clerk@eastleigh-tc.gov.uk

8 November 2023

Personnel Committee: Cllr K O'Neill (Chairman) Cllr W Irish (Vice Chairman), Cllr B Dedhia, Cllr M Ashton

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **6.00 pm** on **WEDNESDAY 15 NOVEMBER 2023, AT THE CABLEWORKS BUILDING, 83 TINNING WAY, EASTLEIGH, SO50 9QE** to which you are hereby summoned for the transaction of the business specified below.

T J Predeth

T J Predeth
Clerk to the Council

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 and to report on the meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. **APOLOGIES FOR ABSENCE**
   To receive and approve apologies for absence.

2. **REGISTER OF INTERESTS AND DISPENSATIONS**
   To receive any Declarations of Interest or Dispensations regarding any items the agenda. (*Dispensation requests must be received in writing by the Clerk prior to the meeting)*

3. **MINUTES OF PREVIOUS MEETING**
   To resolve that the previous minutes of the meeting held on the 27 September 2023 are a true record of the meeting.

4. **PUBLIC PARTICIPATION**
   To open the meeting to allow members of the public to make comment.

5. **EXCLUSION OF PRESS AND PUBLIC**
   To resolve to exclude the press and public due to the confidential nature of the business about to be transacted.

6. **FUTURE STAFFING**
   To consider applications for the position of Town Clerk and agree interview dates.

7. **CONTRACTS OF EMPLOYMENT AND STAFF HANDBOOK**
   To further receive and agree draft Contract of Employment and draft Staff Handbook for recommendation to Council.

8. **DATE OF NEXT MEETING**
   To confirm the date of the next meeting.