



# 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/>

Clerk: Shannon Smith

Deputy Clerk: Georgina de Cova

**You are hereby summoned** to a Meeting of the **Employment Committee** of **Needham Market Town Council** which will be held on **Wednesday 16<sup>th</sup> July 2025 at 5:15PM** in the **Town Council Offices at Needham Market Community Centre**, to consider the items on the agenda below.

Georgina de Cova

Assistant Town Clerk

**Please note this meeting is held in closed session, and as such, members of the public are unable to attend**

## AGENDA

1. To receive and approve Apologies of Absence
2. To receive and confirm the Minutes of the Employment Committee meeting held on **27<sup>th</sup> February 2025**
3. To receive declarations of interest from members relating to items on this agenda
4. To receive a report from the Town Clerk
5. To receive an update on progress with training
6. To receive an update on staffing matters:
  - a. Contracts
  - b. Attendance
  - c. Roles and responsibilities
7. To receive an update on office accommodation





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8. To receive a report from sub-committee regarding a specific staffing matter and determine next steps
9. To confirm the Date, Time and Location of the next Employment Committee Meeting.

