



**Barnstaple Town Council**  
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Mr R Ward, Town Clerk

There will be a **STAFF COMMITTEE MEETING** at **6.00PM ON THURSDAY 25<sup>TH</sup> APRIL 2019** in the **MAYOR'S PARLOUR, GUILDHALL, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business.

Mr R Ward  
Town Clerk  
18<sup>th</sup> April 2019

**Members of the Committee:**

Councillors: Cllrs Mrs V Monk, Mrs V Elkins, Mr A Windsor, Mr I Roome (Chairman), Mrs J Hunt (Vice-Chairman) and Mr J Phillips

**AGENDA**

1. Apologies for absence.
2. Declarations of interest and dispensations.
3. To approve as a correct record the minutes of the meeting held on 3<sup>rd</sup> December 2018 (attached).
4. Heritage and Cultural Manager – Business Case for Additional Hours  
To note the report from the Town Clerk, including:
  - A decision to approve a training request.
  - To note the change of hours.

**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 81(a).**

5. Staff Hours Report – to receive and note the Staff Hours Report.
6. Town Clerk's Report on Staffing Matters – to receive a report on staffing issues and consider any actions arising.