



The Council Office, North Street Workshops, Stoke sub Hamdon, TA14 6QR

**YOU ARE INVITED TO ATTEND A MEETING OF THE STAFFING COMMITTEE TO BE HELD ON
FRIDAY 2nd AUGUST 2024 STARTING AT 6:30PM AT THE COUNCIL OFFICE, NORTH STREET
WORKSHOPS, STOKE SUB HAMDON, SOMERSET**

Terry Heath

Terry Heath
Interim Clerk
26th July 2024

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

2. APPROVAL OF MINUTES

Committee members are asked to **APPROVE** the minutes of the meeting held on 16th July 2024

3. TO RECEIVE ANY DECLARATIONS OF INTEREST IN AGENDA ITEMS

4. EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (**confidential staffing matter**)

5. TO CONFIRM JOB DESCRIPTION, PERSON SPECIFICATION AND CONTRACT OF EMPLOYMENT FOR CLERK/RFO

6. DATE OF NEXT MEETING