

EPWORTH TOWN COUNCIL



13th June 2024

To: Members of Epworth Town Council's Personnel Committee

Councillors Baker, 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, 20th June 2024, at 7.15 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 that reads '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. **Election of Chairman / Chairwoman**
To elect a Chairman / Chairwoman of the Personnel Committee for the forthcoming year.
2. **Record of Members Present**
To record the names of members present.
3. **Apologies for Absence**
To receive and accept any apologies for absence.

4. **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.
5. **Clerk's Report**

To receive a report from the Clerk.
6. **Administrative Assistant**

To receive feedback on the work of the administrative assistant and to consider if there is a need to extend their contract of employment.
7. **Staff Appraisals**

To consider any action which needs to be taken following the appraisal of the Clerk.
8. **Hedge Trimmer**

To consider the purchase of a hedge trimmer for the Groundsperson.
9. **Items Raised By Councillors**
 - (i) **Cleaner's Hours** - Councillor R Whittaker
To discuss the possibility of extending the number of hours worked by the Cleaner.
10. **Date, Time & Place of Next Meeting**

To confirm the date, time and place of the next meeting of the Personnel Committee.
11. **Closure of Meeting**

To note the time the meeting closed.