



MORETON IN MARSH TOWN COUNCIL

Agenda (Personnel)

Friday 12 October at 5pm

Council Offices: Old Town, Moreton in Marsh, Gloucestershire,
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Notice of Meeting of the Personnel Committee

To be held on Friday 12 October 2018 at 5.30pm in the Town Council Office

To: (Councillor) M Berry, E Hamilton, C Webster, C Hancox, E Viviani

You are hereby summoned to a Meeting of the Personnel Committee to be held at the Town Council Office on for the purpose of transacting the following business.

Signed: C Doran

8 October 2018

All Council & Committee Meetings are open to the public & press to attend, unless members vote to make a meeting private for specific confidential personnel, legal or financial reasons.

Agenda for the Personnel Meeting

1. **Apologies for Absence**
 2. **Declarations of Interest and Dispensations**
 3. **Public Participation**
 4. **Minutes** To sign as a correct record the minutes of the Personnel Committee meeting held on 30 August 2018
 5. **Staff Appraisals:** To adopt an Appraisal Policy
 6. **Staff Contracts / Job Descriptions** To review and update
 7. **Policies:** To agree a date to review policies.
 8. **Budget 2019/20** To agree Staff and Councillor costs and training
 9. **Training**
 - a) To retrospectively approve Cllr Webster's attendance at the Budget Planning and Precept Setting course provided by GAPTC 5th October 10 – 12pm £40
 - b) To approve Cllr Kenney- Herbert and Cllr Webster's attendance at the Planning applications from the perspective of town and parish councils course provided by GAPTC 6th November 9.30 – 12.30pm £50 per person or £40 per person if two or more attend from the same council
 - c) To retrospectively approve Clerk to attend VAT for Town and Parish Councils 9 October 10 – 1pm £75
 10. **Office Protocol:** To consider the Being a Good Employer Guide and the Member/Officer Protocol
 11. **Playground Checks.** To consider how checks are undertaken when workmen is away.
 12. **Close of meeting**
- Date of next meeting**