

Whitchurch Town Council

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PERSONNEL COMMITTEE MEETING

24 September 2021

To: Members of Whitchurch Town Council's Personnel Committee: Cllrs J Sinnott, R Hall, M Phipps, A Jackson, R Hewson and P Busby.

Dear Councillor,

Dated this twenty-fourth day of September 2021, you are hereby summoned to attend a meeting of Whitchurch Town Council's Personnel Committee to be held at 18:00 on the thirtieth day of September 2021.

The meeting will be held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

If you are unable to attend the meeting, please provide prior notice of your apologies.

Yours sincerely,

A handwritten signature in cursive script that reads "Luke Trevaskis".

Mr Luke Trevaskis

Note to Public:

Due to Covid-19, capacity at public meetings may be limited.

Please note that meetings are audio recorded and you are requested to inform the meeting if you are recording or filming.

Permission to speak at a meeting during public participation will be at the discretion of the Chairman. No person shall speak on more than two items and for no longer than a total of three minutes. Any questions shall not require a response at the meeting nor start a debate. If any representations are considered outside the remit of Whitchurch Town Council, residents shall be referred to the principal authority or other appropriate body.

AGENDA

1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to receive declarations of members' interests.
3. **Minutes** - to consider the minutes of the last meeting.
4. **Public Participation** - members of the public are invited to make representations at the discretion of the Chairman.
5. **Appraisals / Training + Development** - to consider appraisal documentation and agree which members will undertake the appraisals with the Proper Officer.
6. **Training + Development**
 - i) to approve the undertaking of training in first aid for all officers who currently do not hold an up-to-date certificate.
 - ii) to approve the undertaking of refresher training for those officers requiring training in manual handling, evac chair use, fire marshalling, and use of fire extinguisher.
7. **Exclusion of Press and Public** - to consider, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.
8. **Staffing Matter 2021/22-02** - to consider the staffing matter and agree actions.