

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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26th June 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 **Tuesday 1st August 2023 commencing at 1pm in the Town Council Office, The Old Library, 44 Welton Road, Main Street, Brough, HU15 1AE.**

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. **Committee to elect a Chairman of the Personnel Committee for the May 2023 to May 2024 municipal year.**
2. **Committee to elect a Vice-Chairman of the Personnel Committee for the May 2023 – 2024 municipal year.**
3. **To deliver declaration of acceptance of office** – Delivery by the Chairman and Vice-Chairman of their acceptance of office forms, unless it is resolved for this to be done at a later date
4. **To accept Apologies**
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 17th April 2023.**
7. **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.

8. **To discuss and approve next steps regarding an issue highlighted to Town Clerk.**
9. **To provide information to new Councillors around the roles, responsibilities and hours of the Town Council staff.**
10. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 10th October 2023 in the Town Council Offices, The Old Library, 44 Main Street, Brough, HU15 1AE.**