

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that a meeting of the above committee will be held on Monday 27th June 2022 at 9.00am in the Chambers, Memorial Hall.

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 22nd June 2022.

Signed: *K. Allingham – Town Clerk*

AGENDA

THIS MEETING WILL BE RECORDED

1. Declaration of Interest.

(Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest).

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

- 2. Minutes of the previous meeting held 25th April 2022 – in agenda pack for ratification**
- 3. Admin Assistant Contracts – viewed over email to be voted and confirmed.**
- 4. Admin Assistant Induction procedure - viewed over email to be voted and confirmed.**
- 5. All Holidays of Staff received to date and agreement of flexible times till September 2022 for one admin – presented in meeting.**
- 6. CiLCA extension – attached to agenda.**
- 7. Agenda points for next meeting.**