



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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To: All members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Standing Committee** will be held in the **Town Council Offices on Monday 21st July 2014 at 7.30pm**. All Committee members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

Please note: In accordance with Standing Order No.25 (Matters affecting council employees) it may be necessary under Standing Order No.1c to exclude the public from the meeting during consideration of agenda items 6 and 7.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interests

To declare any interests in items on the agenda.

3. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

4. To confirm completion of the Deputy Clerk's probationary period.

5. To discuss staffing and workloads.

6. To review Tour Guide contracts and job descriptions.

7. To review staff salaries and conditions of service.

EX07/14
Previously circulated

Mrs K J Mitchell
Clerk to the Council
15.07.2014
Tel 01531 632306

Members of the Public and Press are welcome to attend this meeting
www.ledburytowncouncil.gov.uk