



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Administration & Personnel Committee, which will be held on **Tuesday, 26th January 2016**, at the **Council Chamber**, Market Street, Crediton at **6.30 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

20th January 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. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 29th September 2015, as a correct record.
4. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 29th September 2015, for information only.
5. **To consider the recruitment of a Town Council Receptionist, including the following:**
 - working hours
 - salary
6. **To agree the recruitment process for a Town Council Receptionist, including the following documents:**
 - Job description
 - Candidate requirements/person specification
 - Advert
 - Application form

- **Short listing for interview pro-forma**
- **Interview questions**

(Documentation relating to this item will be issued with the agenda.)

7. Close