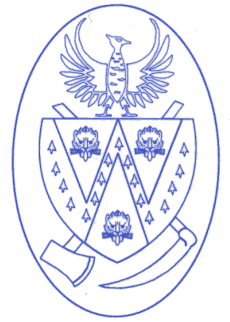


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

Town Clerk and Treasurer:
Mrs. P. E. O'Hagan

Wem Town Council Offices
Wem Library
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SY4 5AA



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Website: www.wem.gov.uk

To Members of the Staffing Committee

Dear Councillor

I write to inform you a meeting of this Committee has been arranged to take place on **Thursday 15th February 2024 at 2pm in The Meeting Room, Wem Library, Wem.**

Yours sincerely

A handwritten signature in black ink that reads "P. O'Hagan" followed by a horizontal line.

Town Clerk
8.2.24

AGENDA

- 1 **Apologies** - to receive any apologies and reasons for absence.
- 2 **Disclosable Pecuniary Interests**
 - a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
 - b) To consider any applications for dispensation.
- 3 **Committee Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 20.12.23.
- 4 **Town Council Vacancy** – to review draft job description, person specification and discuss recruitment process.
- 5 **Staff Appraisals** - to note that all appraisals have been completed.
- 6 **Date and time of next meeting** – to note

7 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

- a) Finance and Projects Assistant – to review amended job description and job title.
- b) Weekend/Bank Holiday Working – to discuss
- c) Town Clerk Additional Hours – to discuss.