



Saxmundham Town Council

The Market Hall, High Street, Saxmundham, Suffolk, IP17
1AF, Tel/Fax 01728 604595, VAT Registration No: 571060663
Email: townclerk@saxmundham.org
www.saxmundham.org

28th February 2018

**TO ALL COUNCILLORS ON THE PERSONNEL COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PERSONNEL COMMITTEE ON
MONDAY 5th MARCH 2018 IN THE OLD POLICE STATION AFTER THE CONCLUSION OF THE FINANCE COMMITTEE
MEETING (FINANCE MEETING TO COMMENCE AT 9.15AM).**

SIGNED  Assistant Town Clerk

AGENDA

- 1. TO RECEIVE DECLARATIONS OF INTEREST:**
 - To receive amendments to the register
 - To receive declarations of pecuniary interest in respect of items on the agenda
 - To receive declarations of non-pecuniary interest in respect of items on the agenda
 - To consider full/partial dispensations for pecuniary interests
- 2. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:**
- 3. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 5th FEBRUARY 2018 PERSONNEL COMMITTEE MEETING** previously circulated:
- 4. TO AGREE TO REGULAR UPDATES OF PC USER PASSWORDS AND THE NEED TO ENGAGE WITH EURO BUSINESS ENTERPRISES (EBE) FOR IT SUPPORT:**
- 5. TO REVIEW THE CONTRACTS OF EMPLOYMENT.** These need to be reviewed to include performance related appraisals:
- 6. TO REVIEW INDIVIDUAL STAFF OBJECTIVES FOR 2018/2019:**
- 7. TO DISCUSS THE IMPLEMENTATION OF COUNCILLOR TRAINING:**
- 8. DATE AND TIME FOR NEXT PERSONNEL MEETING:** To be determined when necessary