



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Administration & Personnel Committee, which will be held on **Tuesday, 18th October 2016**, at the **Council Chamber**, Market Street, 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

11th October 2016

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 Council (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)
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. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 14th June 2016, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 14th June 2016, for information only.

8. **To consider and amend/agree the Town Council's short term Action Plan.** (A copy of the Action Plan will be issued with the agenda.)
9. **To review the Council's submission for the Local Council Award Scheme and agree further actions.**
10. **To discuss the office workload including the Office 'To Do' list and current projects.**
11. **To consider the Town Council selling recyclable caddy and kerbside liners.** (Further information will be issued prior to the meeting.)
12. **To consider the Town Council offering a refreshment service, where possible, for those hiring the Council Chamber.** (Further information will be issued with the agenda.)
13. **To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.**

PART TWO

14. **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.**
15. **To review the Assistant to the Town Clerk & Mayor's salary.**
16. **To discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square.**
17. **Close**