



Crediton Town Council

Market Street

Crediton

Devon

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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, 23rd February 2016**, at the **Council Chamber**, Market Street, Crediton at **5.30 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

16th February 2016

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. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 9th February 2016, as a correct record.
4. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 9th February 2016, for information only.

PART TWO ITEMS

5. **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.**
6. **To assess the applications received for the position of Receptionist and shortlist candidates for interview.**
7. **Close**