



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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TO MEMBERS OF THE STAFFING COMMITTEE:

Councillors: R Rotchell (Mayor), Cllr Rathbone, 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 4th September 2020 0930 Zoom** Meeting ID: Meeting ID: 856 8155 0150

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Members of the public who wish to address Council during public participation regarding items on the agenda are requested to email the Clerk by 5pm 3rd September 2020 – you will be sent the meeting password on Friday 0900.

Public participation – opportunity to address staffing committee (max 15 mins)

1. Cllrs present and apologies for absence
2. To **schedule** annual appraisals
3. To **discuss** and **resolve** upon Saturday staff recruitment procedure
4. To **note** NALC salary awards have been published
5. To **note** training needs and opportunities
6. To **review** the staff handbook and **recommend** to Council for adoption
7. To **discuss** and **recommend** Christmas opening hours to FC.
7. 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.
8. To **review** minutes of 12th June 2020.
9. To **discuss** staffing and budget requirements for 2021-2022
10. To **discuss** and **resolve** upon the response to complaint from a member of the public against a member of staff.
11. Items for next meeting