



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

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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 **TUESDAY 16th SEPTEMBER 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 9th day of SEPTEMBER 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 28th July 2025
6. Staffing update since last meeting and to consider any resulting actions
7. To consider staffing resources for the future, including changes to job descriptions
8. To agree staffing arrangements for the interim period prior to the appointment of a new Deputy Clerk, with effect from 1st October 2025

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