



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

31st July 2018

Notice is hereby given of a meeting of the Personnel Committee to be held on **Monday 13th August 2018** in Council Chambers, 49 High Street Polegate at **11.00 am**

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. Opportunity for public comment**
- 2. Apologies for absence.**
- 3. Declarations of interest in any matters on the agenda.**
- 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. (Discussion of staff matters / details)**
- 5. Staff matters**
 - a) Maintenance person**
 - b) Litter picker**
 - c) Administrative committee clerk**
 - d) Admin assistant**
 - e) Finance assistant**
 - f) Town clerk**
 - g) Cleaner/caretaker**
 - h) GDPR present and future impact**
 - i) New computer equipment required**
 - j) Job descriptions, NJC and job evaluations**

k) Workloads

- a. Email responses and timescales**
- b. Social media Facebook/Twitter accounts**
- c. Vandalism & reporting**