

# NEWENT TOWN COUNCIL

## AND BURIAL AUTHORITY



Annexe Building rear of  
Newent Community Centre  
Ross Road  
Newent  
Glos, GL18 1BD

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Dear Councillor

I hereby give notice of a Staffing Committee Meeting of Newent Town Council  
to be held in the Council Office at **6.00pm on Tuesday 3<sup>rd</sup> May 2022**

26.04.22

*Michael Greenfield*  
Michael Greenfield  
Town Clerk

- 1. To note apologies for absence**
- 2. Declarations of Interest on items on the agenda**
- 3. To sign as a correct record the Minutes of the Staffing Committee Meeting held on Thursday 17<sup>th</sup> March 2022**

### **CONFIDENTIAL AGENDA ITEMS**

- 4. To agree the following policies**
  - 4.1 Leave Policy
  - 4.2 Model Publication Scheme
  - 4.3 Health & Safety General Policy Statement
- 5. Deputy Clerk Final Advert**
  - 5.1 To note Deputy Clerk Final Advert
- 6. Committee Structure**
  - 6.1 To note committee structure implementation from 9<sup>th</sup> May 2022
- 7. Notices and Information**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**8. Staffing**

8.1 To discuss staffing matters

8.2 To action staffing matters