



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Maurice Howard

Tel: 01842 754247

26<sup>th</sup> May 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 2<sup>nd</sup> June 2015 at 5.00 p.m.**

Town Clerk

### **AGENDA**

- 46/15      **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2015/16**  
To receive nominations.
- 47/15      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 48/15      **APOLOGIES FOR ABSENCE**  
To receive.
- 49/15      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 7<sup>th</sup> April 2015, as received by Council on 28<sup>th</sup> April 2015. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 50/15      **REVIEW OF FOLLOW UP ACTIONS**  
The Chairman to review.

- 51/15        HEALTH & SAFETY  
To receive any updates.
- 52/15        COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive any updates.
- 53/15        TRAINING REQUESTS  
To receive.
- 54/15        UPDATE ON TOWN COUNCIL POLICIES  
To receive recommendations from the Town Clerk on revisions to further policies.
- 55/15        TOUR OF BRITAIN STAFF PARTICIPATION  
To discuss level of staff involvement and look at contingencies for specific events/elements.
- 56/15        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.
- 57/15        PRESS RELEASES  
To consider any press release arising from this meeting's agenda