



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness

Town Clerk: Mrs Becky Buck

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AGENDA AND NOTICE OF MEETING

Members of the Staffing Committee are summoned to attend a Staffing Committee meeting of Long Stratton Town Council which is to be held on Monday 7th November 2022 at 7:00pm at the Town Council Pavilion

1. To consider apologies for absence
2. To receive declarations of interest and dispensation
3. To adopt the minutes of the meeting held on the 27th June 2022 as a true record.
4. To review the office workload.
5. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
6. Staffing Matters
 - a. Appraisals
 - i. To note the Direct Services Officer appraisal
 - ii. To discuss and decide on recommendations as a result of the Direct Services Officer appraisal
 - iii. To note the appraisal of the admin officer.
 - iv. To discuss and decide on recommendations as a result of the admin assistant appraisal
 - b. Any other staffing matters
 - i. To review the working arrangements for the Town Clerk
 - ii. Any other matters for members of staff