



Bracknell Town Council

Russell Reeve, Town Clerk

To: Cllrs: Gill Birch, Graham Birch, Diane Finch, Isabel Mattick, Jennie McCracken, Roger Meakes, Mary Temperton, **Chris Turrell**, Jo Woodcock
Substitutes: Cllrs Paul Bidwell, Clive Harrison, Paula-Elizabeth Pooler, Malcolm Tullett

All Councillors for information

5th July 2016

Dear Councillor,

You are required to attend a meeting of the Staffing Committee to be held **at 6.30pm on the 12th July 2016** in the Council Chamber, Brooke House, High Street, Bracknell.

Yours sincerely
Russell Reeve
Town Clerk

A G E N D A

1. **Apologies for absence.**
2. **Declarations of Interest**
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 - 2.1 To receive declarations of interest from Councillors on items on the agenda
 - 2.2 To receive written requests for dispensations for disclosable pecuniary interests
 - 2.3 To grant any requests for dispensation as appropriate,
Please refer to the notes at the end of this agenda.
3. **Confidential Business**
To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting.
4. **Minutes**
To approve as a correct record the Minutes of the meetings held on 5th April and 10th May 2016 (attached).
5. To consider matters arising from the Minutes not to be discussed elsewhere.
6. **Clerks report**
An update to be provided by the Town Clerk on staffing matters (report attached)

7. **Other staffing matters**
To receive an update following the Town Clerk's July appraisal (report to follow) and to consider matters arising (report attached)
8. **Next Meeting**
The date and time of the next Staffing Committee is 6.30pm on 13th September 2016.

Notes on Declaration of Interests

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.