



Minutes of Credition Town Council's Council Affairs and Finance Committee held on Tuesday 14 December 2021 at 19.00, at Old Landscore School, Greenway, Credition

Present: Cllrs J Harris (Chairman), L Brookes-Hocking, J Cairney, F Letch, L Martin and H Zorlu

Apologies: Cllrs S Huxtable

In Attendance: Rachel Avery, Town Clerk

76 To receive and accept apologies

The meeting was opened at 19.00. It was **resolved** to receive and accept apologies from Cllr Huxtable. (Proposed by Cllr Letch).

77 Declarations of Interest

Cllrs Cairney and Letch 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.

78 Public Question Time

There were no members of the public present.

79 Order of Business

There were no changes.

80 Chairman's and Clerk's Announcements

There were no announcements.

81 Council Affairs Committee Minutes

It was **resolved** to approve the minutes of the Council Affairs and Finance Committee meeting held on 09 November 2021, as a correct record. (Proposed by Cllr Cairney).

82 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 10 November 2021 – 14 December 2021 inclusive and to receive the bank reconciliation (schedule of payments and receipts will be issued prior to the meeting)

The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments and receipts detailed and to accept the bank reconciliation. (Proposed by Cllr Letch).

In preparation for the budget setting, Cllr Letch requested clarification on the Town Clerk's salary and wayleave payments.

SAI

83 To discuss the 2022/23 budget, for approval by Full Council

It was resolved that a further meeting would take place on Tuesday 11 January 2021 to discuss the budget. (Proposed by Cllr Brookes-Hocking).

84 Covid-19:

- **To consider writing a letter to Mel Stride MP requesting support for legislation enabling the use of virtual and hybrid council meetings**

It was **resolved** that the Town Council would write to Mel Stride MP regarding this matter. (Proposed by Cllr Brookes-Hocking).

- **To consider an emergency Scheme of Delegation**

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

- **To note the new Covid-19 office risk assessment**

The risk assessment was **noted**.

85 To consider a request from The Rotary Club for a financial donation to replace the vandalised defibrillator

It was **resolved** not to approve this request, given the precedent this would set and that additional funds to support the replacement may have already been obtained via community fundraising. (Proposed by Cllr Brookes-Hocking).

86 To consider changing the Administrative Assistant's title to Administration Officer

It was **resolved** to approve the change of the Administrative Assistant's title to Administrative Officer. (Proposed by Cllr Harris).

87 To agree the date of the next meeting – Tuesday 25 January 2022 at 19.00

The date of the next meeting was noted.

PART TWO**88 It is recommended 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**

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 by Cllr Harris).

89 To receive the report of office staffing and to consider the recommendations therein

The report was received, and it was **resolved** to approve the recommendations therein. The meeting was closed at 20.00.

Signed
Chairman

Dated..... 11-2-22