



PERSONNEL COMMITTEE MEETING Stratford-upon-Avon Town Council

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

AGENDA

- 1. To Accept Apologies for Absence**
- 2. Declarations of Interests** on items on the Agenda
- 3. To receive written requests for dispensation for disclosable pecuniary interests** (if any)
- 4. To grant any requests for dispensation** as appropriate
- 5. Public Participation** on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker).
- 6. To Approve open [Minutes](#) and Confidential Minutes** of the Personnel Committee Meeting held on 6 December 2022.
- 7. Town Clerk's Open and Confidential Reports:**
 - Open
 - 7.1 Terms of Reference
 - 7.2 Staffing Levels
 - 7.3 Review of Job Description – Admin Officer and Assistant to Town Clerk
 - 7.4 Review of Leave

Confidential

7.5 Appointment of Council's Chaplain

7.6 Sickness and TOIL

7.7 Request for Part-Time working

7.8 Holiday Pay/Entitlement

8. **Town Clerk's Verbal Report** – for information only
9. **Date of Next Meeting:** - To be confirmed at meeting.