

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

77 High Street  
Thrapston  
Northamptonshire NN14 4JJ

Tel: (01832) 734 673

Email: [clerk@thrapstontowncouncil.gov.uk](mailto:clerk@thrapstontowncouncil.gov.uk)

Website: [www.thrapstontowncouncil.gov.uk](http://www.thrapstontowncouncil.gov.uk)



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

9<sup>th</sup> December 2020

To Members of the Personnel Committee

You are hereby summoned to attend the meeting of the Personnel Committee remotely via Zoom on **Tuesday 15<sup>th</sup> December 2020 at 8:00pm** for the purpose of transacting the following business.

In view of the current government guidelines regarding the Covid-19 outbreak, it has been recommended that all meetings be held remotely. This does not affect the rights for members of the public and press to attend, although they are excluded from any items marked with an \*.

To attend the Council zoom meeting please use this link:

<https://us02web.zoom.us/j/86121863012?pwd=ZHVvTVpPbVc0eG1pcGJtMXpwSThIZz09>

or you can dial into the meeting using: 0203 901 7895 or 0131 460 1196.

You will be required to enter the Meeting ID: **861 2186 3012** and Passcode: **538304**

*L Marshall*

Linda Marshall  
Proper Officer

## AGENDA

No.	Item	By whom	Time
1.	<b>Apologies for absence</b>		
2.	<b>Declaration of Interest</b> (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)		
3.	<b>Public Open Time</b> (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)	Chairman	5 mins
4.	<b>Resolution</b> To approve the Minutes of the Personnel Committee meeting dated 22 <sup>nd</sup> September 2020		

5.	To receive and accept a report from the Clerk updating members on staffing		
6.	To receive a request for petrol expenses as the Facilities Assistant's truck has been used over the last couple of months on work matters	Chairman	5 minutes
7.	<b>Resolution</b> Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are to be excluded on the grounds that the following items to be discussed are of a confidential and sensitive nature (Members of the public and press will be moved to the waiting room)	Chairman	5 minutes
8.	To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action	Chairman	20 mins
9.	<b>Resolution</b> Re-opening of meeting following closed session	Chairman	5 mins
10.	<b>Clerk's Report</b>	Clerk	5 mins
11.	<b>Chairman's Comments</b>	Chairman	5 mins
<b>Meeting Close</b>			