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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
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EAST SUSSEX
BN10 8BB

Members on this Committee:

Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair of Council)
Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier, Cllr. Wendy Veck,
Cllr. Catherine Gallagher, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr Lucy Symonds

13th November 2019

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting of the Committee to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Tuesday 19th November 2019 at 6.00 p.m.

Tony Allen
Town Clerk

AGENDA

1 E077 PUBLIC QUESTION TIME

There will be a 15 minute period when members of the public may ask questions relating to personnel matters.

2 E078 CHAIRMAN'S ANNOUNCEMENTS

3 E079 TO CONSIDER APOLOGIES FOR ABSENCE

4 E080 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

5 E081 TO ADOPT THE MINUTES OF 5th NOVEMBER 2019 MEETING

NOTE: *In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.*

6 E082 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE.

7 E083 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE.

8 E084 REVIEW OF PROGRESS & AGREEING ACTIONS RELATING TO THE FOLLOWING:-

8.1 DISCIPLINARY CASES

8.2 COMMITTEE'S ACTION PLAN

8.3 CIRCULATING MISINFORMATION REGARDING CONFIDENTIAL MATTERS

9 E085 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS NOT COVERED IN ITEM 6. ABOVE

10 E086 DATE OF THE NEXT MEETING – TO BE AGREED