


## MORETON-IN-MARSH TOWN COUNCIL

	<p><b>PERSONNEL COMMITTEE</b></p> <p><b>Date: 20<sup>th</sup> June 2023</b> <b>Time: 6:30pm</b> <b>Council Offices, Old Town, Moreton-in-Marsh</b> <b>GL56 0LW</b> <b>T: 01608 651448</b> <b>E: <a href="mailto:clerk@moretoninmarshtowncouncil.gov.uk">clerk@moretoninmarshtowncouncil.gov.uk</a></b> <b>Website: <a href="http://moretoninmarshtowncouncil.gov.uk">moretoninmarshtowncouncil.gov.uk</a></b></p>
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### Notice of Meeting of Personnel Committee

Members of the Personnel Committee are hereby summoned to attend for the purpose of transacting the business set out below.

All residents of the parish and press are welcome to attend unless members vote to make the meeting private for specific confidential personnel, legal or financial reasons.

Enquiries can be made by e-mailing Town Clerk [clerk@moretoninmarshtowncouncil.gov.uk](mailto:clerk@moretoninmarshtowncouncil.gov.uk)

**Signed Sarah Hart, Clerk Date 14/06/2023**

### AGENDA

Item	Title
1)	<b>To appoint a committee chair.</b>
2)	<b>Apologies</b> To <b>RECEIVE</b> apologies for absence.
3)	<b>Declarations of Interests and Dispensations</b> a) TO RECEIVE declarations of interests from councillors on items on the agenda. b) TO CONSIDER any requests for dispensation relating to items on the agenda and those made in writing relating to pecuniary interests
4)	<b>Public Participation</b> Members of the public may make speak at a meeting, limited to 3 minutes individually and 20 minutes collectively unless directed by the Chair, who may choose to prioritise contributions relating to items on the agenda
5)	<b>Minutes</b> a) To <b>AGREE</b> the Minutes of 2 <sup>nd</sup> February 2022 as an accurate record. b) To <b>AGREE</b> the minutes of the Extraordinary Meeting of 21 <sup>st</sup> February 2022 as an accurate record.
6)	<b>Appraisals</b> a) To <b>REVIEW</b> the annual appraisal document. b) To <b>NOTE</b> the Clerk's 6-month probation review is due in July 2023 and to agree arrangements.
7)	<b>Terms of Reference (TOR)</b> a) To review the TOR/delegations and <b>AGREE</b> recommendations for Council. Document circulated.
8)	<b>Civility and Respect</b> a) To <b>CONSIDER</b> whether the council has the necessary policies in place to sign up to the Civility and Respect Pledge. b) To <b>CONSIDER</b> adoption of the Councillor-Officer Protocol. Documents circulated.
9)	<b>Exclusion of public and press</b> a) To <b>RESOLVE</b> to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the following items.

<b>10)</b>	<b>Out of Hours Working</b> a) To <b>REVIEW</b> out of hours working arrangements. Confidential document circulated.
<b>11)</b>	<b>Date of next meeting</b>
<b>12)</b>	<b>Close of Meeting</b>