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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 Tuesday 6th December 2022 at 2.3pm, 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 1st December 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 Wednesday 2nd November 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. Review of all Staff Contracts

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

**7**. **Staff and councillor car parking, and any other issues relating to use of new BTC office**

To consider the impact of s13.2 of the Green Book on staff parking and any other issues relating to the use of the new BTC offices.

# 8. Environmental Warden

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

# 9.Town Clerk

To consider any actions arising from the end of the Fixed Term Contract.

**11.** **Promotional Opportunities**

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

**13. Next meeting date**

15th December 2022