



Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL
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Dated: 2nd April 2025

NOTICE OF THE STAFFING COMMITTEE MEETING

To All Members of the Committee,

You are hereby summoned to attend a Meeting of the Staffing Committee to be held on **Monday 7th April 2025 at 1.00pm** in the Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL for the purpose of transacting the business set out in the attached agenda.

Signed: *Nicola Antoney*

Town Clerk

Committee Membership	
Cllr Paul Waring (chair)	Cllr Jill Waring
Cllr Mary Maxfield	Cllr Kevin Johnson
Cllr Loren Skelding	Cllr Sylvia Dymond
Cllr Dave Allport	

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

A G E N D A

1. Apologies

To receive and approve apologies and reasons for absence.

2. Declaration of Pecuniary and Other Interests

To receive declarations of any disclosable pecuniary or other interests appertaining to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

3. To approve the minutes of the previous meeting held on 4th March 2025

(document circulated)

4. Public Participation

To convene a public participation session to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. The Public Participation session shall not exceed 15 minutes.

5. Exclusion of Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

6. Staffing

- a) To consider the applications received for the position of Admin Assistant.
- b) To appoint a recruitment panel.
- c) To agree the date of the interviews.

(document circulated)

7. Town Clerk

To review, discuss and approve previous recommendations to Full Council.

8. Date of the Next Meeting

To be agreed the date, time of next meeting at the venue of the Victoria Hall, Liverpool Road Kidsgrove Staffordshire ST7 4EL