

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



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Dear Member

You are summoned to attend a Meeting of the Staff Committee to be held at 7.30 pm on Monday 17th May 2021 in the Market House, Newent for the purpose of transacting the following business

Miss K Noble
Town Clerk

10th May 2021

AGENDA

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 meeting held on 31st March 2021
4. Matters arising from previous Minutes
5. To consider recruitment process for weekend litter picker
6. To consider adopting Display Screen Equipment Eyecare Policy
7. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2
8. To agree requirements for appointing a locum Town Clerk & RFO
9. To consider options relating to Town Clerk's leaving date
10. To consider response to report regarding appointing a Proper Officer and Responsible Finance Officer (RFO) in the absence of the Proper Officer and RFO
11. Any urgent matters