



Much Wenlock Town Council

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Town Clerk: Sharon Clayton BA (Hons) Fellow ILCM

NOTICE IS HEREBY GIVEN that a meeting of the above named **Personnel Committee** will take place at **the Corn Exchange**, Much Wenlock commencing at **8:45 am** on Friday **18 December 2015**. Members are hereby summoned to attend for the purpose of transacting the following business.

Signed:
Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk

Date of issue:
11 December 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 20 November 2015

6. WORK PROGRAMME

To consider and approve:

- a) An updated draft Work Programme
- b) An updated Personnel Performance Agreement for the Town Clerk
- c) A schedule for Performance Reviews

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

To consider and approve a business proposal to ensure sufficient resources/staff are available to meet the Council's objectives through

- a review of job descriptions/job titles and salaries
- approval of a training programme for the administrative staff