



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

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

**Apologies:** Cllr Mrs H Zorlu

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

**61 To receive and accept apologies**

The meeting was opened at 18.00.

**62 Declarations of Interest**

Cllrs Letch and Cairney 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.

**63 Public Question Time**

There were no members of the public present.

**64 Order of Business**

There were no changes.

**65 Chairman's and Clerk's Announcements**

There were no announcements.

**66 Council Affairs Committee Minutes**

It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 9<sup>th</sup> February 2021, as a correct record. (Proposed by Cllr Ross).

**67 To review for approval by Full Council, the Council's risk assessments as prepared by the Clerk**

Documents had been issued with agenda. It was noted that there were some typographic amendments, which would be amended prior to ratification at Full Council. It was **resolved** to approval the documents. (Proposed by Cllr Letch).

**68 To agree to carry out the action plans, derived from the risk assessments, with immediate effect**

Documents had been issued with the agenda. It was **resolved** to approve the action plans. (Proposed by Cllr Letch).

**69 To consider the adoption of the following policies:****- Meeting with Developers Protocol**

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

**- Procurement Policy**

It was **noted** that this policy would be considered at a future meeting.

**- Value for Money Statement**

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

**- Freedom of Information Model Publication Scheme**

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

**- Member/Officer Protocol**

It was **resolved** to approve the policy. (Proposed by Cllr Letch).

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

The Town Clerk provided an overview of the requirements to obtain Quality Gold status and it was **resolved** to apply, with Full Council being informed and supportive. (Proposed by Cllr Brookes-Hocking). It was **noted** that whilst this process was valuable to staff, it was also important for councillors as the authority is subject to much legislative change and it is a role where individuals are always learning.

It was **noted** that the Councillor mentoring system had been beneficial and should be brought to the forefront, alongside councillor training.

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

The Town Clerk provided an overview of possible solutions should the Coronavirus Regulations not be extended, which included:

- Suspension of all meetings until government restrictions ease sufficiently, delegating decision making
- Full Council meeting once a month, with suspension of all committees
- Commence full calendar of meetings.

There was a general discussion around the benefits of Zoom meetings and face to face meetings, with a query surrounding hybrid meetings. It was **agreed** that the infrastructure required to hold hybrid meetings would be investigated. (Proposed by Cllr Cairney).

**72 To note office workload**

Documents had been issued with the agenda, which were noted. Cllr Ross noted the enormous workload of the Town Council and the evidence of commitment. Cllr Huxtable recommended that time scales be added to the document, to ensure duty of care.

**73 Training:****- To note current staff training**

It was **noted** that the Administrative Assistant was in the process of undertaking ILCA, and had passed the first module. It was requested that she be congratulated on this.

**- To consider and agree training for the Projects Officer**

It was **resolved** to approve the Open University training course for the Projects Officer. (Proposed by Cllr Brookes-Hocking).

**- Councillor training review**

It was noted that the Town Clerk would provide councillors with an electronic copy of their training log, and ensure that councillors are provided with regular opportunities to undertake training.

**74 To agree the date of the next meeting – Tuesday 13<sup>th</sup> April 2021 at 18.00**

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

**75 Close**

**The meeting was closed at 18.40.**

Signed .....

Chairman

Dated.....