

CLEVEDON TOWN COUNCIL  
44 Old Street, Clevedon, BS21 6BU  
Telephone. 01275 877815 email: office@clevedon.gov.uk



Committee Chair – Cllr C Lord  
Committee Members – N Barton, C Blades, C Francis-Pester and H Young

Dear Member,

30<sup>th</sup> October 2024

You are hereby summoned to attend the meeting of the Staffing Committee of Clevedon Town Council to be held Room 2, Council Offices on Monday 4<sup>th</sup> November at 2.30pm

A handwritten signature in black ink, appearing to read 'A.R. Jay'.

Tony Jay  
Town Clerk

#### AGENDA

- 1 To receive and approve apologies for absence
- 2 To receive declarations of interest for items on the agenda
- 3 To receive and ratify the minutes of the Staffing Committee meeting dated 9<sup>th</sup> October 2024
- 4 To receive Chair's updates for information only
- 5 To consider the risk assessments prepared by the Town Clerk relating to the Lone Working Policy
- 6 To resolve to exclude members of the public and the press for the following agenda items as it is likely that there would be disclosure to them of exempt information as specified in Schedule 12A (as amended) of the Local Government Act 1972

The following items will be discussed under s.1(2) Public Bodies (Access to Meetings) Act 1960 due to the confidential staffing issues discussed

- 7 To consider applications received for the positions of temporary Administrative and Reception Officer, and to agree a date for interviews to be held
- 8 To consider recommending to Full Council the appointment of a temporary Communications Officer

Date of next Staffing Committee meeting – To be decided

*Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*