

31<sup>st</sup> May 2018

To: Members of the Council

A meeting of the PERSONNEL COMMITTEE, Arlesey Town Council will be held in the Village Hall, High Street, Arlesey, on Tuesday 5<sup>th</sup> June 2018 following the Finance and General Purposes Committee.

The following committee members are hereby summoned to attend: Cllrs Gravett, McGann, Clark, Ferris, Frost, Livermore, Page, Ward.

Ms Susan Foulkes  
Town Clerk

## AGENDA

- 1 **ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**
  - 1.1 Nominations for Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.
  - 1.2 Nominations for Vice Chair to be considered.
- 2 **APOLOGIES FOR ABSENCE**
- 3 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
  - 3.1 To receive declarations of interest from councillors on items on the agenda.
  - 3.2 To receive written requests for dispensations for disclosable pecuniary interests.
  - 3.3 To grant any requests for dispensation as appropriate.
- 4 **PUBLIC PARTICIPATION**
- 5 **MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Personnel Committee meeting held on 5<sup>th</sup> December 2017.  
*(attached)*
- 6 **MATTERS ARISING**
- 7 **TEMPORARY ADMIN ASSISTANT RECRUITMENT**

Members to receive an update on Temporary Admin Assistant position and to approve Town Clerk to commence recruitment process as required.
- 8 **VILLAGE HALL/RESOURCE CENTRE CARETAKER JOB TITLE REVIEW**

Members to review job title following post holder's request via recent appraisal.
- 9 **ALARM ACTIVATIONS ATTENDANCE**

Members to consider roles and responsibilities for responding to property alarm activations.
- 10 **MUGA PAVILION CARETAKER**

Members to consider recruitment of Caretaker following refurbishment/potential increase in facility use.
- 11 **PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**