

2nd July 2021



To Members of the Personnel Working Group

You are hereby summoned to a virtual meeting of the Working Group to be held on **5th July 2021**, at **3pm** to conduct the following business.

Helen Bojaniwska
Town Clerk

The meeting will be held via the Zoom meeting platform: <https://www.zoom.us/join>

To attend the meeting please use ID **878 7755 4518** Password: **724535** or follow this [link](#).

For more information about attending Council meetings via Zoom please refer to the [guidance](#) on our website.

AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To note the minutes of the meeting of the Personnel Committee on 19th March 2021, previously circulated
5. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting
6. To receive a presentation from the Clerk on staffing matters
7. To review staffing requirements for financial administration, project management and community engagement/communications

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.