



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices  
King's House  
Thetford  
Norfolk  
IP24 2AP

28<sup>th</sup> March 2018

### **PERSONNEL COMMITTEE**

A meeting of this Committee will take place in the Council Chamber,  
King's House, Thetford, on **Tuesday 3<sup>rd</sup> April 2018 at 4.00 p.m.**

Town Clerk

### **AGENDA**

- 881/17      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 882/17      **APOLOGIES FOR ABSENCE**  
To receive apologies.
- 883/17      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 6<sup>th</sup> February 2018, received by Council on 27<sup>th</sup> February 2018. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 884/17      **TRAINING & STAFF UPDATE**  
Town Clerk to update.
- 885/17      **COMPLIMENTS & COMPLAINTS**  
To receive a compliment for a member of staff.
- 886/17      **BUDGET**
- To review budget for financial year 2017/18 (see attached financial report)
  - To identify any transfers to reserves and the reason for the transfer.

- 887/17      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.
- 888/17      COMMUNITY ENGAGEMENT  
To consider any press release or consultation arising from this meeting's agenda.
- 889/17      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.
- 890/17      STAFF MATTERS  
Update on staffing topics that are private and confidential in nature