

# THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103  
Tourist Information Centre: (01454) 281638  
Mundy Playing Fields: (01454) 413645  
Fax: (01454) 281638



Town Hall  
35 High Street  
Thornbury  
Bristol BS352AR

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Town Clerk: Louise Powell

**MEETING OF:** Staffing Committee  
**TO BE HELD ON:** Thursday 11<sup>th</sup> March 2021  
**COMMENCING AT:** Following F&P Committee at approximately 8.30pm  
**via zoom ID:** 915 6387 6287 **Password:** 030207

**LINK:** <https://zoom.us/j/91563876287?pwd=Y3phL1ZINEZjNzRHemxhNzZBT3F3QT09>

*Please note that this meeting is open to the public, who are welcome to attend.*

*Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.*

*Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.*

## AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To receive and approve the report of the meeting held on 28.01.2021 and any matters arising
5. To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private
6. To monitor the Covid-19 policy and risk assessment
7. To receive an update on the recruitment for a Groundsperson
8. To receive and discuss a summary of the outcomes of this year's appraisal process.
9. To discuss the draft objectives for the Clerk and Town Council staff.
10. To receive an update on any general staffing matters
11. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)

A handwritten signature in cursive script, appearing to read 'Louise Powell'.

Signed Town Clerk

## BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda: -

- a) Report of staffing committee meeting held on 28.01.2021
- b) Council Covid-19 policy and risk assessment
- c) Summary of appraisal outcomes
- d) Draft objectives