



Much Wenlock Town Council

Corn Exchange
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Shropshire
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Town Clerk: Sharon Clayton BA (Hons) Fellow ILCM

NOTICE IS HEREBY GIVEN that two councillors have called an **EXTRAORDINARY** meeting of the above named **Personnel Committee** that will take place at **the Corn Exchange**, Much Wenlock commencing at **9:15 am** on **Monday 9 March 2015**. Members are hereby summoned to attend for the purpose of transacting the following business.

Signed *M Hill*
.....
Cllr Mary Hill

Signed *H J Harper*
.....
Cllr Bert Harper

Signed *S. Clayton*
.....
Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk

Date: 3 March 2015

A G E N D A

1. CHAIRMAN’S WELCOME

2. APOLOGIES

To receive apologies from Members unable to attend

3. DISCLOSURE OF PECUNIARY INTERESTS

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members’ interests maintained by the Monitoring Officer.

4. DISPENSATION

Requests for dispensation should be in writing, addressed to the Town Clerk, and received prior to the meeting

5. MINUTES

To approve the minutes from the meeting held on 23 February 2015

6. TRAINING

To NOTE that the Town Clerk has completed piloting the newly revised CiLCA course

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is requested that the public and press are not present.

7. STAFFING

- a) To consider and approve a pay review for the Town Council's administrative staff
- b) To review employee job descriptions
- c) To review Contracts of Employment
- d) To consider and approve the Town Clerk's Performance Review