

WOBURN SANDS TOWN COUNCIL

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Members of Woburn Sands Town Council Staffing Committee are hereby summoned to attend
the **Meeting of the Staffing Committee** on
Monday 9th June 2025 at 6.30pm in the Committee Room, Memorial Hall.
Members of the public are welcome to attend.

AGENDA

It is recommended that the Press and Public be excluded from the meeting during consideration of the item 32/25 under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972, on the grounds of the confidential nature of the business to be transacted.

26/25 **To elect a Chairperson for the committee and note committee members:**

27/25 **Present:**

28/25 **Apologies:**

29/25 **DECLARATION OF INTEREST:**

Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.

30/25 **Minutes to be approved:**

- a. Committee meeting of 27th March 2025
- b. Extraordinary Committee meeting of 8th April 2025

31/25 **To agree to a permanent administrative post in the council:**

- a. The job title and hours
- b. To write a job description
- c. To consider the pay scale

32/25 **One month appraisal of Bookings Co-ordinator:**

33/25 **Date of next meeting:**

Signed:



Date: 04.06.2025