



Minutes of Credition Town Council's Council Affairs Committee Meeting, held on Tuesday 19th February 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 and Mr J Ross

In Attendance: Mrs Clare Dalley, Town Clerk

56. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs Ms K Piercy and Mrs H Zorlu. (Proposed by Cllr Letch)

57. 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.

58. Public Question Time

There were no members of the public present.

59. Order of Business

There were no changes to the order of business.

60. Chairman's and Clerk's Announcements

There were no announcements.

61. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 11th December 2018, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting held on 11th December 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)

62. Matters Arising

Minute Number 52 - The Clerk advised she is looking into the possibility of reinstating the flagpole within the vicinity of the Town's War Memorial. Quotations are being obtained and she is liaising with officers at Mid Devon District Council, as it owns the land. In the meantime, the new owner of the old Council Office building has given permission for the Town Council to use the flag pole on his building.

63. To review the following policies and procedures:

- **Community Engagement Strategy**
- **Protocol on Marking the Death of Senior Members of the Royal Family**
- **Volunteer Policy**

- **Anti-fraud and Corruption Strategy**
- **Value for Money Statement**
- **Crime & Disorder Statement**
- **Biodiversity Statement**
- **Performance Management Statement**
- **Leadership in Planning for the Future Statement**
- **Seating Policy**
- **Discretions Policy**
- **Cyber Security Policy**
- **CCTV 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 unaltered the following:

- **Volunteer Policy**
- **Anti-fraud and Corruption Strategy**
- **Value for Money Statement**
- **Crime & Disorder Statement**
- **Biodiversity Statement**
- **Performance Management Statement**
- **Leadership in Planning for the Future Statement**
- **Seating Policy**
- **Discretions Policy**
- **Cyber Security Policy**

(Proposed by Cllr Letch)

It was **resolved** to agree and adopt the amended Community Engagement Strategy and Protocol on Marking the Death of Senior Members of the Royal Family. (Proposed by Cllr Letch)

It was **resolved** for the CCTV Policy to be removed from the Council's current list of policies and procedures as it is not in operation at the current time. (Proposed by Cllr Letch)

64. **To approve and adopt with immediate effect a Premises Age Verification Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt, with immediate effect, the Town Council's Premises Age Verification Policy. (Proposed by Cllr Brookes-Hocking)
65. **To review the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.** A copy of the risk assessments and action plans had been issued with the agenda. It was **resolved** to accept and approve the risk assessments prepared by the Clerk and to recommend them to full Council. (Proposed by Cllr Letch)
66. **To review the role of the Town Crier.** The Clerk confirmed a review of the role of Town Crier had been completed and a copy of the completed review form had been issued with

the agenda. Mr Payne was happy to continue in the role. The Committee felt Mr Payne was doing an excellent job and **resolved** for him to continue in his role. (Proposed by Cllr Harris)

67. **To consider asking the Town Team to run the presentation and discussion sections of the Annual Town Meeting.** This item has been requested by Cllr Brookes-Hocking. Members felt this was a good idea and it was **resolved** to give Cllr Brookes-Hocking delegated responsibility to liaise with members of the Town Team and arrange this. (Proposed by Cllr Harris)
68. **To consider providing £200 from the Council's hospitality budget for the Mayor to hold a small civic reception for the French twinning visitors in June 2019.** It was **resolved** to allocate £200 from the Council's hospitality budget for the Mayor to hold a small civic reception for the French twinning visitors in June 2019. (Proposed by Cllr Harris)
69. **To discuss ideas for commemorating the 75th Anniversary of D-Day.** The Clerk advised that the Town Council had been approached by members of the Royal British Legion (RBL) asking if the Council would organise something to mark the occasion of the 75th Anniversary of D-Day. The Clerk advised that the 6th June is when Credfest is in full flow and so she had provisionally booked the Town Square for the evening. It was **resolved** for the Clerk to ask the Town Band if they would perform in the Town Square and to ask RBL if they have any ideas of what they would like to do. (Proposed by Cllr Harris)
70. **To appoint the Town Council's Civilian Flag bearer for 2019.** The Clerk advised that one volunteer had come forward to be the Town Council's Civilian Flag bearer, namely Mr George Davey. It was **resolved** for Mr George Davey to be appointed as the Town Council's Civilian Flag bearer for 2019. (Proposed by Cllr Letch)

It was considered wise to have a reserve flag bearer, in case Mr Davey was indisposed at any time. Cllr Letch confirmed he has spoken to Mr Davey who agrees with this. It was felt that a student at QE School may like to take on this role and the Clerk was asked to speak with Cllr Way, as he is a governor at QE School. (Proposed by Cllr Letch)

It was further **resolved** for the Clerk to draw up a summary of the Civilian Flag Bearer role and its requirements, like those for the Town Crier and Mayor's Cadet. (Proposed by Cllr Letch)

71. **To receive an update on the recruitment/contracting of a toilet cleaner for Newcombes Meadow public conveniences and the Town Council offices.** The Clerk advised she had not had time to progress this herself, however, the Assistant Clerk has prepared a job advert, job description and person specification. Copies of these were circulated to members for consideration. It was **resolved** to approve the job advert, job description and person specification and for the Town Clerk and Assistant Clerk to conduct the interviews. (Proposed by Cllr Letch)

- 72. To receive an update from the Clerk on current staffing levels and the office workload.** The Clerk confirmed that she and her staff were exceptionally busy. She advised that she had cancelled her annual leave in February, in order to ensure the Council was ready for the public consultation event on 6th March 2019, and to ensure she stays on top of the office workload. Councillors noted that the Clerk did not have capacity for any more work and that she needed to be given space during this busy time.
- 73. To review the Town Council’s Strategic Plan, which is being updated and agree a course of action.** Copies of the Strategic Plan had previously been circulated to Councillors. The Clerk advised Councillors it would not progress any further until after 6th March 2019. Councillors were asked to take it away to review it and provide feedback to the Clerk.
- 74. To discuss the new 2019-2020 NALC & SLCC salary scales and agree a course of action.** A copy of the scales had been issued with the agenda. The Clerk advised that The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2019-2020, to be implemented from 1 April 2019. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the documentation issued with the agenda translates the existing spinal column points and scale ranges used in the sector to the new scales. The Clerk advised that these scales applied to the roles of Town Clerk and Assistant Clerk. The role of Administrative Assistant is currently remunerated at the national living wage.

It was **resolved** to implement the new pay scales from 1st April 2019. (Proposed by Harris)

- 75. Close**
The meeting closed at 6.37 pm

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