



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **The Source, Riverside, Sleaford** on **Wednesday 1st October 2014 at 7:00pm**. 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

NOTES

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**. Notes of the Personnel Committee Meetings held on 1st August 2014 and 13th August 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. **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”.

8. **ANNUAL LEAVE** – Notification of staff annual leave, enclosed for information only.
9. **PROJECT LEAD** – To recommend to extend contract from 5th November 2014, for a further 6 months at 2 days per week.
10. **STAFFING** – To discuss staffing matters and agree on a way forward.

Mrs M Waddingham
Assistant Clerk
Sleaford Town Council