



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 17th October 2017, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris, Mr F Letch, Mrs H Zorlu and Mrs A Hughes

In Attendance: Mrs Clare Dalley Town Clerk
Mrs Emma Anderson, Assistant Clerk

Absent: Cllr Mrs E Brookes-Hocking

44. To receive and accept apologies

There were no apologies.

45. 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.

46. Public Question Time

There were no members of the public present.

47. Order of Business

There were no changes to the order of business.

48. Chairman's and Clerk's Announcements

There were no announcements.

49. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 10th October 2017, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 10th October 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

50. Matters Arising

There were no matters arising.

51. To consider quotations received to upgrade and expand the current CCTV system within Credition. Copies of the quotations had been issued with the agenda. Cllr Letch requested this item be deferred until further information is known regarding the future location of the Town Council offices.

52. To discuss the office workload including the Office 'To Do' list and the Committee's aims and objectives as detailed within the Council's Strategic Plan.

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The Clerk provided members with an updated to do list, explaining that this list only included actions from Council meetings and did not include day to day tasks as well as current priorities such as budgets. The Clerk confirmed that the workload, although substantial, was manageable.

53. **To consider the introduction of the General Data Protection Regulation in May 2018 and agree a course of action.** The Clerk circulated an Information Commissioners Office document entitled 'Preparing for the General Data Protection Regulation (GDPR)'. She advised that over the next few weeks, she would be preparing a new updated Data Protection Policy reflecting the new regulation. She also advised that a full data audit needs to be undertaken as well as refreshing existing consents and privacy notices. She recommended that a Data Protection and GDPR Councillor training session is arranged for the New Year and confirmed the Council has between now and May to become compliant.

Cllr Letch advised members that he had attended a Mid Devon District Council (MDDC) training session relating to the GDPR and suggested the Clerk contact MDDC to find out if they have any useful information or training on this.

Cllr Zorlu queried whether the Regulation would affect Councillors individually. The Clerk confirmed all Councillors could be audited.

54. **To consider the Devon County Council Road Warden Agreement and agree a course of action.** A copy of the agreement together with further information had been issued with the agenda. The Clerk confirmed that Mr Andi Wyer had undertaken the necessary Chapter 8 Training and had confirmed that, whilst no longer a Town Councillor, he was still willing to be the Town Council's designated Road Warden. It was **resolved** for the Council to sign up to the Devon County Council Road Warden Scheme, assigning Mr Andi Wyer as the Council's designated Road Warden. (Proposed by Cllr Letch)
55. **To review the Remembrance Sunday Parade and Commemorations and agree any actions.** Information relating to this item had been issued prior to the meeting. Cllr Letch advised that on Wednesday, 11th October 2017, there had been a meeting to discuss the finer details of this year's Remembrance Sunday Parade and Commemorations. The Clerk confirmed that she and her Assistant will be managing the event rather than participating in it, to facilitate its smooth running.

PART TWO

56. 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)
57. **To receive an update on the recruitment of an Administrative Assistant following the interviews held earlier in the day.** The Clerk advised the Committee that a suitable candidate had been found for the position. The individual has been contacted to make the appointment and we are waiting to hear back.

58. To review the Assistant Clerk's salary.

The Assistant Clerk provided members with a briefing paper and members were given time to read the information provided.

The Assistant Clerk left the room at 6.41 pm.

It was **resolved** to recommend to full Council that the Assistant Clerk's salary be increased to SCP21 from 1st November 2017 with any additional funds required, over and above the salaries budget, to be taken from Council's General Fund. (Proposed by Cllr Harris)

The Assistant Clerk returned to the room at 6.49 pm.

59. To consider the future of the Crediton Council Office building following MDDC's Cabinet decision to sell it and the implications this will have on the Town Council, community organisations and the community. The Clerk advised that a formal notice of Mid Devon District Council's intention to dispose of the Council office building had been made. The Town Council now needs to consider whether it wishes to be treated as a potential bidder. If so written confirmation must be sent in writing to Land Charges at Mid Devon District Council by 21st November 2017.

It was **resolved** to give the Town Clerk delegated authority to write to Land Charges at Mid Devon District Council to register the Town Council's interest in making a bid for the Council Office building. (Proposed by Cllr Letch)

60. Close

The meeting closed at 7.00 pm

Signed... [redacted] Date... 20-3-18
(Chairman)