



# Crediton Town Council

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## PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Council Affairs Committee, which will be held on **Tuesday 29<sup>th</sup> September 2020 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/91938523786?pwd=bi9rSmY4eGhaRkJsU21zY2h0N1kDz09>

Meeting ID: 919 3852 3786

Passcode: 612557

One tap mobile

+442039017895,,91938523786#,,,,,0#,,612557# United Kingdom

+442080806591,,91938523786#,,,,,0#,,612557# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+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

Meeting ID: 919 3852 3786

Passcode: 612557

Find your local number: <https://zoom.us/u/aebH71PVbW>

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

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

**Rachel Avery (Mrs)**  
**Town Clerk**

23<sup>rd</sup> September 2020

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 the minutes of the Council Affairs Committee Meetings held on 23<sup>rd</sup> June 2020, as a correct record.
7. **To consider and agree the Website Accessibility Statement, report, and action plan.** (A copy of the documents will be issued with the agenda).
8. **To consider and approve the following policies:**
  - **Co-option Policy**
  - **Protocol on Member/Officer relations**
  - **Complaints Procedure**
  - **Data Protection Policy**
  - **FOI Model Publication Scheme**
  - **Scheme of Delegation**
  - **Communications and Media Policy**
  - **Social Media and Electronic Communication Policy**
  - **Equal Opportunities**
  - **Safeguarding Policy**
  - **Training and Development**
  - **Grievance Procedure**
  - **Disciplinary Procedure**
  - **Whistleblowing Policy and Procedure**
  - **Maternity, Adoption, Paternity Policy**(A copy of the documents will be issued with the agenda).
9. **To review and amend Standing Orders, for approval by Full Council.** (A copy of the document will be issued with the agenda).
10. **To consider whether a policy for the community noticeboard is required.** (Request from Cllr Vincent).

- 11. To discuss the efficiency of the current Council committee structure and to consider a review.**
- 12. To consider a review of committee Terms of References, in line with a possible committee restructure.**
- 13. To discuss the administration of the Climate Change and Sustainability Sub-Committee and to consider whether Town Council staff have the capacity to undertake the support work required.**
- 14. To receive a verbal update on the Council's home working arrangements whilst the current COVID 19 restrictions are in place and to agree any actions.**
- 15. To consider the purchase of additional computer equipment.**
- 16. To receive a verbal report on the Local Council Award Scheme.**

**PART TWO**

- 17. 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.**
- 18. To consider and agree that the Town Clerk has successfully completed a probationary period of 14 weeks. (A copy of the report will be issued with the agenda.)**
- 19. To consider and amend, for approval by Full Council, the Staffing Review Report. (A copy of the report will be issued with the agenda.)**
- 20. Close.**