

**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 24<sup>th</sup> October at 10:30am at the SWAN Community Council Office Trade Unit 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  
21st October 2024

**AGENDA**

**13/24 Record attendance, apologies for absence and approval**

**14/24 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.

**15/24 To agree the Minutes of the last Staffing Committee meeting (October 2023) and sign**

**16/24 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.**

**17/24 To review the Worknest HR Questionnaire for Staffing**

**18/24 To conduct the Annual Appraisal of the Community Council Manager for 2024.**

**19/24 To review the Staffing Requirements for 2025 2026**