



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 23 May 2023 at 19.00**, 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

18 May 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. **Election of Chair for 2023/24:**
 - **To seek nominations and elect the Chair for the ensuing year**
2. **Election of Deputy Chair for 2023/24:**
 - **To elect the Deputy Chair for the ensuing year**
3. **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)
4. **Apologies:**
 - **To receive and accept Town Councillor apologies** (apologies should be made to the Town Clerk)
5. **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)
6. **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**
7. **Chair's and Clerk's Announcements:**
 - **To receive any announcements which the Chair and Town Clerk may wish to make** (for information only)
8. **Council Affairs and Finance Committee Minutes:**
 - **To approve and sign the minutes of the meeting held on Tuesday 25 April 2023, as a correct record** (minutes will be issued with the agenda)
9. **Youth Service:**
 - **To receive a verbal report from Cath Kelly (Lead Youth Worker) regarding the current youth service**
 - **To consider the creation of a Crediton Youth Service Development Sub-Committee**
 - **To approve the terms of reference for the Sub-Committee**
 - **To appoint members to the Sub-Committee**
 - **To discuss any other matters relating to the report and agree a course of action**

- 10. Policies:**
- **To approve the following:**
Youth Work Safeguarding Policy
Youth Work Behaviour Policy
Accessibility Statement
DBS Handling Policy
Protocol for Meeting with Developers
Investment Strategy
Recruitment of Ex-Offenders Policy
Members Allowance Policy
Statement of Internal Control
Statement on Biodiversity
Value for Money Statement
- 11. Finance** (associated papers issued with the agenda):
- **To receive and approve transactions between 01 April 2023 – 30 April 2023**
 - **To receive and approve the bank reconciliation to 30 April 2023**
 - **To note bank account balances to 30 April 2023**
- 12. Office carpets at 8A North Street:**
- **To receive the report regarding the replacement of office carpets following flood damage and to approve a contractor** (report issued with the agenda)
- 13. Utility Contracts:**
- **To receive the report regarding the Town Council’s current utility contracts and to approve any amendments to suppliers detailed within** (report issued with the agenda)
- 14. Reception Door at The Bungalow, 8 North Street:**
- **To receive the report regarding the reception door and to approve the quotation therein** (report issued with the agenda)
- 15. Sustainable Crediton Hub:**
- **To receive the report regarding the creation of a Hub at 8 North Street and to approve the recommendations therein** (report issued with the agenda)
- 16. Strategic Plan Review:**
- **To consider the creation of a Strategic Plan Review Sub-Committee**
 - **To approve the Terms of Reference for the Strategic Plan Sub-Committee**
 - **To appoint members to the Sub-Committee**
- 17. Date of next meeting:**
- **To note that the date of the next meeting will be Tuesday 13 June 2023 at 19.00**

PART II

18. 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**

19. Events and Projects Officer Vacancy:

- **To receive applications and approve a shortlist**
- **To approve the interview format**
- **To agree dates and times for interviews**

20. To receive the report regarding the Council Offices and to consider the recommendations therein (report issued with the agenda)