

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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

31st August 2021

To Members of the Personnel Committee

You are hereby summoned to attend the meeting of the Town Council's Personnel Committee at The Souster Youth Hub, 30 Market Road, Thrapston NN14 4JU on **Monday 6th September 2021 at 7.15pm** for the purpose of transacting the following business.

Members of the public are invited to attend and may address the Council by prior arrangement. The Public are excluded from any items marked with an *. The Press are welcome to attend but will be excluded from any items marked with an *.

L Marshall

Linda Marshall
Proper Officer

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)		
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)	Chairman	5 mins
4.	Resolution To approve the Minutes of the Personnel Committee meeting dated 28 th June 2021	Chairman	5 mins
5.	Resolution Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1060 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 asked to leave the meeting)	Chairman	2 mins

6.	To receive staff resignation and note the contents of the letter; to discuss the vacancy, including job role and salary and agree action with regards to filling the vacancy	Chairman	20 mins
7.	Resolution Re-opening of meeting following closed session	Chairman	5 mins
8.	Clerk's Report	Clerk	5 mins
9.	Chairman's Comments	Chairman	5 mins
Meeting Close			