



Budleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
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Budleigh Salterton
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4 October 2023

You are hereby summoned to attend a Meeting of the Staffing Committee to be held in the Council Offices, Station Road, Budleigh Salterton on Monday 9 October 2023 on the rising of the Public Hall Committee. The Agenda is set out below.

Mrs J E Vanstone
Town Clerk

AGENDA

- 1. Election of Chairman**
- 2. Public Speaking Time**
- 3. To receive any Apologies for Absence**
- 4. Minutes**
To confirm the Minutes of the Meeting of the Staffing Committee held on 13 March 2023.
- 5. Succession Planning**
To receive an update from the Town Clerk regarding Staffing issues and the plan for the future.
- 6. General Update**
To note that appraisals for the following staff members will be carried out by the Town Clerk:
 - Assistant to the Town Clerk
 - Caretaker
 - Deputy Caretaker

To note that the Town Clerk's appraisal will be carried out by the Town Mayor.
- 7. Staffing – Salaries**
To consider an increase in the Caretaker and Deputy Caretaker's salaries with effect from 1 January 2024.
- 8. Any Other Business at the Chairman's Discretion**
NB!! No decisions may lawfully be made under this Agenda item.

Cllr D J Hayward (Town Mayor)
Cllr M C Hilliar

Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr Mrs M P Lewis