

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



7th July 2022

Dear Councillor

Personnel Meeting

You are hereby summoned to attend the a Meeting of the Personnel Committee of Elloughton-cum-Brough Town Council to be held on **Tuesday 12th July 2022 commencing at 1pm in the Meeting Room, Town Council Offices, 60 Welton Road, Brough.**

Due to ongoing COVID-19 pandemic, while no longer a legal requirement, wearing of masks and social distancing is still strongly recommended in public spaces and when mixing in larger groups, to protect those around you.

A handwritten signature in black ink, appearing to read "P Beverley".

**Philippa Beverley
Town Clerk**

Public Forum – The Public Forum will commence at 1pm. 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. **Committee to confirm Ex-officio as Chairman of the Personnel Committee for the May 2022 to May 2023 municipal year.**
3. **Committee to elect a Vice-Chairman for the Personnel Committee for the May 2022 – 2023 municipal year.**
4. **To deliver declaration of acceptance of office for signing.**
5. **To accept Declarations of interest relating to items on the agenda.**
6. **To confirm as a correct record the Minutes of a meeting of the Personnel Committee held on 11th January 2022.**
7. **To confirm as a correct record the Minutes of an Extra-ordinary meeting of the Personnel Committee held on 15th March 2022.**
8. **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.
9. **To receive a verbal report and proposals on office staffing requirements.**
10. **To discuss report and proposals and approve future staffing of the Town Council.**
11. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 11th October 2022, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.**