



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

1st February 2017

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 7th February 2017 at 4.30 p.m.**

Town Clerk

AGENDA

- 619/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 620/16 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 621/16 **MINUTES**
To confirm the minutes of the Committee's meeting held on 17th January 2017, as received by Council on 31st January 2017. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 622/16 **BUDGET REVIEW**
To consider budget for 2017/18
- 623/16 **CORPORATE PLAN**
 - Town Clerk to update.
 - To set and agree priorities.
- 624/16 **HEALTH & SAFETY**
Town Clerk to update.

- 625/16 TOWN COUNCIL VACANCIES
Town Clerk to update.
- 626/16 STAFF CONTRACTS
To request a HR Consultant to produce staff contracts.
- 627/16 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive.
- 628/16 TRAINING REQUESTS
To receive.
- 629/16 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 of an urgent operational matter.
- 630/16 PRESS RELEASES
To consider any press release arising from this meeting's agenda.