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**To all members of the Staffing Sub-Committee, Cllr G Dixon, P Sharkey, S Hewitson, G Jennison and D Reed. You are hereby summoned to attend an extraordinary meeting of the Staffing Sub-Committee, to be held on Wednesday 2nd November 2022 at 4.00pm, at The Cranmer Room St John’s Church Hall.**

**Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.**

*Adrian Naylor*, Town Clerk 27th October 2022

**AGENDA**

**1.Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

# 4. Minutes of the previous meeting

To approve the minutes of the extraordinary meeting of the Staffing Sub-Committee held on Monday 1st August 2022.

# 5. Exclusion of Press and Public

The Committee is asked to consider excluding press and public under the provisions of the

Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature**.**

# 6. Invoice Claim for Car

To consider the G&A Spence Invoice submitted by a member of staff.

# 7. Review of all Staff Contracts

To receive a report on the progress made so far and agree any further action required.

# 8. Report on Staff Grievance Procedure

To receive a report on the situation so far and agree any further action required

# 9.To Review a revised Offer Letter

To consider adopting a revised Offer Letter.

**10.** **Promotional Opportunities**

**11. To notify the Clerk of any item for future agendas**

**12. Next meeting date**

TBC

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