

# Hetton Town Council



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9 July 2020

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 on Wednesday 15 July 2020 at 16.00 hrs at which it is proposed to consider and transact the following business:

Due to ongoing Government regulations relating to Coronavirus, the meeting will be held via "Zoom" - an online video platform.

**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) Apologies for absence: Committee to receive and consider any apologies.
- 2) To record Declarations of Interest from Members for any items on the Agenda.
- 3) Contractual hours and reporting arrangements  
(Committee to consider the report of the Town Clerk)
- 4) Carry-over of annual leave  
(Committee to consider the report of the Town Clerk)

Graeme Keedy  
**Town Clerk**