



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 – Email: enquiries@attleboroughtc.org.uk

**You are hereby summoned to the meeting of the Personnel Committee
To be held on Tuesday 7th December 2021 at 6.00pm**

This meeting will be held at the Town Hall and live streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk)
Due to coronavirus restrictions, there will be a limited capacity for public attendance

Michelle Barron
1st December 2021
Attleborough Town Clerk

AGENDA

Personnel Committee Membership

Cllr A Westby, Cllr V Dale, Cllr J Ellis (Mayor and Deputy Mayor – as standing members)

1 Apologies for Absence

To receive and accept apologies for absence.

2 Declarations of Interest

a) To receive and consider declarations of interest in items below:

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests.

Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest.

Members may disclose any other interests they may have in the interests of transparency)

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.

3 Minutes of the Personnel Committee meeting held on the 15th November 2021

For acceptance and approval.

4 Staff Matters

To consider Management training for the Senior Groundsman, and a Sexton course for another staff member.

5 Chairman's Report to Full Council

Prepare Chairman's report, together with any recommendations, for November Full Council Meeting.

6 Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

7 Staff Vacancies

To review candidates interviewed for the Groundsperson position and Caretakers position. Where appropriate to agree appointment of candidates.

8 Clerks Probationary Review.

9 Any Other Items which the Chairman decides are urgent

Items for discussion only

Expected Meeting Length is 1 Hour