

29 September 2023

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

Please take notice that a meeting of the **Staffing Committee** of Thornbury Town Council will be held in the **Exhibition Room in the Town Hall** on **Thursday 5 October 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 relating to items on the agenda
4. To approve the minutes of the Staffing Committee meeting held on 18 July 2023
5. To approve the minutes of the Extraordinary Staffing Committee meeting held on 15 September 2023
6. Recruitment of Town Clerk and RFO
 - To consider role title
 - To agree role and recruitment paperwork
 - To agree interview arrangements
7. Date of the next meeting: To be confirmed