



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

7th January 2015

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Monday 12th January 2015 at 5.00 p.m.**

Town Clerk

AGENDA

- 922/14 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 923/14 **APOLOGIES FOR ABSENCE**
To receive.
- 924/14 **MINUTES**
To confirm as a true record the minutes of the Committee meeting held on 2nd December 2014, to be received by Full Council on 27th January 2015, to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 925/14 **REVIEW OF FOLLOW UP ACTIONS**
To confirm follow up action taken since last meeting.
- 926/14 **NALC MEMBER/OFFICER TRAINING PACKAGE**
To discuss potential offer from NALC to deliver initial training package to new councillors/staff subsequent to 2015 Elections.
- 927/14 **HEALTH & SAFETY**
To receive any updates.

- 928/14 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive any updates.
- 929/14 TRAINING REQUESTS
To receive any requests for training.
- 930/14 EXCLUSION OF PRESS AND PUBLIC
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 931/14 CLEANING OF TOWN COUNCIL FACILITIES
Town Clerk to update on required changes to cleaning regime.
- 932/14 REVIEW OF STAFF ATTENDANCE
Town Clerk to update on staff attendance and holiday figures for 2014.
- 933/14 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 934/14 PRESS RELEASES
To consider any press release arising from this meeting's agenda