



**HAYLE TOWN COUNCIL  
PERSONNEL COMMITTEE MEETING  
THURSDAY 23 NOVEMBER 2023**

7.00pm

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

Dear Councillor

You are summoned to attend a meeting of the Personnel Committee of Hayle Town Council, to be held in the Assembly Room at Hayle Community Centre, commencing at 7pm on Thursday 23 November 2023. The following agenda will then be discussed.

*Eleanor Giggall*

Eleanor Giggall  
Town Clerk  
20 November 2023

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 ELECT A CHAIR FOR THIS COMMITTEE FOR THE REMAINDER OF THE CURRENT CIVIC YEAR**
- 2 TO RECEIVE APOLOGIES**
- 3 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 4 TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF 14 OCTOBER 22 AND 17 APRIL 2023**
- 5 TO RECEIVE AN UPDATE ABOUT & TO DISCUSS ISSUES ARISING FROM THE RECENT STAFF APPRAISALS (as discussed informally at the informal personnel meeting of 2 November 2023)**
- 6 TO RATIFY THE DECISIONS MADE IN PRINCIPLE BY THE INFORMAL PERSONNEL MEETING OF 2 NOVEMBER 2023 REGARDING THE FOLLOWING ROLES AND TO FORM RECOMMENDATIONS FOR THE RESOURCE COMMITTEE (including financial implications and advertising/recruitment process, if applicable):**
  - a) COMMITTEE CLERK/DEPUTY CLERK**
  - b) FINANCE OFFICER/RESPONSIBLE FINANCE OFFICER**
  - c) PROJECTS AND EVENTS OFFICER**
- 7 TO CONSIDER EXTENDING THE MEMBERSHIP OF THIS COMMITTEE TO FOUR MEMBERS, WITH THE QUORATE REMAINING THREE**
- 8 TO CONFIRM DATE OF NEXT MEETING**

**NB The Personnel Committee comprises Councillors:  
Capper, Groves and Nines**