

Town Clerk: Ms. Helen Watson FSLCC
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 15th December 2021

To all members of the Personnel Committee

Dear Councillor,

Personnel Committee

You are hereby summoned to attend the Policy and Finance Committee Meeting of Beverley Town Council to be held in the **Town Council Meeting Room on Monday 20th December 2021** to commence at **11:00am**.

Yours faithfully,



Matthew Snowden
Acting Town Clerk

Notes About the Meeting

- **Observing Meetings:** Members of the public are welcome to observe meetings, but please note that in terms of the Personnel Committee, the majority of the meeting is closed to the public due to the confidential nature of issues relating to members of staff.
- **Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

1. **To Receive Apologies for Absence.**
2. **Declarations:**
 - (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 below.
3. **To note the minutes of the Personnel Committee Meeting held on 30th September 2021**
(Previously circulated, approved and signed at Full Council on 25th October 2021).
4. **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).
5. **Staffing Issues**
To discuss any issues relating to members of staff and make appropriate resolutions where required.