



Minutes of Credition Town Council's Council Affairs Committee Meeting, held on Tuesday 16th October 2018, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Committee Chairman), Mrs E Brookes-Hocking, Mr A Wyer, Ms K Piercy, Mrs A Hughes, Mr J Ross and Mrs H Zorlu (part meeting)

In Attendance: Mrs Clare Dalley, Town Clerk

28. To receive and accept apologies

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

It was **resolved** to receive and accept late apologies from Cllr Mrs H Zorlu (Proposed by Cllr Harris)

29. Declarations of Interests

None declared.

30. Public Question Time

There were no members of the public present.

31. Order of Business

There were no changes to the order of business.

32. Chairman's and Clerk's Announcements

There were no announcements.

33. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 19th June 2018, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting held on 19th June 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)

34. Matters Arising

There were no matters arising.

Cllr Zorlu arrived at 6.06 pm.

35. To discuss the recruitment of an Assistant Town Clerk (Maternity Cover), including the following:

- **Salary scale**

It was **resolved** for the salary to be in the range of LC1 SCP 15-18 (£17,413.44 - £18,431.40) dependent on experience and qualifications. (Proposed by Cllr Harris)

- **Job description**

It was **resolved** to approve the job description, a copy of which is attached to these minutes as Appendix One. (Proposed by Cllr Harris)

- **Candidate requirements/person specification**

It was **resolved** to approve the candidate requirements/person specification, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Harris)

- **Advertising the vacancy**

It was **resolved** to approve the advert, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Harris)

It was **resolved** to advertise the position as follows:

- Crediton Courier at a cost of £100 plus VAT,
- Society of Local Council Clerks website and social media pages for two weeks at a cost of £185.00 plus VAT
- Devon Association of Local Councils - free of charge
- Evans Newsagents – free of charge
- Crediton Town Council notice boards, the Town Council website and on the Council's social media pages.

(Proposed by Cllr Harris)

- **Application form**

It was **resolved** to approve the application form, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Harris)

- **Short listing for interview pro-forma**

It was **resolved** to approve the short listing for interview pro-forma. (Proposed by Cllr Harris)

It was **resolved** for Cllrs Letch, Harris, Wyer and the Town Clerk to shortlist the candidates for interview. (Proposed by Cllr Harris)

- **Interview questions and tests**

It was **resolved** to approve the interview questions. (Proposed by Cllr Brookes-Hocking)

It was **resolved** for the interview panel to consist of Cllrs Letch, Harris and the Town Clerk and that following the interview process the interview panel would appoint the most suitable candidate to the position of Assistant Clerk (Maternity Cover). (Proposed by Brookes-Hocking) This would be reported at the Town Council meeting being held on Tuesday, 20th November 2018 for formal approval.

It was **resolved** for each interviewee to complete two administrative tests. (Proposed by Cllr Harris)

- **Timescale**

It was **resolved** for the shortlisting for interview to be carried out following the closing date of 2nd November 2018 and no later than 9th November 2018, with interviews being conducted on Thursday, 15th November 2018. (Proposed by Cllr Harris)

A copy of all documents had been issued prior to the meeting.

36. To consider the interim internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2018-2019. A copy of the report had been issued with the agenda. It was **resolved** to note the report with no actions required. (Proposed by Cllr Harris)

37. To discuss the arrangements for the Remembrance Sunday Service and Battle's Over Beacon Lighting Ceremony being held on Sunday, 11th November 2018.

- **Remembrance Sunday Service**

The Clerk confirmed that South West Highways had been instructed to carry out the road closure. The civic service and act of remembrance had all been brought forward by one hour in order to ensure the two-minute silence will be at the War Memorial at 11.00am. Officers from MDDC will be setting off flairs to mark the start and end of the silence. Canon Ian Morter will be taking this year's service. It is intended for the last post, silence and reveille to be in the church as well as at the War Memorial. This year the Mayor will be accompanied by the Chairman of Mid Devon District Council, Cllr Peter Heal, as well as the Chairman of Crediton Hamlets Parish Council.

An e-mail from Crediton Town Band had been received and circulated with the agenda. Councillors noted that as a number of members of the town band have mobility issues, the band will make its way to the War Memorial during the last hymn in the Church and will be playing as the parade arrives. Those that are able will march down to the Town Square after the commemoration.

The Clerk confirmed that e-mails had been sent to all community organisations advising them the event was being held one hour earlier. The Crediton Courier is also publicising this change and the usual website and social media channels are being utilised.

The Clerk confirmed that both she and her Assistant will be managing the overall event.

The Clerk confirmed that three flags, representing Army, Navy and RAF, had been purchased and will be hung from the railings outside the Council building.

- **Beacon Lighting Ceremony**

The Clerk confirmed that Mid Devon District Council has now granted permission for the event and everything was in hand. She confirmed she would be double checking all arrangements in the two weeks leading up to the event. She advised that it

would be good if a few more Councillors volunteered to be marshals/stewards for the event.

A press release had been issued and the Assistant Clerk had made a poster, which had been e-mailed, together with the press release, to all community organisations. The Crediton Courier is also publicising the event and the usual website and social media channels are being utilised.

38. To review the Council's Health & Safety Policy. A copy of the policy had been issued with the agenda and was reviewed by Councillors. It was **resolved** to agree and adopt the Council's Health & Safety Policy. (Proposed by Cllr Ross)

39. To review the Council's Grant Aid Policy. A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Grant Aid Policy. (Proposed by Cllr Harris)

40. To receive an update on the Council Office move and agree any actions required. The Clerk advised that the signed lease had been returned to the Council's Solicitor who had confirmed safe receipt. She had advised the Solicitor that the Town Council would like to complete on the matter as soon as possible, however, at a recent inspection of the premises three minor defects had been noted, which require attention. These are as follows:

- There is no window ledge in the right hand office (as viewed from the road), resulting in the wood and brick work of the bay being exposed.
- There is a broken pane of glass in the front entrance door.
- The toilet door does not close properly, making locking it difficult. It appears that the wood in the door has swollen and is catching on the floor.

She had requested confirmation as to whether the Landlord will be rectifying these issues prior to the Town Council taking possession. The Solicitor had confirmed he will look into the matter.

The Clerk confirmed that once the lease has been completed, she would arrange for the premises to be cleaned and painted and then the relocation would commence.

41. Close

The meeting closed at 6.38 pm

Signed..... [Redacted Signature]

Date 11-12-18.....(Chairman)