



## EARL SHILTON TOWN COUNCIL

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Notice is hereby given that a meeting of an **Earl Shilton Town Council Staffing Committee** will be held on **Thursday 22 August 2019** at **The Town Council Office, Wood St., Earl Shilton, LE9 7NE** starting at **7.00 p.m.** for the transaction of the business detailed on the agenda below. Members of the Staffing Committee are summoned to attend please.

ME Jackson  
Town Clerk  
21, Wood St., LE9 7NE  
01455 843386

Dated: 19 August 2019

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### AGENDA

- 19/001 Election of a Chairman and Deputy Chairman for the Civic Year and any opening remarks.
- 19/002 To receive apologies for member absence.
- 19/003 Declarations of interests. To receive disclosures of individual member's interests, i.e., the existence and the nature of those interests in respect of items on this agenda.

**Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. The Cttee must resolve to move into private session.**

- 19/004 To receive and approve as a true record the minutes of the Staffing Committee meetings held on 12 Mar 19.
- 19/005 To receive an update on any legacy legal matters regarding a former staff member and or a personal injury claim.
- 19/006 To review and discuss the Groundcare team probation interview process held on Tues 06 Aug 19.
- 19/007 To consider staff and councillor training requests in particular the Office Assistant's request.
- 19/008 To remind and acquaint members of the Cttee terms of reference plus councillor and staff reciprocal working relationships.

**The public and media are cordially invited to attend but will be excluded from any items declared as *confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960.**