



Crediton Town Council

8a North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Council Affairs Committee, which will be held on **Tuesday, 18th June 2019**, in **Crediton Library**, Belle Parade, Crediton at **6.00 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

11th June 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 a Committee Chairman for 2019-2020**
- 2. To Elect a Committee Deputy Chairman for 2019-2020**
- 3. To receive and accept apologies** (Please make any apologies known to the Town Clerk)
- 4. Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
- 5. Public Question Time** - To receive questions from members of the public relevant to the work of the Committee.
- 6. 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.
- 7. Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
- 8. Council Affairs Committee Minutes** - To approve and sign the minutes of the Council Affairs Committee Meeting held on 16th April 2019, as a correct record.

9. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Council Affairs Committee Meeting held on 16th April 2019, for information only.
10. **To review the following policies and procedures:**
 - **Social Media & Electronic Communication Policy**
 - **Equal Opportunities Policy**
 - **Safeguarding Policy**
 - **Training & Development Policy**
 - **Grievance Procedure**
 - **Disciplinary Procedure**
 - **Whistleblowing Policy & Procedure**
 - **Maternity, Adoption, Paternity and Parental Leave and Policy & Procedure**(Copies of the policies & procedures will be issued prior to the meeting)
11. **To receive an update on the recruitment/contracting of a toilet cleaner for Newcombes Meadow public conveniences and the Town Council offices and to agree any actions.**
12. **To discuss and agree the relocation of the Town Council's storage container.**
13. **To receive an update on the office workload.**

PART TWO

14. **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.**
15. **To discuss staffing issues.** (Further information will be issued with the agenda.)
16. **Close**