



Hetton Town Council



The Hetton Centre
Welfare Road
HETTON-LE-HOLE
County Durham
DH5 9NE

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24 April 2024

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 to be held in The Hetton Centre, Welfare Road, Hetton le Hole on **Tuesday 30 April 2024 at 17.30hrs** at which it is proposed to consider and transact the following business:

NOTE: Under the Admissions to Public Meetings Act 1960, members of the public and press are excluded due to the confidential nature of the business to be considered.

Agenda

- 1) Election of Chairman: Committee to elect a Chairman for 2023-2024.
- 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) Town Clerk working hours:
Committee to review arrangements for remuneration.
- 5) Annual leave:
Town Clerk to outline entitlement.

Graeme Keedy
Town Clerk