



Minutes of the Council Affairs and Finance Committee of the Democratic Services held on Tuesday, November 14, 2023 at 19:00 in the Old Lanscore School, Greenway, Credition, EX17 3LP

Present: Cllrs Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking
Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris, Frank Letch

In Attendance: One member of the public

Minute Taker: Rachel Avery

MINUTES

85 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).

A member of the public made the following comments:

- The calendar of meetings stated that this meeting was to be held at the Bungalow. The Town Clerk advised that it clearly states on the annual calendar that venues are subject to change and the agenda should be checked to confirm the location of each meeting
- Concerns that details of income from allotment holders and the invoice amounts requested by contractors were detailed in the agenda pack, which was a GDPR breach. The Town Clerk advised that this would be investigated and a response provided.

86 APOLOGIES

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk).

There were no apologies.

87 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).

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

88 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.

There was no requirement to change the order of business.

89 CHAIR'S AND CLERK'S ANNOUNCEMENTS

To receive any announcements which the Chair and Town Clerk may wish to make (for information only).

Cllr Huxtable reminded members that the Town Clerk was preparing the draft 2024/25 budget, and any suggestions should be given to her in good time.

90 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

To approve and sign the minutes of the meeting held on Tuesday 17 October 2023, as a correct record (minutes will be issued with the agenda).

It was **resolved** to approve the minutes. (Proposed by Cllr Cairney).

91 FINANCE

91.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 OCTOBER 2023 AND 31 OCTOBER 2023

It was **resolved** to receive and approve the transactions. (Proposed by Cllr F Letch).

91.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 OCTOBER 2023

It was **resolved** to receive and approve the bank reconciliations. (Proposed by Cllr Brookes-Hocking).

91.3 TO NOTE BANK ACCOUNT BALANCES TO 31 OCTOBER 2023

The bank account balances were **noted**.

92 PAY AWARD 2023/24

To note the pay award for 2023/24



It was **noted** that the 2023/24 pay award had been agreed as a sum of £1925 on each scale point. It was **noted** that this award would be pro-rata to part-time staff members.

93 DEVON COUNTY COUNCIL BANK ARRANGEMENTS (AGENDA ITEM REQUESTED BY CLLR FAWSETT)

To consider writing to Devon County Council regarding their banking arrangements and choice of provider

Cllr Fawssett read a statement regarding the item:

'If we're serious about preventing catastrophic warming, we can't dig any new coal mines, drill any new fields, build any more pipelines. Not a single one. Yet right now, projected fossil fuel investment in new fields, mines, and transportation infrastructure over the next twenty years is worth \$14 trillion. Barclays is the biggest funder of fossil fuel infrastructure in Europe - it's time for them to halt their support for the fossil fuel industry before they drive us over the climate cliff.'

It was **resolved** to write to Devon County Council (DCC) making them aware of the facts regarding Barclays and whether they would consider changing banking arrangements in light of the climate emergency, subject to investigation into alternatives. (Proposed by Cllr Fawssett). It was noted that a draft letter would be written for consideration at the next meeting.

It was **noted** that Devon, as a county, have been a positive beacon in terms of the climate emergency and it is likely that there are many county councillors who will wish to ensure that the county council banks as ethically and sustainably as possible.

It was recommended that Cllr Fawssett liaise with the Town Clerk and other councils regarding the support for such a request to DCC.

94 ADOPTION OF POLICIES

94.1 TO APPROVE THE ABSENCE MANAGEMENT POLICY

It was **resolved** to approve the policy, with the additional clause that the Town Clerk should contact the Chair of the Council in the first instance regarding their own absence. (Proposed by Cllr F Letch).

94.2 TO APPROVE THE TREE RISK MANAGEMENT POLICY

It was **resolved** to approve the policy, with the additional clause that CTC is not responsible for trees belonging to another local authority. (Proposed by Cllr Cochran).

94.3 TO APPROVE THE PROCUREMENT POLICY

It was **resolved** to approve the policy. (Proposed by Cllr Harris).



95 STANDING ORDERS REVIEW

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To receive the Standing Orders Report and to consider the proposals therein

It was resolved that Standing Order 3q should be amended, for ratification by Full Council, to read (Proposed by Cllr Cairney):

'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Member, the voting on any question shall be recorded so as to show whether each Member present and voting gave their vote for or against that question, at any time before the next item on the agenda is considered'.

96 YOUTH WORK

96.1 YOUTH SUB-COMMITTEE

To receive the report from the Lead Youth Work and to consider the proposals therein

It was **resolved** that meetings would take place prior to scheduled Council Affairs and Finance Committee meetings at 18.00, limited to one hour. The first meeting would take place on Tuesday 12 December 2023. (Proposed by Cllr Brookes-Hocking).

96.2 INCOME

To note the update on youth work income received in 2023/24 financial year to date

The document was **noted**.

97 DATE OF NEXT MEETING

To note that the date of the next meeting will be Tuesday 12 December 2023

The date of the next meeting was **noted**. The meeting was closed at 20.34

98 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

It was **resolved** to move into Part II. (Proposed by Cllr Fawssett).

99 COUNCIL OFFICES

To receive a verbal update from the Town Clerk

The Town Clerk provided an update on the current issues. It was **noted** that a report would be provided for Full Council consideration on Tuesday 21 November 2023.

100 STAFFING

To receive the Youth Service staffing report and to consider the proposals therein

The report was **noted**, but recommendations would be considered alongside the budget and precept meetings in December and January.

101 REPORTS PACK

Signed


Dated.....
17 DEC 23