



**Minutes of Credition Town Council's Council Affairs and Finance Committee held on
Tuesday 11 July 2023 at 20.15, at Old Landscore School, Greenway, Credition.**

Present: Cllrs S Huxtable, E Brookes-Hocking, J Cairney, F Letch, G Fawssett, R Backhouse, G Cochran and J Harris

In Attendance: Rachel Avery - Town Clerk
Two members of the public

36. Public Question Time

- **To receive questions from members of the public relevant to the work of the council**

There were no questions.

37. Apologies:

- **To receive and accept Town Councillor apologies**

There were no apologies.

38. Declarations of Interest and Requests for Dispensations:

- **To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

Cllr F Letch, Cochran and Cairney declared that as a member 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.

- **To consider any dispensation requests**

There were no dispensations.

39. Order of Business:

- **At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public**

It was **resolved** to bring item 47 forward to item 42. (Proposed by Cllr Huxtable).

40. Chair's and Clerk's Announcements:

- **To receive any announcements which the Chair and Town Clerk may wish to make**

There were no announcements.

41. Council Affairs and Finance Committee Minutes:

- **To approve and sign the minutes of the meeting held on Tuesday 13 June 2023, as a correct record**

It was **resolved** to approve the minutes. (Proposed by Cllr Harris).

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42. Councillor behaviour:

- **To receive a statement from Cllr Backhouse regarding adhering to policies relating to equality and diversity**

Cllr Backhouse wished to address a remark made at the previous meeting by Cllr F Letch, which was not addressed at the meeting. The comment relating to a councillor's appearance was not appreciated and it raised concerns due to the town council being responsible for the youth club and the press reporting on female's being subjected to poor behaviour.

Cllr Backhouse would expect to be held to the same account if an inadvertent remark was made, and it is important for all to be held accountable. Cllr F Letch apologised for causing offence.

43. Policies:

- **To approve the following:**
 - **General Privacy Notice**
It was **resolved** to approve the policy. (Proposed by Cllr Harris).
 - **Volunteer Policy**
It was **resolved** to approve the policy. (Proposed by Cllr Harris).
 - **Training and Development Policy**
It was **resolved** to approve the policy. (Proposed by Cllr Cochran).

44. Finance (associated papers issued with the agenda):

- **To receive and approve transactions between 01 June 2023 – 30 June 2023**
It was **resolved** to approve the transactions. (Proposed by Cllr Cochran).
- **To receive and approve the bank reconciliation to 30 June 2023**
It was **resolved** to approve the bank reconciliations. (Proposed by Cllr Harris).
- **To receive an update on bank account transfers**
It was noted that bank account had been emptied. For discussion in September.
- **To note bank account balances to 30 June 2023**
It was **resolved** to note the bank account balances. (Proposed by Cllr).
- **To receive a verbal update from the Town Clerk regarding reduction of services by MDDC and to consider any further action**

The Town Clerk provided details of discretionary services that are likely to be cut by MDDC and consideration would be required as to whether the town council should take on services.

The following comments were made:

- importance of communication with district councillors and officers. Issues cannot be solved individually; whilst none are cabinet members, they are from the same party
- progression of Devon Devolution, and an unknown future for district councils
- whilst it is considerate to amend the agenda for visiting public, this was a missed opportunity for them to hear about this pertinent issue.

It was **noted** that the Town Clerk would circulate the spreadsheet provided by MDDC.

45. Strategic Plan Review:

- **To receive an update from the Strategic Plan Review Sub-Committee**

The Town Clerk provided information on recent meetings, and it was noted that Action Plans would be created. This would be a standing agenda item whilst the review is undertaken.

46. High Street Noticeboard:

- **To consider how the noticeboard will be managed**

It was **resolved** that the Projects and Events Officer will be responsible for the management of the noticeboard.

- **To agree a protocol for advertising events**

It was **resolved** that events being advertised should be for non-profit organisations and businesses would not be allowed to advertise. (Proposed by Cllr Harris)

47. Grant funding:

- **To consider the provision of free room hire to Crediton Breastfeeding and Parent Support Group in lieu of a grant to April 2024**

Item taken as number 42

Standing orders were suspended

Members of the public explained that the group had been created post-Covid due to a gap in provision, which aims to support people with socialising, mental health and parenting. Since the loss of the children's centre, there is barely any support of this nature. Organisers have accredited qualifications, are registered with Devon County Council, DBS trained and safeguarding trained. It was explained that they are an established group with a constitution.

The plan is to use Old Lansdown School on a Tuesday afternoon to provide accessibility, safety and inclusivity, with around 10-15 people attending sessions.

Standings orders were reinstated

It was **resolved** to approve the provision of free room hire until April 2024, subject to the building being available until then. (Proposed by Cllr Brookes-Hocking).

48. Date of next meeting:

- **To note that the date of the next meeting will be Tuesday 12 September 2023 at 19.00**

The date of the next meeting was **noted**. The meeting closed at 21.17.



PART II

49. Part II:

- **To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, 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** to move to Part Two. (Proposed by Cllr).

50. Events and Projects Officer Vacancy:

- **To approve the appointment of the Events and Projects Officer**
It was **resolved** to approve the appointment, as recommended by the Interview Panel. (Proposed by Cllr Harris).
- **To approve the contract for the Events and Projects Officer**
It was **resolved** to approve the contract for the Events and Projects Officer. (Proposed by Cllr Harris).

51. Vexatious Complaint Process:

- **To consider further enactment of the Vexatious Complaint Process**
It was **resolved** that Cllrs Backhouse and Huxtable would work together to manage the relationship between the individual and CTC, with review of the Vexatious Complaints Process being undertaken if behaviour should not change. (Proposed by Cllr Huxtable).

52. Council Offices:

- **To receive the report on the Council Offices and to approve the recommendations, for approval by Full Council**
The Town Clerk provided a brief verbal report on the current progress.

Signed 

Dated 8 Nov 23