



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: clerk@bognorregis.gov.uk

Dear Sir/Madam,

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

I hereby give you Notice that a Meeting of the Joint Consultative Sub-Committee (Staffing) of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **5.30pm** on **MONDAY 14th APRIL 2025**.

All Members of the Joint Consultative Sub-Committee (Staffing) are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Glenna Frost

DATED this 7th day of APRIL 2025

TOWN CLERK

PLEASE NOTE START TIME

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
4. To resolve to move to Confidential Business (S.O. 3d)
5. To Approve the Minutes of the Meeting held on 31st March 2025
6. Update from the Town Clerk on recruitment including: -
 - To consider the advice from the Council's accountant following an enquiry regarding The Bognor Pier Company Ltd and its impact on the new role
 - To consider and recommend to the Policy and Resources Committee whether to amend the salary scale range previously provided for in the budget following the advice from WSALC including any potential impact on other salaries
 - To consider setting up a small Task and Finish Group and appoint its membership to prepare a job description, person specification, process for interview and advert for the new Town Clerk's role for recommendation to the Sub-Committee

NOTE: Items on this Agenda contain confidential information and will require a resolution to exclude the public & press (S.O. 3d) (staffing)

MEMBERSHIP:

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| Cllr. Miss. C. Needs | Mayor |
| Cllr. Mrs. G. Yeates | Deputy Mayor |
| Cllr. B. Waterhouse | Chair of Policy and Resources Committee |
| Cllr. R. Nash | Labour Group |
| Cllr. P. Wells | Liberal Democrats Group representative |
| Cllr P. Woodall | Bognor Regis Independents Group representative |
| Staff: | Mrs. G. Frost, Mrs. J. Davis and Mrs. R. Vervecken |