



Crediton Town Council

8a North Street

Crediton

Devon

EX17 2BT

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PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Council Affairs Committee, which will be held on **Tuesday, 16th April 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

9th April 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 19th February 2019, 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 19th February 2019, for information only.

8. To review the following policies and procedures:
 - Co-option Policy
 - Protocol on Member/Officer Relations
 - Complaints Procedure
 - Communications & Media Policy(Copies of the policies & procedures will be issued prior to the meeting)
9. To receive an update on the plans for commemorating the 75th Anniversary of D-Day.
10. To review the Civilian Flag bearer role summary for the Town Council's Civilian Flag bearer for 2019.
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 receive an update on the office workload.
13. Close