

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
Telephone 01367 240281
www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



To Members of the Staff Sub Committee

You are summoned to attend an online meeting of the Staff Sub Committee on
Monday 12th October 2020 at 7pm

Press & Public are invited to attend via this link: [Join Microsoft Teams Meeting](#)

To receive the link via email or to submit questions please email
sally@faringdowntowncouncil.gov.uk

AGENDA

1.	Apologies for Absence
2.	Minutes of last meeting - Monday 22nd July 2019 To sign as a correct record
3.	Declarations of Interest & requests for dispensations Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.
4.	Public Participation Time This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.
5.	Items for Information Only
Due to the confidential nature of the following items it is likely they will be held in confidential session.	
6.	Staffing a) To receive and consider a staffing update b) To receive and consider a draft job description for the Town Clerk c) To set a date for the Town Clerks appraisal d) To consider staff holiday for a suggested rise in the basic entitlement

6th October 2020


Town Clerk