



Ref: Agenda/Personnel – 01/08/2023

27th July 2023

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the Personnel Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 1st August 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

Cllr M Russell (Chairman)
Cllr P Guilcher (Deputy Chairman)
Cllr D Albone
Cllr M Foster (ex-officio voting Member)
Cllr J Jones
Cllr M Knight (ex-officio voting Member)
Cllr S Patel
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_57i8NcvqSdq8yfHvWIOkng

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **MEMBERS' QUESTIONS**

6. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Personnel Meeting held on **Tuesday 30th May 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

7. **MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on **Tuesday 30th May 2023**.

8. **ITEMS FOR CONSIDERATION**

None.

9. **ITEMS FOR INFORMATION**

None.

10. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

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Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

11. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

- a. (HR Updates)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

12. EXEMPT ITEMS

HR Updates

For Members to receive HR Updates from the Town Clerk & Chief Executive and the Administration & HR Manager.

