



Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop Town Clerk email: townclerk@swaffhamtowncouncil.gov.uk



Swaffham Town Council **HR & Governance Committee**

You are hereby summoned to a meeting of the **HR & Governance Committee** on **Monday 4 July 2022** at **12 noon** in the Council Chamber of the Town Hall.

N.B. In case of non-members this agenda is for information only.

Richard Bishop
Town Clerk

For information the Committee members are as follows: -

Councillors: J. Anscombe, W Bensley, S Bell, G Edwards, C Houghton

Summons issued 29 June 2022

AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest for items included on the agenda.
3. **** To receive and agree the Minutes:**
 - 3.1. Monday 13 June 2022.
4. **Admission to Meetings Act Public Bodies) 1960:**
CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:
 - 4.1. To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)
 - 4.2. To receive and consider report from Town Clerk on staffing changes and recent resignation: including review of job description, recruitment and advertising for vacancy and to confirm temporary arrangements.
 - 4.3. To agree date for next meeting and items for a future agenda: Wednesday, 2 August 2022, 12noon.