



## Minutes of the Meeting of Crediton Town Council held on Tuesday, 19<sup>th</sup> May 2020, at 7.00 pm via Zoom

**Present:** Cllrs Mr F Letch, Miss J Harris, Mrs L Martin, Mrs L Brookes-Hocking, Mrs H Zorlu, Mr M Szabo, Mr J Ross, Mr J Cairney & Mr P Vincent

**In Attendance:** Mrs E Anderson, Assistant Clerk  
Mrs L Blake, Special Projects Officer  
Mrs E Armitage, Administrative Assistant  
Mr A Wyer, Mid Devon District Councillor  
Mrs R Avery  
1 member of the public

**2005/191 To receive and accept apologies**

It was **resolved** to receive and accept apologies from Cllr Mr J Downes (Proposed by Cllr Letch)

**2005/192 Declarations of Interest**

Cllrs Letch & Cairney declared that as members 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.

**2005/193 Public Question Time**

There were no questions.

**2005/194 Order of Business**

There were no changes to the order of business.

**2005/195 Chairman's and Clerk's Announcements**

There were no announcements.

**2005/196 Town Council Minutes - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 17<sup>th</sup> March 2020, as a correct record.** It was **resolved** to approve and sign the minutes of the Town Council meeting held on Tuesday, 17<sup>th</sup> March 2020 as a correct record. (Proposed by Cllr Vincent)

**2005/197 Matters Arising**

There were no matters arising.

**2005/198 To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings until 7<sup>th</sup> May 2021 or the repeal of legislation, whichever is the earlier.** A copy of the Supplementary Standing Orders had been issued with the agenda. It was **resolved** to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings until 7<sup>th</sup> May 2021 or the repeal of legislation, whichever is the earlier. (Proposed by Cllr Brookes-Hocking)

- 2005/199** To receive, and to ratify the decisions therein, the minutes of the following meetings:
- **Council Affairs Committee held on 12<sup>th</sup> May 2020**  
It was **resolved** to receive and ratify the minutes of the Council Affairs Committee held on 12<sup>th</sup> May 2020. (Proposed by Cllr Harris)
- Copies of the minutes had been issued with the agenda.
- 2005/200** To review and amend the Council's Financial Regulations. A report prepared by the Clerk detailing the recommended amendments had been issued with the agenda. It was **resolved** to amend the Council's Financial Regulations. (Proposed by Cllr Brookes-Hocking)
- 2005/201** **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 18<sup>th</sup> March 2020 to 13<sup>th</sup> May 2020 inclusive and to receive the bank reconciliation.**  
The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £56,805.86, receipts totalling £132,941.56, and accept the bank reconciliation. (Proposed by Cllr Ross)
- 2005/202** **Budget Review - To review the budget for the year to date.**  
The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein (Proposed by Cllr Letch)
- 2005/203** To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2019-2020 and agree any action. A copy of the report had been issued with the agenda. It was **resolved** to note the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2019-2020. (Proposed by Cllr Letch)
- 2005/204** To receive and agree the Council's accounts for the financial year 2019-2020. A copy of the documentation had been issued with the agenda. It was **resolved** to agree and approve the Council's accounts for the financial year 2019-2020. (Proposed by Cllr Harris)
- 2005/205** To consider and agree the Annual Governance Statement 2019/20 detailed in the external audit annual return. A copy of the annual return had been issued with the agenda. Each item was considered individually, and it was **resolved** to agree the Annual Governance Statement for the year ended 31<sup>st</sup> March 2020. (Proposed by Cllr Letch)
- 2005/206** To discuss and agree the Annual Accounting Statements 2019/20 detailed in the external audit annual return. A copy of the annual return had been issued with the agenda. It was **resolved** to agree the Annual Accounting Statements for the year ended 31<sup>st</sup> March 2020. (Proposed by Cllr Letch)
- 2005/207** To review the Council's insurance requirements. This includes considering quotations received for the renewal of the Council's insurance provision. This is due to the expiry of the Council's current 3-year long term agreement on 31<sup>st</sup> May 2020, and to agree the Council's insurers for the next three years. All supporting papers had been issued with the agenda.

It was **resolved** to enter into a 3-year long term agreement with Zurich, commencing on 1<sup>st</sup> June 2020, at a cost of £1,742.76 per year. (Proposed by Cllr Harris)

**2005/208 To receive an update on the recruitment of a new Youth Worker at Crediton Methodist Church and to consider any further assistance the Council may be able to provide.** A report provided by Cllr Brookes-Hocking had been issued prior to the meeting. It was **resolved** to fund an additional £3,000 per year for the next two years to Crediton Methodist Church, to assist in the recruitment of a new Youth Worker. (Proposed by Cllr Brookes-Hocking)

**2005/209 To consider whether the Town Council wishes to hold its Annual Town Council Meeting and if so to agree a date.** It was **resolved** that Crediton Town Council would not hold its Annual Town Council Meeting this year. (Proposed by Cllr Letch)

**2005/210 To consider the Council's operations and calendar of meetings for the remainder of 2020, taking into consideration the current restrictions and agree a course of action.** Further information had been issued with the agenda. Members discussed this in depth. It was **resolved** to resume the 2020 meeting calendar, holding all meetings virtually via Zoom. (Proposed by Cllr Letch) Members agreed that each meeting agenda should be reviewed 1-2 weeks prior to the meeting date allowing time to cancel the meeting if there is no business to be discussed.

The Assistant Clerk recommended rescheduling the calendar slightly in order that the meetings start week commencing 15<sup>th</sup> June, giving the new Clerk two weeks to familiarise herself with the Council before meetings fully recommence. All members agreed and the Assistant Clerk confirmed an updated calendar would be circulated once prepared.

**2005/211 Close**  
The meeting closed at 7.55 pm

Signed .....

Dated.....