



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

4th January 2017

Notice is hereby given of a meeting of the Personnel Committee to be held on **Friday 13th January 2017** in Council Chambers, 49 High Street Polegate at **11.00 am**

J. Ognjanović

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. Opportunity for public comment**
- 2. Apologies for absence.**
- 3. Declarations of interest in any matters on the agenda.**
- 4. Minutes of meeting of 21st October 2016 (already adopted)**
- 5. 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. (Discussion of personal staff details and office organisation)**
- 6. Salary increases clerk re contractual increment 1st April 2017
£36,379 (budget has £36,500 in lieu of any smaller pay awards in 2017/18)**
- 7. To close the office to allow staff members to attend the proposed heart training (Cllr Dunbar motion)**
- 8. Other staff matters for information only**