

# EPWORTH TOWN COUNCIL



9<sup>th</sup> February 2024

**To:** Members of Epworth Town Council's Personnel Committee  
Councillors Baker (Chairman), J Whittaker & R Whittaker

**Dear Councillor**

I hereby give notice of a meeting of the **Personnel Committee** of Epworth Town Council to be held on **Thursday, 15<sup>th</sup> February 2024**, at **7.00 pm**, in the **Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**, and you are summoned to attend.

**Yours faithfully**

A handwritten signature in blue ink, appearing to read 'Gary Johnson'.

**Gary Johnson**  
Town Clerk to the Council

## Public Participation

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Committee, however public participation shall not exceed 15 minutes.

Note that this Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

## AGENDA

1. **Record of Members Present**  
To record the names of members present.
2. **Apologies for Absence**  
To receive and accept any apologies for absence.
3. **Declarations of Interest & Dispensations**
  - (i) To record any declarations of interest in respect of the agenda.
  - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Clerk's Report**  
To receive a report from the Clerk.
5. **Groundsperson**  
To consider applications received for the permanent part-time vacancy of Groundsperson and take any action which is deemed necessary.
6. **Administrative Assistant**
  - (i) To confirm the appointment of a new Administrative Assistant
  - (ii) To consider and approve a contract of employment for the Administrative Assistant.
7. **Staff Appraisals**  
To receive feedback on staff appraisals and arrange any outstanding staff appraisals.
8. **Date, Time & Place of Next Meeting**  
To confirm the date, time and place of the next meeting of the Personnel Committee.
9. **Closure of Meeting**  
To note the time the meeting closed.