



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

2nd November 2017

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 7th November 2017 at 4.00 p.m.**

Town Clerk

AGENDA

- 499/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 500/17 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 501/17 **MINUTES**
To confirm the minutes of the Committee's meeting held on 3rd October 2017, received by Council on 31st October 2017. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 502/17 **COMMITTEE OBJECTIVES**
To update and discuss progress on objectives.
- 503/17 **STAFF STRUCTURE AND ROLES**
To discuss and agree possible changes proposed by committees
- 504/17 **TRAINING & STAFF UPDATE**
Town Clerk to update.
- 505/17 **COMPLIMENTS, COMMENTS AND COMPLAINTS**
To receive.

506/17

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.

507/17

COMMUNITY ENGAGEMENT

To consider any press release or consultation arising from this meeting's agenda.