

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

Meeting: Staffing Committee	Location / Date / Time: Civic Hall Centre 1800hrs 15/09/16
---------------------------------------	--

Present: (Participants) Cllr J Forster JF Cllr B O’Kane BOK Cllr G McKew GMCK Mr L Abrahams (Clerk) LA Register Signed by all above	Observer: Public participation - None Press None Apologies Cllr Roberts GR- Other meeting Cllr N Williams NW illness
---	---

ITEM	DETAIL	INITIALS
42/16	AGENDA Item 1 Apologies for absence Cllr G Roberts GR -Work Cllr N Williams NW illness The meeting commenced by consensus at 1800hrs Welcome to staffing meeting by the chair	GM
43/16	AGENDA ITEM 2 Declarations of Interest No declarations of Interest	All
44/16	AGENDA ITEM 3 Public Participation No Public Participation	
45/16	AGENDA ITEM 4 Not required	GM
46/16	AGENDA ITEM 5 Minutes of last meeting Motion to approve minutes of meeting held on 120716 as a true and accurate record. Minutes signed by the Chairman. RESOLVED	GM
47/16	AGENDA ITEM 6 Motion to Agree Job specification for Admin and finance assistant Motion Agree and issue advert for role RESOLVED	GM

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

60/16	<p>AGENDA ITEM 8 Staffing matters (confidential agenda and motion will be sent direct to members)</p> <p>The Clerk left the room</p>	ALL
61/16	<p>AGENDA ITEM Matters to be raised at next meeting Any matters Cllr's wish raised at the next meeting NONE</p>	ALL
62/16	<p>AGENDA ITEM 11 Next meeting TBA</p> <p>The Chair meeting closed at 7.00PM</p>	ALL
	<p>END</p> <p>Signed as a True copy</p> <p>Chair_ Cllr G McKew _____</p>	GM