



## Minutes of Crediton Town Council's Council Affairs held on Tuesday, 9<sup>th</sup> February 2021 at 6.00pm, via Zoom

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

**In Attendance:** Mrs R Avery, Town Clerk

**47 To receive and accept apologies**

The meeting was opened at 18.00.

**48 Declarations of Interest**

There were no declarations of interest.

**49 Public Question Time**

There were no members of the public 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 26 January 2021, as a correct record. (Proposed by Cllr Letch).

**53 To review the following policies:**

- Health and Safety  
It was **resolved** to approve the Health and Safety policy. (Proposed by Cllr Letch).
- Grant Aid  
It was **resolved** to approve the policy and to rename it as the Community Grant policy. (Proposed by Cllr Letch).
- Code of Conduct  
It was **resolved** to approve the Code of Conduct. (Proposed by Cllr Letch).

**54 To receive an update regarding the Local Council Award Scheme**

The clerk provided an overview of the recently announced changes to the scheme. Whilst many of the policies are in place, the strategic plan/action plan required attention, and a general overview of the requirements was required. It was **resolved** that a task and finish group would be set up to undertake a review of the requirements and to update policies for consideration, comprising of Cllrs Brookes-Hocking, Huxtable, Letch and Ross. (Proposed by Cllr Brookes-Hocking).

**55 To consider the resumption of in-person meetings**

It was **noted** that there is currently no suggestion that that the Coronavirus Act, the legislation allowing town and parish councils to meet virtually, will be extended. It was **resolved** for the town clerk to continue to assess the situation and undertake practical investigations, such as room sizes, to provide further information to the committee at future meetings.

**56 To agree the date of the next meeting – Tuesday 9<sup>th</sup> March 2021 at 18.00**

The date of the next meeting was **noted**.

**PART TWO****57 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).

**58 To consider and agree the use of a community organisation to undertake the Town Maintenance Operative position, opposed to the recruitment of an individual**

After discussion, it was **resolved** that the community organisation would be offered a probationary period of no less than 8 weeks' (maximum 13 weeks'), commencing on 1 March 2021. (Proposed by Cllr Huxtable).

**59 To discuss council staff terms of employment and agree a new Contract of Employment**

It was **resolved** to approve the new contract, replacing existing contracts with immediate effect. (Proposed by Cllr Harris).

**60 Close.**

The meeting was closed at 18.38.

Signed .....

Chairman

Dated.....