



# Credition Town Council

Market Street

Credition

Devon

EX17 2BN

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## PUBLIC NOTICE

You are hereby invited to attend a Meeting of Credition Town Council's Council Affairs Committee, which will be held on **Tuesday, 19<sup>th</sup> June 2018**, in the **Council Offices**, Market Street, Credition 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> June 2018

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 2018-2019**
- 2. To Elect a Committee Deputy Chairman for 2018-2019**
- 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. Administrations & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 2<sup>nd</sup> May 2018, as a correct record.

9. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration & Personnel Committee Meeting held on 2<sup>nd</sup> May 2018, for information only.
10. **To receive an update on the following civic events for 2018:**
  - **Remembrance Sunday Service**
  - **Battle's Over Beacon Lighting Ceremony**
11. **To review the Council's Asset Register.** (Documentation relating to this item will be issued with the agenda.)
12. **To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2017-2018 and agree any actions.** (A copy of the report will be issued with the agenda.)
13. **To review the Council's Communications and Media Policy.** (A copy of the Council's revised Communications and Media Policy will be issued with the agenda.)
14. **To consider and agree/amend a new Social Media and Electronic Communication Policy.** (A copy of the policy will be issued with the agenda.)
15. **To review the Council's Equal Opportunities Policy.** (A copy of the policy will be issued with the agenda.)
16. **To review the Council's Safeguarding Policy.** (A copy of the policy will be issued with the agenda.)
17. **To review the Council's Training & Development Policy.** (A copy of the policy will be issued with the agenda.)
18. **To review the Council's Grievance Procedure.** (A copy of the procedure will be issued with the agenda.)
19. **To review the Council's Disciplinary Procedure.** (A copy of the procedure will be issued with the agenda.)
20. **To review the Council's Whistleblowing Policy & Procedure.** (A copy of the policy will be issued with the agenda.)
21. **To review the Council's Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure.** (A copy of the policy will be issued with the agenda.)
22. **To consider a request from Fulda for Crediton Town Council to link with its website.** (Documentation relating to this item will be issued with the agenda.)
23. **To review the Council's compliance with the new Data Protection Act 2018, specifically the General Data Protection Regulation, including the following:**
  - **The Council's new Document Retention Policy**
  - **The progress of the information audit**

24. To consider the Council registering with Locality as a community member at a cost of £250 per annum. (Further information will be issued with the agenda.)

## **PART TWO**

25. 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.
26. To receive an update on the Crediton Council Office building and agree any actions required.
27. Close