

30th September 2026

To Councillors: Fiona Deas (Chair), Chris Rowe, Jayne Stansfield, Gil Gilroy, Chris Bloor, Kath Greenman

Please take notice that a meeting of the **Staffing Committee** of Thornbury Town Council will be held in the **Council Chamber in the Town Hall** on **Tuesday 6th October 2026** at 19:30.

Committee members are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

A Durn
Chief Executive

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.
If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To receive apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve the minutes of the Staffing Committee meeting held on 30th April 2026
5. EXEMPT: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information
6. To receive a staffing overview report
7. To note the changes to the Model Contract due to changes in the Avon Pension Fund processes

- 8. To receive a report on the impact of the building surveys and repairs on staffing**
- 9. To discuss the report on staff structures and agree recommendations**
- 10. To review the Town Council Strategic Plan and agree recommendations**
- 11. Date of the next scheduled meeting – TBC**