

MABLETHORPE AND SUTTON TOWN COUNCIL
Mablethorpe Library & Community Access Point,
Stanley Avenue, Mablethorpe, LN12 1DP
Tel: 01507 613645

10th May 2021

NOTICE IS HEREBY GIVEN that a meeting of the of the Personnel Committee to be held at the Mablethorpe Library and Community Access Point, Stanley Avenue, Mablethorpe on **Tuesday 18th May 2021 at 9.30 a.m.**

Steve Fletcher

Mr S Fletcher
Town Clerk

A G E N D A

1. To appoint a Chairman for the remainder of the civic year 2021/22.
To appoint Chairman of this Committee as per resolution at the AGM 2021 being:
Town Council Min Ref 7:
It was proposed, seconded and
Resolved: *That Member appointments to Committees of the Council and to Working Groups, Task & Finish Groups and Representatives on Outside Bodies to remain as in the 2019/20 administration period with the chairmanships of such groups to be decided as required (by Standing Orders) or at the first meeting by membership of each group.*
Note: *As deputy Mayor, Cllr A Howard has nominated Personnel for his Chairmanship.*
2. To appoint a Vice-Chairman for the remainder of the civic year 2021/22
3. Apologies for Absence
To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.
4. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests
5. To approve as a correct record the notes of the meeting held on 14th September 2021

6. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:-
- (i) To receive, discuss and approve employee annual appraisals and resolve to implement any recommendations contained within in respect of:-

Mr Steven Fletcher – Town Clerk & RFO
Mrs Susan Archibald – Deputy Clerk
 - (ii) Staff Annual Leave Entitlement – to receive update on unused annual leave 2020/21.
 - (iii) To receive and approve advertisement for the vacant post of Administration Assistant.
 - (iv) To receive and note correspondence from a member of the public in respect of alleged improper conduct towards a staff member.