

RUGELEY TOWN COUNCIL

Town Clerk: Mrs Sue Buxton CiLCA
E: clerk@rugeleytowncouncil.gov.uk



Councillors are summoned to an **Extra Ordinary General Full Council Meeting** of Rugeley Town Council which will be held at the Council Chamber, Rugeley at **6.30pm on Tuesday 9th April 2024**, when the following business will be transacted.

All the business of this meeting relates to Human Resources, so the press and public will be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2

Sue Buxton

Mrs S Buxton CiLCA
Town Clerk

AGENDA

37	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)
38	Exclusion of the Public To move that the public be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2
39	Declaration of personal & prejudicial interest in any item on the agenda Members should notify Monitoring officer within 28 days if not already declared
40	To receive any requests for dispensation
41	Recruitment and selection policy
42	Appointment of new clerk - including <ul style="list-style-type: none"> - Job description and application form - Advert and advertising - Interview process and activities - Cover for clerk before new appointment
43	General Power of Competence
44	Staff Appraisals - issues raised
45	Independent HR staffing review/audit – need/options
46	Payments to family members and consideration of appointing casual staff (like bar staff and technical staff in the Theatre)

All staff to leave the meeting

47	Clerk's Resignation Letter
-----------	-----------------------------------