

## **Elloughton cum Brough Town Council**

**60 Welton Road, Brough, HU15 1BH**

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12<sup>th</sup> April 2023

Dear Councillor

### **Personnel Meeting**

You are hereby summoned to attend a Meeting of the Personnel Committee of Elloughton-cum-Brough Town Council to be held on **Monday 17<sup>th</sup> April 2023 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 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 Personnel Committee held on 10<sup>th</sup> January 2023.**
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 on 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 approve successful completion of Town Councils Grounds man's probation month and confirm his permanent appointment and hours.**
6. **To discuss and approve annual pay increases for Town Council staff**
8. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 11<sup>th</sup> July 2023, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.**