



## Minutes of Crediton Town Council's Council Affairs held on Tuesday, 26<sup>th</sup> January 2021 at 6.00pm, via Zoom

- Present:** Cllrs Miss J Harris (Chairman), Mrs Brookes-Hocking, Mr J Ross, Mrs H Zorlu, Mrs Louise Martin and Mr S Huxtable
- Apologies:** Cllrs Mr F Letch and Mr J Cairney
- In Attendance:** Mrs R Avery, Town Clerk
- 47 To receive and accept apologies**  
The meeting was opened at 6.00pm.
- 48 Declarations of Interest**  
There were no declarations of interest.
- 49 Public Question Time**  
No members of the public were present.
- 50 Order of Business**  
There were no changes.
- 51 Chairman's and Clerk's Announcements**  
There were no announcements.
- 52 Council Affairs Committee Minutes**  
It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 20<sup>th</sup> October 2020, as a correct record. (Proposed by Cllr Ross).
- 53 To discuss and agree an application to the Local Council Award Scheme**  
It was **agreed** that the Town Clerk would start preparing an application for Quality Gold Status. (Proposed by Cllr Brookes-Hocking)
- 54 To agree the date of the next meeting – Tuesday 9<sup>th</sup> February 2021 at 6.00pm.**  
The date of the next meeting was **noted**.

### PART TWO

- 55 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).

**56 To consider and agree the recruitment of a Town Maintenance Operative, including working hours and salary.**

The vacancy was considered, and it was **resolved** to proceed with the recruitment of a Town Maintenance Operative. (Proposed by Cllr Ross).

**57 To agree the recruitment process for a Town Maintenance Operative, including the following documents:**

- **Job description**  
It was resolved to **approve** the job description, with one amendment. (Proposed by Cllr Ross).
- **Advert**  
It was **resolved** to approve the advert. (Proposed by Cllr Ross).
- **Application form**  
It was **resolved** to approve the application form. (Proposed by Cllr Ross).
- **Short listing for interview pro-forma**  
It was **agreed** that the Town Clerk would draft a pro-forma with suggested categories for consideration at the next Council Affairs Committee meeting.
- **The interview process including who will be present and interview questions**  
It was **agreed** that interview questions would be drafted for consideration at the next Council Affairs meeting. It was **resolved** that Cllrs Harris and the Town Clerk would form part of the panel, alongside Cllr Letch if he agrees. It was **resolved** that Cllr Ross would be a substitute for the interview panel. (Proposed by Cllr Brookes-Hocking).
- **Timescale**  
It was **resolved** that the advert would run from Monday 1<sup>st</sup> February to Friday 19<sup>th</sup> February. A further meeting of the Council Affairs Committee would be convened to shortlist applications. (Proposed by Cllr Harris).

**58 To discuss a staffing matter.**

There was a general discussion relating to the staffing matter, and it was **agreed** for the Town Clerk to undertake further informal discussion with staff members to report back to the next meeting of the Council Affairs Committee.

**59 To discuss council staff terms of employment**

It was **noted** that the Town Clerk would provide a comparison and a new draft contract for consideration at the meeting of the Council Affairs Committee.

**60 Close.**

The meeting was closed at 6.46pm.

Signed .....

Chairman

Dated.....