



**Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 11 April 2023 at 19.00, at The Bungalow, 8a North Street, Crediton.**

**Present:** Cllrs J Harris, E Brookes-Hocking, S Huxtable, G Fawssett and J Cairney

**Apologies:** Cllrs G Cochran and F Letch

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

**137. Public Question Time**

There were no members of the public present.

**138. To receive and accept apologies**

It was **resolved** to accept the apologies of Cllrs Cochran and F Letch (Proposed by Cllr Cairney).

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

This was **noted**.

**140. Declarations of Interest**

Cllr 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.

**141. Order of Business**

There were no changes.

**142. Chairman's and Clerk's Announcements**

The Town Clerk advised members of a Code of Conduct breach, which would be discussed at the next meeting of this committee.

**143. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 14 March 2023, as a correct record**

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 14 March 2023. (Proposed by Cllr Brookes-Hocking).

**144. Finance (reports had been issued with the agenda):**

**- To receive and approve transactions between 01 March 2023 – 31 March 2023**

It was **resolved** to approve transactions between 01 March 2023 – 31 March 2023 (Proposed by Cllr Brookes-Hocking).

It was **agreed** that additional reports would be provided should percentage spends on individual cost codes

- **To receive and approve the bank reconciliation to 31 March 2023**

It was **resolved** to approve bank reconciliation to 31 March 2023. (Proposed by Cllr Huxtable).

- **To note bank account balances to 31 March 2023**

The bank account balances were **noted**.

**145. To receive information regarding the End of Year accounting process and Annual Governance and Accountability Return**

It was noted that Rialtas had supported the closed down for preparation of the Annual Governance and Accountability Return Account.

**146. To receive and agree the amended Room Hire Conditions** (documents had been issued with the agenda)

After consideration, it was **resolved** to agree the amended Room Hire Conditions, with regular review to ensure that the proposed process is working. (Proposed by Cllr Huxtable).

**147. To receive an update on the Twinners' Mayoral Reception**

It was **noted** that the Boniface Centre booked for Saturday 27 May and further information is awaited.

**148. To agree the date of the next meeting – Tuesday 23 May 2023 at 19.00**

The date of the next meeting was **noted**. The meeting was closed at 20.13.

**PART TWO**

**149. 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** to move to Part Two. (Proposed by Cllr Harris).

**150. To receive the resignation of the Projects and Services Officer and agree a course of action** (report had been issued with the agenda)

The resignation of the Projects and Services Officer was received. It was **noted** that the Town Clerk would hold discussions with existing staff regarding capacity and responsibilities and an informal meeting would take place to discuss staffing requirements. It was **resolved** that Cllrs Brookes-Hocking, Fawssett and Huxtable would attend this meeting with the Town Clerk. (Proposed by Cllr Harris).

**151. To approve the Deputy Town Clerk's job description and contract**

It was **resolved** to approve the job description. It was **noted** that the current contract would be re-issued with the amended role and salary. (Proposed by Cllr Brookes-Hocking).

Signed .....

Chairman

Dated.....