was **resolved** to agree and adopt unaltered the following:

- Volunteer Policy
- Anti-fraud and Corruption Strategy
- Value for Money Statement
- Biodiversity Statement
- Performance Management Statement
- Leadership in Planning for the Future Statement
- Seating Policy
- Discretions Policy
- Cyber Security Policy

(Proposed by Cllr Letch)

**62. To review the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plans with immediate effect.** A copy of the risk assessments and action plans had been issued with the agenda. It was **resolved** to accept and approve the risk assessments and action plans prepared by the Clerk and to recommend them to full Council. (Proposed by Cllr Letch) Members requested the minutes reflect their thanks to the Town Clerk for such a thorough piece of work.

**63. To consider and agree the format and running of this year's Annual Town Meeting.** It was **resolved** to use the same format as 2019, with the event being held in the Boniface Centre, not Old Landscore School, with the Clerk and Mayor running the event. (Proposed by Cllr Harris) It was noted that if the Boniface Centre is not available on the date required the Clerk will advise members of the dates available and arrange an alternative date. It was **resolved** to:

- Ask the Town Team and Crediton Rugby Club to provide a detailed 10-minute presentation for the event, if they wish to.

- Provide refreshments at the beginning of the event with doors opening at 6.30 pm and meeting starting at 7.00 pm.

(Proposed by Cllr Letch)

64. **To review the Council's Community Engagement Strategy, in particular, the way in which the Council communicates with the public; to consider how this can be improved, including Town Council surgeries, the newsletter, social media etc.** Cllr Brookes-Hocking expressed concern that few Councillors were volunteering for the Town Council surgeries. A discussion then followed regarding how regular Town Council surgeries need to be and where they should be held in order to maximise community engagement. Cllr Letch stated that he had approached Morrisons and Tesco Supermarkets in Crediton, following a previous suggestion from Cllr Martin. Both supermarkets were, in principle, happy to provide space at the front of their stores for a regular Town Council surgery, as long as it is non-political.

It was **resolved** to recommend to full Council that there should be one Town Council surgery per month with the location being rotated between the Town Square, Morrisons and Tesco. (Proposed by Cllr Letch) It was acknowledged that the date and times of these surgeries could vary.

Cllr Brookes-Hocking questioned how well the community knows what the Town Council does. The Clerk advised that the only way to really find out was to carry out a piece of market research asking the community. To start this piece of work, it was **resolved** for the Town Council staff to begin collating what statistical data they do have from the Council's website and social media pages. (Proposed by Cllr Harris)

Cllr Martin added that the Council's Facebook page is well managed by the Council office staff.

The Town Council newsletter was discussed and whilst the Clerk acknowledged that it would be good to update the newsletter on a more regular basis than every three months, when each new edition is produced, there was currently no capacity at the office to do this.

It was **resolved** to update the Town Council's Community Engagement Strategy (Proposed by Cllr Harris)

65. **To consider whether the Council should stop the practice of laminating posters when advertising events on street furniture. To discuss alternative options for advertising events and agree a course of action.** This item had been requested by Cllr Ross. John Ross advised that by laminating a piece a paper it cannot be un laminated and thus cannot be recycled. He suggested that posters should be stapled into plastic punched pockets and put up with rope. The Clerk expressed concern as this would mean the poster was not airtight and questioned the reusability of the punched pocket afterwards.

It was noted that posters could be displayed in shop windows, however, you could not guarantee the shops will display them.

It was **resolved** for Cllr Ross to contact Frome and Totnes Town Councils to find out what other councils do. (Proposed by Cllr Brookes-Hocking)

66. **To discuss and agree the arrangements for the Council Affairs Committee meeting being held on Monday 24<sup>th</sup> February 2020, when members will shortlist the applications received for the position of Town Clerk.** The Clerk advised that Cara Stobart, DALC County Secretary, would be in attendance to oversee the proceedings. The Town Clerk would also be in attendance.
67. **To consider a request from the Christmas in Crediton Sub-Committee to give Clare Dalley a zero-hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020.** It was **resolved** to approve the request from the Christmas in Crediton Sub-Committee to give Clare Dalley a zero-hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020. (Proposed by Cllr Harris)
68. **Close.**  
The meeting was closed at 6.50 pm.

Signed.....

Date.....(Chairman)

DRAFT