



Reepham Town Council, Town Hall, Church Street, Reepham, NR10 4RN
Tel; 01603 873355 Email- clerk@reephamtowncouncil.org.uk

**A REEPHAM TOWN COUNCIL PERSONNEL COMMITTEE MEETING WILL BE HELD ON
Monday 19th July 2021 at 1:00pm at Reepham Town Hall.**

For the avoidance of doubt All COVID guidelines will still be adhered to:

- **Wear masks on entry and until seated. Masks must be worn if not seated**
- **Use hand sanitiser**
- **Sign in for Track and Trace**

The meeting will be open to members of the public.

**You are hereby summoned to attend a meeting of the Personnel Committee
To be held on Monday, 19th July 2021 at 1:00pm
for the purpose of transacting the following business**

AGENDA

Personnel Committee Membership - Cllr M Lester (Chair of Committee), Cllr J Harding & Cllr S Fisher
(Town Council Chairman P. Mitchell – as per Personnel Committee Terms of Reference)

Note: In the case of Non-Members this agenda is for information only

1) Apologies for absence - To receive and consider apologies for absence.

2) Declarations of Interest -

- To consider declarations of interest in respect of items below
- To receive any requests for dispensation of Disclosable Pecuniary Interest

3) Minutes - **To receive and approve the Minutes of meeting of the Personnel Committee held on April 23rd**
– For acceptance and approval

4) Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

5) Staff Vacancy – For consideration and resolution

The structure of the interview process and questions to be raised during the first interview.

6) Staff Matters – For consideration and resolution

How Town Council duties will be carried out until a Town Clerk is recruited.