

Meeting of the Personnel Committee

Thursday 7 January 2016 commencing at 7 pm

at the Town Hall, Creed Street, Wolverton, MK12 5LY



Cllrs Henry, Holroyd, Irons, Keenan and Saunders, are hereby summoned to attend a meeting of Wolverton and Greenleys Town Council Personnel Committee to transact the items of business shown below

Agenda

At the start of the meeting members are requested to put their mobile phones on silent whilst the meeting is in progress. Members of the public and press are warned that because of the nature of the business of this committee they may be excluded from discussion and determination of specific items of business in accordance with relevant legislation

1. **Apologies for Absence**
2. **Declarations of Interest** in any matter on the agenda.
3. **Public Question Time:** Members of the public to ask questions on any matters dealt with by Personnel Committee. (*Questions must be submitted in advance in accordance with the Council's standing orders*)
4. **Minutes:** to approve the minutes of a meeting held on 2 November 2015. (*Papers enclosed*)
5. **Staffing Matters:** to receive a confidential report from the Town Clerk and to consider actions arising therefrom.
6. **Review of Health and Safety issues:** to receive a report from the Town Clerk on health and safety issues affecting the staff team and to note any accident records since the last meeting.
7. **Items of expenditure to be recommended for inclusion in the 2016/17 budget:** to make any further recommendations for equipment purchase or other changes which may affect the 2016/17 budget to full council and have not been included in other items of business above.

A handwritten signature in black ink, appearing to read 'Delia Shephard', written in a cursive style.

Delia Shephard
Town Clerk
24 December 2015