



# Crediton Town Council

8a North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: [townclerk@crediton.gov.uk](mailto: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, 19<sup>th</sup> February 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**

12<sup>th</sup> February 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 receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
3. **Public Question Time** - To receive questions from members of the public relevant to the work of the Committee.
4. **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.
5. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
6. **Council Affairs Committee Minutes** - To approve and sign the minutes of the Council Affairs Committee Meeting held on 11<sup>th</sup> December 2018, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Council Affairs Committee Meeting held on 11<sup>th</sup> December 2018, for information only.

8. **To review the following policies and procedures:**
  - **Community Engagement Strategy**
  - **Protocol on Marking the Death of Senior Members of the Royal Family**
  - **Volunteer Policy**
  - **Anti-fraud and Corruption Strategy**
  - **Value for Money Statement**
  - **Crime & Disorder Statement**
  - **Biodiversity Statement**
  - **Performance Management Statement**
  - **Leadership in Planning for the Future Statement**
  - **Seating Policy**
  - **Discretions Policy**
  - **Cyber Security Policy**
  - **CCTV Policy**

(Copies of the policies & procedures will be issued prior to the meeting)
9. **To approve and adopt with immediate effect a Premises Age Verification Policy.** (A copy of the policy will be issued with the agenda.)
10. **To review the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.** (A copy of the risk assessments and action plans will be issued with the agenda. Please note, as per the Council's Standing Orders these will also be presented to the Town Council at its March meeting)
11. **To review the role of the Town Crier.** (Documentation relating to this item will be issued with the agenda.)
12. **To consider asking the Town Team to run the presentation and discussion sections of the Annual Town Meeting.** (This item has been requested by Cllr Brookes-Hocking)
13. **To consider providing £200 from the Council's hospitality budget for the Mayor to hold a small civic reception for the French twinning visitors in June 2019.**
14. **To discuss ideas for commemorating the 75<sup>th</sup> Anniversary of D-Day.**
15. **To appoint the Town Council's Civilian Flag bearer for 2019.**
16. **To receive an update on the recruitment/contracting of a toilet cleaner for Newcombes Meadow public conveniences and the Town Council offices.**
17. **To receive an update from the Clerk on current staffing levels and the office workload.**
18. **To review the Town Council's Strategic Plan, which is being updated and agree a course of action.**
19. **To discuss the new 2019-2020 NALC & SLCC salary scales and agree a course of action.** (A copy of the scales will be issued with the agenda.)
20. **Close**