



HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING

MONDAY 9 APRIL 2018

4.00pm

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE, TR27 4NX

Dear Councillor

You are summoned to attend the Personnel Committee Meeting of Hayle Town Council, to be held at Hayle Community Centre, commencing at 4.00pm on Monday 9 April 2018. The following agenda will then be discussed

Eleanor Giggall
Town Clerk
3 April 2018

01736 755005
(Office)

AGENDA

PLEASE NOTE THAT IT WILL BE NECESSARY TO EXCLUDE THE PRESS AND THE PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

- 1 TO RECEIVE APOLOGIES**
- 2 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 3 TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE 15 NOVEMBER 2017**
- 4 TO NOTE THE FINANCIAL OFFICER'S LETTER OF RESIGNATION AND TO CONSIDER PROPOSALS REGARDING HIS FINISHING ARRANGEMENTS**
- 5 TO CONSIDER INCREASING THE FACILITIES MANAGER'S WORKING HOURS FROM 30 TO 37 PER WEEK**
- 6 TO CONSIDER AND APPROVE THE DRAFT APPRAISAL POLICY AND FORMS**
- 7 TO CONSIDER AND APPROVE THE DRAFT LEAVE AND TOIL POLICY**
- 8 TO CONSIDER AND APPROVE THE DRAFT STAFF AND COUNCILLOR TRAINING POLICY**
- 9 TO CONSIDER THE OPTIONS AND IMPLICATIONS OF PERSONAL CAR USE FOR BUSINESS PURPOSES**

NB The Personnel Committee comprises Councillors Capper, Coad, Farrar, Polkinghorne, Rance and Wills