



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 9th July 2014 at 7:45pm**. 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**. None for this meeting.
4. **CHAIRMAN's REPORT**
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. **TEMPORARY STAFF CONTACT (deferred from meeting held 25th June)** – To recommend appointment of Temporary Administration Assistant for 6 months from August 2014.
9. **CALL OUT CONTACT (deferred from meeting held on 25th June)** – To discuss protocol for out of hours call out contact.
Brought Forward from Full Council 19th March for further discussion.
10. **To discuss current staffing matters and agree on a way forward.**



Councillor K Dolby
Chairman
Sleaford Town Council

3rd July 2014