



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a **Meeting of Council Affairs and Finance Committee**, which will be held on **Tuesday 11 July 2023 at 20.15, at Old Landscore School, Greenway, Credition.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC
Town Clerk

06 July 2023

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

1. **Public Question Time:**
 - **To receive questions from members of the public relevant to the work of the council** (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)
2. **Apologies:**
 - **To receive and accept Town Councillor apologies** (apologies should be made to the Town Clerk)
3. **Declarations of Interest and Requests for Dispensations:**
 - **To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**
 - **To consider any dispensation requests** (requests should be made to the Town Clerk prior to the meeting)
4. **Order of Business:**
 - **At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public**
5. **Chair's and Clerk's Announcements:**
 - **To receive any announcements which the Chair and Town Clerk may wish to make** (for information only)
6. **Council Affairs and Finance Committee Minutes:**
 - **To approve and sign the minutes of the meeting held on Tuesday 13 June 2023, as a correct record** (minutes will be issued with the agenda)
7. **Councillor behaviour:**
 - **To receive a statement from Cllr Backhouse regarding adhering to policies relating to equality and diversity**
8. **Policies:**
 - **To approve the following:**
General Privacy Notice
Volunteer Policy
Training and Development Policy
9. **Finance** (associated papers issued with the agenda):
 - **To receive and approve transactions between 01 June 2023 – 30 June 2023**
 - **To receive and approve the bank reconciliation to 30 June 2023**
 - **To receive an update on bank account transfers**
 - **To note bank account balances to 30 June 2023**
 - **To receive a verbal update from the Town Clerk regarding reduction of services by MDDC and to consider any further action**

10. **Strategic Plan Review:**
 - To receive an update from the Strategic Plan Review Sub-Committee
11. **High Street Noticeboard:**
 - To consider how the noticeboard will be managed
 - To agree a protocol for advertising events
12. **Grant funding:**
 - To consider the provision of free room hire to Crediton Breastfeeding and Parent Support Group in lieu of a grant to April 2024
13. **Date of next meeting:**
 - To note that the date of the next meeting will be Tuesday 12 September 2023 at 19.00

PART II

14. **Part II:**
 - To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information
15. **Events and Projects Officer Vacancy:**
 - To approve the appointment of the Events and Projects Officer
 - To approve the contract for the Events and Projects Officer
16. **Vexatious Complaint Process:**
 - To consider further enactment of the Vexatious Complaint Process
17. **Council Offices:**
 - To receive the report on the Council Offices and to approve the recommendations, for approval by Full Council