



## **Stanley Town Council**

Stanley Civic Hall, Front Street, Stanley, DH9 0NA  
Tel: 01207 299 109

# **NOTICE OF MEETING**

30<sup>th</sup> June 2015

**To Councillors:**

R. Harrison (Chair)	D. Walker (Vice Chair)	D. Mills	L. Marshall
A. Clegg	C. Bell	M. Wilkinson	B. Nair
G. Graham	R. Ferris	+ STC Chair	+ STC Vice-Chair

Dear Councillor,

You are hereby summonsed to a meeting of the Personnel Committee of Stanley Town Council to be held at **Stanley Civic Hall**, Front Street, Stanley, DH9 0NA on **Tuesday 7th July 2015** at **6.30p.m.**

Yours faithfully,

**Derek Shingleton**  
Acting Town Clerk

**Please turn off all mobile phones or set to silent mode**  
**Please refer to Policy and Procedure for recording proceedings**

### **Agenda**

- 1**    **APOLOGIES**  
To receive apologies for absence.
  
- 2**    **DECLARATIONS OF INTEREST**  
To declare and notify the Chairman of any items that appear on the agenda in which you may have an interest.
  
- 3**    **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**  
To receive announcements to be made by the Chairman or Clerk.

**4 PUBLIC PARTICIPATION**

- 4.1 To receive representations, answers, evidence or questions from Members of the Public in attendance in respect of any item of business included in the agenda.
- 4.2 To take written questions from the public if submitted ahead of the meeting.

**5 MINUTES**

To approve the minutes of the Committee Meeting held on 2 June 2015.

**6 EXCLUSION OF PUBLIC AND PRESS**

In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council now excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

***PLEASE TURN OFF RECORDINGS***

**7 STAFF HANDBOOK**

Update

**8 TRAINING REQUIREMENTS**

Update

**9 CIVIC HALL – STAFFING ARRANGEMENTS**

- 9.1 Coffee Shop
- 9.2 Events Manager
- 9.3 Cleaning Arrangements

**10 STAFFING ISSUES**

- 10.1 Assistant Manager
- 10.2 Civic Hall Manager

**11 DATE, TIME AND VENUE OF NEXT MEETING**

To be agreed