



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, 17th October 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

11th October 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 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 Council (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)
- 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. Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 10th October 2017, as a correct record.
- 7. Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 10th October 2017, for information only.

8. **To consider quotations received to upgrade and expand the current CCTV system within Crediton.** (Copies of the quotations will be issued with the agenda.)
9. **To discuss the office workload including the Office 'To Do' list and the Committee's aims and objectives as detailed within the Council's Strategic Plan.** (A copy of the Office 'To Do' list together with Committee's aims and objectives will be issued prior to the meeting.)
10. **To consider the introduction of the General Data Protection Regulation in May 2018 and agree a course of action.**
11. **To consider the Devon County Council Road Warden Agreement and agree a course of action.** (A copy of the agreement together with further information will be issued with the agenda.)
12. **To review the Remembrance Sunday Parade and Commemorations and agree any actions.** (Information relating to this item will be issued prior to the meeting.)

PART TWO

13. **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.**
14. **To receive an update on the recruitment of an Administrative Assistant following the interviews held earlier in the day.**
15. **To review the Assistant Clerk's salary.**
16. **To consider the future of the Crediton Council Office building following MDCC's Cabinet decision to sell it and the implications this will have on the Town Council, community organisations and the community.**
17. **Close**