

# THORNBURY TOWN COUNCIL

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Town Hall  
35 High Street  
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Town Clerk: Louise Powell

**MEETING OF:** Staffing Committee  
**TO BE HELD ON:** Thursday 12<sup>th</sup> September 2019, Council Chamber, Town Hall  
**COMMENCING AT:** To follow F&P Committee Meeting which starts 7.00pm

*Please note that this meeting is open to the public, who are welcome to attend.*

*Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.*

*Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.*

## AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To approve the report of the meeting held on 04.7.2019
5. To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private
6. To discuss staff vacancies
7. To consider staffing matters and workload issues
8. To update on the appraisal process for this year
9. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)
10. To receive an update on any general staffing matters or consider any other matters on the grounds of urgency

A handwritten signature in black ink, appearing to read 'L Powell'.

Signed Town Clerk

## BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda: -

- a) Report of staffing committee meeting held on 04.07.2019