



# NORTH WALSHAM TOWN COUNCIL

## Personnel and Governance Committee

### Meeting

30 May 2019

To: **All Members of the Personnel and Governance Committee**

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Wednesday 5 June 2019**, at **18.30**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely

*J. Shields*

Town Clerk

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### AGENDA

1. **TO ELECT CHAIR OF PERSONNEL & GOVERNANCE**
2. **TO ELECT VICE CHAIR OF PERSONNEL & GOVERNANCE**
3. **APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence
4. **DECLARATIONS OF INTEREST**  
To receive declarations of personal or pecuniary interests and consider requests for dispensations
5. **APPROVE MINUTES OF PREVIOUS MEETING**  
To receive and approve minutes of the meeting – 8 April 2019
6. **TO REVIEW STARTERS & LEAVERS POLICY**  
To discuss what information needs to be included in the policy
7. **TO AGREE TERMS OF REFERENCE FOR PLANNING**  
Agree new Planning ToR's changes as proposed by Full Council 30.4.19, and recommend back to Full Council for acceptance
8. **ANY OTHER BUSINESS ALLOWED BY THE CHAIR**  
To discuss any other business allowed by the Chair
9. **TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters**

10. STAFFING MATTERS

11. DATE OF NEXT MEETING