

Sawbridgeworth Town Council



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MAYOR
Cllr Mrs Angela Alder

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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 11 November 2012** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
05 Nov 2013

AGENDA

SA 13/01 APOLOGIES FOR ABSENCE

To receive any apologies for absence

SA 13/02 MINUTES

To approve as a correct record the minutes of the Staff, Finance and Management Committee held on 12 November 2012 (SA05)



SA 13/03 ANNUAL STAFF APPRAISALS

- To receive appraisal and award recommendation for:
 - a. Gill Abbott, Administration Officer
 - b. Sue Adams, Administration Officer
 - c. Laura Carter, Administration Officer
 - d. Joanne Kenny, Town Projects Manager
 - 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

SA 13/04 OTHER STAFF MATTERS

- To consider establishment for 2014/15:
 - a. Replacement part time bus driver
 - b. Apprentice groundsman
- To consider Christmas gratuities