



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

26th June 2017

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber,
King's House, Thetford, on Tuesday 4th July 2017 at 4.00 p.m.

Town Clerk

AGENDA

- 169/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 170/17 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 171/17 **MINUTES**
To confirm the minutes of the Committee's meeting held on 6th June 2017, received by Council on 27th June 2017. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 172/17 **BUDGET REVIEW**
Town Clerk to update.
- 173/17 **EMPLOYEE HANDBOOK**
To discuss and agree the Employee Handbook.
- 174/17 **EMPLOYEE CONTRACTS**
To review the updated employee contracts prior to the consultation with employees.
- 175/17 **TRAINING & STAFF UPDATE**
Town Clerk to update.

176/17

COMPLIMENTS, COMMENTS AND COMPLAINTS

To receive.

177/17

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.

178/17

PRESS RELEASES

To consider any press release arising from this meeting's agenda.