



**HAYLE TOWN COUNCIL**  
**PERSONNEL COMMITTEE MEETING**  
**THURSDAY 29 FEBRUARY 2024**

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 29 February 2024. The following agenda will then be discussed.

*Eleanor Giggall*

Eleanor Giggall  
Town Clerk  
4 February 2024

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 MEETING OF 9 JANUARY 2024**
- 4 TO CONSIDER AND NOTE THE FORMAL COMPLAINT CONCERNING THE ACTIONS OF A STAFF MEMBER, AND TO CONSIDER A RESPONSE AND/OR A COURSE OF ACTION**
- 5 TO NOTE THE EXPRESSIONS OF INTEREST RECEIVED FROM THE INTERNAL ADVERTISEMENT OF, AND TO FORMALISE THE APPOINTMENT OF STAFF TO, THE FOLLOWING ROLES, IF APPROPRIATE**
  - a) Deputy Clerk**
  - b) Responsible Finance Officer**
  - c) Projects and Events Officer**
- 6 TO CONFIRM DATE OF NEXT MEETING**

**NB The Personnel Committee comprises Councillors:  
Capper, Carey, Groves, Martin and Ninnes**