

# THORNBURY TOWN COUNCIL

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Town Hall  
35 High Street  
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Town Clerk: Clare Nelmes

**MEETING OF:** Staff Committee  
**TO BE HELD ON:** Monday 7 November 2016 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 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.
5. To consider any matters arising from the report of the Staffing Committee held on 6.9.16
6. To consider and agree appropriate actions regarding the recruitment of a Playing Fields Operative
7. To receive an update on the recruitment of a Hall Supervisor
8. To discuss and agree a staff appraisal process
9. To consider the forthcoming conclusion of the Town Clerk (6 months) and Responsible Financial Officers (3 months) respective probationary periods and any appropriate actions.
10. To consider revised office opening hours
11. To consider staff uniforms for office staff
12. To consider the draft council plan and any items relevant to the Staffing Committee

A handwritten signature in black ink, appearing to read 'Clare Nelmes', is written over a light blue 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) Report of the Staffing Committee held on 6.9.16
- b) Draft Council Plan