



## Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 09 November 2021 at 19.00, at Old Landscore School, Greenway, Crediton

**Present:** Cllrs J Harris (Chairman), L Brookes-Hocking, J Cairney, F Letch and L Martin

**Apologies:** Cllrs S Huxtable and H Zorlu

**In Attendance:** Rachel Avery, Town Clerk

### 62 To receive and accept apologies

The meeting was opened at 19.01. It was **resolved** to receive and accept apologies from Cllrs Huxtable and Zorlu. (Proposed by Cllr Letch).

### 63 Declarations of Interest

Cllrs Cairney and Letch 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.

### 64 Public Question Time

There were no members of the public present.

### 65 Order of Business

There were no changes.

### 66 Chairman's and Clerk's Announcements

There were no announcements.

### 67 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 19 October 2021, as a correct record. (Proposed by Cllr Cairney).

### 68 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 20 October 2021 – 09 November 2021 inclusive and to receive the bank reconciliation (schedule of payments and receipts will be issued prior to the meeting)

The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments and receipts detailed and to accept the bank reconciliation. (Proposed by Cllr Brookes-Hocking).

- 69 To allocate appropriate budgets to committees (additional documentation will be issued prior to the meeting)**  
It was **resolved** to approve the allocation of budgets which forms part of the minutes.  
(Proposed by Cllr Harris).
- 70 To receive the half yearly accounts (additional documentation will be issued prior to the meeting)**  
It was **resolved** to accept the half yearly accounts. (Proposed by Cllr Harris).
- 71 To resolve which two councillors will undertake the Town Clerk's appraisal**  
It was **resolved** that Cllrs Brookes-Hocking and Huxtable would undertake the Town Clerk's appraisal. (Proposed by Cllr Harris).
- 72 To receive the report regarding the outsourcing of payroll and to consider the recommendations therein (report will be issued prior to the meeting)**  
It was **resolved** to outsource the payroll to Lee Accounting at a cost of £15 + VAT per month.  
(Proposed by Cllr Cairney).
- 73 To agree the date of the next meeting – Tuesday 14 December 2021 at 19.00**  
The date of the next meeting was **noted**.

## PART TWO

- 74 It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that 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** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Harris).
- 75 To receive an update on the youth worker vacancy and to consider any further actions as required**  
The Town Clerk provided an overview of the candidates. It was **resolved** that Cllrs Brookes-Hocking and Letch would form part of the interviewing panel with the Town Clerk and the Youth Worker. (Proposed by Cllr Harris).  
The interview questions and dates and times were agreed.
- The meeting was closed at 19.25.

Signed .....

Chairman

Dated.....