

Middlewich Town Council

Personnel Committee

Date: Wednesday 3rd February 2016

Time: 6.30pm

Venue: Town Clerk's office, Room 3B, Middlewich Town Council, Victoria Building, Lewin Street

Agenda

- 1 Apologies for Absence**
- 2 Appointment of Chairman**
- 3 Appointment of Vice Chairman**
- 4 Declarations of Interest**
- 5 Terms of Reference**

To consider and approve the terms of reference for the Committee (attached)

6 Minutes

To confirm as a correct record the minutes of the previous meeting held on 9th March 2015 (attached)

Part Two

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the items to be discussed involve staffing matters

7 Staff Appraisals

To consider the report from the Town Clerk (to follow)

8 Changes to pension arrangements

To consider the verbal update from the Town Clerk

9 Town Council Admin support to FAB

To consider a temporary increase in hours for the Admin Assistant during the period around FAB 26 to deal with the increase in admin work; the extra hours to be paid

10 Middlewich Community Trust

To consider staffing arrangements in the handover to the Community Trust taking on the running of the Function Suite

Date of next meeting – to be included in the Calendar of Meetings for 2016/17