



Credon Town Council

8a North Street

Credon

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@credon.gov.uk

To All Members of Credon Town Council's Council Affairs Committee,

You are hereby summoned to attend a Meeting of Credon Town Council's Council Affairs Committee, which will be held on **Tuesday 26th January 2021 at 6.00pm.**

This will be a virtual meeting using the Zoom meeting platform. The details for accessing the meeting are:

Join Zoom Meeting

<https://zoom.us/j/95861127182?pwd=ZEc4K09tVW8xRlFIUUZLQ1BCbkjdz09>

Meeting ID: 958 6112 7182

Passcode: 282072

Dial by your location

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

The purpose of the meeting is to transact the following business.

Rachel Avery (Mrs)

Town Clerk

21st January 2021

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council are unable to make any decision on matters not listed within the agenda.
- This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
- This meeting will be recorded and may be livestreamed to Credon Town Council's social media platforms.

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 Committee.
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. Council Affairs Committee Minutes - To approve the minutes of the Council Affairs Committee Meetings held on 20th October 2020, as a correct record.
7. To discuss and agree an application to the Local Council Award Scheme.
8. To agree the date of the next meeting - Tuesday 9th February 2021 at 6.00pm.

PART TWO

9. 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.
10. To consider and agree the recruitment of a Town Maintenance Operative, including working hours and salary.
11. To agree the recruitment process for a Town Maintenance Operative, including the following documents:
 - Job description
 - Advert
 - Application form
 - Short listing for interview pro-forma
 - The interview process including who will be present and interview questions
 - Timescale(A copy of all documents will be issued prior to the meeting.)
12. To discuss a staffing matter.
13. To discuss council staff terms of employment.
14. Close.