



## Minutes of Crediton Town Council's Council Affairs held on Tuesday, 23<sup>rd</sup> June 2020 at 6.00pm, via Zoom

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

**Apologies:** Cllr Mrs E Brookes-Hocking

**In Attendance:** Mrs R Avery, Town Clerk

**1 To elect a Committee Chairman for 2020/21**

It was resolved to elect Cllr Harris as Committee Chairman for 2020/21. (Proposed by Cllr Letch).

**2 To elect a Committee Vice Chairman for 2020/21**

It was resolved to elect Cllr Letch as Committee Vice Chairman for 2020/21. (Proposed by Cllr Harris).

**3 To receive and accept apologies**

It was **resolved** to approve the apologies of Cllr Brookes-Hocking. (Proposed by Cllr Harris).

**4 Declarations of Interest**

Cllr Letch declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**5 Public Question Time**

No members of the public were present.

**6 Order of Business**

There were no changes.

**7 Chairman's and Clerk's Announcements**

There were no announcements.

**8 Council Affairs Committee Minutes - To approve and sign as a correct record the minutes of the Council Affairs Committee meeting held on 24<sup>th</sup> February and 12<sup>th</sup> May 2020.**

It was resolved to approve the minutes of the Council Affairs Committee meeting held on 24<sup>th</sup> February and 12<sup>th</sup> May 2020, as a correct record. (Proposed by Cllr Letch).

**9 Matters Arising**

There were no matters arising.

**10 To receive a verbal update on the Council's home working arrangements whilst the current COVID 19 restrictions are in place and to agree any actions**

The clerk provided a brief overview of home working arrangements. Weekly staff meetings have been initiated to discuss workload and any other issues arising. It was agreed that the

current arrangements are working well.

There was discussion regarding staff returning to work, however maintaining social distancing would be difficult in the office. Furthermore, there was a lack of protective screening to allow for the office to be reopened to the public. Whilst government policy has reduced social distancing to one metre plus, the reopening of the office would not be considered at this time but would continue to be monitored.

**11 To review the following policies:**

- **Protocol on Marking the Death of Senior Members of the Royal Family**
- **Crime and Disorder Statement**

A copy of the policies had been issued with the agenda.

It was **resolved** to approve the Protocol on Marking the Death of Senior Members of the Royal Family, with the name of the Union Jack Flag being amended to Union Flag and the addition of HRH Prince of Wales to the list of those receiving a Ceremonial Royal Funeral. (Proposed by Cllr Letch).

It was **resolved** that the Crime and Disorder Statement would be reviewed after the recruitment of a Youth Worker (Proposed by Cllr Letch).

**PART TWO**

**12 It is recommended 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.**

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).

**13 To discuss and agree a response to the email received by councillors regarding historic council correspondence.**

It was **resolved** that the email received would be formally responded to by Cllr Harris, as Chairman of the Council Affairs Committee (Proposed by Cllr Ross, Cllr Letch voted against).

**14 To discuss the council's staff structure and requirements for future professional development.**

The clerk provided an overview of the current staffing structure and requested that she undertake a full review of roles and responsibilities for each member of staff. It was **resolved** that the clerk would provide a report on staffing for consideration at the next meeting of this committee. (Proposed by Cllr Letch).

**15 Close.** The meeting closed at 6.38pm

Signed .....  
Chairman

Dated.....

