

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY

15 January 2026

townclerk@malvern-tc.org.uk
01684 566667



MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Staffing Committee (Quorum 4):

Cllrs Josie Leibrandt (Chair), Anne Cherry, Clive Fletcher, Emma Green (Vice-Chair), Clive Hooper, David Mead and Karen Newbigging

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Staffing Committee to be held in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, on Wednesday 21 January 2026, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meetings To receive and confirm as a correct record the minutes of the previous Staffing Committee meetings and the minutes to be signed by the Chair ➤ Wednesday 22 October 2025 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chair will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Benchmarking ➤ Review of work to date, scope and implementation plan
5.	Implementation of agreed action points from previous meetings
6.	Review of Progress against Terms of Reference (attached)

7.	Funding and Appointment of an Independent Minute Taker for Staffing Committee
8.	Staffing Overview Report
9.	Date and Time of Next Meeting ➤ Wednesday 15 April 2026 at 6pm