



Edenbridge Town Council

Town Clerk: Caroline Leet



To: Cllrs A Baker, A Layland, N Lloyd, M McArthur (Chair), S McGregor and B Todd.

Notice is hereby given of a Personnel Committee Meeting of Edenbridge Town Council to be held in Meeting Room, Doggetts Barn on Friday 15 October 2021 at 10.00 am. Members of the Committee are summoned to attend.

Town Clerk

11/10/2021

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. *Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made.*

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3. TO CONFIRM THE MINUTES OF THE COMMITTEE MEETING HELD ON 26 March 2021

4. MATTERS ARISING NOT COVERED ELSEWHERE

In view of the confidential nature of the following items to be discussed the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and LGA 1972 s100 & 102

5. DISCUSSION OF PERSONNEL ISSUES (verbal reports)

5.1 To receive a report on staff attendance/absence

5.2 To receive update on other staff matters

5.3 To receive an update on staffing levels

5.4 To consider staffing needs and budget for 2022/23

5.5 To note: The Town Clerk's Appraisal has been carried out

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk