



**CONFIDENTIAL**

**NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **STAFFING COMMITTEE**  
Time... **10:00**  
Date... **THURSDAY 12 DECEMBER 2024**  
Place... **OFFICE, CORFE MULLEN VILLAGE HALL, TOWERS WAY,  
CORFE MULLEN**

Catherine Horsley  
Town Clerk & RFO  
6 December 2024

Councillors will be **CONFIDENTIALLY** discussing all the items listed on the agenda below.

**AGENDA**

- SS 24/19 To Receive and Accept Apologies for Absence** (LGA 1972 s85 (1))
- SS 24/20 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- SS 24/21 Paper A - To Approve minutes of the Extra-ordinary meeting held on 19 November 2024** LGA 1972, sch 12, para 41
- SS 24/22 Paper B - To Review Staffing Committee Terms of Reference**
- SS 24/23 Paper C – To Review Staffing Committee Scheme of Delegation**
- SS 24/24 Paper D – To Review Recruitment Process for Town Council Staff**
- SS 24/25 Paper E – TO FOLLOW - To Note Clerk's Annual Appraisal**
- SS 24/26 Paper F – To Review Job Description & Specification for the Community Engagement & Project Officer**
- SS 24/27 Verbal – To Note General Staffing Update**
- SS 24/28 Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

- SS 24/29**      **To Agree a date and time for the next meeting** – Thursday 13 February 2025 at 10:00 in the Office, Corfe Mullen Village Hall, Towers Way, Corfe Mullen.
- SS 24/30**      **Close of meeting**