



**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 Tuesday 29th October 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

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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 30<sup>th</sup> July 2019 (Copy Appendix A)

**4. VOLUNTEER POLICY**

To debate a draft agreement for volunteers to sign to agree the Volunteer Policy has been read and understood.

**5. COMMUNICATION**

Cllr Cornford to report on communication between Members and how this can be improved in the future.

**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**

Date and time to be agreed for the Appraisal meeting for the Town Clerk.

**7. STAFFING MATTERS**

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

**Next Meeting 26th November 2019 – 6.30pm**