

# WHITEHAVEN TOWN COUNCIL

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## Clerk to Whitehaven Town Council & Responsible Financial Officer

Mr. Leslie J Abrahams - Tel. 01946 67366

## Summons

On this day **7<sup>th</sup> November 2016** you are duly summoned to attend a Meeting of the Staffing Committee of **WHITEHAVEN TOWN COUNCIL** which will be held at:

**Venue:** The Civic Hall, Lowther Street, Whitehaven, CA287SH

**Location:** First floor meeting Room

**Date:** Friday, 11<sup>th</sup> November 2016

**Time:** 5.00 PM

To transact the business set out in the agenda attached.

**To:** Members of the Staffing Committee of Whitehaven Town Council.

**Councillors:** Gavin Mckew                      Chair  
Graham Roberts  
Norman Williams  
Jeanette Forster  
Brian O’Kane  
Ray Gill

**Signed:** *LJ Abrahams*

**Date:** 7/11/2016

**Leslie J Abrahams – Proper Officer & Responsible Financial Officer**

**Note:** Standing Order 4 (d) v requires any Member who is unable to attend to confirm to the Proper Officer (2) days before the meeting that they are unable to attend.

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## AGENDA

Item	Detail	Notes
1	<b>Apologies for absence</b> To receive apologies for absence.	
2	<b>Declarations of interest –</b> To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.	
3	<b>Minutes of Previous meeting</b> Held on 021116 Motion to accept Minutes as a true and accurate record	
4	<b>Public participation</b> To take representation from the public in respect of business on the agenda. Note this is a platform to answer such representations the chair may responses in accordance with Standing order 3(h). Maximum 15 mins & 3 mins per person.	
5	<b>Press and Public Exclusion</b> <b>A motion to resolve exclusion of the press and public from a closed meeting. (if required)</b> In accordance with Public Bodies (Admission to Meetings) Act 1960, s.1 100	
6	<b>Clerk Contract</b> Terms & Conditions <b>Motion to accept amendments.</b>	
7	<b>Full Time Admin Staff</b> Review SP levels and agree job spec <b>Motion to advertise for a permanent position</b>	

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8	<b>Grievance and Discipline Panel</b> (confidential agenda and motion will be sent direct to members) Motion to make a recommendation to FC	
9	<b>Matters to be raised at next meeting</b> Any matters Cllr's wish raised at the next meeting	
10	<b>Date and place of Next Meeting</b> To confirm the date and place of the next meeting.	