



Minutes of Credition Town Council's Council Affairs Committee Meeting held on Tuesday, 16th April 2019, 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, Mrs A Hughes, Ms K Piercy and Mr J Ross

In Attendance: Mrs Lisa Blake, Assistant Clerk

76. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mrs H Zorlu. (Proposed by Cllr Hughes).

77. 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.

78. Public Question Time

There were no members of the public present.

79. Order of Business

There were no changes to the order of business.

80. Chairman's and Clerk's Announcements

There were no announcements.

81. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 19th February 2019, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting, held on 19th February 2019, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)

82. Matters Arising there were no matters arising

83. To review the following policies and procedures:

- **Co-option Policy**
- **Protocol on Member/Officer Relations**
- **Complaints Procedure admin/personnel needs to be changed to Council Affairs**
- **Communications & Media Policy**

Copies of the policies & procedures had been issued prior to the meeting. The policies and procedures were reviewed by members and it was **resolved** to agree and adopt the following:

- **Co-option Policy**
- **Protocol on Member/Officer Relations**
- **Complaints Procedure**
- **Communications & Media Policy**

(Proposed by Cllr Ross)

- 84. To receive an update on the plans for commemorating the 75th Anniversary of D-Day.** The Assistant Clerk confirmed that she had tried to contact the Town Band to find out if they would like to play in the Square in the Afternoon but had unfortunately not received a reply. However, Cllr Letch advised that he had seen Gill Sutton from the Town Band and they have confirmed they will play at the closure of the day at 7 pm. There is currently nothing confirmed from the Cadets for their participation. There is a possibility of some old wartime vehicles to make an appearance on the day. Cllr Letch is meeting with the Royal British Legion to discuss their plans. Once the day has been fully planned a risk assessment will need to be completed.
- 85. To review the Civilian Flag bearer role summary for the Town Council's Civilian Flag bearer for 2019.** (a copy of the role summary was circulated at the meeting and is attached as Appendix One). It was **resolved** for this summary to be adopted. (Proposed by Cllr Hughes)
- 86. To receive an update on the recruitment/contracting of a toilet cleaner for Newcombes Meadow public conveniences and the Town Council offices and to agree on any actions.** The Assistant Clerk confirmed that until a cleaner is in place then we are unable to proceed with the transfer of the toilets to the Town Council. The job was advertised and unfortunately only received one applicant. There are two options available, the first is to readvertise and hope that we have more applicants, this would be at a cost of £100 plus VAT. The second would be to obtain quotations from Cleaning contract companies. The Assistant Clerk agreed to obtain at least 3 quotations from Cleaning Contract companies to be reviewed at the next meeting.
- 87. To receive an update on the office workload.** The Assistant Clerk confirmed that there is still a large workload within the office but this will improve once the end of the year and internal audit have been completed on the 13th May along with the Annual Meeting of the Council on 14th May. Once these have been completed we will regroup and evaluate the workload again. The next deadline that the Town Clerk is currently working towards is the publication of the Annual Report which is due before the end of May.
- 88. Close.**
The meeting was closed at 6.14p.m.

Signed..... Date.....(Chairman)

DRAFT