

Acting Town Clerk: Mr Matt Snowden
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Thursday 28th July 2022

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 Wednesday 3rd August 2022** to commence at **10:00am**.

Yours faithfully,



Cllr Denis Healy
Chair of Personnel

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 or officers 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 or officers in respect of the agenda items below.
3. **To note there are no minutes available of the Personnel Committee Meeting held on 26th May 2022.**
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. **To approve the retrospective payment made under Financial Regulation 11.1 (a) (ii) in the sum of £540 to Freelance PA Services**
6. **Staffing**

To review current staffing arrangements