

Sawbridgeworth Town Council



The Council Office, 49-51 Bell Street, Sawbridgeworth
Hertfordshire CM21 9AR
Tel: 01279 724537
Fax: 01279 726966

MAYOR
Cllr Barry Hodges JP

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, Buckmaster and Mitchell

APPRAISALS & APPOINTMENTS SUB-COMMITTEE

You are invited to attend a meeting of this sub-committee of the Council which will take place on **Monday 12 November 2012** following the meeting of the Planning Committee, at around 8.00pm, at 49-51 Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
06 Nov 2012

AGENDA

SA 12/01 APOLOGIES FOR ABSENCE

To receive any apologies for absence

SA 12/02 MINUTES



To approve as a correct record the minutes of the Staff, Finance and Management Committee held on 14 November 2011 (SA02)

SA 12/03 ANNUAL STAFF APPRAISALS

- To receive appraisal and award recommendation for:
 - a. Gill Abbott, Administration Officer
 - b. Sue Adams, Administration Officer
 - c. Joanne Kenny, Administration Officer
 - d. Laura Carter, Administration Officer
 - e. Steve Parrish, Town Ranger
 - f. Cyril Lumley, Bus Driver
 - g. Ken Knight, Bus Driver

- To carry out appraisal for Richard Bowran, Town Clerk & RFO

Clerk's report to follow

SA 12/04 OTHER STAFF MATTERS

- To consider contractual arrangements for:
 - a. Possible part time bus driver
 - b. Doreen Glennon, Office Cleaner, retiring on 31 December 2012
 - c. Replacement Office Cleaner
- To consider Christmas gratuities