



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth Leeds  
LS18 5BL

[simondowling@horsforthtowncouncil.gov.uk](mailto:simondowling@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk)

### To Members of Horsforth Town Council Staffing Committee:

You are summonsed to attend a meeting of the **Staffing Committee** on **Tues 7<sup>th</sup> June 2022 at 5pm**. At Horsforth Town Council offices

Members of the public are welcome to attend the meeting.

Simon M Dowling  
Chair Horsforth Town Council  
23<sup>rd</sup> May 2022

### Agenda

1. **To appoint a minute taker in the absence of the Clerk**
2. **To receive apologies for absence and to consider the reason for the absence**
3. **Declaration of Disclosable Pecuniary and other Interests**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.
4. **To consider questions and comments from members of the public at the Chairman's discretion** Members of the Public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
5. **Ongoing support for Clerk of Council**
  - **Meeting with the Clerk – Thursday 9<sup>th</sup> June 15:30**
  - **Clerk duties**
  - **Support for the clerk**
  - **Any other items to be considered**
6. **Committee meetings**
7. **Update on Locum**
8. **Recruitment update**
9. **Date of the Next meeting** - Date and time to be confirmed.