



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929
Email: clerk@stivestowncouncil.gov.uk

Issued: 4 August 2022

Councillors M Burke, P Hussain, J Kerr, B Luter, A Thompson, M Gleadow, L Vella, M Setchell

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 10 August 2022 at the Town Hall at 7.45 pm.**

Proper Officer Locum Clerk Diane Baylis

AGENDA

- PE11.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PE12.00 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
- PE13.00 PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.
- PE14.00 MINUTES**
To approve the Minutes of the Meeting held on 13 June 2022 (copy herewith).
- PE15.00 BUDGET**
To receive the budget for the Committee (copy herewith).
- PE16.00 JOB DESCRIPTIONS**
To determine a method for reviewing staff Job descriptions and to form a working group for this purpose.
- PE17.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PE18.00 STAFFING MATTERS**
To consider the following reports (copies herewith):
- PE18.00** Staffing Matters – Town Clerk
 - PE18.02** Discuss the role, responsibilities, terms and conditions for current Amenities Manager to additionally cover the position of Locum Clerk.
 - PE18.03** CILCA Training
 - PE18.04** Cemeteries Training

PE19.00

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.