

Cockermouth Town Council

20th November 2023

Dear Councillor,

You are summoned to a meeting of the Staffing Committee to be held in the Town Hall, Cockermouth on **Monday 27th November 2023 at 11.00am** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely



Kirstie Goodger

1. Apologies for absence
2. Minute Taker – (page 1)
3. **Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.

The chair will move –

Under the public bodies (Admission to Meetings) Act 1960, the public be removed for the following item of business due to containing contractual and/or personal information relating to staff being discussed.

4. **Contract of Employment for Jane**
5. **Induction programme for Jane**
6. **Review of TOR for staffing committee**
7. **Line management of the clerk (appraisal, objectives, supervision etc.)**
8. **Considering a review of staff pay and salary scales once Jane is in post.**
9. **Press release in respect of Jane's appointment**
10. **Date of next meeting**



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Joint Winners
Council of Europe Year 2000
Europe Prize
Previous Awards
Plaque of Honour, Flag of Honour
European Diploma

Standing orders item 3t

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.