



Minutes of Credition Town Council's Council Affairs Committee Meeting held on Tuesday, 8th October 2019, at 6.00 pm, at Old Landscore School, Greenway

Present: Cllrs Miss J Harris, Mr F Letch, Mrs H Zorlu, Mr J Ross and Mrs L Martin

In Attendance: Mrs Clare Dalley, Town Clerk

26. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs Mrs E Brookes-Hocking, Mr A Wyer and Mr T Matthews (Proposed by Cllr Letch)

27. 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.

28. Public Question Time

There were no members of the public present.

29. Order of Business

There were no changes to the order of business.

30. Chairman's and Clerk's Announcements

There were no announcements.

31. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 16th July 2019, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting, held on 16th July 2019, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

32. Matters Arising

Pages 6, agenda item 24 - Cllr Letch requested an update on the storage container. The Clerk advised that it is now situated in the car park at Graphic plc, there is 24/7 access, it is covered by CCTV and the contents of the container had been tidied up.

33. To receive the following policies and procedures:

- **Health & Safety**
- **Grant Aid Policy**
- **Code of Conduct**

Copies of the policies & procedures had been issued prior to the meeting. The policies and procedures were reviewed by members and it was **resolved** to agree and adopt the following:

- Health & Safety
- Grant Aid Policy
- Code of Conduct

(Proposed by Cllr Letch)

- 34. To discuss issues that have been identified at Newcombes Meadow toilets including water leaks, insulation and electricity and to agree any actions.** A report prepared by the Clerk had been circulated with the agenda and was considered by members. Cllr Ross advised that he had made repairs to the identified water leak.

Cllr Harris' suggestion of closing the gents and ladies toilets and just keeping the disabled toilet open for all to use was considered by members. The Clerk confirmed she was looking into the door being fitted with an automatic timer lock, which would remove the need for a keyholder to visit the toilets twice a day. So far, two quotations had been received for the supply and fitting. The quotes ranged from £800 to £1,300 plus VAT. The Clerk advised that the more expensive quote enabled the automatic door lock to be operated remotely from a computer or phone. Members favoured this option. It was agreed that this course of action would keep a toilet open to the public, available at the same location and significantly reduce utility bills and the risk of vandalism.

It was **resolved** as follow:

- to turn the current disabled toilet into a gender-neutral and disabled toilet.
- to appoint a budget of £1500 from the Newcombes Meadow toilet budget for the purchase and installation of an automatic door locking system for the toilet.
- to upgrade the external lighting outside the toilet area, if there are sufficient funds left from the £1500 allocated.
- to give the Clerk delegated responsibility for the project thus enabling her to choose the most appropriate contractors within the allocated budget.
- To close the ladies and gents toilets once the new facility is ready for use.

(Proposed by Cllr Harris)

The Clerk confirmed that new signage would be purchased for the gender-neutral and disabled toilet and signs would be erected on the closed toilets redirecting people to the toilet at the front of the building. Cllrs agreed that if there was an event in the park the ladies, gents or both toilets could be opened to accommodate higher demand/usage.

The cleaning of the toilets was discussed and it was agreed that whilst Cllr Matthews had been very kind and generous with his time in cleaning the toilets thus far, it was felt this should be a paid position rather than a volunteer, with a clear line of management and responsibility. The Clerk confirmed that a local lady had expressed an interest in the position. It was **resolved** for the Clerk to have delegated responsibility to recruit a cleaner for the toilet. (Proposed by Cllr Harris)

It was further **resolved** for the Clerk to arrange for adequate pipe insulation to be installed at the toilet facility. (Proposed by Cllr Letch)

35. To receive an update on the office workload.

Clare advised that the Council office was entering an extremely busy period. In November there will be Remembrance Sunday and Christmas in Crediton events, both of which are being managed by the office staff. There is also still a lot of work being undertaken to get Old Landscore School up and running successfully and it is budget season. This is, of course, on top of the normal workload. On the bright side, Emma should be starting back to work on 11th November. Cllr Letch said he would send an e-mail to all Councillors advising them on the current situation.

PART TWO

36. 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 Harris)

37. To discuss staffing issues. A report prepared by the Clerk had been issued prior to the meeting and was considered by Councillors. It was **resolved** to note the report. (Proposed by Cllr Harris)

38. To resolve to formulate and agree the membership of a Council Affairs Sub-Committee in order to consider a staff grievance. It was **resolved** to formulate a Council Affairs Sub-Committee consisting of Cllrs Letch, Harris, Martin and Brookes-Hocking which will meet on Tuesday 22nd October at 6.00 pm in order to consider a staff grievance. (Proposed by Cllr Harris)

39. Close.
The meeting was closed at 6.49 pm.

Signed.....

Date.....(Chairman)