



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Maurice Howard

Tel: 01842 754247

30<sup>th</sup> March 2015

Council Offices  
King's House  
Thetford  
Norfolk  
IP24 2AP

### **PERSONNEL COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 7<sup>th</sup> April 2015 at 5.00 p.m.**

Town Clerk

### **AGENDA**

- 1302/14      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 1303/14      **APOLOGIES FOR ABSENCE**  
To receive
- 1304/14      **MINUTES**  
To confirm as a true record the minutes of the Committee's meeting held on 26th February 2015, to be received by the Council on 31<sup>st</sup> March 2015 to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 1305/14      **REVIEW OF FOLLOW UP ACTIONS**  
The Chairman to review.

- 1306/14 HEALTH & SAFETY  
To receive any updates.
- 1307/14 COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive any updates.
- 1308/14 TRAINING REQUESTS  
To receive.
- 1309/14 UPDATE ON TOWN COUNCIL POLICIES  
To receive recommendations from the Town Clerk on revisions to further policies.
- 1310/14 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.
- 1311/14 MEMBER/OFFICER TRAINING PACKAGE  
To agree a member/officer training package from agreed providers based on recommendations from the Town Clerk. (Excluded due to contracts in confidence).
- 1312/14 CLEANING OF TOWN COUNCIL FACILITIES  
Town Clerk to provide an update on current situation. (Excluded due to material of a Personnel in Confidence nature).
- 1313/14 ITEMS OF URGENT BUSINESS  
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 1314/14 PRESS RELEASES  
To consider any press release arising from this meeting's agenda