



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 12th August 2024** at 6.30pm in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

7th August 2024

Members of the Public and the Press may attend the meeting up to Item 3.

FINANCE & GOVERNANCE (PERSONNEL) COMMITTEE AGENDA – 12th August 2024

1. **Election of Chair for the meeting , welcome and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence, and**
To **RECEIVE declarations of interest**, delegated Declarations of Interest Dispensation decisions and/or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the Minutes of the meeting of the Committee held on **15th July 2024** (previously circulated) as a true and accurate record.
4. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda can be discussed and decided - **Full range of staffing matters**
5. **Current Personnel Matters**
 - Probationary and Annual Reviews
 - Training update
6. **Future Personnel planning**
 - Short-term (after November 1st)
 - Long-term (including management of new assets) from April 1st 2025.
7. **2025 Budget**
 - Preliminary consideration
8. **Personnel Policies**
 - Method of update and ongoing maintenance
9. **Recommendation**
 - To create a stand-alone Personnel Committee, reporting directly to the Full Council

Date of next meeting – Monday 16th September 2024

Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW