



**Minutes of the Oversight of the Democratic Services held on Tuesday, March 25, 2025 at 10:00 in the Bungalow, 8 North Street, Credition, EX17 2BT.**

**Present:** Cllrs Steve Huxtable, Jim Cairney, Giles Fawcett and Guy Cochran

**Apologies:** Cllrs Brookes-Hocking, Harris and N Letch

**Absent:** Cllr Backhouse

**Minute Taker:** Rachel Avery, Town Clerk

## MINUTES

### 210 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 10.04.

### 211 PUBLIC QUESTION TIME

There were no members of the public in attendance.

### 212 APOLOGIES

**Decision:** The apologies of Cllrs Brookes-Hocking (personal), Harris (holiday) N Letch (personal) were **noted**.

### 213 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 213.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interest.

#### 213.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

### 214 CLIMATE EMERGENCY

It was noted that decisions will be made with the climate emergency at the forefront of decision and policy making.

### 215 ORDER OF BUSINESS

There were no changes to the order of business.

### 216 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

**217 OVERSIGHT COMMITTEE MINUTES**

**Decision:** The minutes from the Oversight Committee meeting held on Tuesday, 11 March 2025, were approved as a correct record. (Proposed by Cllr Cochran)

**218 DATE OF NEXT MEETING**

It was **noted** that the next meeting will be held on Tuesday, 8 April 2025.

**219 PART II**

**Decision:** It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

**220 EVENTS AND TOWN CENTRE OFFICER**

**220.1 TO APPROVE THE PROPOSED TITLE OF THE ROLE**

**Decision:** It was **resolved** to approve the proposed title of the role. (Proposed by Cllr Cochran)

**220.2 TO RECEIVE AND APPROVE THE RECRUITMENT PACK, TO INCLUDE JOB DESCRIPTION AND PERSON SPECIFICATION**

**Decision:** It was **resolved** to approve the recruitment pack, with minor amendments discussed and agreed. (Proposed by Cllr Cochran)

**220.3 TO APPROVE THE SALARY COLUMN POINT**

**Decision:** It was **resolved** to approve the salary point. (Proposed by Cllr Fawssett)

*Cllr Cairney joined the meeting at 10.12*

**220.4 TO APPROVE AN APPLICATION FORM, SHORTLISTING AND INTERVIEW TIMELINE**

The application form was confirmed to remain unchanged from the previous version. The closing date for applications was set for 25 April, with shortlisting to commence immediately thereafter and interviews to be held from 30 April onwards. The interview panel would be agreed at the next meeting on 08 April.

**221 STAFFING REPORT**

The contents of the confidential staffing report were **noted** and actions **agreed**.

**Decision:** It was **resolved** to appoint Cllr Huxtable as the investigator. (Proposed by Cllr Cairney). It was **resolved** to appoint Cllrs Harris, Brookes-Hocking and Cochran to the review panel. (Proposed by Cllr Cairney)

**222 REPORTS PACK**

Signed .....

Dated.....