



**Councillor Duncan Rawlinson
Town Mayor**

**Nichola Payne Chief Officer
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11th December 2023

**ALL COMMITTEE MEMBERS 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 Wednesday 20th December 2023 @ 4pm.

Yours faithfully.

Nichola Payne

Chief Officer

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.
- 3 EXCLUSIONS 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.
- 4 MINUTES AND REPORTS**
To agree the draft minutes from the meeting held on 21st November 2023
- 5 OPERATIONAL STAFF UPDATES**
Members to discuss and consider operational staffing updates and to make recommendations to full council on the 16th January 2024 of any decisions made at this staffing committee meeting.
- 6 CLOSURE OF THE MEETING**
To close the Meeting having considered and determined all items of business.