



Ilkley Town Council

MANAGEMENT & STAFFING COMMITTEE

Date: Tuesday, 04 December 2018

To: Members of the Management & Staffing Committee
(Councillors S Butler, M Gibbons, L Packett, J Rickard, J Souter and J Sugden)
Cc: Non-Committee Members for information only.

Dear Councillors,

You are hereby summoned to attend a meeting of the **MANAGEMENT & STAFFING COMMITTEE** which will be held in the Council Chamber of Ilkley Town Hall on **MONDAY 10TH DECEMBER AT 2:00PM**

Yours sincerely,

Clare Smith

Clerk to the Council

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Note: Under the Public Bodies Admissions to Meetings Act 1960 S1(2), members of the public and press are invited to attend the meeting as observers. Only Councillors have the right to vote at the meetings. A list of Councillors is available on the Council's website and notice board at Ilkley Town Hall. The agenda papers may be examined at the Clerk's Office, Ilkley Town Hall, Station Road, Ilkley (Monday –Thursday 10:00am – 1:00pm).

Please contact the Clerk's Office during office hours if you have any queries or need further information on this Agenda.

Emergency Procedures for Meetings – Fire

All visitors are requested to sign in at Ilkley Town Hall reception on the ground floor.

A copy of this agenda is available in larger print upon request.

**ILKLEY TOWN COUNCIL
MANAGEMENT & STAFFING COMMITTEE**

**AGENDA
MONDAY 10TH DECEMBER 2018**

1. Apologies for Absence

2. Disclosures of Interest

To receive disclosures of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. The disclosure should include the nature of the interest.

3. Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

4. Minutes of the Previous Meeting

To approve the minutes of Management & Staffing Committee held on 26th November 28th March 2018 (*to follow*).

5. Exclusion of the Public and Press

RESOLUTION to exclude members of the public and press during consideration of business of confidential nature pertaining to staffing (Public Bodies Admissions to Meeting Act 1960 S1(2)).

6. Resignation

To accept the resignation of the Clerk (*ca*).

7. Recruitment

7.1 To agree to the advertisement of the vacancy.

7.2 To agree the recruitment timescale and whether the Yorkshire Local Councils Associations Locum Clerk service may be required to ensure that the office is not short staffed.

8. Town Centre Warden

To agree that the Town Centre Warden shall report to the office each week and continue to review the position on an ongoing basis.

9. To agree date of next meeting