



Bude-Stratton Town Council
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To all members of the Staffing Committee

Dear Councillor

You are summoned to attend a meeting of the **Staffing Committee at The Council Conference Room, Parkhouse Centre, Bude on Thursday 3rd September 2015, 1.30pm**

The press, public and all other members of the Town Council are invited to attend but it is the Committee's intention to exclude all non members of the Committee, the press and public after item 5 on the agenda for the remainder of the meeting due to the confidential nature of the business to be discussed. There will be no opportunity for public participation at this meeting

Donna James
Town Clerk – 27th August 2015

AGENDA

1. To receive and accept apologies for absence
2. To receive registered and non registered disclosable pecuniary interests and non-registerable interests
3. Dispensations: to consider requests for dispensations (for which a Dispensation Request form must have been completed and submitted to the Proper Officer at least 3 working days prior to the meeting)
4. Minutes: To consider and approve the minutes of the Staffing Committee meeting held on 30th July 2015
5. Public Bodies (Admission to Meetings) Act 1960 SI (2) & SI (6) – To consider passing the following resolution: 'That in relation to the remaining items on the agenda, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw'. **The following items are confidential and the meeting will proceed 'in committee'**
6. Town Clerk's Contract of Employment – *(subject to a reply having been received from South West Council's)*
7. Update of staffing matters – staff absences
8. To discuss back filling for the Deputy Town Clerk
9. To agree temporary acting up duties where relevant and any associated actions and expenditure
10. Restructure – HR advice update and any associated actions
11. To address any resulting staffing issues and ensure a continuous and effective administration of the council and make recommendations back to full council as necessary

Committee Members: Cllrs: A Biggs, P Curtis, L Deely, L Moores, P J Moores, F Partridge
For Information: Cllrs: L Bartrop, J Bryson, B Dixon, L Emo, J Heard, I Hemmings, P La Broy,
H Partridge, P Tilzey, N Tucker, R Willingham