



## **PERSONNEL COMMITTEE**

### **A G E N D A**

**Tuesday 2 February 2021**

**at 9.00am**

This meeting will be held via the Zoom platform – a video/audio app that is free to download. Public participation will be allowed regarding matters arising on the agenda only and at the discretion of the Chairman.

If you would like to listen or take part in the meeting, please email [info@westmersea.org](mailto:info@westmersea.org) or telephone 01206 382128 by 4pm on Monday 1 February 2021 for log in details.

### **A G E N D A**

Chairman to state/request:

- The meeting is being recorded
- That members of the public should remain quiet while the council meeting is in progress
- All participants to select mute whilst not speaking
- Comments and statements made during the public session will be noted but may not be responded to during the meeting. Where appropriate, a response may be made by telephone, email or letter at a later date

21/016 To receive apologies for absence

21/017 To receive declarations of interest

21/018 To approve the minutes of meeting held on 13 January 2021, and matters arising not covered elsewhere on the agenda

21/019 Chairman to MOVE that the press and public be excluded during the transaction of the following items on the grounds that publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

21/020 To discuss the independent staff review report and consider the recommendations in the report

21/021 To discuss and agree a handover period and training for the new Town Clerk, including the cost of renting or buying new equipment

21/022 To discuss and agree the final draft for the Town Clerk vacancy, where the vacancy will be advertised and advertising costs