



Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 15 March 2022 at 18.00, at Old Landscore School, Greenway, Crediton

Present: Cllrs L Brookes-Hocking, F Letch, J Cairney and N Letch

Apologies: S Huxtable (illness) and L Martin (personal)

In Attendance: Rachel Avery, Town Clerk

125 To elect a Chairman for this meeting

It was **noted** that the Cllr Harris was in attendance.

126 To receive and accept apologies

The meeting was opened at 18.00. It was **resolved** to receive and accept apologies from Cllrs Huxtable and Martin. (Proposed by Cllr Cairney).

127 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.

128 Public Question Time

There were no members of the public present.

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

This was **noted**.

130 Order of Business

There were no changes.

131 Chairman's and Clerk's Announcements

The Town Clerk reported that an additional Council Affairs and Finance meeting would take place on Thursday 24 April 2022 at 19.00 at the Bungalow.

132 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 08 February 2022, as a correct record. (Proposed by Cllr Cairney).

133 To receive an update report on Youth Work and agree any further actions

The Town Clerk read out the report from the Youth Workers, which forms an appendix to the minutes.

- 134 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period inclusive and to receive the bank reconciliation**
It was **resolved** to defer this item to the next meeting. (Proposed by Cllr Harris).
- 135 To consider and approve the following policies:**
- DBS Handing Policy**
It was **resolved** to approve the policy, with the removal of burning documents. It was noted that documents would be disposed of securely within confidential waste. (Proposed by Cllr F Letch).
- Recruitment of Ex-Offenders Policy**
It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking).
- Members Allowance Policy**
It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking).
- Meeting with Developers**
It was **resolved** to approve the policy. (Proposed by Cllr F Letch).
- Value for Money Statement**
It was **resolved** to approve the policy. (Proposed by Cllr Brookes-Hocking)
- Statement of Internal Control**
It was **resolved** to approve the policy, with the removal of Scribe Accounting and the amendment of dates for the External Audit. (Proposed by Cllr Harris).
- Standing Orders**
It was **resolved** to approve the Standing Orders, noting that members of the public were only allowed to speak for three minutes in Public Question Time. (Proposed by Cllr Cairney).
- Investment Strategy**
It was **resolved** to approve the policy. (Proposed by Cllr F Letch).
- 136 To receive a verbal report on moving the council offices to the Bungalow**
It was **noted** that plans to move the offices were moving ahead, however quotes were awaited for addition of broadband.
- 137 To consider an increase in hours for the Turning Tides contract in relation to cleaning duties at Old Landscore School and council offices**
It was **resolved** to approach Turning Tides regarding an additional four hours per week on their contracted hours, to clean Old Landscore School and the council offices. (Proposed by Cllr F Letch).
- 138 To note the 2021-22 pay award**
The pay award was **noted**.
- 139 To agree the date of the next meeting – Tuesday 12 April 2022 at 19.00**
The date of the next meeting was **noted**.

PART TWO

- 140** 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

- 141** To consider the report on payments to the Administrative Officer and Projects Officer
The report was considered it was resolved to approve the recommendations therein.

SignedChairman

Dated.....