



Credon Town Council

8a North Street

Credon

Devon

EX17 2BT

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To All Members of Credon Town Council's Council Affairs and Finance Committee

You are hereby summoned to attend a **Meeting of Credon Town Council**, which will be held on **Tuesday 14 December 2021 at 19.00, at The Bungalow, North Street, Credon.**

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

Members of the Public are advised to submit questions to the Town Clerk prior to the meeting.

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

Rachel Avery PSLCC

Town Clerk

09 November 2021

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960
- 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), Credon Town Council is unable to make any decision on matters not listed within the agenda
- Credon Town Council will always attempt to record and livestream meetings to Credon Town Council's social media platforms.

AGENDA

- 1. To receive and accept apologies** (please make any apologies known to the Town Clerk)
- 2. Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**
- 3. Public Question Time - To receive questions from members of the public relevant to the work of the Committee**
- 4. Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers, or members of the public**
- 5. Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make** (for information only)
- 6. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 09 November 2021, as a correct record**
- 7. Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 10 November 2021 – 14 December 2021 inclusive and to receive the bank reconciliation** (schedule of payments and receipts will be issued prior to the meeting)
- 8. To discuss the 2022/23 budget, for approval by Full Council**
- 9. Covid-19:**
 - **To consider writing a letter to Mel Stride MP requesting support for legislation enabling the use of virtual and hybrid council meetings**
 - **To consider an emergency Scheme of Delegation**
 - **To note the new Covid-19 office risk assessment**
- 10. To consider a request from The Rotary Club for a financial donation to replace the vandalised defibrillator**
- 11. To consider changing the Administrative Assistant's title to Administration Officer**
- 12. To agree the date of the next meeting – Tuesday 25 January 2022 at 19.00**

PART TWO

- 13. It is recommended 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**
- 14. To receive the report of office staffing and to consider the recommendations therein**