



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 February 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

11th February 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.
- 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 Meetings held on 8th October 2019, 22nd October 2019 and 21st January 2020, 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 Meetings held on 8th October 2019, 22nd October 2019 and 21st January 2020, for information only.

8. **To review the following policies and procedures:**
 - **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**

(Copies of the policies & procedures will be issued prior to the meeting)
9. **To review the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plans 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)
10. **To consider and agree the format and running of this year's Annual Town Meeting.**
11. **To review the Council's Community Engagement Strategy, in particular the way in which the Council communicates with the public; to consider how this can be improved, including Town Council surgeries, the newsletter, social media etc.**
12. **To consider whether the Council should stop the practice of laminating posters when advertising events on street furniture. To discuss alternative options for advertising events and agree a course of action.** (This item has been requested by Cllr Ross)
13. **To discuss and agree the arrangements for the Council Affairs Committee meeting being held on Monday 24th February 2020, when members will shortlist the applications received for the position of Town Clerk.**
14. **To consider a request from the Christmas in Crediton Sub-Committee to give Clare Dalley a zero hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020.**
15. **Close**