



## Kington Town Council

Web Site: [www.kingtontowncouncil.gov.uk](http://www.kingtontowncouncil.gov.uk)

Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)



### **Members of the Personnel Committee you are hereby summoned to attend a meeting of the Personnel Committee**

Committee Members: Mayor Cllr R. Widdowson, Deputy Mayor Cllr. E. Banks.,  
Deputy Mayor Cllr. M. Fitton, Cllrs. R. Banks, Cllr. R. MacCurrach, E. Rolls

**To be held on Monday 8<sup>th</sup> July 2019 at 09.30am  
At The Old Police Station, Market Hall Street, Kington for the purpose of transacting the following business:**

### **Agenda**

1. To elect a Chair of the Committee for the forthcoming year
2. To receive apologies, declarations of interest and requests for dispensation
3. To elect a Vice Chair of the Committee for the forthcoming year
4. To approve the Minutes of the meeting held on 15<sup>th</sup> January 2018
5. To review the Committee Terms of Reference and make recommendations for changes, if appropriate.
6. To review employment policies and procedures and identify those requiring updating
7. To consider the resolution that due to the confidential nature of the business of the next three agenda items, that members of the public be excluded from the following three agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
8. Town Council staffing matters:
  - a) To note retirement of admin. Assistant
  - b) To consider staff workload and make recommendations for future staffing levels and structure, consistent with the needs of the Town Council
  - c) To consider staff job descriptions and make recommendations for changes that might be considered appropriate.
9. Recreation Ground Trust staffing matters:
  - a) At the request of the Recreation Ground Trust, to consider staff workload and make recommendations for future staffing levels and structure, consistent with the needs of the Recreation Ground Trust
  - b) To consider the job descriptions of staff and make recommendations for changes that might be considered appropriate.

10. To consider pension provision for Town Council and Recreation Ground Trust staff and agree recommendation to full council
11. To consider appraisal process for 2019
12. Items for the next agenda
13. To confirm the date and time of the next meeting.

Issued by:  
Liz Kelso  
Clerk, Kington Town Council  
1.7.2019

*Members of the public are welcome to attend Committee Meetings of Kington Town Council and may, at the discretion of the Chairman speak on some agenda items. For further information on the procedure for speaking at Town Council Meetings, please speak to the Clerk at the address below*