



PREESALL TOWN COUNCIL

1 October 2019

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's Personnel Committee on Monday 7 October 2019 at **7.00pm** at 46 Meadow Avenue, Preesall. This meeting will be held in closed session in order to conduct the clerk's appraisal.

A handwritten signature in black ink, appearing to read 'A. May', is enclosed in a light blue rectangular box.

Alison May
Clerk to the Council

A G E N D A

- 1 Apologies for absence**
- 2 Declaration of interests and dispensations**
- 3 Minutes of the last meeting**
Councillors are asked to approve as a correct record the minutes of the meeting held on 19 September.
- 4 Exclusion of the press and public**
Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss staffing matters in respect of the clerk. Documentation (**enclosed**).
- 6 Amendment of standing orders**
Current standing orders refer to an employment working group rather than the personnel committee. Councillors are asked to consider requesting that current standing orders are amended to reflect the existence of the personnel committee and its delegated powers, in accordance with standing order 26b ('A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9').
- 7 Date of next meeting**
18 October 2019