

ST. JUST-IN-PENWITH TOWN COUNCIL

Council Offices
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1 June 2011



STAFFING & PREMISES COMMITTEE

You are hereby summoned to attend a meeting of the Staffing & Premises Committee to be held as follows:-

DATE: MONDAY 6 JUNE 2011

TIME: 10.30 A.M.

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Members of the public are also invited to attend Council meetings.

Town Clerk

To:

Chairman:

Vice Chairman:

Committee

Cllr B F Angwin
Cllr Mrs S James
Cllr C S McClary

Cllr N McFadden
Cllr M Nicholls
Cllr M Thomas

1 JUNE 2011

AGENDA

1. Election of Chairman

To elect a Chairman of the Committee for the municipal year 2011 / 2012

2. Apologies for Absence

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Committee for the municipal year 2011 / 2012

4. Declarations of Interest

5. Minutes

To pass the following resolution:

RESOLVED – that the Mayor signs as a true and accurate record the Minutes of the Ordinary Meeting of the Town Council held on 13 December 2010 (copy attached).

6. Work Programme

The Committee is asked to formulate a work programme for the remainder of this municipal year.

Plen-an-Gwarry

Town Clerk to update the Committee on the progress being made on awarding the contract for the works at the Plen-an-Gwarry.

7. Building Maintenance

Town Clerk to update the Committee on repairs to the Town Council offices.

8. Staff Appraisal

To agree the process for the introduction of annual staff appraisals and the content of the appraisal form to be used during the process. A copy of the approved scheme will be available at the meeting.

9. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

“**RESOLVED** - that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).

