



Minutes of Crediton Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 14th February, at 6.00 pm, at the Council Chamber, Market Street, Crediton

Present: Cllrs Miss J Harris, Mr F Letch, Mr A Wyer, Mrs H Sansom and Mrs L Brookes-Hocking

In Attendance: Mrs Clare Dalley, Town Clerk

39. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mrs H Zorlu. (Proposed by Cllr Sansom)

40. Declarations of Interest

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.

41. Public Question Time

There were no members of the public present.

42. Order of Business

There were no changes to the order of business.

43. Chairman's and Clerk's Announcements.

There were no announcements.

44. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 18th October 2016, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 18th October 2016, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

45. Matters Arising

There were no matters arising.

46. To review the Council's submission for the Local Council Award Scheme Gold Award including reviewing/approving/amending the following statements:

- Value For Money Statement
- Crime & Disorder Statement
- Biodiversity Statement
- Performance Management Statement
- Leadership in Planning for the Future Statement
- 5 Year Strategic Plan

Documentation relating to this item had been issued prior to the meeting and was considered by members. The Clerk apologised and advised that the 5 Year Strategic Plan had not been

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completed. It was resolved to note the 5 Year Strategic Plan was still a work in progress. (Proposed by Cllr Harris)

It was resolved to approve the following statements and recommend their adoption to full Council:

- Value For Money Statement
- Crime & Disorder Statement
- Biodiversity Statement
- Performance Management Statement
- Leadership in Planning for the Future Statement

(Proposed by Cllr Harris)

47. **To discuss the office workload including the Office 'To Do' list and the Council's Action Plan.** The Clerk confirmed everything was under control and there were no matters of concern. It was resolved to note the office workload including the Office 'To Do' list and the Council's Action Plan. (Proposed by Cllr Letch)
48. **To consider quotations received to provide internal audit services and agree a course of action.** Copies of the quotations had been issued with the agenda and were considered. It was resolved to instruct Stuart Pollard, Auditing Solutions Ltd, to provide the Council with internal audit services at a total cost of £840 plus VAT per annum. (Proposed by Cllr Harris)
49. **To consider quotations received to provide payroll services from 1st April 2017 and agree a course of action.** Copies of the quotations had been issued with the agenda and were considered by members. The Clerk advised that she had previous experience of administering payroll and confirmed she was happy to do this again. Both she and the Assistant Clerk had investigated both the software packages listed and preferred Moneysoft Payroll as they found the software to be comprehensive and the easiest to understand and use. It was resolved to bring the payroll administration in-house and to purchase the Moneysoft Payroll software to enable the Clerk to do this, at a total cost of £60 + VAT per annum. (Proposed by Cllr Harris)
50. **To consider quotations received to purchase a new printer/copier for the Council Offices and agree a course of action.** Copies of the quotations had been issued with the agenda. The Clerk advised that quotations had been obtained as Mid Devon District Council's intentions regarding their existing machine, which is situated in the Town Council's back office, had been unclear. Since receiving the quotations, Mr Alan Keates, ICT Infrastructure and Support Manager at Mid Devon District Council, had confirmed that the existing machine would remain whilst Mid Devon District Council continued to provide their fortnightly advice surgeries. The Clerk confirmed these surgeries were booked up to, and including, December 2017, therefore no further action was required for the time being.
51. **To review the Committee's aims and objectives as detailed within the Council's Action Plan.** A copy of the Council's action plan had been issued with the agenda and was reviewed. The Clerk advised that all actionable points for this Committee had been achieved in that:
- The Council has achieved the Local Council Award Scheme Quality Award. Work has now commenced on achieving the Gold Award.

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- A review of the role of Town Crier had been completed and Mr Kevin Payne was happy to continue in the role.
- A review of the Town Council's CCTV system had been completed in 2016. Since this review the Police have increased their requests to view CCTV. In view of this, the office staff have been obtaining quotations for the current system to be upgraded. Once all the quotations are received, funding opportunities for the project will be investigated. This work will be included within the new 5 Year Strategic Plan.

The Clerk advised that ensuring the Town Council is cyber secure is an aim that needs to be included within the new 5 Year Strategic Plan. She advised that due to the importance of this issue work is already being undertaken by the office staff.

Cllr Brookes-Hocking requested the committee structures within the Council's Action Plan are amended by highlighting and moving the name of the Chair of the Committee to the top of each list.

PART TWO

52. 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 Harris)

53. To discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square.

The Clerk advised that she, Cllr Brookes-Hocking and Cllr Letch had met with Mr Nick Sanderson, Head of Housing and Property Services, and Mr Andrew Busby, Estates Manager, Mid Devon District Council (MDDC) on Monday, 30th January 2017. At the meeting, the terms and conditions of the Town Council's offer for the purchase of the Council Office building and Town Square were discussed in detail. Mr Busby and Mr Sanderson confirmed that they would put it forward to MDDC's Cabinet for consideration. Due to the confidential nature of this item no further information can be disclosed at this time.

54. Close
The meeting closed at 6.53 pm

Signed 
(Chairman)

Date: 20-6-17