



Minutes of Credition Town Council's Council Affairs and Finance Committee held on Tuesday 10 January 2023 at 19.00, at The Bungalow, 8a North Street, Credition.

Present: Cllrs G Cochran, E Brookes-Hocking, S Huxtable and G Fawssett

Apologies: Cllrs J Cairney, J Harris and F Letch

Absent: Cllr F Letch

In Attendance: Rachel Avery, Town Clerk

71. To elect a Chairman

In the absence of the Chairman and Vice Chairman, it was **resolved** to elect Cllr Cochran as Chairman for the meeting. (Proposed by Cllr Huxtable).

72. Public Question Time

There were no members of the public present.

73. To receive and accept apologies

It was **resolved** to accept apologies from Cllrs Cairney and Harris. (Proposed by Cllr).

74. To note that decisions will be made with the climate emergency at the forefront of decision and policy making

This was **noted**.

75. Declarations of Interest

There were no declarations of interest.

76. Order of Business

There were no changes.

77. Chairman's and Clerk's Announcements

There were no announcements.

78. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 13 December 2022, as a correct record

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 13 December 2022. (Proposed by Cllr Brookes-Hocking).

79. Accounts Due for Payment and Receipts - To examine and agree the accounts for payment, receipts, and bank transfers for the period 01 December 2022 – 31 December 2022 and to receive the bank reconciliation

It was **resolved** to approve the payments, receipts, bank transfers and the bank reconciliations up to 31 December 2022. (Proposed by Cllr Huxtable)

It was **noted** that the Town Clerk had removed the word 'due' from the agenda item name, but this was still misleading. The Town Clerk would amend the wording for future agendas.

80. To consider and approve the following policies (document had been issued prior to the meeting):

Eye Test Policy

It was **resolved** to approve the policy, with the following amendment:

- Glasses for VDU use only – total cost to a maximum of £120.00
- Glasses for normal use and VDU use – 50% of total cost of glasses to a maximum of £60.00 including per employee and increased amounts to £120 and £60. (Proposed by Cllr Huxtable, Cllr Fawssett voted against).

Disciplinary Procedure

It was **resolved** to approve the policy, with the following addition:

- The Appeals Sub-Committee will be made up of members of the Council Affairs and Finance Committee and members will be chosen at an appropriate meeting. (Proposed by Cllr Huxtable).

Grievance Procedure

It was **resolved** to defer the approval of the policy following the arrangements for a Staffing Sub-Committee. (Proposed by Cllr Huxtable).

Maternity, Adoption and Paternity

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

Motion Request

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

81. To discuss the 2023/24 budget, for approval by Full Council

The draft proposal had been circulated to councillors for consideration.

The following comments were made:

- Whilst Newcombes Meadow toilets were costly, an accessible toilet is open every day with a view to undertaking major improvement works
- The youth service has increased salary costs and additional costs to Old Landscore School as it is based there, but is proving to be required in the town and CTC's ear marked reserves had been significantly reduced in this financial year and the previous financial year to support it
- There is still a need for CTC to purchase a building rather than continuing to pay high rental rates
- CTC would aim to absorb the inflationary costs where possible but there was a need to increase the precept to allow for the youth service to be incorporated into annual costs.

It was **resolved** to recommend the budget of £424707.00, for approval by Full Council.

(Proposed by Cllr Brookes-Hocking, Cllr Fawssett voted against).

It was **resolved** to recommend the precept of £450000.00, for approval by Full Council.

(Proposed by Cllr Brookes-Hocking, Cllr Fawssett voted against).

82. To consider amending policies and documents to gender neutral terms (Agenda item had been requested by Cllr Huxtable)

It was **resolved** to approve the amendment of all policies and documents to gender neutral terms, following councillor attendance of Equality, Diversity and Inclusion training. (Proposed by Cllr Brookes-Hocking).

83. To agree the date of the next meeting – Tuesday 14 February 2023 at 19.00

The date of the next meeting was **noted**. The meeting was closed at 19.53.

SignedChairman

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