



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, 21st January 2020**, at **Old Landscore School, Greenway** 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

15th January 2020

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.

PART TWO

3. **To resolve 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.**
4. **To consider the Conduct of a Crediton Town Councillor.**
5. **To discuss the resignation of the Town Clerk and discuss her offer to provide locum support from May 2020.**
6. **To consider the recruitment of a Town Clerk, including the following:**
 - **working hours**
 - **salary**

- 7. To agree the recruitment process for a Town Clerk, including the following documents:**
- **Job description**
 - **Person specification**
 - **Advert**
 - **Application form**
 - **Short listing for interview pro-forma**
 - **The interview process including who will be present, the interview questions and assessments/tests to be completed by each candidate.**
 - **Timescale**
- (A copy of all documents will be issued prior to the meeting.)
- 8. Close**