



Atherstone Town Council

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Friday 2nd October 2026

I hereby give notice of the Meeting of Employment Committee to be held on Wednesday 7th October 2026 at **6:00pm at Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Clerk.

If you have any queries regarding this information, please do not hesitate to contact me.

Yours sincerely,

Jack Turner BA. Hons. Cert.CiLCA - Locum Town Clerk and RFO

AGENDA.

1. **Apologies:** To receive and approve reasons for absence.
2. **Declarations of Interests and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
3. **Minutes of Previous Meeting:** To approve the minutes of the employment committee held on 29th June 2026.
4. **Closed Session:** To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for the below items.
5. **Staffing Matters:** To consider any actions relating to the staff of the Town Council:
 - a) To note the appraisals carried out since the last meeting.
 - b) To consider the caretaking situation at The Arcade and The Cemetery.
 - c) To consider recruiting for a permanent Town Clerk when the Locum Clerk/RFO period ends in April 2027.

Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat, and other best practice when making decisions at the meeting.