



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 Council Affairs Committee, which will be held on **Tuesday, 16th October 2018**, in the **Council Offices**, 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

9th October 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 19th June 2018, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration & Personnel Committee Meeting held on 19th June 2018, for information only.

8. **To discuss the recruitment of an Assistant Town Clerk (Maternity Cover), including the following:**
 - Salary scale
 - Job description
 - Candidate requirements/person specification
 - Advertising the vacancy
 - Application form
 - Short listing for interview pro-forma
 - Interview questions and tests
 - Timescale

(A copy of all documents will be issued with the prior to the meeting.)
9. **To consider the interim internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2018-2019.** (A copy of the report will be issued with the agenda.)
10. **To discuss the arrangements for the Remembrance Sunday Service and Battle's Over Beacon Lighting Ceremony being held on Sunday, 11th November 2018.** (Information relating to this item will be issued with the agenda.)
11. **To review the Council's Health & Safety Policy.** (A copy of the policy will be issued with the agenda.)
12. **To review the Council's Grant Aid Policy.** (A copy of the policy will be issued with the agenda.)
13. **To receive an update on the Council Office move and agree any actions required.**
14. **Close**