



**Minutes of Credition Town Council's Council Affairs and Finance Committee held on
Tuesday 23 May 2023 at 19.00, at Old Landscore School, Greenway, Credition**

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

Apologies: Cllr G Cochran

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

1. Election of Chair for 2023/24

It was **resolved** to elect Cllr Huxtable as Chair. (Proposed by Cllr F Letch).

2. Election of Deputy Chair for 2023/24

It was **resolved** to elect Cllr Fawssett as Deputy Chair. (Proposed by Cllr F Letch).

3. Public Question Time

A member of the public asked the town council to consider and approve the concept of an 'Ark in the Park' with Cllr Fawssett leading the project, and to allocate a £3000 budget. The Town Clerk advised that Full Council will be required to consider this request, and that Cllr Fawssett had agreed to provide a report for the July meeting.

4. Apologies:

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

It was **resolved** to approve the apologies of Cllr Cochran. (Proposed by Cllr F Letch).

5. Declarations of Interest and Requests for Dispensations:

Cllr F Letch and Cairney

6. Order of Business:

There were no changes to the order of business.

7. Chair's and Clerk's Announcements:

There were no announcements.

8. Town Council Minutes:

- **To approve and sign the minutes of the meeting held on Tuesday 25 April 2023, as a correct record**

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

9. Youth Service:

- **To receive a verbal report from Cath Kelly (Lead Youth Worker) regarding the**

current youth service

The verbal report forms part of minutes as appendix A.

The following comments were made:

- Resentment regarding town council youth work delivery is due to the service being the responsibility of DCC and funding cuts means communities miss out. It was suggested that Mel Stride MP be contacted, but it was asked whether this issue is discussed with youth service users. It was noted that older service users are engaged and are supported in researching, but the younger service users are supported through the existing curriculum. Open conversations take place without being political.
- Advantage of town council funding the service allows it to find the right way forward for young people, rather than attempting to deal with youth needs with no budget. It is the responsibility of the council and will eventually be a service belonging to the town. A future sustainable funding strategy is particularly important.
- The town council should be delighted that we have this provision, moving forward to build a viable service which will benefit the entire community long term.
- Further funding streams were suggested, including the Rotary Youth Fund, the Lions, Freemasons and DCC Locality Fund.
- That the youth club nurturing and positive environment. It was asked if there was concrete backing from town council, say funding for five years, could additional external funding then be secured? Whilst there are already good case studies for the youth service, it has not been established for long enough. Youth workers are on short term contracts, meaning time and training could be lost. The creation of a Sub-Committee suggests commitment.
- That the use of the word 'ant-social behaviour' is a negative way to describe behaviour that is happening because young people's needs aren't being met.
- The report had generated useful discussion, comment and debate. Thanks were extended to Cath Kelly for such an informative report.
- **To consider the creation of a Crediton Youth Service Development Sub-Committee**
It was **resolved** to approve the creation of the Crediton Youth Service Development Sub-Committee. (Proposed by Cllr Brookes-Hocking).
- **To approve the terms of reference for the Sub-Committee**
It was **resolved** to approve the terms of reference. (Proposed by Cllr Brookes-Hocking).
- **To appoint members to the Sub-Committee**
It was **resolved** to appoint Cllr Brookes-Hocking, Backhouse, Fawssett and F Letch as members of the sub-committee. (Proposed by Cllr Huxtable).

- **To discuss any other matters relating to the report and agree a course of action**
It was **noted** that funding for the core delivery is particularly important.

10. Policies:

- **To approve the following:**

Youth Work Safeguarding Policy

It was **resolved** to approve the Youth Work Safeguarding Policy. (Proposed by Cllr Brookes-Hocking).

Youth Work Behaviour Policy

It was **resolved to** approve the Youth Work Behaviour Policy. (Proposed by Cllr Brookes-Hocking).

Accessibility Statement

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

DBS Handling Policy

It was **resolved to** approve the DBS Handling Policy. (Proposed by Cllr Brookes-Hocking).

