

NEW MILLS TOWN COUNCIL

New Mills Town Hall, New Mills, High Peak SK22 4AT

Tel: 01663 7434434 email:clerk@newmillstowncouncil.gov.uk

27 January 2025

Dear Councillor

You are summoned to attend the Personnel Committee Meeting
of the Town Council to be held on
Friday 31 January 2025 at 12.00pm
In the Council Chambers, New Mills Town Hall, New Mills, High Peak.



Yours sincerely
Clare Wild, Town Clerk.

Meetings open to the public may be recorded by representatives of the media and members of the public and are requested to do so in accordance with the Town Councils Standing Orders. There is no planned fire alarm for the duration of the meeting. The Chair may ask anyone acting in a disruptive manner to leave the meeting.

AGENDA

1. Introductions & Apologies for Absence

To receive apologies and grant approvals for absence

2. Declarations of Members Interest and Dispensation Applications

a. Updates to Register of Members Interests

b. Declaration of interests by councillors and non-councillors with voting rights on agenda items in accordance with the Town Councils Code of Conduct

c. To review and grant approvals for requests for dispensation

d. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage

3. Public Participation

Members of the public can speak for no longer than 3 minutes each without the Chairs permission and this period is limited to 15 minutes in total

4. Minutes of the last meeting

To provide approval of the minutes of the Personnel Committee meeting held on Tuesday 19 November 2024

5. Review Previous Actions

To consider information from previous actions and make any arising recommendations to make to the Council

6. Exclusion of the Press and the Public

To resolve that the press and public be excluded from the meeting for the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972

7. Review of New Mills Town Council Staff

To consider staff structure, recruitment and associated information presented by the Clerk and make any arising recommendations to make to the Council

8. HR/Personnel matters, including roles and responsibilities

To consider existing policies and the introduction of a new handbooks/induction programmes/policies to assist staff, members and volunteers