



**PUBLIC NOTICE OF MEETING
SUMMONS TO STAFFING COMMITTEE MEMBERS**

The meeting of the **Staffing Committee** will be held on **Thursday 23 October at 10am** in the back meeting room of the **Guildhall Bewdley**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting.

AGENDA

- S2122/671** **To receive and note any Council Member's apology for absence**
- S2122/672** **Declarations of Interest: Councillors are reminded: -**
(i) To keep their Register of Interests updated.
(ii) To declare any Disclosable Pecuniary Interests on agenda items and their nature.
(iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) on agenda items and their nature.
Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- S2122/673** **Dispensations**
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.
- S2122/674** **To Appoint Substitute Members –** To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom they are acting.
- S2122/675** **To Approve Minutes of the Previous Meeting**
To approve adoption of the minutes of the staffing committee held on 15 August 2025.
- S2122/676** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.
- S2122/677** In accordance with Standing order 10. a xiv. there will be a temporary suspension of the meeting to speak separately with members of staff in receipt of their completed supervision forms.
i) Civic Support Officer – 10am
ii) Town Clerk's Assistant – 10.15am
iii) Accounts Administration Assistant – 10.30am
iv) Caretaker – 10.45am
v) Town Clerk – 11am

S2122/678 Staffing

- i) Staff Training Budget for 2026/2027 – See report
- ii) To set a date for the Annual Appraisal of The Town Clerk Usually conducted with the Chairman and Vice-Chairman of the Staffing Committee.

S2122/679 Date of Next Meeting – Proposed date Thursday 15 January 2025, 10.30am.

Committee members: (5)
E Bourne (West),
J Byng (Wrib),
C Edginton White (West),
P Harrison, (Wrib)
S Harvey (East).



Tracy Bodley, Town Clerk
17 October 2025