



Bude-Stratton Town Council
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Bude
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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 **Tuesday 27th September 2016 at 12.30pm** 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 4 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: 21st September 2016

A G E N D A

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:
 - i. 28th July 2016 (*to be tabled at the meeting*)
 - ii. 30th August 2016 (*to be tabled at the meeting*)
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. Castle Staffing:
 - a. To receive an update
 - b. To consider café structure and roles and agree any associated actions and expenditure (*if any*)
7. Staff Grievance: to receive an update and agree any associated actions
8. Probationary reviews: To receive an update from the Clerk on the management team reviews
9. 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, G Wint