



**Minutes of the Council Affairs and Finance Committee held on Tuesday, February 13, 2024  
at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP**

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

**Apologies:** Cllr F Letch

**In Attendance:** One member of the public

**Minute Taker:** Rachel Avery – Town Clerk

---

## MINUTES

### 131 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 132 PUBLIC QUESTION TIME

Questions were raised by a member of the public. The questions and full responses would be provided on the town council's website in due course.

### 133 APOLOGIES

It was **resolved** to approve apologies for Cllr F Letch. (Proposed by Cllr Harris).

### 134 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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

There were no declarations of interest.

#### 134.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no requests for dispensations.

## 135 ORDER OF BUSINESS

There were no amendments to the order of business.

## 136 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

## 137 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

It was **resolved** to approve the minutes of 10 January 2024. (Proposed by Cllr Brookes-Hocking).

It was **resolved** that given the request made by a member of the public regarding the minutes of the meeting held on 12 December, Cllr Huxtable would provide a transcript for consideration at the March meeting. (Proposed by Cllr Huxtable).

## 138 FINANCE

### 138.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JANUARY 2024 AND 31 JANUARY 2024

It was **resolved** to approve transactions between 01 January 2024 and 31 January 2024. (Proposed by Cllr Harris)

### 138.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 JANUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 31 January 2024. (Proposed by Cllr Harris).

### 138.3 TO NOTE BANK ACCOUNT BALANCES TO 31 JANUARY 2024

It was **resolved** to receive and approve the bank reconciliation to 31 January 2024. (Proposed by Cllr Brookes-Hocking).

### 138.4 TO RECEIVE AN UPDATE ON TRANSFER OF CCLA FUNDS

It was **noted** that there was no further update, but the item would be added to the March agenda.

## 139 REVIEW AND ADOPTION OF POLICIES

Privacy Policy – it was **noted** that the policy would be reviewed, further to the complaint raised in relation to GDPR.

Disciplinary Policy – it was **resolved** to approve the policy. (Proposed by Cllr Cochran)

## 140 PORTRAIT OF HIS MAJESTY KING CHARLES III

Consideration was given to whether the town council should apply for the free-of-charge portrait. Whilst there were differing opinions as to whether an application should be made. It was **agreed** that a poll would be added to social media to gauge the opinion of the wider community, and a resolution would be made at the next meeting of the committee. (Proposed by Cllr Huxtable)

## 141 COMMUNITY PARTICIPATION

### 141.1 PUBLIC QUESTION TIME

The following comments were made:

- Meetings of the council and its committees are not a public meeting, but meetings to which the public are invited
- Standing orders can be suspended, and voting on this is vital
- The use of standing orders are integral to the meetings of the council, but debating at a public meeting is different
- The public can engage with the council in many other ways, and a poster has been designed to add to the website, notice boards and social media
- That questions to the District Council must be provided two days prior to the meeting
- Engagement with the community is vital
- Structure and debate is possible within meetings and should be investigated.

It was generally accepted that standing orders are clear in terms of the rules of public question time, but further investigation should be undertaken.

It was **agreed** that additional information should be added to the website to provide guidance regarding public question, for approval at the next meeting. (Proposed by Cllr Huxtable)

### 141.2 COFFEE AND CONVERSATION

It was **agreed** that other avenues of community discussion would be useful. It was agreed that Cllrs Huxtable, Backhouse and Fawssett would meet to agree next steps, for approval at the next meeting.

**142 ANNUAL TOWN MEETING**

Consideration was given to the merits of holding the meeting on the Town Square or in a building such as the Boniface Centre. The Town Clerk would further investigate the availability of locations and available dates in the first two weeks of May, for further consideration at the next meeting.

**143 CLIMATE AND ECOLOGICAL EMERGENCY CONSIDERATION**

It was **noted** that any consideration to the climate and ecological emergency would be reported through minutes of all Full Council and Committee meetings, in italic text.

**144 DATE OF NEXT MEETING**

The date of the next meeting, Tuesday 12 March 2024, was **noted**.

**145 PART II**

It was resolved to move into Part II. (Proposed by Cllr Huxtable).

**146 COUNCIL OFFICES**

*Cllr Brookes-Hocking declared an interest and left the room*

The report was received. It was **resolved** to recommend approval, to Full Council, of the recommendations therein. (Proposed by Cllr Cochran, Cllr Backhouse abstained).

**147 REPORTS PACK**

Signed .....

Dated.....

