

**Elloughton cum Brough Town Council**  
**The Old Library, 44 Elloughton Road, Brough, HU15 1BH**  
**Write to: PO Box 124, Brough, HU15 1YH**  
**Telephone: 01482 665600**  
**Website: elloughtonbrough-tc.gov.uk**



3<sup>rd</sup> January 2024

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 9<sup>th</sup> January 2024 commencing at 1pm in the Town Council Office, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.**

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> October 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 discuss request from Cllr Bentham to discuss staff safety and lone working.**
6. **To discuss request from Cllr Bentham to discuss business insurance for vehicles used on Council business.**
7. **To receive verbal update on Deputy Clerk's laptop and approve any required actions.**
8. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 9<sup>th</sup> April 2024 in the Town Council Offices, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.**