SALCOMBE TOWN COUNCIL

**HR & Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of Salcombe Town Council HR & Staffing Committee to be held at the Council’s Meeting Room, Cliff House at 1pm on Wednesday 16th Oct 2024.

***Sara Jones***

Town Clerk 8 October 2024

**AGENDA**

1. **APOLOGIES**

To receive and note

1. **DECLARATIONS OF INTEREST**

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

1. **TO APPROVE AS A TRUE RECORD THE MINUTES OF THE HR & STAFFING COMMITTEE MEETING ON:**

* Thursday 23rd May 2024
* Friday 4th Oct 2024

and if approved for the Chair to sign as a true and correct record.

1. **EXCLUSION OF PUBLIC AND PRESS**

To consider a resolution that in view of the nature of the business about to be transacted at agenda item 5 below it is advisable, in the public interest, that the public and press be temporarily excluded.

1. **OFFICE AND STAFFING MATTERS**

To discuss and consider the Council’s officer job vacancy

1. Job title
2. Job description
3. Contract
4. Commencement date
5. Advertising of vacancy including budget
6. Approve New Employment Contracts for existing staff