

THORNBURY TOWN COUNCIL

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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Clare Nelmes

MEETING OF: Staff Committee
TO BE HELD ON: Tuesday 6 February 2018 at the Town Hall
COMMENCING AT: 7.30 pm

Please note that this meeting is open to the public, who are welcome to attend.

Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.

AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To consider the minutes of the meeting held on 26.09.2017 and any matters arising from them
5. To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private
6. To consider quotations for the provision of Health & Safety advice and support (report and quotations attached)
7. To consider the handover process and induction of the new Town Clerk
8. To provide an update on a staff disciplinary matter
9. To approve any training requests
10. To receive an update on any general staffing matters or consider any other matters on the grounds of urgency

A handwritten signature in black ink, appearing to read 'Clare Nelmes', is written over a light grey rectangular background.

Signed Town Clerk

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BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda:-

- a) Minutes of staffing committee meeting held on 26.09.2017
- b) Report from Clerk on Health & Safety and quotations for advice and support