

BEWDLEY TOWN COUNCIL

Bewdley: 400157

**The Town Clerk's Office
The Guildhall
Load Street
BEWDLEY
Worcestershire
DY12 2AH**

17th May 2010

TO ALL MEMBERS OF THE STAFFING COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Town Council Staffing Committee to be held on **MONDAY 24TH MAY at 4.30PM** in the Guildhall, Bewdley.

Town Clerk
AGENDA

1. Election of Chairman
2. To receive apologies for absence.
3. Declarations of Interest:
 - i) Register of Interests: Councillors are reminded of the need to update their register of Interests.
 - ii) To declare any Personal Interests in items on the agenda and their nature.
 - iii) To declare any Prejudicial Interests in items on the agenda and their nature.

The meeting will now be adjourned for Public Question Time

Members of the public are invited to give their views and question the Council on items on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Council Meeting itself.

Councillors with prejudicial interests may address the Council during public question time on an issue subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during the Public Period.

4. To approve the Minutes of the Meeting held on 8th April 2009 (*)
5. To move the adoption of the Exclusion Clause, i.e. That in view of the confidential nature of the business about to be transacted it is advisable, in the public interest, that the Press and the Public be temporarily excluded and they are instructed to withdraw.

6. Appraisals

To consider the report of the Town Clerk upon annual appraisals of Town Clerk and Secretary.

7. Job Description (*)

To consider any changes that may be needed for the Town Clerk, Treasurer and Secretary

7. Salary Reviews (*)

To seek authority to increase rates of pay for Secretary and Treasurer and to confirm contractual award for Town Clerk.

8. Lengthsman

To consider the recruitment of an assistant Lengthsman to provide cover and to carry out additional duties.

* Information enclosed