Protocol for Meeting with Developers

It was **resolved to** approve the Protocol for Meeting with Developers. (Proposed by Cllr Brookes-Hocking).

Investment Strategy

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

Recruitment of Ex-Offenders Policy

It was **resolved to** approve the Recruitment of Ex-Offenders Policy. (Proposed by Cllr Harris).

Members Allowance Policy

It was **noted** that this policy would be considered at the next meeting.

Statement of Internal Control

It was **resolved to** approve the Statement of Internal Control. (Proposed by Cllr Brookes-Hocking).

Statement on Biodiversity

It was **resolved to** approve the Statement on Biodiversity. (Proposed by Cllr Harris).

Value for Money Statement

It was **resolved to** approve the Value for Money Statement. (Proposed by Cllr Harris).

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

- **To receive and approve transactions between 01 April 2023 – 30 April 2023**
It was **resolved** to approve the transactions. (Proposed by Cllr Harris).
- **To receive and approve the bank reconciliation to 30 April 2023**
It was **resolved** to approve the bank reconciliations. (Proposed by Cllr F Letch).
- **To note bank account balances to 30 April 2023**
It was **resolved** to note the bank account balances. (Proposed by Cllr Harris).

12. Office carpets at 8A North Street:

- **To receive the report regarding the replacement of office carpets following flood damage and to approve a contractor**

It was **resolved** to approve the quote from Contractor B (Market Carpets). (Proposed by Cllr Brookes-Hocking).

13. Utility Contracts:

- **To receive the report regarding the Town Council's current utility contracts and to approve any amendments to suppliers detailed within**

It was **resolved** to approve the recommendations in the report. (Proposed by Cllr Harris).

14. Reception Door at The Bungalow, 8 North Street:

- **To receive the report regarding the reception door and to approve the quotation therein**

It was **resolved** to approve the quote, subject to the work being undertaken with six weeks. (Proposed by Cllr F Letch).

15. Sustainable Crediton Hub:

- **To receive the report regarding the creation of a Hub at 8 North Street and to approve the recommendations therein**

It was **resolved** to approve the use of 8A North Street as a Sustainable Crediton Hub. (Proposed by Cllr Brookes-Hocking).

16. Strategic Plan Review:

- **To consider the creation of a Strategic Plan Review Sub-Committee**

It was **resolved** to approve the creation of a Strategic Plan Review Sub-Committee. (Proposed by Cllr Brookes-Hocking). It was agreed that all members would review the current Strategic Plan, with a view to providing comments to the Town Clerk by Tuesday 06 June.

- **To approve the Terms of Reference for the Strategic Plan Sub-Committee**

It was **resolved** to approve the Terms of Reference for the Strategic Plan Sub-Committee. (Proposed by Cllr Brookes-Hocking)

- **To appoint members to the Sub-Committee**

It was **resolved** to appoint Cllr Brookes-Hocking, Fawssett, Huxtable and Cochran to the Strategic Plan Review Sub-Committee. (Proposed by Cllr F Letch).

17. Date of next meeting: Tuesday 13 June 2023 at 19.00

The date of the next meeting was **noted**. The meeting closed at 21.58.

PART II

18. 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).

19. Events and Projects Officer Vacancy:

- **To receive applications and approve a shortlist**

Applications were considered and a shortlist was approved.

- **To approve the interview format**

It was resolved that the interview would consist of a presentation and questions, with Cllrs Huxtable, Brookes-Hocking and the Town Clerk making up the interview panel.

- **To agree dates and times for interviews**

It was **resolved** that the interviewing panel would arrange times, with the intention of the decision being reported to the next meeting of this committee. (Proposed by Cllr Harris).

20. To receive the report regarding the Council Offices and to consider the recommendations therein

It was **resolved** to approve the recommendations set out in the report. (Proposed by Cllr Brookes-Hocking).

Signed

Dated.....