



Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 27 September 2022 at 18.00, at Old Landscore School, Greenway, Crediton.

Present: Cllrs J Harris (Chairman), G Cochran, E Brookes-Hocking, F Letch (part meeting), & J Cairney

Apologies: Cllr S Huxtable

In Attendance: Rachel Avery, Town Clerk

26. Public Question Time

There were no members of the public present.

27. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Huxtable. (Proposed by Cllr Cairney).

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

This was **noted**.

29. Declarations of Interest

Cllrs F 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.

30. Order of Business

There were no changes.

31. Chairman's and Clerk's Announcements

The Town Clerk reported that the protocol for marking the death of Queen Elizabeth II had been enacted well by staff.

32. Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 12 July 2022, as a correct record. (Proposed by Cllr Cochran).

33. Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 01 July 2022 – 31 August 2022 to receive the bank reconciliation

It was **resolved** to approve the payments, receipts, bank transfers and the bank reconciliations up to 31 August 2022. (Proposed by Cllr F Letch).

34. To receive the report on the creation of a Staffing Sub-Committee and approve the recommendations therein

It was **resolved** to approve the creation of a Staff Sub-Committee, with the following additions:

- that the Terms of Reference include 'review of the wellbeing of staff'
- membership of the Sub-Committee will be three with any member of the Council Affairs Committee being allowed to substitute
- that Cllrs Brookes-Hocking, F Letch and Huxtable would sit on the Sub-Committee. (Proposed by Cllr Cochran).

Cllr F Letch left the meeting at 18.14 and re-joined at 18.17

35. To consider the report on Civility and Respect and approve the recommendations to Full Council therein

It was **resolved** to approve the recommendations to Full Council to adopt the Civility and Respect Pledge. (Proposed by Cllr Cairney).

36. To receive a report on room hire costs and approve the recommendations therein

It was **resolved** to approve the room hire costs, but that the Boniface Link Association would use the Bungalow room for free as they were set up by the Town Council. (Proposed by Cllr Cochran).

37. To consider the option to opt out of the Smaller Authorities' Audit Appointments (SAAA) central external auditor appointment

It was **resolved** not to opt out of the Smaller Authorities' Audit Appointments (SAAA) central external auditor appointments. (Proposed by Cllr Cochran).

38. To consider and approve the Public Participation Policy

It was **resolved** to approve the Public Participation Policy, with the inclusion of legislation relating to the removal of the public. (Proposed by Cllr Brookes-Hocking, 1 abstention).

It was **agreed** that an information sheet would be created and be provided at meetings for members of the public.

39. To agree the date of the next meeting – Tuesday 11 October 2022 at 19.00

The date of the next meeting was **noted**. The meeting was closed at 18.55.

PART TWO

40. 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 into Part Two. (Proposed by Cllr Harris).

41. To receive the staffing report and consider the recommendations therein

The Town Clerk provided information on the current staffing situation.

It was resolved that, in the interim, the office would be closed on Wednesdays and the office opening hours set at 10.00-14.00 and would be adhered to.

Cllr F Letch left the meeting at 18.43

42. To note concerns around member behaviour

The Town Clerk provided examples of concerns from staff members regarding recent behaviour. It was **resolved** that all councillors would be contacted regarding these concerns. (Proposed by Cllr Brookes-Hocking).

SignedChairman

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