



Edenbridge Town Council

Town Clerk: Caroline Leet



To: Cllrs A Baker, M Gemmell Smith, 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 Rickards Hall on Wednesday 2 March, at 2.00 pm. Members of the Committee are summoned to attend.

Town Clerk

24/02/2022

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 [15 October 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 Annual Leave update

5.4 To note: staff annual appraisals have been completed

5.5 To receive an update on the Medical Insurance membership and costs

5.6 To receive an update on the staffing budgets 2021/2022 and 2022/23*

5.7 To consider staffing vacancies and recruitment as considered at the meeting in October, and supported by full Council (October and January meetings)

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

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

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