

**South Willesborough and Newtown Community Council**  
**www.swancc.org.uk**

I hereby give you notice that a Meeting of the Staffing Committee will be held on **Thursday 26<sup>th</sup> October at 10:30am** at the **SWAN Community Council Office Suite 8 Invicta Business Centre, Orbital Park, Ashford TN24 0HB**

All members of the Committee are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

*Sarah Evans*

Community Council Manager  
20<sup>th</sup> October 2023

**AGENDA**

**07/23 Record attendance, apologies for absence and approval**

**08/23 Declarations of pecuniary, other significant or voluntary interest**

A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant dispensation has been granted by the Clerk)

(A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote).

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration.

**09/23 To agree the Minutes of the last Staffing Committee meeting (January 2023) and sign**

**10/23 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.**

**11/23 To receive the review of the SWAN Litter picker and agree any actions**

**12/23 To conduct the annual appraisal of the Community Council Manager for 2023.**