



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices  
King's House  
Thetford  
Norfolk  
IP24 2AP

21<sup>st</sup> August 2017

### **PERSONNEL COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 5<sup>th</sup> September 2017 at 4.00 p.m.**

Town Clerk

### **AGENDA**

- 282/17      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 283/17      **APOLOGIES FOR ABSENCE**  
To receive apologies.
- 284/17      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 4<sup>th</sup> July 2017, received by Council on 25<sup>th</sup> July 2017. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 285/17      **BUDGET REVIEW**  
Town Clerk to update.
- 286/17      **COMMITTEE OBJECTIVES**  
To update and discuss progress on objectives.
- 287/17      **EMPLOYEE CONTRACTS**  
To review and discuss employee consultation
- 288/17      **TRAINING & STAFF UPDATE**  
Town Clerk to update.

289/17 COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive.

290/17 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.

291/17 PRESS RELEASES  
To consider any press release arising from this meeting's agenda.