



ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Simon Davies

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Tel: 01454 803918

Cllrs:- B Mead (Chair)

A Doyle

J Baverstock

T Mewies

A Monk

1st May 2025

Dear Member,

A meeting of the Staffing Committee will be held **on Tuesday 6th May 2025 at 7 pm in the Conference Room, Council Offices, Elm Park Leisure Centre, BS34 7PS**

Yours sincerely

Simon Davies

Town Clerk and RFO

STAFFING COMMITTEE AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Exclusion of Press and Public
4. Staff Update:
 - a. Deputy Clerk – ALCA training - liLCA
 - b. Locum Clerk - appointment
 - c. Head Ranger – contract
 - d. Ecology Ranger – contract
 - e. Town Council Support Officer – ALCA Training
 - f. Short Term Contractors - roles
5. Probation Interview
 - a. Deputy Clerk
 - b. Town Council Support Officer
6. Extension to contract
 - a. Town Council Support Officer
7. Recruiting
 - a. Park Ranger
8. Town Clerk
 - a. CiLCA
 - b. Pay Review
 - c. Annual Leave & overtime
9. Date of Next Meeting – 3th June 2025