

## THORPE ST ANDREW TOWN COUNCIL

### Serving the community

**Councillors (members of the Staffing Committee)** – you are hereby summoned to attend the meeting of the Staffing Committee to be held on Monday 18<sup>th</sup> November 2024 @ 8.00pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF.

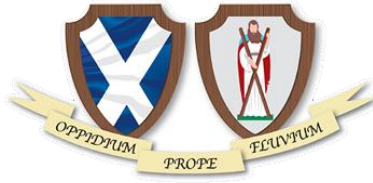
**Members of the Public/Press** – in accordance with the Public Bodies (Admission to meetings Act 1960) members of the public have an opportunity to address the Council in the Public Forum. Also, in accordance with the (Admission to meetings Act 1960), members may be excluded when publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

**K. Kuderovitch, CILCA**, Locum Chief Executive Officer

13<sup>th</sup> November 2024

**£ = Expenditure decision** **Resolution to be made**

<b>1.</b>	<p><b>Declaration of interests</b></p> <p>To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda. At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.</p>
<b>2.</b>	<p><b>Apologies for absence</b> </p>
<b>3.</b>	<p><b>Recording of the meeting</b></p>
<b>4.</b>	<p><b>Admission of the public</b> </p> <p>In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting.</p>
<b>5.</b>	<p><b>Appointment of Chair/Deputy Chair</b> </p> <p>Members to vote.</p>
<b>6.</b>	<p><b>Terms of Reference</b> </p> <p>Members to review and approve the terms of reference (for submission to full Council for approval).</p>
<b>7.</b>	<p><b>Public Forum</b></p> <p>Member of the public to address the Council (in line with Standing Orders):</p> <ul style="list-style-type: none"> <li>d The Chairman to allow maximum of 15 Minutes for the Public to address the Council (extended on approval of the Chairman). Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</li> <li>e In accordance with standing order 3€ above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Priority will be given to those members of the public wishing to speak on items on the agenda.</li> </ul>
	<p><b><i>In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.</i></b></p>
<b>8.</b>	<p><b>Personnel</b> </p> <p>Town Clerk to report:</p> <ul style="list-style-type: none"> <li>• Staffing report</li> <li>• Review of processes</li> <li>• CEO/Locum Town Clerk contract review</li> <li>• Approval of staff related finance (NJC rates 1<sup>st</sup> April 2024)</li> </ul>



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