



# BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)  
Town Clerk

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There will be a meeting of the **STAFF COMMITTEE** on **THURSDAY, 19<sup>th</sup> JULY 2018** at **6.30pm** in the Guildhall, Barnstaple to which you are summoned for the transaction of the following business.

Kate Graddock  
Deputy Town Clerk  
13<sup>th</sup> July 2018

## **Members of the Committee:**

Councillors: Cllr I Roome (Chairman)  
Cllr Mrs V Monk, Mrs V Elkins, A Windsor, Mrs J Hunt and J Phillips.

**Public Participation** *In accordance with Standing Order 84 a period not exceeding 15 minutes will be set aside immediately prior to the start of the meeting for members of the public to ask a question of the chairman, providing the notice of such question has been given the Committee Clerk or Town Clerk by 12 noon on the day of the meeting.*

**Recording, photographs and filming** *In accordance with the 'Protocol for the recording or reporting of Council and Committee meetings' policy, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting notifies the Town Clerk at the earliest convenience.*

## **AGENDA**

- 1. Apologies for Absence**  
To receive and approve apologies for absence.
- 2. Declarations of Interest and Dispensations**  
To receive any declarations of interest or dispensations granted.
- 3. Minutes**  
To approve as a correct record the minutes of the meeting held on 21<sup>st</sup> June 2018.

**Matters to be taken in the absence of Press and Public (Public Bodies (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by Standing Order 82(a).**

**4. Staff Hours Report**

To receive and consider the Staff Hours Report.

**5. Deputy Town Clerk's report**

To receive a report from the Deputy Town Clerk and consider any actions therefrom.