



Minutes of Crediton Town Council's Council Affairs held on Monday, 26 April 2021 at 19.00, via Zoom

Present: Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs E Brookes-Hocking, Mr J Ross, Mrs H Zorlu and Mr S Huxtable

Apologies: Cllrs Mr J Cairney and Mrs L Martin

In Attendance: Mrs R Avery, Town Clerk

76 To receive and accept apologies.

The meeting was opened at 19.00. It was **resolved** to receive and accept apologies from Cllrs Cairney and Martin. (Proposed by Cllr Harris).

77 Declarations of Interest

Cllr Letch declared that as members 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.

Cllr Ross declared that in case of any possible perceived interests with Sustainable Crediton, where his wife is currently chairman, there is no conflict of interest.

78 Public Question Time

There were no members of the public present.

79 Order of Business

There were no changes.

80 Chairman's and Clerk's Announcements

There were no announcements.

81 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 09 March 2021, as a correct record. (Proposed by Cllr Ross).

82 To consider, for approval by Full Council, the Financial Regulations

It was **resolved** to approve the document, for ratification by Full Council, with the following amendments (proposed by Cllr Letch):

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000
- a duly delegated committee of the council for items over £3000 and up to £5000
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £3000
- the Clerk, for items up to £2000

4.16 The RFO shall scrutinise invoices in relation to arithmetical accuracy and shall code them to the appropriate expenditure heading.

It was noted that consideration should be given to Part 5 when bank accounts are changed.

83 To review, for approval by Full Council, the following documents:

- **Action Plan 2021-2022**

Cllr Ross advised on a new Wildlife Warden initiative and it was noted that this came under a point in the action plan relating to climate change.

It was resolved to approve the document, for ratification by Full Council. (Proposed by Cllr Letch). Cllr Letch highlighted how useful the document was and thanked the Town Clerk for her work on this.

- **Strategic Plan 2021-2025**

It was resolved to approve the document, for ratification by Full Council. (Proposed by Cllr Brookes-Hocking).

84 To consider the adoption of the following policies. Policies had been issued with the agenda:

- **Performance Management Strategy**

Further to the amendment of a typographical error, it was **resolved** to adopt the document. (Proposed by Cllr Brookes-Hocking)

- **Protocol for dealing with complaints**

It was **resolved** to adopt the document with the inclusion of a statement relating to the Town Clerk being responsible for complaints and the point of contact at all stages. (Proposed by Cllr Huxtable).

- **Training Development Policy**

It was **resolved** to adopt the separate Staff Training Development and Council Training Developments policies. (Proposed by Cllr Ross).

- **Leadership in Planning Statement**

It was **resolved** to adopt the document with the inclusion of a statement relating to the Comments are also made relating to district, county, regional and national policy. (Proposed by Cllr Ross).

- **Biodiversity Statement**

It was **resolved** to adopt the document with the inclusion of a statement relating to the importance of training for staff and councillors relating to biodiversity and climate change. (Proposed by Cllr Letch)

- **Crime and Disorder Statement**

It was **resolved** to adopt the document, removing the statement relating to youth work. (Proposed by Cllr Ross).

- **Anti-fraud and Corruption Strategy**

It was **resolved** to adopt the document. (Proposed by Cllr Brookes-Hocking).

- **Discretions Policy**

It was **resolved** to adopt the document. (Proposed by Cllr Brookes-Hocking).

- **Volunteer Policy**

It was **resolved** to adopt the document. (Proposed by Cllr Letch).

- **Bench Seat Policy**

It was **resolved** to adopt the document. (Proposed by Cllr Brookes-Hocking).

- **Community Engagement Strategy**

It was **resolved** to adopt the document, with the inclusion of information relating to livestreaming meetings. (Proposed by Cllr Zorlu).

85 To review, for approval by Full Council, the Council's documentation relating to the Local Council Award Scheme

It was noted that the documentation had been reviewed by the task and finish group. It was **resolved** to approve the documentation, for ratification by Full Council. (Proposed by Cllr Letch).

86 To consider the resumption of in-person meetings

It was noted that further information is related from the High Court in relation to the resumption of in-person meetings. The Town Clerk reported that she was investigating livestreaming infrastructure to allow for in-person meetings to be livestreamed.

87 To note the recent complaints received by the Town Clerk

It was noted that the complaints had been responded to by the Town Clerk. The importance of communication with the public, in relation the Town Council's monetary burden and reduction of services from Mid Devon District Council was highlighted.

88 To consider and agree additional work required to the office to ensure Covid-safe compliancy

The Town Clerk highlighted the importance of both safety of staff and Covid compliance. The Town Clerk had obtained a quote for a door. It was resolved that the Town Clerk obtain further quotes but **resolved** that the door should be changed at a cost of no more than the original quote obtained. (Proposed by Cllr Letch).

89 To agree the date of the next meeting – Tuesday 11 May 2021 at 19.00

The date of the next meeting was noted.

PART TWO

90 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** 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. (Proposed by Cllr Harris).

91 Assistant Clerk Maternity leave:

- To note Statutory Maternity Leave payments

The payments were noted.

- To consider and agree arrangements for holiday

It was **resolved** that the Town Clerk would discuss holiday arrangements with the Assistant Clerk. (Proposed by Cllr Brookes-Hocking).

- To discuss the burden of additional work on other staff and appropriate reimbursement

Consideration was given to this and it was **resolved** that the Town Clerk would investigate all suggestions and prepare a report for the next meeting. (Proposed by Cllr Huxtable).

92 To consider outstanding issues relating to new contracts, prior to issue

It was **resolved** to approve the outstanding issues relating to breaks and variable hours. The Town Clerk would circulate the final draft to members, ready for issuing to staff.

93 To discuss the Town Clerk’s additional hours worked, and to consider a Time Off In Lieu policy
It was **resolved** that a policy was not required, however additional hours should be monitored appropriately, with time off being taken in a timely manner. (Proposed by Cllr Huxtable).

94 Close
The meeting was closed at 21.05.

SignedChairman

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