



Credition Town Council



Minutes of Credition Town Council's Administration & Personnel
Sub Committee Meeting, held on Tuesday, 16th April 2013,
at 7pm, at the Council Chamber, Market Street, Credition

Present:	Councillors	Mr F Letch (Chairman) Miss J Harris Mr W Dixon Mr M Szabo Mrs L Brookes-Hocking
In Attendance:	Town Clerk Public Press	Mrs C Dalley 0 0

30 **To receive apologies**

It was **resolved** to receive and accept Cllr R Adams apologies (Proposed by Cllr Miss Harris and seconded by Cllr Letch)

31 **Declarations of Interest**

None declared

32 **Public Question Time**

There were no questions.

33 **Order of Business**

There were no changes to the order of business.

34 **Chairman's and Clerk's Announcements**

There were no announcements.

35 **Administration & Personnel Sub Committee Minutes – To approve and sign the minutes of the Administration & Personnel Sub Committee held on 12th February 2013, as a correct record.** Copies had been circulated with the agenda.

It was **resolved** to:

- amend minute number 28 by removing the word 'offered' and replacing it with 'proposed'
- approve, and sign, the minutes of the Administration & Personnel Sub Committee, held on 12th February 2013, as a correct record.

(Proposed by Cllr Miss Harris, seconded by Cllr Dixon).

36 **Matters Arising**

Cllr Mrs Brookes-Hocking confirmed that Organisations had started to submit information for the Mayor's Reception, the Clerk is in the process of putting this into presentational format. Cllr Mrs Brookes-Hocking also suggested a graffiti board be erected at the Mayor's Reception in order that those attending can tell the Council what the current issues in Credition are.

37 **To consider an Anti-Fraud and Corruption Strategy prepared by the Clerk.**

A copy of the Strategy had been issued prior to the meeting.

It was **resolved** to adopt the Anti-Fraud and Corruption Strategy with immediate effect.

(Proposed by Cllr Letch and seconded by Cllr Miss Harris).

38 **To consider amendments to the Town Council's Standing Orders**

An amendment report together with a draft copy of the amended Standing Orders, prepared by the Clerk, had been issued prior to the meeting.

It was **resolved** to adopt the amendments to the Town Council's Standing Orders with immediate effect. The Clerk confirmed a new copy would be issued to all Councillors. (Proposed by Cllr Miss Harris and seconded by Cllr Mrs Brooke-Hocking).

39 To consider amendments to the Town Council's Financial Regulations

An amendment report together with a draft copy of the amended Financial Regulations, prepared by the Clerk, had been issued prior to the meeting.

It was **resolved** to adopt the amendments to the Town Council's Financial Regulations with immediate effect. The Clerk confirmed a new copy would be issued to all Councillors. (Proposed by Cllr Miss Harris, seconded by Cllr Mrs Brookes-Hocking).

40 To discuss the Town Council's priorities for financial year 2013-2014

The definition of a project was discussed and for the avoidance of doubt it was agreed that: "A project has a recognisable objective to achieve, which is time bound."

It was **resolved** that the following was a list of the Town Council's projects for the financial year 2013-2014:

<u>Project</u>	<u>Lead Councillor</u>
• Old Town Hall Notice Board.	Cllr Szabo
• Belle Parade cycle route.	Cllr Downes
• Street cleaning/handyman/ town cleanliness.	Cllr Dixon
• All access path to Shobrooke	Cllr Mrs Conyngham
• Stoney Park rent & contract review.	Cllr Letch
• Communication Review	Cllr Mrs Brookes-Hocking
• Review of Town Plan	Cllr Brookes-Hocking
• Council Training	Cllr Brookes-Hocking
• Celebration of Achievements	TBC
• Peoples Park Wildlife Area	Cllrs Mrs Conyngham & Ms Ford
• Christmas Illuminations	Cllr Mrs Brookes-Hocking

(Proposed by Cllr Letch and seconded by Cllr Miss J Harris)

The Clerk confirmed there was sufficient capacity at the Clerk's Office to proceed with all projects, with the workload being prioritised. The Clerk also confirmed that she would provide a progress report on all identified projects prior to each and every Administration and Personnel Sub Committee Meeting for consideration by Members.

41 To receive a report on the final costs incurred for temporary administrative support during financial year 2012-2013.

The Clerk circulated a report on staffing costs for the financial year 2102-2013. It was **resolved** to note the report. (Proposed Cllr Miss Harris, seconded by Cllr Mrs Brookes-Hocking).

PART TWO ITEMS

42 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 Cllr Letch, seconded by Cllr Miss Harris).

43 To review and discuss current staffing matters and issues.

Due to the confidential nature of this item no further information can be disclosed.

44 Close

The meeting closed at 8.40 pm

Signed:..... **Date:**.....
(Chairman)

