

Costessey Town Council

NOTICE – a Meeting of the Staffing Committee of Costessey Town Council will be held on Friday 21 January 2022 at 10am in the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org 14 January 2022

AGENDA

To transact the business below, to receive the following reports and to make such orders or give such directions as necessary

- 1 To approve apologies for absence
- 2 To receive declarations of Interest (pecuniary, non-pecuniary & sensitive)
- 3 To confirm and sign the minutes of the previous Staffing Committee meeting on 22 December 2021
- 4 To confirm the date of the next Staffing Meeting
- 5 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues

***THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

- 6 *To receive confidential updates on the previous minutes / notes (No resolutions may be passed)
- 7 *To approve / ratify the extended hours of a Clerk's Assistant
- 8 *To approve / ratify arrangements to do with the recruitment of the new Town Clerk
- 9 *To receive a resignation letter
- 10 *To consider a request for a phone allowance (taxable benefit)
- 11 *To receive a general update on Staffing matters & further HR information (No resolutions may be passed)

NOTE: Members: Cllrs S Hannant (Chair), J Amis, G Dole, G Jones and P O'Connor.

The Committee has delegated powers for dealing with all matters to do with staffing