

RHUDDLAN TOWN COUNCIL

CYNGOR TREF RHUDDLAN

2nd February 2021

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

A virtual meeting of the **Personnel Committee** will take place at 7pm on Monday the 8th February 2021; using Zoom software.

Members of the public that wish to attend may do so by informing the Town Clerk by the 5th February so that necessary arrangements can be made.

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 7th October 2020 have previously been approved by the Town Council (copy attached).
- 5. Matters Arising** – from the minutes.
- 6. Terms of Reference** – To consider terms of reference for the Committee (copy attached)
- 7. I.T. and Networking** – To receive an update on the present situation.
- 8. Office Equipment** – To receive an update on the present situation.
- 9. Annual Leave** – To receive an update on the present situation.
- 10. Part 2 Business** - It is recommended that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and 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 to be transacted.
- 11. Staffing Matters** – To consider a number of staffing matters.

Yours faithfully,

Ellr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee