



**Minutes of Crediton Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 18<sup>th</sup> October, at 8.00 pm, at the Council Chamber, Market Street, Crediton**

**Present:** Cllrs Miss J Harris, Mr F Letch, Mr A Wyer, Mrs H Zorlu and Mrs H Sansom

**In Attendance:** Mrs Clare Dalley, Town Clerk

- 23. To receive and accept apologies**  
It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking (Proposed by Cllr Wyer)
- 24. 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.
- 25. Public Question Time**  
There were no members of the public present.
- 26. Order of Business**  
There were no changes to the order of business.
- 27. Chairman's and Clerk's Announcements** There were no announcements.
- 28. Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 14<sup>th</sup> June 2016, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 14<sup>th</sup> June 2016, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Wyer)
- 29. Matters Arising**  
There were no matters arising.
- 30. To consider and amend/agree the Town Council's short term Action Plan.** A copy of the Action Plan had been issued with the agenda. It was **resolved** to agree the Town Council's short term Action Plan and recommend its adoption to full Council. (Proposed by Cllr Wyer)
- 31. To review the Council's submission for the Local Council Award Scheme and agree further actions.** Members reviewed the application criteria. It was **resolved** that subject to the Council reviewing its Health and Safety Policy and agreeing the short term Action Plan at the November Council meeting, the Town Council was ready to submit an application to the Local Council Award Scheme for the Quality Award. (Proposed by Cllr Harris)

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32. **To discuss the office workload including the Office 'To Do' list and current projects.** A copy of the 'Office To Do' List was circulated by the Clerk and reviewed by members. It was **resolved** to remove the following items from the project list:
- Communications
  - Crediton Woods
  - MDDC Services and Building
- (Proposed by Cllr Harris)
- Cllr Wyer suggested that for those Councillors using electronic diaries, electronic meeting scheduling could be used. The Clerk confirmed this would be done for the 2017 Meeting calendar.
33. **To consider the Town Council selling recyclable caddy and kerbside liners.** Further information had been issued prior to the meeting. The Clerk advised that 20-30 requests per week are received at the council offices for the liners. It was noted that shops in Crediton such as Adams Home Hardware do sell the liners. It was **resolved** for the Council not to sell recyclable caddy and kerbside liners. (Proposed by Cllr Letch)
34. **To consider the Town Council offering a refreshment service, where possible, for those hiring the Council Chamber.** Further information had been issued with the agenda. It was **resolved** that if the Council office staff are happy to provide it, the service should be offered and the necessary equipment and consumables should be purchased. (Proposed by Cllr Letch)
35. **To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.** There were no further aims and objectives.
36. **To review the Assistant to the Town Clerk & Mayor's salary.** It was noted this item had been discussed at the Town Council meeting.
37. **To discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square.** The Clerk advised that she and Cllr Letch would be meeting Mid Devon District Council Officers on Wednesday, 19<sup>th</sup> October 2016.
38. **Close**  
The meeting closed at 8.44 pm

Signed.....  
  
 (Chairman)

Date: 14-2-17.....