

Sandy Town Council

To: Cllrs N Aldis, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, J Sparrow and S Sutton
c.c. P Blaine, T Cole, A Gibson, T Knagg, G Leach, M Scott, P Sharman and N Thompson

You are hereby summoned to attend an extraordinary meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 19th November 2018 commencing at 6.45pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
14th November 2018

A G E N D A

1 Apologies for Absence

2 Declarations of Interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 24th September 2018 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

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5 Health and Safety / Accident Report

To receive and note a report on accidents which have occurred since the last meeting of the Human Resources Committee.

Date	Employee	Accident	Measures
11/11/18	Town Clerk	Slipped while moving planter and hit chin.	Monitored injury. Minor and no further action needed.

6 Chairman's Items

7 Date of Next meeting: 17th December 2018

8 COMMITTEE IN PRIVATE SESSION

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

9 Staffing Matters

- i) Review and recruitment of vacant administrator position.
- ii) Post appraisal salary review
- iii) To discuss the management of staff leave

Confidential