

## Staffing Committee Meeting

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



2<sup>nd</sup> November 2019

To: Members of the Staffing Committee of Kidsgrove Town Council

Dear Councillor,

You are summoned to attend the meeting of Kidsgrove Town Council, Staffing Committee to be held at 6:15 pm on Thursday 7<sup>th</sup> November, at Kidsgrove Town Council (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies  
Town Clerk

### Business to be transacted

- 1) To receive and consider apologies for absence.
- 2) To note declarations of Members' Interests.
- 3) Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chair.)

- 4) To receive and approve the minutes of the meeting held on the 23rd October 2019.

### Matters to be considered with the Press and Public Excluded:

- 5) Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.
- 6) To receive a verbal report from the Clerk that staff appraisals have been completed.
- 7) To conduct the Clerk's annual appraisal.
- 8) To receive from the Clerk an update on the progression of the administration assistant advertising.
- 9) To review the staffing budget requirements for the next three years.
- 10) To receive any further Clerk's reports and updates regarding staffing.