



# Crediton Town Council

8a North Street  
Crediton  
Devon  
EX17 2BT  
Telephone: 01363 773717  
Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

---

## PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Council Affairs Committee, which will be held on **Tuesday, 11<sup>th</sup> December 2018**, in **Crediton Library**, Belle Parade, 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**

4<sup>th</sup> December 2018

---

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 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 and sign the minutes of the Council Affairs Committee Meeting held on 16<sup>th</sup> October 2018, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Council Affairs Committee Meeting held on 16<sup>th</sup> October 2018, for information only.

8. **To consider the Lone Worker arrangements for Town Council staff.** (This item has been requested by Cllr Ross. A copy of the request will be issued with the agenda. Councillors attention is also drawn to a new draft Lone Worker Policy devised by the Town Clerk, a copy of which will be issued prior to the meeting.)
9. **To discuss the recruitment/contracting of a Toilet Cleaner for Newcombes Meadow public conveniences and the Town Council offices.**
10. **To review the Council's Community Engagement Strategy.** (A copy of the strategy will be issued with the agenda.)
11. **To review the Council's Protocol on Marking the Death of Senior Members of the Royal Family.** (A copy of the protocols will be issued with the agenda.)
12. **To review the Council's Code of Conduct.** (A copy of the code will be issued with the agenda.)
13. **To discuss staffing arrangements and the office workload in 2019 and agree any actions.**
14. **Close**