



Minutes of Crediton Town Council's Council Affairs Committee Meeting held on Tuesday, 12th May 2020, at 12 noon, via Zoom

Present: Cllrs Miss J Harris, Mr F Letch, Mrs H Zorlu, Mrs E Brookes-Hocking, Mr M Szabo and Mrs L Martin (part meeting)

In Attendance: Mrs E Anderson, Assistant Clerk
Mrs L Blake, Special Projects Officer

Absent: Cllr Mr J Ross

77 To receive and accept apologies
None received

78 Declarations of Interest
Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

79 Public Question Time
No members of the public present.

80 Order of Business
There were no changes.

81 Chairman's and Clerk's Announcements
There were no announcements.

82 Council Affairs Committee Minutes - To approve and sign as a correct record the minutes of the Council Affairs Committee meeting held on 18th February 2020. It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 18th February 2020, as a correct record. (Proposed by Cllr Letch).

83 Matters Arising
Page 20, minute 61 – Cllr Letch queried whether the policies and procedures identified had been updated and amended yet. The Assistant Clerk confirmed she would check with the Town Clerk and report back to the Committee.
Page 21, minute 64 – Cllr Letch advised members that he had made a suggestion to the Town Clerk for the Town Council's newsletter to be printed and made available for the public to pick up from outside the Council Offices.

Cllr Martin joined the meeting at 12.11 pm

84 To review the Council's home working arrangements whilst the current COVID 19 restrictions are in place and to agree any actions.

The Assistant Clerk provided members with an update, which included comments from the Council’s Administrative Assistant and Special Projects Officer. All members of staff agreed that the current arrangements were working well, despite balancing home working with childcare and/or home schooling. All members of the Committee were satisfied with the current arrangements and emphasised the importance of reviewing the situation as time goes on, particularly with a new Town Clerk starting in June.

85 To consider and agree/amend the new Town Clerk’s Training Agreement.

A copy of the agreement had been issued with the agenda. It was **resolved** to approve the new Town Clerk’s Training Agreement. (Proposed by Cllr Letch)

86 Close

The meeting closed at 12.22 pm

Signed Dated.....
Chairman

DRAFT