



**Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 25 April 2023 at 18.00, at Old Lanscove School, Greenway, Crediton.**

**Present:** Cllrs J Harris, G Cochran, F Letch, S Huxtable, G Fawssett and J Cairney

**Apologies:** Cllr E Brookes-Hocking

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

**152. Public Question Time**

There were no members of the public present.

**153. To receive and accept apologies**

It was **resolved** to accept the apologies of Cllr Brookes-Hocking. (Proposed by Cllr Fawssett).

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

This was **noted**.

**155. Declarations of Interest**

Cllrs Cairney and F Letch 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.

**156. Order of Business**

There were no changes.

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

It was **noted** that the quotes from Rialtas had not been received, therefore item 10 would not be discussed.

**158. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 11 April 2023, as a correct record**

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 11 April 2023. (Proposed by Cllr Huxtable).

**159. To consider and approve the grant application received from Crediton Area History and Museum Society (application had been issued with the agenda)**

It was **resolved** to approve the grant application. (Proposed by Cllr F Letch).

**160. To receive the Meeting Management Software Report and to approve the recommendation therein (report to be issued with the agenda)**

It was **resolved** to approve the recommendation that Full Council consider the quote from Cloudy IT. (Proposed by Cllr Huxtable).

- 161. To receive the Rialtas Finance Package Report and to approve the recommendation therein (report to be issued with the agenda)**  
It was **noted** that this item would be considered by Full Council.
- 162. To receive the Councillor Device Report and to approve the recommendation therein** (report had been issued with the agenda)  
Consideration was given to the report, including environmental and data protection issues. It was **resolved** to approve Quote B for recommendation to Full Council. (Proposed by Cllr Cochran, Cllr Fawssett voted against).
- 163. To receive the Gazebo Rental Report and to approve the recommendation therein** (report had been issued with the agenda)  
It was **resolved** to approve that the responsibility of the gazebos would be taken from the Town Team, and a hire charge of £20 per gazebo would be implemented, and any damage during use would be chargeable to the hirer. (Proposed by Cllr Cochran).
- 164. 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 18.47.

## PART TWO

- 165. 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).
- 166. To Recruitment of Projects and Events Officer:**
- **To approve the recruitment pack** (document had been issued with the agenda)  
It was **resolved** to approve the recruitment pack. (Proposed by Cllr Huxtable).
  - **To approve the advert** (document had been issued with the agenda)  
It was **resolved** to approve the advert. (Proposed by Cllr Huxtable)
  - **To approve the shortlisting criteria** (document had been issued with the agenda)  
It was **resolved** to approve the shortlisting criteria. (Proposed by Cllr Huxtable)
  - **To agree a timescale for appointment**  
It was resolved to approve the following timescale (Proposed by Cllr Huxtable):
    - Closing date: Friday 19 May 2023
    - Shortlisting: Tuesday 23 May 2023
    - Interviews: From w/c Monday 29 May 2023.
- 167. To approve the Deputy Town Clerk’s contract**  
It was **resolved** to approve the contract. (Proposed by Cllr F Letch).

Signed .....

Chairman

Dated.....