

**NORTON ON DERWENT TOWN COUNCIL**  
**NOTICE OF A MEETING OF THE STAFFING AND POLICY COMMITTEE**

To be held on Monday 15<sup>th</sup> July 2024 at 2pm  
at The Old Courthouse, 84b Commercial Street, Norton, YO17 9ES.

**AGENDA**

- 1. Emergency Evacuation**  
To note members and the public in attendance of the emergency evacuation procedure.
- 2. Apologies**  
To receive apologies for absence.
- 3. Minutes**  
To receive the minutes of the Staffing & Policy Committee. [See Link](#)
- 4. Code of Conduct Policy**  
Members to review the new model Code of Conduct Policy as recommended by YLCA. For final resolution at full council. [See Link](#)
- 5. Co-option**  
To consider the timescales and advertising for Co-option. [See Link](#)
- 6. Admin Assistant**  
Current Assistant's 6 months contract finishes in August. To consider next steps.

Claire Eade

Town Clerk

Signed ..... Date .....

