



**Minutes of Crediton Town Council's Council Affairs Committee Meeting, held on Tuesday 19<sup>th</sup> June 2018, at 6.00 pm, at the Council Chamber, Market Street, Crediton**

**Present:** Cllrs Miss J Harris (Committee Chairman), Mr F Letch, Mrs E Brookes-Hocking, Mrs A Hughes, Mrs H Zorlu and Mr J Ross

**In Attendance:** Mrs Emma Anderson, Assistant Clerk

**Absent:** Cllr Miss K Piercy

**1. To Elect a Committee Chairman for 2018-2019**

It was **resolved** to elect Cllr Harris as the Committee Chairman for 2018-2019. (Proposed by Cllr Letch)

**2. To Elect a Committee Deputy Chairman for 2018-2019**

It was **resolved** to elect Cllr Letch as the Committee Deputy Chairman for 2018-2019. (Proposed by Cllr Harris)

**3. To receive and accept apologies**

None received.

**4. Declarations of Interests**

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.

**5. Public Question Time**

There were no members of the public present.

**6. Order of Business**

There were no changes to the order of business.

**7. Chairman's and Clerk's Announcements**

Cllr Harris advised members that the Assistant Clerk is covering the meeting at short notice and has a prior engagement, so will need to leave by 7.30 pm. Cllr Letch expressed his thanks to the Assistant Clerk for covering the meeting in the Clerk's absence.

**8. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 2<sup>nd</sup> May 2018, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 2<sup>nd</sup> May 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Brookes-Hocking)**

**9. Matters Arising**

There were no matters arising.

10. **To receive an update on the following civic events for 2018:**
- **Remembrance Sunday Service**  
The Assistant Clerk confirmed the road closure application has been submitted to Devon County Council. The running order has also been prepared which follows the same order as last year. Quotations for the road closure are also being obtained. Cllr Brookes-Hocking pointed out that the event may be busier this year due it being the WW1 centenary.
  - **Battle's Over Beacon Lighting Ceremony**  
A report relating to the ceremony, along with the full Event Management Plan and risk assessment, had been issued with the agenda. The Assistant Clerk advised that, since sending the documentation, the Town Crier had confirmed his attendance.
11. **To review the Council's Asset Register.** Documentation relating to this item had been issued with the agenda. The Assistant Clerk advised members that the fingerpost located outside Lloyds Bank had been added to the asset register following the request from Cllr Szabo. It was **resolved** to approve the Council's Asset Register. (Proposed by Cllr Hughes)
12. **To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2017-2018 and agree any actions.** A copy of the report had been issued with the agenda. It was **resolved** to note the internal audit report with no further actions required. (Proposed by Cllr Letch) Cllr Harris thanked the office staff for another year of excellent work on the audit; all members supported this.
13. **To review the Council's Communications and Media Policy.** A copy of the Council's revised Communications and Media Policy had been issued with the agenda. The Assistant Clerk confirmed the policy had been amended to quote the Data Protection Act 2018 and General Data Protection Regulation. It was **resolved** to agree and adopt the Council's Communications and Media Policy. (Proposed by Cllr Letch)
14. **To consider and agree/amend a new Social Media and Electronic Communication Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Social Media and Electronic Communication Policy. (Proposed by Cllr Letch)
15. **To review the Council's Equal Opportunities Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Equal Opportunities Policy. (Proposed by Cllr Letch)
16. **To review the Council's Safeguarding Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Safeguarding Policy. (Proposed by Cllr Letch)
17. **To review the Council's Training & Development Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Training & Development Policy. (Proposed by Cllr Letch)
18. **To review the Council's Grievance Procedure.** A copy of the procedure had been issued with the agenda. It was **resolved** to agree and adopt the Council's Grievance Procedure. (Proposed by Cllr Letch)

19. **To review the Council's Disciplinary Procedure.** A copy of the procedure had been issued with the agenda. It was **resolved** to agree and adopt the Council's Disciplinary Procedure. (Proposed by Cllr Letch)
20. **To review the Council's Whistleblowing Policy & Procedure.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Whistleblowing Policy & Procedure. (Proposed by Cllr Letch)
21. **To review the Council's Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure. (Proposed by Cllr Letch)
22. **To consider a request from Fulda for Crediton Town Council to link with its website.** Documentation relating to this item had been issued with the agenda. The Assistant Clerk confirmed Fulda already has a link on its website to the Town Council's website and would like the Town Council's website to include a link to the Fulda website [www.fulda.de](http://www.fulda.de). It was **resolved** to approve the request from Fulda for Crediton Town Council to link with its website. (Proposed by Cllr Harris)
23. **To review the Council's compliance with the new Data Protection Act 2018, specifically the General Data Protection Regulation, including the following:**
  - **The Council's new Document Retention Policy.** A copy of the policy had been issued prior to the meeting. The Assistant Clerk confirmed the information audit is still in progress and therefore this policy is subject to change however the policy is accurate as it stands. It was **resolved** to agree and adopt the Council's new Document Retention Policy. (Proposed by Cllr Harris)
  - **The progress of the information audit.** A copy of the data audit spreadsheet had been issued prior to the meeting. Due to the complexity of the information audit, it is still in progress. The spreadsheet circulated reflects the documentation held by the Council, why it is held and how long it needs to be held for. This document, along with the Document Retention Policy, will be cross-referenced with a list of all data held by the Council which is being devised at present.

Cllr Brookes-Hocking asked how the office staff were feeling about the new Data Protection Act 2018 and whether it has created any particular issues. The Assistant Clerk confirmed that the full data audit will take time, however herself and the Clerk feel comfortable that the necessary steps have been taken to show the Council's compliance with the new rules. The new Act has had an impact on the way in which the Council communicates with the public. The office staff are trying to communicate through the website and social media as much as possible, to ensure information is still reaching a wide audience.

24. **To consider the Council registering with Locality as a community member at a cost of £250 per annum.** Further information had been issued with the agenda. It was **resolved** to register with Locality as a community member at a cost of £250 per annum. (Proposed by Cllr Letch)

**PART TWO**

- 25. 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 Letch)
  
- 26. **To receive an update on the Crediton Council Office building and agree any actions required.** Cllr Letch confirmed that Mid Devon District Council's (MDDC) Cabinet members have accepted an offer from buyer 2 and the buyer has expressed an interest in the Town Council continuing to occupy an office within the building. Cllr Letch and the Town Clerk will be meeting with the buyer soon to discuss this. Due to the confidential nature of this item no further details can be discussed.
  
- 27. **Close**  
The meeting closed at 6.31 pm

Signed..........  
Chairman)

Date.....16-10-18.....