



Town Council Offices
18 Fort Road, Newhaven
East Sussex BN9 9QE
Tel: (01273) 516100
Fax: (01273) 611175

Email: admin@newhaventowncouncil.gov.uk

22nd January 2020

PERSONNEL COMMITTEE

You are hereby summoned to attend a Meeting of the Personnel Committee to be held in the Town Council offices, Fort Road, Newhaven, on **29th January 2020 at 9.00am.**

Councillors: Marlene Amy (Chair)
Graham Amy (Vice Chair)
Diane Hall
Paul Boswell
Angela Simmons
and non-Committee Members for information.

Ken Dry
Clerk to the Council

A G E N D A

1. Apologies for absence
2. Declarations of Interest
3. Petitions/Public Questions
4. Minutes – to consider whether the Minutes of the Meeting of the Personnel Committee held on Wednesday 4th December 2019 are an accurate record of the meeting
5. Exclusion of Press and Public - to resolve that the press and public be excluded from the remainder of the meeting in accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, in view of the confidential nature of the personnel matters to be discussed.
6. Review of the Role of Caretaker/Amenities Officer – Report of the Clerk.
7. Variation in working hours for the post of Head of Strategic Development – Report of the Clerk.

PLEASE NOTE:

All members of the public are welcome to attend Meetings of the Town Council and its Committees.

Item 3 - a period of 15 minutes will be set aside for the receipt of petitions (minimum 10 signatures) and public questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session.
Where this arises, these items will be considered at the end of the Agenda.