

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE STAFFING COMMITTEE**

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held in the Ante-Room, Town Hall, Marygate, Berwick-Upon-Tweed, on **MONDAY, 24 AUGUST 2015 at 6.00 pm.**

The Agenda for the meeting is set out below.

Stogens

Assistant to the Clerk

17 August 2015

OPEN SESSION

The Chairman to invite members of the public present to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 9 June 2015.

3. DISCLOSURE OF INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

4. REQUEST FOR DISPENSATION

(i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting (pro-forma attached).

(ii) To consider requests for dispensation.

5. AMENDMENT TO MEMBERSHIP OF COMMITTEE

To consider revising membership of the Committee.

6. BERWICK LOCAL SERVICES OFFICERS

Appointment of two Town Council seasonal, maintenance/handy person workers for Town Centre and Tweedmouth/Spittal (**Appendix A**).

7. OFFICE ASSISTANT

Employment of an apprentice to help the Assistant to the Clerk and the Finance Officer with office duties at the Town Council offices (**Appendix B**).

8. DATE OF NEXT MEETING

To agree a date for the next meeting.

Private Session

A Formal Resolution is required to exclude the press and public during the discussion of the following agenda items, which include issues of a personal and confidential nature.

9. KEY HOLDERS – TOWN COUNCIL OFFICES

To discuss and consider the provision of office keys to external staff (**Appendix C**).

10. SERGEANT-AT-MACE'S SALARY

Review of Sergeant-at-Mace's salary.

11. APPOINTMENT OF HALBADIER

To receive an update on the appointment of a Halbadier.

MEMBERS OF THE STAFFING COMMITTEE:

Councillors: H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, G Hill, J Lang and C Seymour