**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

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 02 November 2023

To: **The Members of the Staffing Committee** – K Davies, D Goode, H Gostlow,

 M Longhurst, J Pickard, and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL STAFFING COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Thursday 09 November 2023**

**9:00 am**

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the **Clerk** at **office@knaresboroughtowncouncil.gov.uk**

**COUNCIL AGENDA – Thursday 09 November 2023**

**1. To elect a Chair** for the Committee

**2.** **To elect a Vice-Chair** for the Committee (if required)

**3.** **To receive** **apologies and consider approval** of the reasonsfor inability to attend the meeting.

**4. To receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**5. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council’s attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda.*

**6. To consider** the next stages in progressing Town Council’s plan to engage a third member of administrative staff including:

6a) Job title

6b) Draft Job description and Person Specification *(ca)*

6c) Recruitment process – advertising, candidate selection, interview panel and interview dates. *(Draft Job application attached)*

**7. To consider** the implementation of a ‘Town Ranger’ service covering various duties throughout the town and as budgeted in the 2023/2024 budget process.

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk’s office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

**Emergency Procedures for Meetings – Fire**

 Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.