



Minutes of Credition Town Council's Council Affairs Committee Meeting held on Tuesday, 18th June 2019, at 6.00 pm, at Credition Library, Belle Parade, Credition

Present: Cllrs Miss J Harris, Mr F Letch, Mrs E Brookes-Hocking, Mr A Wyer, Mrs H Zorlu, Mr J Ross and Mr T Matthews

In Attendance: Mrs Clare Dalley, Town Clerk

1. To Elect a Committee Chairman for 2019-2020

It was **resolved** to elect Cllr Harris as Committee Chairman for 2019-2020. (Proposed by Cllr Wyer)

2. To Elect a Committee Deputy Chairman for 2019-2020

It was **resolved** to elect Cllr Wyer as Committee Deputy Chairman for 2019-2020. (Proposed by Cllr Letch)

3. To receive and accept apologies

There were no apologies.

4. Declarations of Interests

Cllrs Letch and Wyer 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.

5. Public Question Time

There were no members of the public present.

6. Order of Business

There were no changes to the order of business.

7. Chairman's and Clerk's Announcements

There were no announcements.

8. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 16th April 2019, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting, held on 16th April 2019, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Wyer)

9. Matters Arising

Page 17, minute number 84 – Cllr Letch advised that he had attended Queen Elizabeth School and met a 94 year old gentleman who had been on the beaches on D-Day. The event in the Town Square held between 5.00 pm and 8.00 pm had gone very well.

10. To review the following policies and procedures:

- **Social Media & Electronic Communication Policy**
- **Equal Opportunities Policy**
- **Safeguarding Policy**
- **Training & Development Policy**
- **Grievance Procedure**
- **Disciplinary Procedure**
- **Whistleblowing Policy & Procedure**
- **Maternity, Adoption, Paternity and Parental Leave and Policy & Procedure**

Copies of the policies & procedures had been issued prior to the meeting. The policies and procedures were reviewed by members and it was **resolved** to agree and adopt the following:

- **Social Media & Electronic Communication Policy**
- **Equal Opportunities Policy**
- **Safeguarding Policy**
- **Training & Development Policy**
- **Grievance Procedure**
- **Disciplinary Procedure**
- **Whistleblowing Policy & Procedure**
- **Maternity, Adoption, Paternity and Parental Leave and Policy & Procedure**

(Proposed by Cllr Letch)

Cllr Brookes-Hocking suggested, and it was agreed, that it would be worthwhile in future for each Councillor to take a policy and carry out an in-depth look at it, prior to its review by the whole Committee. This would be particularly advantageous if a Councillor had an interest in a particular area, for example, Cllr Zorlu and safeguarding.

11. To receive an update on the recruitment/contracting of a toilet cleaner for Newcombes Meadow public conveniences and the Town Council offices and to agree any actions.

The Clerk advised they had still been unable to find a toilet cleaner. The Assistant Clerk had spoken to numerous cleaning contractors all of which had declined to provide a quotation. The reasons given were lack of availability and one said the specification was unfeasible. The Clerk also advised that she had just received the 2018-2019 recharges for Newcombes Meadow toilets from Mid Devon District Council which totalled £9,419.03.

Cllr Matthews advised that he had a cleaning company and he would be willing to clean the toilets completely free of charge as a volunteer, subject to the Council supplying the cleaning materials.

It was **resolved** to accept Cllr Matthews offer, subject to him reviewing and agreeing to the specification. (Proposed by Cllr Letch) It was further **resolved** for the Clerk to look into automatic door locks for Newcombe Meadow toilets. (Proposed by Cllr Harris)

The Clerk confirmed that as the Town Council had now found a cleaner, she would arrange for the transfer deed to be executed without delay and would liaise with Cllr Matthews.

12. To discuss and agree the relocation of the Town Council’s storage container.

The Clerk advised that the Council had until Tuesday, 9th July 2019, to relocate the container. After extensive research, it was currently not possible to relocate the container to another location on Lord Meadow Industrial Estate. There are currently two options available to the Council, which are as follows:

- a) Relocate the storage container to a storage container facility at Whitestone, near Tedburn St Mary. The ground rent will be £20 per week.
- b) Relocate the storage container to Crediton railway station’s park and ride car park for a temporary period of between 6-12 months. There would be no ground rent charged.

The cost to relocate the container will be £310.00 plus VAT and is a specialist service which can be provided by Mr Darren Gorrett of D & F Supercranes Ltd. Mr Gorrett is confident that the container can be moved complete with all the items still in it. Although moving the container to the Railway station car park would be a short term solution, it would provide the office staff with more time to investigate alternative options, keep the storage facility in town for the time being and would be a minimal expense to the Council.

It was **resolved** to relocate the Council’s storage container to Devon County Council’s park and ride car park. (Proposed by Cllr Harris)

13. To receive an update on the office workload.

The Clerk circulated the ‘Office To Do’ list for consideration by members. The Clerk explained that the office was having capacity issues. That day she had requested to move a P3 Parish Paths meeting scheduled for next week into July. The Clerk and Assistant Clerk are prioritising work as best as they can, anything with an imminent deadline date is being dealt with first. The Clerk also expressed concern that the Summer Newsletter may be a week late as she had not had time to start work on it as yet. She also advised that the lack of space at the office for storage and informal meetings was a cause for concern. It was **resolved** to note the ‘Office To Do’ list. (Proposed by Cllr Harris)

PART TWO

14. It was **resolved** 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. (Proposed by Cllr Letch)

15. To discuss staffing issues. A report prepared by the Clerk had been issued prior to the meeting and was discussed by Councillors. Due to the confidential nature of this item, no further information can be disclosed at this time.

16. Close.
The meeting was closed at 6.41 pm.

Signed..... Date.....(Chairman)