

St Austell Town Council



To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a **Meeting of the Staffing Committee** to be held in the **Room 202** at the **St Austell One Stop Shop, Penwinnick Road, St Austell, PL25 5DR** on **Friday 13th May 2016** at **9.30am**.

David Pooley
Town Clerk

9th May 2016

Tel: 01726 223327
e-mail: dpooley@staustelltc.cornwall.gov.uk
Website: www.staustelltowncouncil.com

AGENDA

1. Apologies for Absence

2. Declarations of Interest

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

3. Minutes of meeting held on 1st April 2016

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

4. Matters to note

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

5. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:

Items 6 is confidential because it contains confidential staffing details.

6. Operations Manager - Recruitment

(Purpose: To agree a recruitment process and Job Description and Person Specification for the Town Council's Operations Manager).