



All members of Cullompton Town Council's **Policy, Finance and Personnel Committee** are hereby summoned to attend an extraordinary meeting of the Committee to be held on **Monday 5 November 2018 commencing at 10am** at **The Hayridge Centre (Room 4)**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 29 October 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, James Buczkowski, Iain Emmett, Gordon Guest, Mike Thompson and Lloyd Knight

PUBLIC QUESTION TIME:

15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.

It may not be possible to reply straightaway and the question may only be noted.

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST:** To receive declarations of Interest.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.

RECOMMENDATION: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

4. STAFFING REVIEW: Administrative staff

- (i) To receive appraisal report prepared by Town Clerk
- (ii) To receive Town Clerk's appraisal report
- (iii) To receive staff job role information
- (iv) To review and amend job descriptions
- (v) Staffing Report: To consider recommendations
- (vi) To review salaries

5. STAFFING REVIEW: Outdoor Workers

- (i) To receive appraisal report
- (ii) To receive staff job role information
- (iii) To review and amend job descriptions
- (iv) Staffing report: To consider recommendations
- (v) To review salaries
- (vi) To consider employing an additional member of the Outdoor Team and agree way forward

NOTE: All documents are confidential and will be sent out separate to the agenda

6. Date and time of next meeting: Tuesday 20 November at 10am

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.
