

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**If you require a large print copy please contact the Clerk
on 01832 734673**

11th December 2019

To Members of the Personnel Committee

You are hereby summoned to attend a Meeting of the Personnel Committee at the Town Council Offices on **Tuesday 17th December 2019 at 7.15pm** for the purpose of transacting the following business.

L Marshall

Linda Marshall
Clerk to the Council

AGENDA

No.	Item	By whom	Time
1.	Apologies for absence		
2.	Declaration of Interest (Members should disclose any interests in the business to be discussed on this Agenda and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book)	Chairman	Items 1-3 5 mins
3.	Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting)		
4.	Resolution: To approve the Minutes of the Personnel Committee Meeting dated 24 th September 2019	Chairman	5 mins
5.	Resolution To agree and adopt the following policies:- <ul style="list-style-type: none">• Payroll Policy• Recruitment Policy	Chairman	15 mins
6.	To receive a verbal update on staff training undertaken since the last meeting and consider future training / team building requirements	Clerk	5 mins

7.	To receive, consider and approve the recruitment pack for the position of Receptionist with a view to the advert going live in the New Year	Chairman	10 mins
8.	Resolution Closure of meeting to members of the public and press on the grounds that the following items to be discussed are of a confidential nature as they relate to staff members	Chairman	5 mins
9.	To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action	Chairman	20 mins
10.	Re-opening of meeting following closed session	Chairman	5 mins
11.	Date of Next Meeting		