



Town Clerk: Ms. Helen Watson FSLCC
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28th 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 5th December 2019 at 11.00am**, 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 10th 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.**