



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

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

on Monday 16th December 2019 at 6.30pm

at 78 St Mildreds Road, Westgate-on-Sea, Kent CT8 8RF

Residents are cordially invited to attend the meeting.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr D Donaldson; Cllr P O'Connor; 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 29th October 2019
(Copy Appendix A)

**4. STAFF AND MEMBER EXPENSES FOR EXTERNAL
MEETINGS/CONFERENCES**

To debate a draft policy for Staff and Member expenses for attending and representing the Town Council at meetings and/or conferences; to recommend to Council for adoption: **Decision required**

5. TRAINING MATRIX

Town Clerk to share the KALC Councillors Development in the Modern World with Members to ascertain their thoughts on the Learning and Development Programme ideas.

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:

6. APPRAISAL FOR TOWN CLERK AND RFO

Members to receive the appraisal report for the Town Clerk with objectives and recommendation for incremental rise: **Decision required.**

7. STAFFING MATTERS

To receive a report from the Town Clerk on staffing matters, including staff development progress and performance.

Next Meeting 28th January 2020 – 6.30pm