



Horsforth Town Council

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To Members of the Staffing and Employment Committee

You are summonsed to attend a meeting of the Staffing and Employment Committee on Wednesday 17th September 2025 at 6.15pm to be held at the Horsforth Museum, 5 The Green, Horsforth, LS18 5JB for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree
Town Clerk
08.09.2025

Agenda

- 1. Introduction from the Chair**
- 2. To receive apologies and consider reasons for absence.**
- 3. Declaration of Disclosable Pecuniary and other Interests**
- 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. Minutes of the previous meeting**
To confirm and accept the minutes of the Staffing and Employment Committee held on 15th May 2025.
See Agenda Pack.
- 6. Exclusion of press and public**
In view of the confidential nature of the business about to be transacted at agenda items 7 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.
- 7. To receive an update about staffing matters and agree any necessary action including:**
 - 7.1. To receive an update about the Admin Assistant
 - 7.2. To consider arrangements for upcoming staff appraisals
 - 7.3. To consider any other staffing matters
- 8. To confirm the date of the next meeting**

Distribution: S. Dowling, F. Gains, G Garvani, J. Garvani, C Gillinder, R. Hardcastle