

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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**

2<sup>nd</sup> September 2022

To Members of the Personnel Committee

## RESCHEDULED DATE

You are hereby summoned to attend the meeting of the Town Council's Personnel Committee at the Town Council Office, 77 High Street, Thrapston NN14 4JJ on **Tuesday 27<sup>th</sup> September 2022 at 6.30pm** 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 Brodier*  
Linda Brodier  
Proper Officer

## AGENDA

No.	Item	By whom	Time
<b>Part 1</b>			
1.	<b>Apologies for absence</b>	Chairman	3 mins
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)	Chairman	2 mins
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	15 mins
4.	To approve the Minutes of the Personnel Committee meeting dated 26 <sup>th</sup> July 2022 To approve the Minutes of the Personnel Committee meeting dated 11 <sup>th</sup> August 2022	Chairman	2 mins

**Please note, this is a public meeting and you may be filmed, recorded and published.**

5.	To receive and accept a report from the Clerk updating members on staffing.	Chairman	3 mins
<b>Part 2</b>			
6.	<b>Resolution</b> 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	
7.	To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action	Chairman	45 mins
8.	<b>Resolution</b> Re-opening of meeting following closed session	Chairman	1 min
9.	To receive and review the Flexible Working Policy, to agree and make recommendations to FTC for approval and adoption	Chairman	5 mins
10.	<b>Clerk's Report</b>	Clerk	2 mins
11.	<b>Chairman's Comments</b>	Chairman	2 mins

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