



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Administration & Personnel Committee, which will be held on **Tuesday, 20th June 2017**, at the **Council Chamber**, Market Street, 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

14th June 2017

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 2017-2018**
2. **To elect a Committee Deputy Chairman for 2017-2018**
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 Council (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)
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. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 14th February 2017, as a correct record.
9. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 14th February 2017, for information only.

10. **To consider quotations to purchase a leaflet stand.** (Copies of the quotations will be issued with the agenda.)
11. **To consider the recruitment of a Town Council Administrative Assistant, including the following:**
 - working hours
 - salary
12. **To agree the recruitment process for a Town Council Administrative Assistant, including the following documents:**
 - Job description
 - Candidate requirements/person specification
 - Advert
 - Application form
 - Short listing for interview pro-forma
 - Interview questions
 - Timescale

(A copy of all documents will be issued with the agenda.)
13. **To discuss the office workload including the Office 'To Do' list and the Committee's aims and objectives as detailed within the Council's Action Plan.** (A copy of the Office 'To Do' list together with Committee's aims and objectives will be issued with the agenda.)
14. **To review the Remembrance Sunday Parade and Commemorations and agree any actions.** (Information relating to this item will be issued prior to the meeting.)
15. **To consider the Cyber Security Report prepared by the Town Clerk and agree any further actions.** (A copy of the report will be issued with the agenda.)
16. **To consider and agree/amend a new Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure.** (A copy of the Policy & Procedure will be issued with the agenda.)
17. **To review the Council's submission for the Local Council Award Scheme Gold Award including reviewing/approving/amending the Town Council's 5 Year Strategic Plan.** (A copy of the draft 5 Year Strategic Plan will be issued with the agenda.)

PART TWO

18. **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.**
19. **To discuss the ongoing negotiations regarding the Council Office building and agree any further actions.**
20. **To receive an update on the Council Staff Annual Appraisals.**
21. **To review the Town Clerk's salary.**
22. **Close**