



## **LUDLOW TOWN COUNCIL**

### **AGENDA**

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 16<sup>th</sup> January 2014**

## **STAFFING & APPEALS COMMITTEE**

You are summoned to attend a meeting of the  
Staffing & Appeals Sub-Committee to be held  
in the Guildhall, Mill Street, Ludlow  
on **WEDNESDAY 22<sup>nd</sup> JANUARY 2014 at 2.00 pm**

Gina Wilding  
Town Clerk

**The public may not be present at this meeting as it will be held in  
closed session dealing with confidential matters**



## 1. Health and Safety

Councillors are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

## 2. Apologies

## 3. Declarations of Interests

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

## 4. Minutes - To approve as a correct record and sign the closed minutes of the **STAFFING & APPEALS SUB-COMMITTEE** meeting held on **THURSDAY 29<sup>th</sup> AUGUST 2013**.

ITEM	ATTACHMENT	Page No
<p><b>5. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	No papers	
<p><b>6. SHORTLISTING FOR THE POST OF SEASONAL DLF ASSISTANTS</b></p> <ul style="list-style-type: none"> <li>i) To note the advert and Job Description for the two posts of Seasonal DLF Assistant, short-listing criteria and interview questions.</li> <li>ii) To approve the timetable for recruitment for the posts of Seasonal DLF Assistants.</li> </ul>	<p><b>6a</b></p> <p><b>6b</b></p>	<p><b>7</b></p> <p><b>21</b></p>
<p><b>7. OFFICE STAFF</b> To consider a report from the Town Clerk regarding the provision of office staff.</p>	<b>7</b>	<b>23</b>



**M e m b e r s h i p**

Councillors Toop (Chairman); Holcombe (Vice-Chair); Ginger; Jones; Kemp; J. Newbold; Perks; Smithers.

**Date of the next Staffing & Appeals Committee meeting:**  
To be advised