



Credon Town Council

8a North Street
Credon
Devon
EX17 2BT

Telephone: 01363 773717
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To All Members of Credon Town Council's Council Affairs Committee,

You are hereby summoned to attend a Meeting of Credon Town Council's Council Affairs Committee, which will be held on **Monday 26 April 2021 at 19.00.**

This will be a virtual meeting using the Zoom meeting platform. The details for accessing the meeting are:

Join Zoom Meeting

<https://zoom.us/j/91285282655?pwd=d3pRbHNuQVcrY1htenFnMVZoeEFtQT09>

Meeting ID: 912 8528 2655

Passcode: 466440

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 481 5240 United Kingdom

+44 208 080 6591 United Kingdom

+44 330 088 5830 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6592 United Kingdom

Find your local number: <https://zoom.us/u/ad9Vw9DTtg>

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

Rachel Avery PSLCC

Town Clerk

20 April 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
- This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
- This meeting will be recorded and may be livestreamed 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 March 2021, as a correct record
7. To consider, for approval by Full Council, the Financial Regulations
8. To review, for approval by Full Council, the following documents:
 - Action Plan 2021-2022
 - Strategic Plan 2021-2025
9. To consider the adoption of the following policies (Policies to be issued with the agenda):
 - Performance Management Strategy
 - Protocol for dealing with complaints
 - Training Development Policy
 - Leadership in Planning Statement
 - Biodiversity Statement
 - Crime and Disorder Statement
 - Anti-fraud and Corruption Strategy
 - Discretions Policy
 - Volunteer Policy
 - Bench Seat Policy
 - Community Engagement Strategy
10. To review, for approval by Full Council, the Council's documentation relating to the Local Council Award Scheme
11. To consider the resumption of in-person meetings
12. To note the recent complaints received by the Town Clerk (Documents to be issued with the agenda)
13. To consider and agree additional work required to the office to ensure Covid-safe compliancy

14. To agree the date of the next meeting – Tuesday 11 May 2021 at 19.00

PART TWO

15. 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

16. Assistant Clerk Maternity leave:

- To note Statutory Maternity Leave payments
- To consider and agree arrangements for holiday
- To discuss the burden of additional work on other staff and appropriate reimbursement

17. To consider outstanding issues relating to new contracts, prior to issue

18. To discuss the Town Clerk's additional hours worked, and to consider a Time Off In Lieu policy