

WHITEHAVEN TOWN COUNCIL

Clerk to Whitehaven Town Council & Responsible Financial Officer

Mr. Leslie J Abrahams - Tel. 01946 67366

Summons

On this day **7th 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, 11th 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: *L.J. 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.

•PROMOTION OF EQUALITY & RESPECT FOR OTHERS • OBJECTIVITY & PROPRIETY • SELFLESSNESS
& STEWARDSHIP • INTEGRITY • DUTY TO UPHOLD THE LAW • ACCOUNTABILITY AND OPENNESS •

WHITEHAVEN TOWN COUNCIL

AGENDA

Item	Detail	Notes
1	Apologies for absence To receive apologies for absence.	
2	Declarations of interest – To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.	
3	Minutes of Previous meeting Held on 021116 Motion to accept Minutes as a true and accurate record	
4	Public participation 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	Press and Public Exclusion A motion to resolve exclusion of the press and public from a closed meeting. (if required) In accordance with Public Bodies (Admission to Meetings) Act 1960, s.1 100	
6	Clerk Contract Terms & Conditions Motion to accept amendments.	
7	Full Time Admin Staff Review SP levels and agree job spec Motion to advertise for a permanent position	

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

