

## Elloughton cum Brough Town Council

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8<sup>th</sup> July 2021

Dear Councillor

### Personnel Meeting

You are hereby summoned to attend the Meeting of the Personnel Committee of Elloughton-cum-Brough Town Council to be held on **Tuesday 13<sup>th</sup> July 2021 commencing at 1.00 pm in the Meeting Room, Petuaria Community Centre, Brough, Hu15**

**Due to ongoing COVID-19 restrictions, social distancing guidelines must be adhered to, masks are strongly encouraged to be worn at all times and hand sanitizer used when entering the meeting room. Please bring your own pens and note paper and print a copy of the agenda if you require a physical copy.**



**Philippa Beverley**  
Town Clerk

**Public Forum** – The Public Forum will commence at 1.00pm. The period of time designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.

## AGENDA

1. **To accept Apologies**
2. **To accept Declarations of interest relating to items on the agenda.**
3. **To confirm as a correct record the Minutes of a meeting of the Council held on 29<sup>th</sup> March 2021.**
4. **Exclusion of Press and Public**  
Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next item of the agenda can be treated as confidential because it relates to confidential staffing issues, such as terms of service, contractual arrangements and the engagement of staff.
5. **To discuss and review current staffing and approve any required actions.**
6. **To discuss potential caretaker and grounds person role for Town, including responsibilities, hours, and salary. To approve next steps.**
7. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 12th October 2021, location to be confirmed.**