



Crediton Town Council

8a North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

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

You are hereby summoned to attend a Meeting of Crediton Town Council's Council Affairs Committee, which will be held on **Tuesday 09 March 2021 at 18.00.**

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/95167401342?pwd=WVhGV0FCN09tMHhoeFdRenNMaE9Ddz09>

Meeting ID: 951 6740 1342

Passcode: 952607

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6592 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5240 United Kingdom

+44 208 080 6591 United Kingdom

+44 330 088 5830 United Kingdom

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

Rachel Avery PSLCC

Town Clerk

04 March 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), Crediton Town Council is 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 Crediton 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 09 February 2021, as a correct record**
7. **To review, for approval by Full Council, the Council's risk assessments as prepared by the Clerk (Documents to be issued with agenda)**
8. **To agree to carry out the action plans, derived from the risk assessments, with immediate effect (Documents to be issued with the agenda)**
9. **To consider the adoption of the following policies (Policies to be issued with the agenda):**
 - **Meeting with Developers Protocol**
 - **Procurement Policy**
 - **Value for Money Statement**
 - **Freedom of Information Model Publication Scheme**
 - **Member/Officer Protocol**
10. **To receive an update regarding the Local Council Award Scheme**
11. **To consider the resumption of in-person meetings**
12. **To note office workload (Documents to be issued with the agenda)**
13. **Training:**
 - **To note current staff training**
 - **To consider and agree training for the Projects Officer**
 - **Councillor training review**
14. **To agree the date of the next meeting – Tuesday 13 April 2021 at 18.00**
15. **Close**