



MORETON IN MARSH TOWN COUNCIL

Agenda (Personnel)

16th December 2019

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

To be held on Monday 16th December 2019 at 6.30pm in the Town Council Office

To: (Councillor) M Berry, E Hamilton, C Hancox, D Henshaw, 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

10 December 2019

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 27th February 2019
5. **Matters Arising from the minutes**
6. **PROPOSED To Talk to Staff (EH)**
7. **Budget 2020 – 2021**
8. **Risk – longterm absence or resignation**
9. **Staff Contracts and Job Descriptions** To review and update
 - a To confirm amendments job descriptions (Worker)
 - b To approve revised contract (Worker)
10. **Training**
11. **Lone Working, Office Security**
12. **Close of meeting**

Date of next meeting: TBC