



Minutes of Crediton Town Council's Council Affairs and Finance Committee held on Tuesday 08 February 2022 at 19.00, at The Bungalow, North Street, Crediton

Present: Cllrs J Harris (Chairman), L Brookes-Hocking, F Letch and N Letch

Apologies: Cllrs J Cairney (illness), S Huxtable (illness) and L Martin (personal)

In Attendance: Rachel Avery, Town Clerk
Cath Kelly, Youth Worker

113 To receive and accept apologies

The meeting was opened at 19.10. It was **resolved** to receive and accept apologies from Cllrs Huxtable and Martin. (Proposed by Cllr Brookes-Hocking).

114 Declarations of Interest

Cllr 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.

115 Public Question Time

There were no members of the public present.

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

This was **noted**.

117 Order of Business

It was **resolved** to take item 120 as 118. (Proposed by Cllr Brookes-Hocking).

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

Cath Kelly introduced herself as the new Youth Worker, working alongside Rich Martin, for 2.5 days per week.

The following actions were currently being undertaken:

- Full safeguarding audit and ensuring youth work is being delivered in line with council policy
- Undertaking school outreach with Haywards, Landscore and QE
- Working with Kirton Games to provide initial support for an under-16 games night
- Preparing to deliver sessions at Old Landscore School with a view to creating a new name for the building when it is being used for youth work
- Met with Dave Poulson at the Congregational Church to discuss partnership working and agreed to more regular communication
- Preparing from a Youth Strategy Day on Thursday 24 February to launch the sessions at Old Landscore School

- Recruited a new trainee youth worker for 6 of the advertised 10.5 hours and continuing to build a pool of volunteers.

119 Chairman's and Clerk's Announcements

There were no announcements.

120 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 25 January 2022, as a correct record. (Proposed by Cllr Brookes-Hocking).

121 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 15 December 2021 – 08 February 2022 inclusive and to receive the bank reconciliation

It was **resolved** to approve payments to 08 February 2022 and the bank reconciliation to 31 January 2022. (Proposed by Cllr Brookes-Hocking).

122 To consider and approve the following policies:

Absence Management Policy

It was requested that the Town Clerk reconsider the application to include reference to mental health.

Communications and Media Policy

It was **resolved** to approve the Communications & Media Policy. (Proposed by Cllr Brookes-Hocking).

Community Grants Policy

It was **resolved** to approve the Community Grants Policy, with the removal of the right to decline application without reason for decision. (Proposed by Cllr Brookes-Hocking).

Co-option Policy

It was **resolved** to approve the Co-option Policy, with the addition of candidates staying in the room with voting being undertaken by signed ballot. (Proposed by Cllr Brookes-Hocking). The Town Clerk explained the importance of open and transparent voting, should there be a request for a recorded vote.

Data Protection Privacy Policy

It was **resolved** to approve the Data Protection Privacy Policy. (Proposed by Cllr Brookes-Hocking).

Equal Opportunities Policy

It was **resolved** to approve the Equal Opportunities Policy. (Proposed by Cllr Brookes-Hocking).

Freedom of Information

It was **resolved** to approve the Freedom of Information Policy. (Proposed by Cllr Brookes-Hocking).

Health and Safety Policy

It was resolved to approve the Health and Safety Policy. (Proposed by Cllr Brookes-Hocking).

Member Officer Protocol

It was resolved to approve the Member Officer Protocol. (Proposed by Cllr Brookes-Hocking).

Safeguarding Children and Young People Policy

It was resolved to approve the Safeguarding Children and Young People Policy. (Proposed by Cllr Brookes-Hocking).

Scheme of Delegation

It was **resolved** to approve the Scheme of Delegation. (Proposed by Cllr Brookes-Hocking).

Social Media and Electronic Communication Policy

It was **resolved** to approve the Social Media and Electronic Communication Policy. (Proposed by Cllr Brookes-Hocking).

Whistleblowing Policy

It was **resolved** to approve the Whistleblowing Policy. (Proposed by Cllr Brookes-Hocking).

Members Code of Conduct

It was **resolved** to approve the Members Code of Conduct. (Proposed by Cllr Brookes-Hocking).

123 To receive a report on Councillor and Mayoral Allowances and to approve the recommendations therein

It was **resolved** that the Town Clerk would prepare Councillor and Mayoral Allowance policies for the March meeting. (Proposed by Cllr Brookes-Hocking).

124 To agree the date of the next meeting – Tuesday 08 March 2022 at 19.00

The date of the next meeting was noted. The meeting was closed at 20.17.

SignedChairman

Dated.....