



FLITWICK TOWN COUNCIL

Ref: Agenda/Personnel – 05/12/2022

30th November 2022

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 **Monday 5th December 2022** at the Rufus Centre, Steppingley Road, Flitwick and **via Virtual access**, commencing at **7.45pm** in order to transact the under mentioned items of business.

Please click the below link to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWEwNjVIY2MtYTgyNi00YTc1LTgyZjEtYWM1NzViMmE0NTE3%40thead.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d

Yours faithfully

S. Lockey

Stacie Lockey

Distribution:

Cllr A Snape (Chairman)
Cllr J Gleave (Vice Chairman)
Cllr K Badham
Cllr I Blazeby
Cllr J Roberts

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

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.

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 minutes of the Personnel Meeting, held on **Tuesday 16th August 2022** at the Offices of Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, this meeting was held via virtual access. **(this item will be taken under Exempt)**.

7. **MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on Tuesday 16th August 2022.

8. **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**.

9. **ITEMS FOR CONSIDERATION**

Items for consideration are under Exempt.

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.

- a. Members are asked to consider a Community Services Assistant post.
- b. Members are asked to consider the Senior Finance Officer post.
- c. Members are asked to consider the Business Manager job description.
- d. Members are asked to consider an Assistant Chef post.
- e. Members are asked to consider a Senior CSA post.
- f. Members are asked to consider amendments to the additional CSA post.
- g. Members are asked to consider temporary changes to the Senior Finance Officer post.
- h. Members are asked to consider changes to the Marketing & Communications post.
- i. Members are asked to consider a report on pensions.
- j. Members are asked to consider a report with regard to the Town Clerk.

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.