



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Maurice Howard

Tel: 01842 754247

27<sup>th</sup> January 2016

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 **Tuesday 2<sup>nd</sup> February 2016 at 4.30 p.m.**

Town Clerk

### **AGENDA**

- 833/15      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 834/15      **APOLOGIES FOR ABSENCE AND NEW MEMBERS**  
To receive apologies and receive new members.
- 835/15      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 5<sup>th</sup> January 2016, as received by Council on 26<sup>th</sup> January 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 836/15      **REVIEW OF ACTION POINTS**  
The Chairman to review.
- 837/15      **BUDGET REVIEW**  
To review the Personnel Committee budget to Month 9.

- 838/15      HEALTH & SAFETY  
To receive an update from the H&S Committee Chair.
- 839/15      COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive any updates.
- 840/15      TRAINING REQUESTS  
To receive.
- 841/15      REQUEST FOR SESSIONAL CARETAKER/BAR STAFF  
To consider and agree employments of additional sessional caretaker/bar staff.
- 842/15      REVIEW OF TOWN COUNCIL POLICIES  
To review and agree the draft Health, Safety and Welfare draft policy (see attachments).
- 843/15      EXCLUSION OF PRESS AND PUBLIC  
To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the 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.
- 844/15      TOWN COUNCIL APPRENTICE  
To receive an update.
- 845/15      REQUEST FOR PERSONAL EXPENSES  
To confirm a request from a member of staff for recompense for personal damage during the course of official duties.
- 846/15      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.
- 847/15      PRESS RELEASES  
To consider any press release arising from this meeting's agenda.