



## AYLSHAM TOWN COUNCIL

TOWN HALL AYLSHAM NORFOLK NR11 6EL

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### NOTICE OF MEETING & SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF THE STAFF WORKING GROUP  
VIA ZOOM\* ON THURSDAY 13 AUGUST 2020 at 12.00 p.m.**

\*see below

### A G E N D A

**01 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence as notified to the Town Clerk

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

To receive Members' Declarations of Interest in Agenda Items  
To note any Requests for Dispensations

**03 MINUTES**

To receive, and confirm the minutes of the Meeting held on 10<sup>th</sup> March 2020\*attached

**04 ADJOURNMENT OF THE MEETING**

To adjourn the meeting for the time specified in the Resolution to allow public speaking

**05. EXCLUSION OF THE PRESS AND PUBLIC**

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following items

**06 FACILITIES STAFF**

a) To receive an update on the Facilities Staff

**07 EVENTS OFFICER**

a) To note the date for the proposed retirement of Paul Smith

**08 MAINTENANCE MANAGER**

- a) To consider creation of this new post and outline role
- b) To consider the attached draft job description
- c) To consider the hours and salary for the post
- d) To agree a timetable for recruitment

**08 ITEMS FOR INFORMATION/NEXT AGENDA**

To note any items of information or for the next/future Agenda

**09 DATE OF NEXT MEETING**

- a) To agree date and time of next meeting

*Sue Lake*

Sue Lake  
Aylsham Town Clerk

6<sup>th</sup> August 2020

Join Zoom Meeting

<https://zoom.us/j/94098099912?pwd=VTRFVTIPYXVuSVIzZ250S3RKTG9kQT09>

Meeting ID: 940 9809 9912

Passcode: 388363