



Councillor Bob Calver
Town Mayor

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3rd October 2022

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL STAFFING COMMITTEE MEETING

You are summoned to attend a **Staffing Committee Meeting of the Burnham-on-Crouch Town Council**, to be held in the council chamber of these offices on **Friday 7th October 2022 at 1.30pm**.

Yours faithfully,

Joanna Jeffery

TEMPORARY TOWN CLERK

AGENDA

1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

2 DECLARATIONS OF INTERESTS

All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

3 MINUTES

To receive the minutes of the staffing committee meeting held on 6th September 2022.

4 EXCLUSION OF THE PUBLIC AND PRESS

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

5 TO RECEIVE AN UPDATE ON CHIEF OFFICER

To discuss and pass any resolution.

6 TRAINING CALENDAR

To discuss and agree a training calendar for the office.

7 CLOSURE OF THE MEETING

To close the Meeting having considered and determined all items of business.