

RHUDDLAN TOWN COUNCIL

CYNGOR TREF RHUDDLAN

10th January 2018

To all members of the Personnel Committee (and for all other Councillors for information).

A meeting of the **Personnel Committee** will take place at 6pm on Tuesday 16th January 2018 in the Community Centre, Parliament Street, Rhuddlan.

AGENDA

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered at the meeting as a matter of urgency in accordance with Standing Orders.
- 4. Minutes** – The minutes of the meeting held on 21st September 2017 have previously been approved by the Town Council (copy to follow).
- 5. Matters Arising** – from the minutes.
- 6. Computer Hardware and Software** – To review the present computer hardware and software used by the Council in terms of their long-term effectiveness in supporting the Town Clerk's and the Council's business activities and operations.
- 7. Part 2 Business** - It is recommended that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business.
- 8. Town Clerk's Annual Appraisal and Continued Professional Development**– To consider verbal reports from the Mayor and the Town Clerk.

Yours faithfully,

Ellr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee