



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
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Town Clerk – Jo Ognjanovic e-mail townclerk@polegate-tc.co.uk

25th February 2013

Notice is hereby given of a meeting of the Personnel Committee to be held on **Monday 11th March 2013** in the Council Chambers, Council Offices 49 High Street Polegate at **8.30 pm**

J. Ognjanovic

Town Clerk

The press and public have a right and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

A G E N D A

1. Apologies for absence.
2. Declarations of interest in any matters on the agenda.
3. Minutes of meeting of 19th November 2012
4. Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be Excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.
5. **Administrative Assistant/Committee Clerk**
 - a. Motion to permanently appoint Mrs S Godfrey to the position of Administrative Assistant/Committee Clerk following satisfactory probationary period.
6. Motion to permanently appoint Mrs S Godfrey to the position of Administrative Assistant/Committee Clerk or to consider giving notice and appoint Mrs Godfrey on a fixed term contract for one year
7. **Litter Picker**
 - a. To discuss the offer from McDonalds manager to make donations towards 2 hours litter picking duties per week to facilitate hot spot litter picking. - To accept proposal/reject proposal or discuss alternative ideas

8. **Administrative assistant** – verbal update for information only
9. **Town Clerk** – verbal update for information only
10. **Maintenance person** – verbal update for information only
11. **Cleaner/keyholder** – verbal update for information only