



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 **Thursday 14<sup>th</sup> July 2016** at **10.30am** or **immediately after the Properties Committee meeting** 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**

*D James*

Donna James - Town Clerk  
Date of issue: 7<sup>th</sup> July 2016

#### **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 and adopt the minutes of the Staffing Committee meetings held on: 30th June 2016
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. Recruitment:
  - i) To receive an update on all present vacancies/recruitment to roles
  - ii) Finance Assistant and Clerical/IT Assistant positions: to consider and agree role/recruitment options and any associated actions
7. To address and decide any 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, P Kelly, P J Moores, F Partridge, H Partridge  
For Information: Cllrs: L Bartrop, J Bryson, B Dixon, L Emo, I Hemmings, S Jones, P La Broy,  
P Tilzey, N Tucker, R Willingham