



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, 9th February 2016**, 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

2nd 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 26th January 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 26th January 2016, for information only.
5. **To receive a progress update on the Local Council Award Scheme.** (Further information will be issued prior to the meeting.)
6. **To receive an update from the Clerk on the recruitment of a Town Council Receptionist.** (Further information will be issued prior to the meeting.)
7. **To receive an update on the proposed closure of MDDC's Crediton offices, the negotiations between the Town Council and the District Council and to consider and agree any further actions required.** (Further information will be issued prior to the meeting.)

8. **To receive an update on the progress of the feasibility study being carried out by Devon Communities Together, regarding Crediton Town Council taking on the ownership and management of the Mid Devon District Council Market Street building, and to consider and agree any further actions required.** (Further information will be issued prior to the meeting.)
9. **To review the office workload including the Clerk's 'To Do' list and current projects.**
10. **To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.**
11. **Close**