



# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB  
01449 722246

<https://www.needhammarket-tc.gov.uk/>

Town Clerk/RFO: Georgina de Cova

Assistant Clerk: Jessica Green

**You are hereby summoned** to a Meeting of the **Employment Committee** of **Needham Market Town Council** which will be held on **Tuesday 16<sup>th</sup> December 2025 at 6:00PM** in the **Town Council Offices** at **Needham Market Community Centre**, to consider the items on the agenda below.

Georgina de Cova

Town Clerk/RFO

## AGENDA

1. To receive and approve Apologies of Absence
2. To receive and confirm the Minutes of the Employment Committee meeting held on **26<sup>th</sup> November 2025**
3. To receive declarations of interest from members relating to items on this agenda
4. Exclusion of the Press and Public

***At this point, the Chair will move the following resolution:***

***“Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d) the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted”***

5. To receive a report from the Town Clerk
6. To receive an update on training
7. To receive an update on staffing matters:
  - a. Contracts
  - b. Attendance





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## c. Roles and responsibilities

8. To receive and confirm Policy updates, for recommendation to Full Town Council.
9. To confirm the outcome of the Town Clerk's Appraisal
10. To receive an update on office accommodation
11. To confirm the Date, Time and Location of the next Employment Committee Meeting.

