

## PORTLAND TOWN COUNCIL

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14<sup>th</sup> August 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, EASTON STREET** on **TUESDAY, 21<sup>ST</sup> AUGUST 2018** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Wayne Lewin  
Interim Town Clerk

Members:

Cllrs. J. Atwell, S. Cocking, J. Draper, C. Gover and R. Wild

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the Staffing Committee 12<sup>th</sup> June 2018**
- 4. Matters Arising**
- 5. Public Participation**
- 6. To discuss the staffing requirements, including opening hours in the new Town Council Offices**
- 7. To discuss the staffing requirements for the B.E.A.C.H**
- 8. Preparation for Town Clerk appointment**
- 9. Exclusion of Press & Public**
- 10. Date of Next Meeting**  
The Committee's next meeting is scheduled to take place on Wednesday, 6<sup>th</sup> February 2019, at the Council Offices, Fortuneswell starting at 10.30 am.