

MABLETHORPE AND SUTTON TOWN COUNCIL

Mablethorpe Library & Community Access Point
Stanley Avenue, Mablethorpe
Tel: 01507 613644

29th January 2024

Dear Councillor

You are hereby summoned to attend an Extraordinary joint meeting of the Administration Committee and the Personnel Committee to be held at Mablethorpe Library and Community Access Point, Stanley Avenue, Mablethorpe on **Wednesday 31st January 2024 commencing at 9.00 a.m.** at which the under mentioned business will be transacted:

C Tebbutt

C Arnold

Cllr C Tebbutt
Chairman
Administration Committee

Cllr C Arnold
Chairman
Personnel Committee

A G E N D A

1. Appointment of Chairman

To appoint a Chairman for the purposes of the joint meeting.

2. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.

3. 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 and any written requests for dispensation.

4. **a)** To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to data protection and the sensitive nature of the business to be discussed in relation to matters listed below; and **b)** to resolve to admit the ELDC Monitoring Officer (if available) to the meeting to obtain advice and guidance.

- To receive and address correspondence (to date) from the Information Commissioners Office.
- To receive and address correspondence from the Chairman of the Personnel Committee.
- To receive and address correspondence from staff.
- To receive or request guidance from the ELDC Monitoring Officer.