



**LOCAL GOVERNMENT ACT 1972  
NOTICE OF A MEETING OF**

**THETFORD TOWN COUNCIL PERSONNEL COMMITTEE**

YOU ARE HEREBY SUMMONED to attend the Personnel committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on 4<sup>th</sup> February 2020, starting at 2.00pm

Tina Cunnell BSc (Hons)  
Town Clerk  
29<sup>th</sup> January 2020

**AGENDA**

- 719/19      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 720/19      **APOLOGIES FOR ABSENCE**  
To receive apologies.
- 721/19      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 5<sup>th</sup> November 2019, received by Council on 26<sup>th</sup> November 2019. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 722/19      **TRAINING & STAFF UPDATE**  
Town Clerk to update.
  - Specific training requests
  - Toilet cleaning review
  - Employment Law Update
- 723/19      **PERSONNEL BUDGET REVIEW**  
To review spend in October
- 724/19      **TO REVIEW COMMITTEE STRUCTURE**  
To review and discuss
- 725/19      **TO REVIEW STAFF STRUCTURE**  
To review and discuss.
- 726/19      **COUNCILLOR EXPENSES**  
To consider approaching BDC for a review

Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS  
Telephone: (01842) 754247  
e-mail: [mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk)  
website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)

- 727/19      **20/21 OBJECTIVES**  
To discuss and agree next years objectives and priorities
- 728/19      **CO-OPTION POLICY**  
To review and discuss
- 729/19      **STAFF HANDBOOK**  
To discuss and adopt.
- 730/19      **EXCLUSION OF PRESS AND PUBLIC**  
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 731/19      **STAFF MATTERS**  
Update on staffing topics that are private and confidential in nature.

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