



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** in the **Council Conference Room**, The Parkhouse Centre, Bude on **Friday 15<sup>th</sup> June** at **9.30 am** for the purpose of transacting the under mentioned business.

**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.**

Mr Keith Cornwell – Acting Proper Officer  
Date of issue – 8<sup>th</sup> June 2018

#### **AGENDA**

1. To receive and accept apologies for absence
2. To receive declarations of 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 receive, confirm and sign the Minutes of the Staffing Committee Meeting held on the 31<sup>st</sup> May 2018
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 closed session**
6. To receive an update from the Town Clerk on staffing matters
7. To consider the privacy policy/policies and recommendations to Full Council
8. To consider the correspondence received in relation to an ex-employee and agree any associated actions or expenditure
9. To consider recommendations to Full Council for changes to the terms of reference regarding the Composition/Chairman/Vice-Chairman of the Committee
10. Recruitment – to consider recruitment to fill the following vacancies
  - a. Committee Administrator/PA
  - b. Pitch and Putt personnel
11. To consider correspondence received and agree any actions and expenditure (*if any*)
12. To consider objective setting in preparation for the Town Clerk's annual appraisal

*end*

Committee Members: Cllrs: L Deely, P Kelly, L Moores, P Moores, F Partridge, H Partridge, T Philp, D Towl, B Willingham  
For Information: Cllrs: S Browning, J Bryson, B Dixon, T Gibbs, P La Broy, I Mason, F Richens, P Tilzey, N Tucker