



Minutes of Credition Town Council's Council Affairs and Finance Committee held on Tuesday 19 October 2021 at 19.00, at Old Landscore School, Greenway, Credition

Present: Cllrs J Harris (Chairman), J Cairney, L Martin and H Zorlu

Apologies: Cllr Huxtable, Letch and Brookes-Hocking

In Attendance: Rachel Avery, Town Clerk

51 To receive and accept apologies

The meeting was opened at 19.00. It was **resolved** to receive and accept apologies from Cllr Huxtable, Letch and Brookes-Hocking (Proposed by Cllr Cairney).

52 Declarations of Interest

Cllr Cairney declared that as members 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.

53 Public Question Time

There were no members of the public present.

54 Order of Business

There were no changes.

55 Chairman's and Clerk's Announcements

There were no announcements.

56 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 21 September 2021, as a correct record. (Proposed by Cllr Cairney).

57 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22 September 2021 – 19 October 2021 inclusive and to receive the bank reconciliation

The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments and receipts detailed and to accept the bank reconciliation. (Proposed by Cllr Zorlu).

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58 To approve the following policy:

- **Communications & Media Policy**

Cllr Zorlu requested that wording be amended to state that meetings 'may' be livestreamed rather than 'will' . It was **resolved** to approve the policy. (Proposed by Cllr Cairney).

- **Data Protection Policy**

It was resolved to **approve** the policy. (Proposed by Cllr Cairney).

- **Scheme of Delegation**

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

- **FOI Model Publication Scheme**

It was **resolved** to approve the scheme. (Proposed by Cllr Harris).

- **Co-option Policy**

Cllr Cairney asked if there was any way to amend the number of people able to call an election, but this was not possible as this information is laid out in legislation. It was **resolved** to approve the policy. (Proposed by Cllr Martin).

- **Protocol on Member/Officer Relations**

It was **resolved** to add an additional point at paragraph 3.2 to include an expectation that councillors should attend Full Council and at least one committee meeting. (Proposed by Cllr Zorlu). It was **resolved** to approve the policy. (Proposed by Cllr Zorlu).

- **Social Media & Electronic Communication Policy**

It was **resolved** to approve the policy. (Proposed by Cllr Zorlu).

- **Equal Opportunities**

It was **resolved** to approve the policy. (Proposed by Cllr Cairney).

- **Safeguarding Policy**

It was **resolved** to approve the policy. (Proposed by Cllr Harris).

59 To allocate appropriate budgets to committees

It was **resolved** that an informal meeting would take place to allow all councillors to attend to discuss the budget before full consideration at the November meeting. (Proposed by Cllr Harris).

60 To receive the half yearly accounts

It was **resolved** to approve the half yearly accounts once the interim internal audit report has been received. (Proposed by Cllr Harris).

61 To agree the date of the next meeting – Tuesday 09 November 2021 at 19.00

The meeting date was noted. The meeting was closed at 19.15.

Signed.....Chairman

Dated.....9-11-21.....