

26 May 2023

To Councillors: J Stansfield (Chair), M Tyrrell, H Ball, C Woodhouse, K Greenman

Please take notice that a meeting of the **Staffing Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall on Tuesday 6 June 2023 at 7.30pm.**

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.



Kath MacConnachie, Town Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.

AGENDA

1. Apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Staffing Committee meeting of 11 April 2023
5. To elect a Vice Chair of the Staffing Committee
6. To nominate a member/members of the Committee to undertake the Town Clerk's annual appraisal
7. To pass a resolution to exclude members of the public and press for agenda item 8 due to the **COMMERCIALLY CONFIDENTIAL** and **SENSITIVE** nature of the business to be transacted
8. To consider an issue concerning salary scales/ranges for some roles and consider corrective action
9. **Town Clerk Continuing Professional Development**
 - To discuss requirements and approve funding for CPD plan (to be developed as part of appraisal)
10. **Date of the next meeting:** 7.30pm on 3 October 2023 at the Town Hall