

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
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Date: 13th September 2023

To: Members of the Staffing & Governance Sub - Committee

You are summoned to attend a Meeting of the Staffing & Governance - Sub Committee to be held on **Tuesday 19th September 2023** at Ellesmere Town Hall at 6pm for the transaction of business as set out in the agenda below.

Yours sincerely,

A blue ink handwritten signature of Joanne Butterworth.

Joanne Butterworth
Town Clerk & Responsible Finance Officer

AGENDA

- SG 09/23/01** **To elect a Chair for 2023/2024 Municipal Year.**
- SG 09/23/02** **To elect a Vice Chair for 2023/2024 Municipal Year.**
- SG 09/23/03** **To receive apologies and reason for absence.**
- SG 09/23/04** **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that they are required to **leave the room** during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the register of members' interests maintained by the Monitoring Officer.

- SG 09/23/05** **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.

Birthplace of
Eglantyne Jebb

FOUNDER



**Save the
Children**

- SG 09/23/06** **Minutes.** To read and confirm the minutes of the meeting of the Sub-Committee held on 6th March 2023. [View draft minutes.](#)
- SG 09/23/07** **Confidential Business Report.** To read and confirm the confidential business report of the meeting of the Sub-Committee held on 6th March 2023. These will be circulated at the meeting.
- SG 09/23/08** **Staff Appraisals.** To receive a verbal report.
- SG 09/23/09** **End of Probation Period Review – Cemetery Co-ordinator.** To discuss.
- SG 09/23/10** **Holiday Entitlement.** To review staff holiday entitlement.
- SG 09/23/11** **Town Council Staffing.** To consider the future staffing needs for the Town Council office when the Deputy Clerk retires.

