



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP

Tel: 01962 732079. Email: townclerk@newalresford-tc.gov.uk. Website:

www.newalresford-tc.gov.uk

November 2024

To All Members of Staffing Committee

You are hereby summoned to attend the Staffing Committee Meeting to be held at Alresford Recreation Centre on Tuesday 12th November 2024 commencing at 7.00pm for the purpose of transacting the following business.

You are requested to send your comments to townclerk@newalresford-tc.gov.uk

Richard Doughty

Town Clerk

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. INTERESTS AND DISPENSATIONS

To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests on Items on the Agenda and any Dispensations.

3. MINUTES

To approve minutes of the Staffing Committee meeting held on 10th September 2024.

4. EXCLUSION OF PRESS & PUBLIC

The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted. (*Public Bodies (Admission to Meetings) Act 1960 section 1(2)*)

5. STAFF APPRAISAL TEMPLATE

6. JOB DESCRIPTION TEMPLATE

7. STAFFING MATTERS

8. STAFFING BUDGET 2025/26