



Broseley Town Council

The Library Building
Bridgnorth Road
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Shropshire
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<http://www.broseleytowncouncil.co.uk>

NOTICE IS HEREBY GIVEN that the Chairman has called an Extraordinary **Staffing Committee** meeting of the above named Town Council that will be held by Zoom video at 7 pm on Tuesday **20 October 2020** and Members are hereby summoned to participate for the purpose of transacting the following business.

P. Revell

Signed:
Cllr. Phil Revell
Chairman

A handwritten signature in blue ink, appearing to read 'S. Clayton'.

Signed:
Sharon Clayton MPA, BA (Hons), Fellow SLCC
Locum Town Clerk

Date of issue: 12 October 2020

AGENDA

1. Chairman's Welcome

2. Apologies for absence

To receive apologies for absence

3. Minutes

To CONSIDER and APPROVE the minutes from an Extraordinary Staffing Committee meeting held on 22 September 2020

4. Disclosure of Pecuniary Interests

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the monitoring officer

5. Facebook

To consider and approve the creation of a Town Council Facebook page (Cllr. Colette McCabe)

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be **PROPOSED, SECONDED and RESOLVED** that the public and press should not be present

STAFFING MATTERS

6. Clerk's Report

To receive a written update from the Locum Town Clerk on actions taken following the last Staffing Committee meeting

7. Staffing

- a) To consider and approve the process for the appointment of an apprentice
- b) To consider and approve Committee work responsibilities and the staff roles associated with those responsibilities
- c) To consider any other staffing issues