

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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To members of the Staffing
Committee

Our ref: DJ/ch
Date: 31 August 2022
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 6th September** at **2.00pm** at the Woodhouse Community Centre, Queen Elizabeth Drive, Normanton, WF6 1JE.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', followed by a small dot.

Mrs Donna Johnston FSLCC
Town Clerk & RFO.

Staffing Committee

Tuesday 6th September 2022 at 2.00pm at Woodhouse Community Centre

AGENDA

1.	Apologies for Absence To receive apologies for absence.	
2.	Declarations of Interest To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
3.	Public Bodies (Admission to Meetings) Act 1960 It is proposed that all items relating to Town Council employees are taken in private due to the confidential nature of the information to be discussed.	
4.	Minutes To receive and sign the minutes of a meeting of the Staffing Committee held on Monday 16 th May 2022 (Minute Numbers 1-9; Pages 1-3) and approve the contents contained therein.	ENC A
5.	Resignation and Retirement of a Member of Staff To note the resignation and retirement of a member of staff.	
6.	Recruitment of Member of Staff - Cleaner To consider the recruitment of a staff member to carry out cleaning duties at Normanton Town Hall. To agree the following: Contracted hours and salary scale Job Description Advert	ENC B ENC C ENC D