



You are hereby summoned to the meeting of the Personnel Committee
To be held on Monday 13th May 2024 at 6.00pm

Sharon Smyth

Town Clerk

7th May 2024

Attleborough Town Council

AGENDA

Personnel Committee Membership

Cllr A Westby, Cllr E Tyrer, Cllr T Ashby, Cllr T Taylor

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 8th April 2024

For acceptance and approval.

4 Public Participation (10 Minutes)

5 Employee Handbook - for acceptance and approval

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 Matter – To Review a Staff Member Salary Scale Point.