



**Town Clerk:** Ms. Helen Watson FSLCC  
**Office Address:** 12 Well Lane, Beverley, East Yorkshire, HU17 9BL  
**Tel:** 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

21<sup>st</sup> January 2020

To all members of the Town Council Personnel Committee  
Councillors P. Astell, L. Johnson, 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 **Monday 27<sup>th</sup> January at 10am**, 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 5<sup>th</sup> December 2019, (previously signed at Full Council on 13<sup>th</sup> January 2020).**
5. **To elect a Vice Chair for the remaining municipal year.**
6. **To review and recommend operational staffing hours, responsibilities and requirements for 2020/21 staffing budget line with the Town Clerk, as resolved within the Beverley Town Council budget setting process on 13<sup>th</sup> January 2020 – Cllr Healy and Town Clerk to report.**
7. **To review and consider the service of volunteer allotment representatives in line with GDPR.**
8. **To receive and consider staff training and conference information and requirements.**
9. **To receive and consider the ERYC revised code of conduct – Cllr Jack and Town Clerk to report.**
10. **To sign off staff timesheets.**
11. **To consider other personnel issues/staffing matters.**