

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

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STAFFING COMMITTEE

Dear Member

9th December 2019

A meeting of the Staffing Committee will be held in The First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood on **Monday 16th December 2019** at 6pm.

Mr C. Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 19th June 2019

5. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matters)

6. OFFICE ADMINISTRATION PERSONNEL CHANGES

To consider the Town Clerk's report (*Confidential Report A*)

7. EXTENDED SICKNESS ABSENCE OF GROUNDSMAN

To receive a verbal update from officers

8. DEPUTY TOWN CLERK'S TRAINING

To consider the Town Clerk's report (*Confidential Report B*)

9. STAFF LONG SERVICE AWARD

To consider the Town Clerk's report (*Confidential Report C*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Tony Ring – Town Mayor
Cllr Jeremy Heron – Chairman of Policy and Finance Committee
Cllr Philip Day
Cllr John Haywood
Cllr Gloria O'Reilly

Officers

Chris Wilkins, Town Clerk
Jo Hurd, Deputy Town Clerk

Copied by e-mail to other Members for information