



Credition Town Council

8a North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@credition.gov.uk

PUBLIC NOTICE

You are hereby invited to attend the **Annual Meeting of Credition Town Council**, which will be held on **Tuesday, 14th May 2019**, at **Credition Library**, Belle Parade, Credition, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)

Town Clerk

8th May 2019

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

- 1. To elect the Chairman/Mayor for 2019-2020**
- 2. The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
- 3. To elect the Deputy-Chairman/Deputy Mayor for 2019-2020**
- 4. To receive and accept apologies** (Please make any apologies known to the Town Clerk)
- 5. Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
- 6. Town Council Minutes** - To approve and sign the minutes of the Credition Town Council meeting held on Tuesday, 19th March 2019, as a correct record.
- 7. Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Meetings held on 19th March 2019, for information only.
- 8. To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**
 - **Parish Paths Sub-Committee held on Tuesday, 26th March 2019**
 - **Grants Sub-Committee held on Tuesday, 9th April 2019**
 - **Town Strategy Committee held on Tuesday, 9th April 2019**

- **Council Affairs Committee held on Tuesday, 16th April 2019**

(A copy of the minutes will be issued with the agenda or prior to the meeting.)

9. **To review the Council's delegation arrangements to committees, sub-committees and employees.** (A copy of the Council's Scheme of Delegation will be issued prior to the meeting.)
10. **To review the Council's Terms of Reference for committees.** (A copy of the Council's Terms of Reference will be issued prior to the meeting.)
11. **To receive nominations for the appointment of members to existing committees and sub-committees.**
 - a. Town Strategy Committee
 - b. Council Affairs Committee
 - c. Environment Committee
 - d. Christmas in Crediton Sub-Committee
 - e. Grants Sub-Committee
 - f. Parish Paths Sub-Committee
 - g. Old Landscore School Sub-Committee
12. **To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee.**
13. **To appoint four Councillors to be the Town Council's internal control checkers for 2019-2020.**
14. **To review the Council's Standing Orders** (A copy of the Council's Standing Orders will be issued prior to the meeting.)
15. **To review the Council's Financial Regulations.** (A copy of the Council's Financial Regulations will be issued with the agenda.)
16. **To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
 - a. Hayward's Educational Foundation
 - b. Crediton United Charities
 - c. Devon Association of Local Councils (& Larger Councils Sub Committee)
 - d. Crediton Twinning Association
 - e. Boniface Link Association
 - f. Mid Devon Community Safety Partnership
 - g. Friends of Crediton Station
 - h. Sustainable Crediton
 - i. Boniface Trail Association
 - j. Crediton Chamber of Commerce
 - k. Okehampton Rail Forum
 - l. League of Friends of Crediton Hospital
17. **To consider passing the resolution detailed below, which will enable the Town Council to use the General Power of Competence.**

Crediton Town Council confirms that, in accordance with the Localism Act 2011, it hereby considers itself an 'eligible council' to exercise the General Power of Competence having met the following criteria:

- At the time of this resolution two thirds of the members of the Council have stood for election
- The Clerk holds the Certificate in Local Council Administration (CILCA), which includes Section 7 of CILCA 2012

(A report prepared by the Clerk, regarding the General Power of Competence will be issued with the agenda.)

- 18. To review the Council's Assets and Lease Arrangements.** (A copy of the Council's Asset Register and Lease Arrangements will be issued with the agenda.)
- 19. To review the Council's insurance requirements.** (Copies of the existing agreement with Hiscox will be issued with the agenda.)
- 20. To review the Council and its employees memberships of other bodies**
- Devon Association of Local Councils
 - National Association of Local Councils
 - Society of Local Council Clerks
 - Devon Communities Together
 - Campaign for Rural England
 - Information Commissioners Office
 - Locality
- (Further information relating to this item will be issued with the agenda.)
- 21. To review the Council's Complaints Procedure.** (A copy of the Council's Complaints Procedure will be issued with the agenda.)
- 22. To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.** (A copy of the Publication Scheme together with the Council's procedures will be issued with the agenda.)
- 23. To review and adopt the Council's Data Protection Privacy Policy, General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders in accordance with the General Data Protection Regulation.** (Copies of the policy and notices will be issued prior to the meeting.)
- 24. To review the Council's Communications and Media Policy.** (A copy of the Council's Communications and Media Policy will be circulated with the agenda.)
- 25. To consider and agree the Calendar of Meetings for the year.** (A copy of the new calendar will be issued with the agenda.)
- 26. To review the signatories on the Council's Bank and Building Society accounts.** (Further information relating to this item will be issued with the agenda.)
- 27. Chairman's Annual Report 2018-2019 - To receive the Chairman's Annual Report 2018-2019 and approve for publication.** (A copy of the Chairman's Annual Report will be issued with the agenda.)
- 28. Public Question Time** - To receive questions from members of the public relevant to the work of the Council. *(A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)*

29. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
30. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
31. **Police Report** - To receive the Police report. For information only.
32. **Accounts Due for Payment and Receipts** - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 20th March 2019 to 14th May 2019 inclusive and to receive the bank reconciliation. (The schedule of payments, receipts and bank transfers will be issued prior to the meeting.)
33. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)
34. **Budget Review** - To review the budget for the year to date. (The budget sheet will be issued prior to the meeting.)
35. **To receive a report from the Council's internal control checkers, following the monthly random inspections and agree any actions.** (A copy of the report will be issued prior to the meeting.)
36. **To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2018-2019 and agree any action.** (It is intended for a copy of the report to be issued at the meeting.)
37. **To receive and agree the Council's accounts for the financial year 2018-2019.** (A copy of the documentation will be issued prior to the meeting.)
38. **To consider and agree the Annual Governance Statement 2018/19 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)
39. **To discuss and agree the Annual Accounting Statements 2018/19 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)
40. **To resolve to make the following Members' allowances for the financial year 2019-2020**
 - Mayor's Allowance £600
 - Elected Members' Allowance £80
41. **Councillor Co-option – To resolve to commence the Council's Co-option procedure in order to fill the one vacancy in Boniface Ward.** (A copy of the Councillor Co-option pack will be issued with the agenda.)
42. **To nominate a Councillor to serve on the DALC County Committee 2019-2023.** (Information regarding the process and who can stand will be circulated with the agenda.)
43. **To approve the Devon County Council Tenancy at Will Agreement for the Old Landscore School Building.** (A copy of the agreement will be issued prior to the meeting)
44. **To consider changing the time of the Town Council Surgeries held on the Town Square, so they start at 11.00 am instead of 10.00 am.** (This item has been requested by Cllr Ross)

45. **To consider a request from the Parish Paths Sub-Committee for £400 to be provided from the general fund for printing of the Redvers Ramble & Other Walks leaflet.**
46. **To consider a request from Cllr Ross to attend the NALC Annual Conference and Exhibition on 28th & 29th October 2019 at a cost of £211 plus VAT plus travel and accommodation.**
47. **Councillor Reports** - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.
48. **Correspondence and Matters To Note - To receive Council correspondence and matters to note as detailed below** (Copies of the correspondence and matters to note will be issued with the agenda.)
49. **Close**