



I HEREBY GIVE NOTICE OF A MEETING OF THE AYLSHAM TOWN COUNCIL **STAFFING COMMITTEE AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN HALL ON THURSDAY 27th NOVEMBER at 10.30am.**

Faye LeBon

Town Clerk

21st November 2025

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. To Receive Apologies for Absence**
- 2. To Receive any Declarations of Interest and Requests for Dispensation**
- 3. To Agree the Minutes from the Meeting of 20th October 2025 (1-3)**
- 4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 5. Update on Programme of Review of Staffing Policies and Staff Handbook, and Review of Selected Policies (4-54)**
- 6. To Consider Merits of Increased use of HR Software (55)**
- 7. To Agree Date and Time of Clerk's Probation Review**
- 8. Exclusion of the Press and Public**
To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 9 to 12 in view of the confidential nature of the business to be transacted.
- 9. To Receive Feedback on Communication with staff about Christmas Arrangements (verbal report from Kay Montandon and the Clerk)**
- 10. To Consider Staffing Budget for 2026/2027 (56-57)**
- 11. To Receive Staff Appraisals (58-86)**
- 12. To Receive Update on Confidential Staffing Matters and Agree Subsequent Actions**
- 13. To Note Items for Information or for Future Agenda**

14. To Agree Date and Time of Next Meeting