

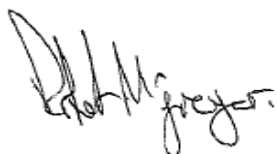
Ref: Agenda/Personnel-22112018

19 November 2018

Dear Sir/Madam

All Members of the **Personnel Committee** are hereby summoned to a meeting of the Committee that will take place on **Thursday 22 November 2018**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 10.00 am, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully



R.D. McGregor  
Town Clerk

Committee Members: Cllr I Bond (Chairman)  
Cllr M Russell (Vice Chair)  
Cllr F Foster  
Cllr M Foster  
Cllr M North  
Cllr H Ramsay

## AGENDA

### 1. APOLOGIES

### 2. DECLARATION OF INTERESTS

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

- (a) Disclosable Pecuniary interests in any agenda item
- (b) Pecuniary interests in any agenda item

### 3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed **one three-minute slot**).

### 4. MINUTES OF MEETINGS

- a. For members to receive and approve the minutes of the Personnel meeting held on the 21st June 2018.

5. **MATTERS ARISING**

- a. Minutes of the Personnel meeting held on 21<sup>st</sup> June 2018.

6. **ITEMS FOR CONSIDERATION**

There were no items for consideration.

7. **ITEMS FOR INFORMATION**

There were no items for information.

8. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions. (Members of the public will be allowed **one three-minute slot**).

9. **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.

(Report – Staff Reviews).

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.



**MINUTES OF A MEETING OF THE BIGGLESWADE TOWN COUNCIL PERSONNEL  
COMMITTEE HELD ON 21 JUNE 2018 AT THE OFFICES OF  
BIGGLESWADE TOWN COUNCIL, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr I Bond (Chairman)  
Cllr F Foster  
Cllr Mrs H Ramsay  
Cllr Mrs M Russell

Mr M Thorn, Deputy Town Clerk, Biggleswade Town Council

Members of Public – None present

**1. APOLOGIES**

Apologies were received from Cllr M Foster and Cllr M North.

**2. DECLARATION OF INTERESTS**

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

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Pecuniary interests in any agenda item – None declared.

**3. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

None present.

**4. MINUTES OF MEETINGS**

- a. For Members to receive and approve the minutes of the Personnel meeting held on the 9<sup>th</sup> January 2018.

Members received and approved the Minutes of the Personnel meeting held on the 9<sup>th</sup> January 2018.

**5. MATTERS ARISING**

- a. Minutes of the Personnel meeting held on 9<sup>th</sup> January 2018.

Cllr M Russell asked for an update on the use of the smoking shelter by the first floor office tenants and requested a letter be written to insist that they use the smoking shelter when smoking.

**6. ITEMS FOR CONSIDERATION**

There were no items for consideration.

**7. ITEMS FOR INFORMATION**

There were no items for information.

**8. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions. (Members of the public will be allowed one three-minute slot).

**9. EXEMPT ITEMS**

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

(Report – Staff Structures).

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