



Town Clerk: Ms. Helen Watson FSLCC
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4th September 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 **Tuesday 10th September 2019 at 5.15pm till 6pm**, 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 24th June 2019, previously approved and signed by Full Council on 22nd July 2019.**
5. **To review the recently received correspondence**
6. **To confirm the probationary period of an officer**