

# Bakewell Town Council

Town Hall, The Square, Bakewell DE45 1BT  
Email: [townclerk@bakewelltowncouncil.gov.uk](mailto:townclerk@bakewelltowncouncil.gov.uk)  
Telephone: 01629 813 525  
Website: [www.bakewelltowncouncil.gov.uk](http://www.bakewelltowncouncil.gov.uk)



11<sup>th</sup> September 2024

Dear Councillor,

You are hereby summoned to attend a **Meeting of the Staff Committee** to be held on **Wednesday 18<sup>th</sup> September 2024 in the Council Chamber, Town Hall** commencing at **5pm**, in order to transact the under mentioned business.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Rowe', is written over a light blue horizontal line.

John Rowe  
Town Clerk & RFO

## **Distribution:**

**Staff Committee Members:** Cllr Alyson Hill, Cllr Helen Garvey, Cllr Paul Miller, Cllr Bill Storey (reserve)

**Town Councillors:** Cllr John Boyle, Cllr Kay Fairest, Cllr Robert Kirkwood  
Cllr Paul Morgans, DCllr Mark Wakeman

**Other:** Town Hall and Market Place notice boards, Website

## **Notices**

Meetings may be recorded in accordance with the Local Government Audit & Accountability Act 2014, and adopted [Local Procedure 14](#)

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## **A Staff Committee Meeting of the Town Council is to be held in the Council Chamber, Town Hall on Wednesday 18<sup>th</sup> September 2024 at 5pm**

### **Agenda**

Non Confidential items

1. To elect a Chair
2. To receive and accept apologies for absence
3. Chair's announcements
4. Variation of order of business
5. Declaration of Members Interests  
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.
6. Items in Exclusion
7. Public Speaking  
A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter
8. Matters for decision  
To review the following and to make recommendations to full Council:
  - (a) Hours worked by Clerk, flexible working, home working and office closed to the public periods
  - (b) Support for Clerk/barriers to working
  - (c) Time off in lieu - current position
  - (d) Annual Leave current position
  - (e) Staff development and training needs
  - (f) Items arising relating to: health and safety, disability, medical, personal, work life balance
9. Risk Assessment  
To consider risk assessment/insurance implications for items approved this meeting.