



**Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 12 April 2022 at 19.00, at The Bungalow, 8a North Street, Crediton**

**Present:** Cllrs J Harris, G Cochran, F Letch, J Cairney, F Lerch and N Letch

**Apologies:** Cllr L Brookes-Hocking

**Absent:** Cllr L Martin

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

**155 To receive and accept apologies**

The meeting was opened at 19.00. It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking. (Proposed by Cllr Cochran).

**156 Declarations of Interest**

Cllrs Letch 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.

**157 Public Question Time**

There were no members of the public present.

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

This was **noted**.

**159 Order of Business**

There were no changes.

**160 Chairman's and Clerk's Announcements**

There were no announcements.

**161 Council Affairs Committee Minutes**

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 24 March 2022, as a correct record. (Proposed by Cllr Cairney).

**162 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 01 February 2022 – 31 March to receive the bank reconciliation**

It was **resolved** to approve the payments, receipts, bank transfers and the bank reconciliations schedule of payments and receipts to 28 February 2022. (Proposed by Cllr Cochran). It was **noted** that March payments would be approved at the May meeting.

- 163 To receive the report regarding the Queens Jubilee Event schedule and to make any recommendations to Full Council**  
 It was **resolved** to approve the recommendation of the report, with a recommendation being made to Full Council that a grant of £3000 be made from Earmarked Reserves. (Proposed by Cllr Cochran). It was **agreed** that all churches should be notified of plans and ensure they are aware that they can be involved in festivities.
- 164 To consider and approve the following policies (policies will be issued prior to the meeting):**  
**Absence Management Policy**  
 It was **resolved** to defer approval of this policy to the next meeting. (Proposed by Cllr Letch).  
**Dependent Leave Policy**  
 It was **resolved** to approve the policy. (Proposed by Cllr Letch).  
**Adverse Weather Policy**  
 It was **resolved** to approve the policy. (Proposed by Cllr Cochran).  
**Workplace Stress Policy**  
 It was **resolved** to approve the policy. (Proposed by Cllr Letch).  
**Annual Leave Policy**  
 It was **resolved** to approve the policy. (Proposed by Cllr Huxtable).  
**Appraisal Policy**  
 It was **resolved** to approve the policy. (Proposed by Cllr Letch).
- 165 To agree the date of the next meeting – Tuesday 10 May 2022 at 19.00**  
 The date of the next meeting was noted. The meeting was closed at 19.30.

**PART TWO**

- 166 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**
- 167 To receive the staffing report and consider the recommendations therein**  
 It was **resolved** that the Town Clerk would review the contracts of the Assistant Clerk, Administrative Officer and Projects and Services Officer prior to any decisions being made and circulate to committee members as soon as possible. (Proposed by Cllr Letch).

Signed .....Chairman

Dated.....