



Crediton Town Council

Market Street

Crediton

Devon

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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 29th September 2015**, 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

22nd September 2015

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 elect the Committee Chairman for 2015-2016**
2. **To elect the Committee Deputy Chairman for 2015-2016**
3. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
4. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
5. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 6th May 2015, as a correct record.
6. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 6th May 2015, for information only.
7. **To consider and amend/agree a Community Engagement Strategy for recommendation to full Council** (A copy of the policy prepared by the Clerk will be issued with the agenda.)

- 8. To consider and amend/agree a revised Communications & Media Policy for recommendation to full Council (A copy of the policy prepared by the Clerk will be issued with the agenda.)**
- 9. To discuss the Local Council Award Scheme, agree the level of award the Council wishes to achieve and the actions needing to be taken.**
- 10. To review the office workload including the Clerk's 'To Do' list and current projects.**
- 11. Close**