



CHILTON TOWN COUNCIL

NOTICE OF HUMAN RESOURCES COMMITTEE

20th February 2020

To All Members of Chilton Town Council

Dear Councillor,

I write to give you notice that there will be a HUMAN RESOURCES COMMITTEE meeting in the Council Chamber at Hutton House on **Wednesday 4th March 2020 on the rising of the Special Meeting** and you are accordingly summonsed to attend.

Yours sincerely

Pauline Cant LL.B (Hons) DMS MBA CiLCA

Town Clerk

AGENDA

1. APOLOGIES

To receive apologies for absence

2. DECLARATION OF INTERESTS

To receive the declaration of a disclosable pecuniary interest and/or any other interest of a member on any item of this agenda.

3. MEMBERS DISPENSATIONS

To consider requests for dispensations from Members who have declared interests under Disclosable or Non-Disclosable pecuniary interests- section 33 of the 2011 Localism Act

4. **Exclusion of Press and Public**

In accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the Council will be asked to resolve that the public and representatives of the press shall be excluded from the meeting during consideration of the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

5. To consider the 5 main priorities of Chilton Town Council as perceived by the Town Clerk.
6. To consider a process to set agreed SMART targets for the Town Clerk as part of her appraisal process.
7. To confirm the Job Description and Statement of Particulars for the Office Manager.