



Minutes of Credition Town Council's Council Affairs Committee Meeting, held on Tuesday 11th December 2018, at 6.00 pm, at Credition Library, Belle Parade, Credition

Present: Cllrs Miss J Harris (Committee Chairman), Mr F Letch, Mrs E Brookes-Hocking, Mr A Wyer, Ms K Piercy, Mrs A Hughes, Mr J Ross and Mrs H Zorlu

In Attendance: Mrs Clare Dalley, Town Clerk

42. To receive and accept apologies

There were no apologies.

43. Declarations of Interests

Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

44. Public Question Time

There were no members of the public present.

45. Order of Business

There were no changes to the order of business.

46. Chairman's and Clerk's Announcements

There were no announcements.

47. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 16th October 2018, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting held on 16th October 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)

48. Matters Arising

There were no matters arising.

49. To consider the Lone Worker arrangements for Town Council staff. This item had been requested by Cllr Ross. A copy of the request had been issued with the agenda together with a copy of a new draft Lone Worker Policy devised by the Town Clerk. It was **resolved** to approve and adopt the new Lone Worker Policy with immediate effect. (Proposed by Cllr Letch)

50. To discuss the recruitment/contracting of a Toilet Cleaner for Newcombes Meadow public conveniences and the Town Council offices. The Clerk asked Councillors whether they wished to contract the services of a cleaning company or wished to recruit an individual. She explained the advantages and disadvantages of both options. It was **resolved** not to approach a professional cleaning contractor but to investigate whether one or two people could be

employed on a job share arrangement, as the requirement is for 7 days a week cover, or whether a local self-employed person/family could be found. (Proposed by Cllr Harris)

It was recommended that the Clerk contact the cleaners at the local schools.

51. **To review the Council’s Community Engagement Strategy.** A copy of the strategy had been issued with the agenda. It was **resolved** to approve and adopt with immediate effect the Council’s Community Engagement Strategy. (Proposed by Cllr Wyer)

It was further **resolved** for the Clerk to amend the strategy in January to include the details of the Council’s community engagement processes in an election year. (Proposed by Cllr Brookes-Hocking) The Clerk confirmed the amended policy would be re-presented for consideration at the next Council Affairs Committee.

52. **To review the Council’s Protocol on Marking the Death of Senior Members of the Royal Family.** A copy of the protocols had been issued with the agenda and were reviewed. It was **resolved** that the protocols needed amending following the Council office relocation. (Proposed by Cllr Harris) The Clerk confirmed this would be done in January 2019.

There was a detailed discussion regarding the loss of the flag pole and where an alternative could be located. It was suggested the Clerk could ask the new owners of the old Council Office building if the flag pole could still be used for the time being. Councillors noted that a flag pole used to be located at the Town’s War Memorial and felt this would be an ideal location. The Clerk confirmed she would investigate all possibilities and report back. In the meantime, the proclamation will be read on the Town Square.

The Clerk was also asked to advise the Church that the Town Council has a protocol on Marking the Death of Senior Members of the Royal Family.

53. **To review the Council’s Code of Conduct.** A copy of the code had been issued with the agenda. The Code of Conduct was reviewed and it was **resolved** to agree and adopt unaltered the Council’s Code of Conduct. (Proposed by Cllr Wyer)

54. **To discuss staffing arrangements and the office workload in 2019 and agree any actions.**
The Clerk explained that it was going to be an extremely busy start to 2019. There will be a 19 hour reduction in staff hours from February 2019 when Mrs Anderson’s maternity leave commences. This will be in addition to the continuing training that the Clerk will be providing to new and existing staff. It is also a very busy period with four public consultations, the Annual Town Meeting and the Mayor’s Reception all in March 2019. Cllr Letch requested that Councillors be as supportive as they can be.

55. **Close**
The meeting closed at 6.28 pm

Signed..........

Date.....19-2-19.....(Chairman)