



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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TO MEMBERS OF THE STAFFING COMMITTEE:

Councillors: C Hewlett (Mayor), R Rotchell (Deputy Mayor), Cllr Ackroyd-Johnson, Cllr Scawn, E Greig (Clerk)

Dear Members

I hereby give you notice that a Meeting of Camelford Town Council Staffing Committee will be held on **Friday 12th June 2020 0930 Zoom** Meeting ID: 811 7852 1473

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

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1. To **select** a chair for the committee
 2. Cllrs present and apologies for absence
 3. To **review** terms of reference
 4. To **schedule** annual appraisals
 5. To **schedule** future meetings for 2020-21
- noting requirement for Saturday staff recruitment in September 2020
 6. To **discuss** and provide recommendation to Council regarding car parking permits for staff.
 7. To **note** pay policy update and provide recommendation to Council regarding SCP for first aiders
 8. To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Staff.
 9. To **review** minutes of 24th October 2020.
 10. Items for next meeting