

## LEDBURY TOWN COUNCIL

**TO: ALL MEMBERS OF THE TOWN COUNCIL**

Dear Member

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Standing Committee** will be held in the **Town Council Offices on Tuesday 24<sup>th</sup> February 2015** starting at **7.30p.m.** All Committee members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

### AGENDA

1. To accept apologies for absence.
2. To receive declarations of interests in items on the agenda.
3. To approve the Minutes of the Standing Committee meeting held on 21<sup>st</sup> July 2015, as a correct record. Copy herewith

#### *PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is requested that the public and press are excluded during discussion of this agenda item on the grounds that it could involve the likely disclosure of private and confidential staff information.*

4. Staffing
  - 4.1 To confirm completion of the Receptionist's probationary period.
  - 4.2 To review staffing arrangements and office efficiencies. (Refer S.04 - 07.14)
  - 4.3 To note the following staff resignations and to consider appropriate action.
    - Clerical Officer
    - Tour Guide
    - Ceremony Co-ordinator
    - Chapel Caretaker

Mrs K J Mitchell  
Clerk to the Council  
18.02.2015

01531 632306

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**  
[www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)