

**CYNGOR TREF CONWY TOWN COUNCIL  
GUILDHALL, CONWY.**

6<sup>th</sup> May 2014

**To : The Town Mayor & Members  
Staff Committee**

Dear Madam Mayor & Members

There will be a meeting of the **Staff Committee on Monday, 12<sup>th</sup> May 2014 at 5.15pm**, in the Guildhall, Conwy to transact the under mentioned business. It will be appreciated if you will make every effort to attend.

Yours faithfully

**Miss Helen Armitage**

Town Clerk & Responsible Financial Officer

**A G E N D A**

**1. Apologies**

To receive apologies for absence

**2. Declarations of Interest – Code of Local Government Conduct**

Members are reminded that they must declare the **existence** and **nature** of their declared personal Interests

**3. Confidential Business**

In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

**4. Additional Member of Staff**

- a) To receive a draft job specification, person specification, contract of employment & advertisement
- b) To discuss further the role

**5. Staff Issues**

To discuss any staff issues

**6. Pay Awards & Pension**

To receive an update from the Town Clerk

**7. Annual Leave**

To consider staff leave for 2013/14