



**Sir/Madam to all members of the Human Resources Committee  
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend a meeting of the  
Human Resources Committee**

**on Tuesday 13<sup>th</sup> November 2018 at 7.15pm**

**at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR**

**Residents are cordially invited to attend the meeting.**

Signed: 

Town Clerk & RFO

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Committee Members: Cllr J Cornford; Cllr P O'Connor; Cllr H Page; Cllr M Pennington

**1. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**2. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**3. MINUTES**

To receive and approve the minutes of the meeting held on 26<sup>th</sup> September 2018  
**(Copy attached – Appendix A)**

**EXCLUSION OF PRESS AND PUBLIC**

Council is requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

**4. CLERKS REPORT**

Town Clerk to provide an update to the Committee on the welfare and wellbeing of staff at the Council.

**5. BUDGET PROPOSAL**

Town Clerk to provide the proposed budget figures for the HR Committee as drafted with Cllr O'Connor for debate and recommendation to F & GP Committee.

**6. APPRAISAL**

Members to discuss and agree the Appraisal undertaken for the Town Clerk.

**7. Next Meeting – 15<sup>th</sup> January 2019 7.15pm**