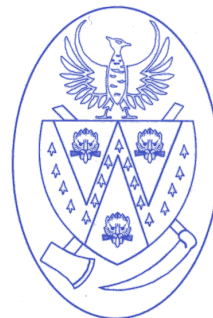


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

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

Wem Town Council Offices
Wem Library
High Street
Wem, Shropshire
SY4 5AA



Tel & Fax: (01939) 232733

Email: info@wem.gov.uk

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
Wednesday 23rd July 2025 in The Meeting Room, Wem Library, Wem at 13.00.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. O'Hagan' followed by a horizontal line.

Town Clerk
17.7.25

AGENDA

- 1 Appointment of 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 21.11.24
- 5 Policies**
 - a) Employee Handbook – to review and consider adoption of revised policies and additional policies as recommended by worknest.
 - b) H&S Policy and handbook – to consider adoption of.
 - c) Lone working procedures – to review.
 - d) Office access – to review.
 - e) Protocol for Staff/ Councillor relations - to review

6 Staffing Budget to 30.6.25 – to review

7 Town Council Training Statement – to review and consider priority courses for current Council Term

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.

Casual Worker Agreement – to approve.