



Town Clerk: Ms. Helen Watson FSLCC

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Wednesday 20th January 2021

To all members of the Town Council Personnel Committee
Councillors P. Astell, L. Johnson, D. Healy (Chair), D. Jack

Dear Councillors Astell, Healy, Jack and Johnson,

PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Beverley Town Council Personnel Committee to be held remotely via Zoom on Tuesday 26th January 2021 at 10.00am.

Yours sincerely

Matthew Snowden
Deputy Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Dispensations**
 - (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b) To note dispensations given to any member of the council in respect of the agenda items listed below.
3. **To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

Motion: that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)
4. **To note the minutes of the Personnel Committee Meeting on 27th October 2020 (approved at Full Council at Full Council on 30th November 2020).**
6. **Staffing Matters:**
 - (a) **Homeworking Expenses:** To consider a request from officers for the Town Council to provide homeworking expenses (visit the following link for Government advice regarding process, eligibility and entitlements: <https://www.gov.uk/expenses-and-benefits-homeworking>).
 - (b) **To consider any other staffing matters.**