



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

11th January 2017

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 17th January 2017 at 4.30 p.m.**

Town Clerk

AGENDA

- 561/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 562/16 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 563/16 **MINUTES**
To confirm the minutes of the Committee's meeting held on 4th October 2016, as received by Council on 25th October 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 564/16 **BUDGET REVIEW**
To consider budget for 2017/18
- 565/16 **APPRAISAL**
To agree process for producing Town Clerks Annual Appraisal including production of objectives

- 566/16 HEALTH & SAFETY
Update of improvement to the Councils lone worker procedures.
- 567/16 TOWN COUNCIL VACANCIES
Town Clerk to update .
- 568/16 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive.
- 569/16 TRAINING REQUESTS
 - Councillor Training.
 - Chairman Training.
- 570/16 STAFF/COUNCILLOR RELATIONS
Discussions of staff and roles at public meetings.
- 571/16 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 of an urgent operational matter.
- 572/16 PRESS RELEASES
To consider any press release arising from this meeting's agenda.