



Minutes of Crediton Town Council's Administration & Personnel Committee Meeting, held on Wednesday 2nd May 2018, at 12 noon, at the Council Chamber, Market Street, Crediton

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

In Attendance: Mrs Clare Dalley, Town Clerk

83. To receive and accept apologies

Apologies were received and accepted from Cllr Hughes. (Proposed by Cllr Letch)

84. Declarations of Interests

Cllr Letch declared that as members 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.

85. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meetings held on 20th March 2018, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meetings held on 20th March 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Brookes-Hocking)

86. Matters Arising

Page 19, minute number 77 – Councillors expressed concern regarding the timing of this event, especially taking into consideration the possible restructuring of council committees and the calendar of meetings. It was felt this could be postponed.

87. To consider restructuring the Council's Committee system with a view to streamlining the number of committees. The Clerk circulated proposals to streamline the Council's Committee system and calendar of meetings, a copy of which is attached as Appendix One. The Clerk explained that the proposals would enable the Council to reduce the number of meetings held (by approximately 11) and the duplication of work. This in turn would reduce workload for Councillors and staff whilst still maintaining effective and efficient operations.

It was **resolved** to recommend to full Council at its annual meeting, to be held on 15th May 2018, to appoint the following Committees and Sub-Committees:

- Town Strategy Committee incorporating a Christmas in Crediton Sub-Committee and a Grants Sub-Committee
- Council Affairs Committee
- Environment Committee incorporating a Parish Paths Sub-Committee

and the new calendar of meetings. (Proposed by Cllr Letch)

Cllr Letch thanked the team, on behalf of the Committee, for the detailed work undertaken in the restructuring.

JH

The Clerk advised that if Council found this acceptable, the Council's policies and procedures, particularly the Scheme of Delegation, Terms of Reference and Standing Orders, would need to be reviewed and amended, as necessary, to reflect the changes.

88. **To agree the implementation of the new pay scales as agreed by the National Joint Council for Local Government Services.** The Clerk advised the new pay scales only affect the Clerk and Assistant Clerk's salaries. The National Joint Council for Local Government Services has agreed a 2% rise, commencing on 1st April 2018. This is in line with the Council's staff budgets for 2018-2019 as the Clerk had allowed for a 2% increase. As all staff appraisals have been satisfactorily completed, with no issues raised, she recommended the Council implement the new scales immediately, with them being backdated to 1st April 2018. It was **resolved** to implement the new pay scales with immediate effect and for them to be backdated to 1st April 2018. (Proposed by Cllr Brookes-Hocking)

89. **Close**

The meeting closed at 12.31 pm

Signed... [REDACTED]
(Chairman)

Date 19-6-18.....

COMMITTEE STRUCTURE

FULL COUNCIL
(bi-monthly)
Meetings start at 7.00pm

Ratify & approve committee & sub-committee minutes

Budget & Finance

Internal control

Investment strategies

TOWN STRATEGY COMMITTEE
(monthly)
Meetings start at 6.00pm

Strategic development policies

Forward Planning

Planning

Property (i.e. buildings)

COUNCIL AFFAIRS COMMITTEE
(bi-monthly)
Meetings start at 6.00pm

Personnel (Staff appraisals, training, recruitment & salary)

Council policy/scrutiny

GDPR

Civic events (Remembrance Service, Beacon event etc.)

ENVIRONMENT COMMITTEE
(bi-monthly)
Meetings start at 6.00pm

Property (Parks, gardens, play areas)

Allotments

Open spaces

Floral Crediton

Britain in Bloom

Peoples Park wildlife area

CHRISTMAS IN CREDITON SUB-COMMITTEE

Day time

Clerked

8 meeting per year

PARISH PATHS SUB-COMMITTEE

Day time

Clerked

3 meetings per year

GRANTS SUB-COMMITTEE

Clerked

3/4 meetings per year

Please note, the membership of a Committee will be 8, with quorate being 4. The membership and quorum of a Sub-Committee will be decided by the Committee it is responsible to.

13 -



2018 Calendar of Meetings

January 1						
M	T	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2						
M	T	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 3						
M	T	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 4						
M	T	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 5						
M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 6						
M	T	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 7						
M	T	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 8						
M	T	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 9						
M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 10						
M	T	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 11						
M	T	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 12						
M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

■ Full Council 7.00 pm

■ Council Affairs 6.00 pm

■ Environment 6.00 pm

■ Town Matters 6.00 pm

■ Grants 2.00 pm

■ Christmas in Crediton 2.00 pm

■ P3 Parish Paths 2.00 pm

SH