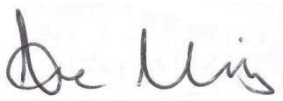
# Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ
Telephone: 01208 812643

Town Mayor – Cllr I Welch  Town Clerk – Anne Minnis

Dear Councillor,  22 May 2023

You are hereby summoned to attend a meeting of the Staffing Committee which will be held in the Victoria Room at Wadebridge Town Hall on Friday 26 May 2023 at 9.15am for the transaction of the business shown on the Agenda below.



Anne Minnis
Town Clerk

**THE PRESS & PUBLIC ARE INVITED TO ATTEND**

# AGENDA

**Housekeeping –** Chairman to advise of evacuation routes in case of an emergency and remind all those present of the following:

- That the meeting may be filmed or recorded.
- Members and members of the public to turn mobile phones to silent.
- Should a Member or member of the public wish to film or photograph the meeting please sit in the 'Film/Photograph Area'.
- Members of the public, children or vulnerable persons who do not wish to be filmed or photographed please sit in the 'No Film/Photograph Area'.

1. **To appoint a Chairman for 2023/24**

2. **To appoint a Vice Chairman for 2023/24**

3. **To receive and approve apologies for absence.**

4. **To receive Declarations of Interest**

   a) **Pecuniary Interests**
   *Declare those interests which have been declared on your Register of Interests relevant to the Agenda of the meeting. Whenever the item is being discussed, including public participation, Councillors must leave the room and not take part in the discussion and decision.*

   b) **Non-Registerable Interests**
   *Declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent. When the item is being discussed, including public participation, Councillors must leave the meeting and not take part in the discussion or decision.*

   c) **Dispensations**
   *To receive any requests for dispensations relating to items on the agenda.*

5. **To confirm the confidential minutes of the meeting held on the 5 May 2023.**

6. **Public Participation** – to receive submissions from members of the public relating to items on the agenda.

7. **Personnel matters - to consider the following resolution:** That the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.

   **i.** Cleaning Post vacancies
   **ii.** Operations Manager vacancy
   **iii.** Interview Panel
   **iv.** Staff Appraisal Update
   **v.** Working from home
   **vi.** Staffing
   **vii.** HR update
   **viii.** Staff Training

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8. **Date of next meeting: tbc**
   - TBC