

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

28<sup>th</sup> May 2015

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

Dear Madam Mayor & Members

There will be a meeting of the **Staff Committee on Monday 2<sup>nd</sup> June 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. Appointment of Chairman**

To appoint a Chairman for the Municipal Year 2014/15

**4. Appointment of Vice Chairman**

To appoint a Vice Chairman for the Municipal Year 2014/15

**5. 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.

**6. Additional Member of Staff**

- a) To establish a timeline for the appointment
- b) To establish the process for the appointment
- c) To consider the induction period for the new member of staff