



**Town Clerk:** Ms. Helen Watson FSLCC  
**Office Address:** 12 Well Lane, Beverley, East Yorkshire, HU17 9BL  
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13<sup>th</sup> November 2019

To all members of the Town Council Personnel Committee  
Councillors P. Astell, S. Blencoe, D. Healy (Chair), D. Jack

Dear Councillor

### **PERSONNEL COMMITTEE**

You are hereby summoned to attend a meeting of the Beverley Town Council Personnel Committee to be held on **Thursday 21<sup>st</sup> November 2019 at 6.00pm**, at Beverley Town Council Office, 12 Well Lane, Beverley.

Yours sincerely

*H Watson*

**Helen Watson**  
**Town Clerk**

### **AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest and Dispensations**
  - i. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - ii. To note dispensations given to any member of the council in respect of the agenda items listed below.
3. **To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)**

**Motion:** that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)
4. **To note the minutes of the Personnel Committee Meeting on 10<sup>th</sup> September 2019, (previously signed at Full Council).**
5. **To receive and review the staff discussions and feedback.**
6. **To review staffing requirements for 2020/21 within the Beverley Town Council budget setting process to forward to Full Council.**
7. **To review the Toil and Overtime Policy.**
8. **To sign off the time sheets.**
9. **To consider members feedback on personnel issues.**