



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 25th July 2017, at 6.30 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris, Mr F Letch, Mrs H Zorlu and Mr J Ross

In Attendance: Mrs Emma Anderson, Assistant Clerk

23. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking and Cllr Wyer. (Proposed by Cllr Letch)

24. Declarations of Interest

None declared.

25. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 20th June 2017, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 20th June 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

26. Matters Arising

There were no matters arising.

27. To consider quotations for a new printer/photocopier for the Town Council Office, following Mid Devon District Council's decision to remove the current photocopier at the end of July.

Copies of the quotations had been issued with the agenda. It was **resolved** to purchase the TA2552ci copier, with internal finisher, from Concorde at a total cost of £2,491.51 + VAT, with the money being allocated from the Council's General Fund. (Proposed by Cllr Letch)

28. Close

The meeting closed at 6.34 pm

Signed.....  Date 15-9-17
(Chairman)