



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 27th June 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 4th May 2022 as a true record.
4. To discuss and decide on terms of reference for the staffing committee.
5. To review the office workload.
6. To discuss and decide on the staff handbook for recommendation to full council.
7. 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)
8. Staffing Matters
 - a. Recruitment
 - i. Ratification of appointment as LSTC cleaner
 - ii. To discuss and decide on terms and conditions for appointment as LSTC cleaner
 - iii. To discuss and decide on continuation of admin officer contract
 - iv. To discuss and decide on terms and conditions for admin officer.
 - b. Any other staffing matters