



FLITWICK TOWN COUNCIL

Ref: Agenda/Personnel -24/09/2020

17th September 2020

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting of Flitwick Town Council** that will take place on **Thursday 24th September 2020 via Virtual access**, commencing at **7.45pm** in order to transact the under mentioned items of business.

Yours faithfully

Rob McGregor

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Town Clerk

Distribution: Cllr A Lutley
Cllr A Snape
Cllr I Blazeby
Cllr K Badham
Cllr J Roberts

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary interests in any agenda item.
- (b)** Non-Pecuniary interests in any agenda item.

3. CHAIRMANS ANNOUNCEMENTS

To receive announcements from the Chairman.

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this Zoom meeting:

https://us02web.zoom.us/meeting/register/tZwudeGpqTlrHNNTkhrEOkGmr_SdSFwl7pYJ

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **MEMBERS QUESTIONS**

To receive questions from members.

6. **MINUTES**

- a. For Members to receive and adopt the report of the Personnel Meeting, held on **Thursday 25th June 2020** at the Offices of Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick. **(this item will be taken under Exempt)**.

7. **MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on Thursday 25th June.

8. **ITEMS FOR CONSIDERATION**

a. **Apprenticeships/Interns**

Members are to consider having an apprentice from Bedford College to assist with the Rufus Centre Café business.

Members are to consider having a Marketing Intern via Bedford College to assist the Communications & Marketing Officer.

9. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

10. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(11a) Items for Consideration – Situational Analysis

(11b) Salary Item

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

