



BECCLES TOWN COUNCIL

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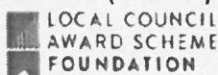
You are summoned to a meeting of the **Personnel Committee** to be held on **Friday 15 July 2016 at 10:30am** in the Committee Room of Beccles Town Hall

Committee Members: Councillors N Brooks, Mrs S Bubb, G Catchpole, A Downes, J Harris, Mrs M Haynes, R Stubbings, B Woodruff

Mrs Claire Boyne
Town Clerk
8 July 2016

AGENDA

1. To receive apologies for absence
2. To agree a Chairman and Vice-Chairman for 2016-17
3. To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the Agenda
4. To accept for accuracy and adoption the minutes and the confidential minutes of the Personnel Committee meeting held on Wednesday 25 November 2015
5. To discuss the recognition of service of retired Councillor Douglas Peck (*previous minutes attached*)
6. To agree to the Deputy Town Clerk completing the two day CiLCA course provided by the Suffolk Association of Local Councils (*details attached*)
7. **Admission to meeting - pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters**
8. To review the 13 week probation period of the Deputy Town Clerk (*part contract of employment attached*)
9. To consider the 2016 – 2018 National Salary Award pay increase in relation to the Town Clerk (*correspondence attached*)



Mrs Claire Boyne ~ Town Clerk
Mr Charlie Middleton ~ Deputy Town Clerk