



**Minutes of Credition Town Council's Council Affairs and Finance Committee held on
Tuesday 13 June 2023 at 19.00, at The Bungalow, 8 North Street, Credition**

Present: Cllrs S Huxtable, E Brookes-Hocking, J Cairney, F Letch, G Fawssett, R Backhouse, G Cochran and J Harris

In Attendance: Rachel Avery - Town Clerk
One member of the public

21. Public Question Time

There were no questions.

22. Apologies:

- **To receive and accept Town Councillor apologies**

There were no apologies.

23. Declarations of Interest and Requests for Dispensations:

Cllr F Letch, Cochran and Cairney declared that as a member 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.

24. Order of Business:

There were no changes to the order of business.

25. Chair's and Clerk's Announcements:

There were no announcements.

26. Council Affairs and Finance Committee Minutes:

- **To approve and sign the minutes of the meeting held on Tuesday 23 May 2023, as a correct record**

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

27. Policies:

- **To approve the following:**

Members Allowance Policy

It was **resolved** to approve the Members Allowance Policy. (Proposed by Cllr Harris).

Anti-fraud and Corruption Strategy

It was **resolved** to approve the Anti-fraud and Corruption Policy. (Proposed by Cllr Harris).

Seating Policy

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

Community Engagement

It was **noted** that this policy would be considered once the Communication Strategy has been finalised.

Complaints Procedure

It was **resolved** to approve the Complaints Procedure. (Proposed by Cllr Cochran).

Crime and Disorder Statement

It was **resolved** to approve the Crime and Disorder Statement. (Proposed by Cllr Harris).

Discretions Policy

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

Leadership in Planning for the Future

It was **resolved** to approve the Leadership in Planning Statement, subject to the amendment to 'undertaking community consultation' instead of 'Council surgeries held on the Town Square'. (Proposed by Cllr Harris). It was **noted** that consultations, including Town Council surgeries, would be added to the agenda for the next meeting.

28. Finance (associated papers issued with the agenda):

- To receive and approve transactions between 01 May 2023 – 31 May 2023

Cllr Brookes-Hocking queried one invoice, which the Town Clerk would check and provide information on.

It was **resolved** to approve the transactions. (Proposed by Cllr Cochran).

- To receive and approve the bank reconciliation to 31 May 2023

It was **resolved** to approve the bank reconciliations. (Proposed by Cllr Cochran).

- To note bank account balances to 31 May 2023

It was **resolved** to note the bank account balances. (Proposed by Cllr F Letch).

An update on the transfer of funds to CCLA and account closures was requested, which the Town Clerk would check and provide information on.

29. Strategic Plan Review:

- To receive an update from the Strategic Plan Review Sub-Committee

It was **noted** that a meeting had taken place to discuss initial amendments and updates. An updated draft document will be available to all members of the committee for consideration.

30. Date of next meeting: Tuesday 11 July 2023 at 19.00

The date of the next meeting was **noted**. The meeting closed at 19.42.

PART II

31. 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 to Part Two. (Proposed by Cllr Huxtable).

32. Events and Projects Officer Vacancy:

- **To approve the appointment of the Events and Projects Officer**

It was **resolved** to approve the appointment, as recommended by the Interview Panel. (Proposed by Cllr Harris).

- **To approve the contract for the Events and Projects Officer**

It was **resolved** to approve the contract for the Events and Projects Officer. (Proposed by Cllr Harris).

33. Staffing:

- **To receive the staffing report and consider the recommendations therein**

It was **resolved** to approve the recommendations for Full Council. (Proposed by Cllr Harris).

34. Council Offices:

- **To receive an update on the Council Offices**

The Town Clerk provided a brief verbal report on the current progress.

Signed

Dated.....