

# ELLESMERE TOWN COUNCIL

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Miss Joanne Butterworth  
Town Clerk & RFO  
1-3 Willow Street  
Ellesmere  
Shropshire  
SY12 0AL



Tel: 01691 622689

[jo.butterworth@ellesmere-tc.gov.uk](mailto:jo.butterworth@ellesmere-tc.gov.uk)

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Date: 4<sup>th</sup> October 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 10th October 2023** at Ellesmere Town Hall at 4.30pm for the transaction of business as set out in the agenda below.

Yours sincerely,

A blue ink handwritten signature, appearing to be 'Joanne Butterworth'.

Joanne Butterworth  
Town Clerk & Responsible Finance Officer

## **AGENDA**

**SG 10/23/01** **To receive apologies and reason for absence.**

**SG 10/23/02** **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 10/23/04** **Grant Dispositions.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.

**SG 10/23/05** **Minutes.** To read and confirm the minutes of the meeting of the Sub-Committee held on 19<sup>th</sup> September 2023. [View draft minutes.](#)

**SG 10/23/06** **Assistant Clerk/Assistant RFO Role.** To receive an update.

**SG 10/23/07** **Administration Assistant Vacancy.** To receive an update.

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Birthplace of  
Eglantyne Jebb

FOUNDER



**Save the  
Children**

**SG 10/23/08** **Caretaking Duty Sick Cover.** To receive an update.

**SG 10/23/09** **Update of Staff Contracts for the Caretaking Staff.** To receive an update.

**SG 10/23/10** **Job Reference request.** To consider response to a reference request received for an ex-employee.

