



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **The Source, Southgate, Sleaford** on Wednesday, **13th August 2014 at 8.15pm**. All members of the Personnel Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The business to be dealt with at the meeting is listed in the agenda

AGENDA

Welcome remarks by the Chairman.

1. **APOLOGIES** – to receive apologies for absence, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST**. To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interest.
3. **MINUTES OF MEETINGS:**
Notes of Personnel Committee Meetings held on 7th February, 25th June and 9th July, 2014 to be approved as Minutes.
4. **CHAIRMAN'S REPORT**, if any.
5. **CLERK'S REPORT**, if any.
6. **FINANCIAL REPORT** – If any points of clarification are needed, please contact the office before the meeting.
 - Financial report.
7. **PROJECT LEAD**. To consider request to increase number of hours worked by the Project Lead on behalf of the Council.
8. **RESOLUTION TO MOVE INTO CLOSED SESSION**. To propose that "in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw".
9. **MATTERS OF AN URGENT NATURE**, if any.

NOTES

10. **STAFFING ISSUES.**

- To discuss current staffing matters and agree future action.

A handwritten signature in black ink, appearing to read 'Keith Dolby', with a long horizontal flourish extending to the right.

Councillor K. Dolby,
Chairman,
Sleaford Town Council

6th August, 2014