

Hetton Town Council



The Hetton Centre
Welfare Road
Hetton le Hole
DH5 9NE

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7 December 2022

To: Members of Staff, Employment & Training Committee

Dear Councillor

Notice of Meeting

You are summoned to attend a meeting of the Staff, Employment & Training Committee of Hetton Town Council on Tuesday 13 December 2022 at **17.15 hrs** at The Hetton Centre, Welfare Road, Hetton le Hole, DH5 9NE at which it is proposed to consider and transact the business detailed below.

Members of the press and public are welcome to attend.

Please follow the Government's current guidelines relating to Covid-19: **(last updated 16 June 2022)**

<https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

Agenda

- 1) Election of a Committee Chairman for 2022-2023.
- 2) Apologies for absence: Committee to receive and consider any apologies.
- 3) To record Declarations of Interest from Members for any items on the agenda.
- 4) Public participation:
Questions to be taken from members of the public in line with the Council's Public Participation policy.
- 5) Town Clerk working hours and leave arrangements:
Town Clerk to outline (for information) contractual arrangements and explain recording of hours and leave.

Town Clerk