



RHUDDLAN TOWN COUNCIL CYNGOR TREF RHUDDLAN

26th November 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 Thursday 2nd December 2021**; using Zoom software.

Members of the public that wish to attend may do so by informing the Town Clerk by the 1st December, 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 28th October have previously been approved by the Town Council (copy attached).
- 5. Matters Arising** – from the minutes.
- 6. 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.
- 7. Staffing Matters – Internal Communications** – To consider a report regarding communications between a councillor and members of staff (copy to follow).

Yours faithfully,

Cllr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee