

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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6th January 2022

Dear Councillor

Personnel Meeting

You are hereby summoned to attend the Extra-Ordinary Meeting of the Personnel Committee of Elloughton-cum-Brough Town Council to be held on **Tuesday 11th January 2022 commencing at 1.00 pm in the Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.**

Due to recently updated COVID-19 restrictions, social distancing guidelines must be adhered to, masks must be worn at all times (unless medically exempt) and hand sanitizer used when entering the meeting room.

A handwritten signature in cursive script, appearing to read "P Beverley".

**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 Personnel Committee held on 13th July 2021.**
4. **To confirm as a correct record the Minutes of an Extra-ordinary meeting of the Personnel Committee held on 5th October 2021.**
5. **To confirm as a correct record the Minutes of an Extra-ordinary meeting of the Personnel Committee held on 20th October 2021.**
6. **To confirm as a correct record the Minutes of an Extra-ordinary meeting of the Personnel Committee held on 9th November 2021.**
3. **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.
4. **To review the Administration Assistant role, discuss and approve next steps in recruitment.**
5. **To discuss current staff roles and approve any required actions.**

5. **To review and approve next steps in relation to Handyman role.**
5. **To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 12th April 2022, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.**