Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

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

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To Members of the Staffing Committee
Dear Councillor

You are hereby summoned to attend an ORDINARY MEETING **of WEM TOWN COUNCIL Staffing Committee**, which will be held **in the Council Meeting Room in Wem Library, 3 High Street, Wem on 19th November 2026 at 18.00.**

Yours sincerely

P. O'Hag—.

Town Clerk
12.11.26

AGENDA

1 **To appoint a Committee Chairman**
2 **Apologies** - to receive any apologies and reasons for absence.

3 **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.

4 **Committee Minutes -** to approve as a correct record the minutes of the meeting of the Committee held on 13.11.25

5 **Appraisal –** to receive an update on staff appraisals and set date and format for clerk's appraisal
6 **LGPS Changes –** to discuss and note
7 **Staff handbook Review –** to quote for update
8 **Date and time of next meeting** – to note.
9 **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) Groundsman's Summer Hours – to review (copy enclosed).
b) i) Staffing Report – to consider
ii) Job Description Review - to consider
c) Staffing Budget for 2027-28 – to consider report and make recommendations for 2027-28 staffing budget (copy enclosed).