



# EVESHAM TOWN COUNCIL



## PERSONNEL COMMITTEE

Notice is hereby given that a meeting of the **PERSONNEL COMMITTEE** will be held in the Council Chamber at the Town Hall, on **Monday 24<sup>th</sup> October 2022** at 6.30 pm, to which you are hereby summoned for the transaction of the business specified below

### AGENDA

1. To receive apologies for absence
2. Declarations of pecuniary or other interests
3. To receive and approve the minutes of the Extraordinary Personnel Committee of the 3<sup>rd</sup> October 2022 as a true record

#### EXCLUSION OF PRESS AND PUBLIC:

At this point in the meeting, members are advised to pass a resolution to exclude the press and public due to the confidential nature of the business to be transacted, concerning the following items: 4 - 7.

4. To receive updates on personnel matters
5. To discuss revising the office opening hours
6. To confirm an amendment to an employee's job description
7. To discuss recruitment

Date of next meeting: Monday 20<sup>th</sup> February 2023

Jo Adams  
**Town Clerk**

#### **Admission of the Public and Media**

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

#### **Public Participation**

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Council. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 565700, email [townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk), or in person, prior to the meeting.

**Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

Evesham Town Council  
Unit 6 (Ground Floor)  
Abbey Lane Court  
Abbey Road  
Evesham  
Worcs WR11 4BY

Tel: 01386 565700  
Web: [www.eveshamtowncouncil.gov.uk](http://www.eveshamtowncouncil.gov.uk)