

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

T: 01924 893794

E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
WF6 2DZ

W: normantontowncouncil.co.uk

To members of the Staffing
Committee

Our ref: DJ/hs
Date: 30 January 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Monday 6th February** at **2.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

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

Monday 6th February 2023 at 2.00pm at Normanton Town Hall

AGENDA

16.	Apologies for Absence To receive apologies for absence.	
17.	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.	
18.	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.	
19.	Minutes To receive and sign the minutes of a meeting of the Staffing Committee held on Tuesday 6 th September 2023 (Minute Numbers 10-15; Pages 4-5) and approve the contents contained therein.	ENC A
20.	Flexitime and Time Keeping To receive a verbal report on flexitime balances and any time keeping issues.	
21.	Sickness and Absence To receive a verbal report on sickness and absences.	
22.	Annual Leave To receive a verbal report on annual leave booked and balances remaining.	
23.	Training To receive a verbal report on training booked and budget remaining.	
24.	Workload To receive a verbal report on workload and consider what actions could be taken.	

25.	Appointment of Cleaner – Normanton Town Hall To confirm the appointment of the Cleaner at Normanton Town Hall at the previously agreed rates.	
-----	---	--