



## **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 Cliff House, Salcombe at 9:30am on Friday 17th January 2025.

*Sara Jones*

Town Clerk

13th January 2025

### **AGENDA**

#### **1. APOLOGIES**

To receive and note

#### **2. 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.

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

- Wednesday 18th December 2024
- Friday 10<sup>th</sup> January 2025

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

#### **4. 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.

#### **5. OFFICE AND STAFFING MATTERS**

- I. Consider the advertising of the Town Clerk Role
- II. Finalise the current Town Clerk's Employment Contract
- III. Finalise the Operations Support Officer's Employment Contract

#### **6. Next Meeting**

Consider date of next HR & Staffing meeting