



BECCLES TOWN COUNCIL

TOWN HALL, THE WALK, BECCLES, NR34 9AJ
TEL 01502 712109 ~ FAX 01502 716166
admin@beccles.info
www.beccles.info

You are summoned to a meeting of the **Personnel Committee** to be held on **Friday 17 March 2017 at 10:00am** in the Committee Room of Beccles Town Hall

Committee Members: Councillors N Brooks (Vice Chair), Mrs S Bubb, G Catchpole, A Downes, J Harris (Chair), Mrs M Haynes, R Kathuria, R Stubbings

Mrs Claire Boyne
Town Clerk
13 March 2017

AGENDA

1. To receive and accept apologies for absence
2. 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
3. To accept for accuracy and adoption the minutes and the confidential minutes of the Personnel Committee meeting held on Tuesday 6 December 2016 (*attached*)
4. **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**
5. To agree the job description, terms of employment and recruitment process for the new town cleaner/maintenance person (*current contract and letter of resignation attached – proposed job description to follow*)



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