



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
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To: Councillor A. R. Harvey
" R. Bird
" G. Davidson
" J. Costello
" F. Purdue-Horan

Note: All other Councillors are invited to attend and may take part as permitted by Standing Orders.

20 September 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Personnel Committee of Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 26 September 2017 at 7.15pm.

Yours sincerely,

Sharon Pyke
Town Clerk

Note: A meeting of the Planning Committee at 7.00pm precedes the above.



BINGHAM TOWN COUNCIL

Meeting of the Personnel Committee of Bingham Town Council
to be held on Tuesday 26 September 2017 at 7.15pm
in the Council Chamber at The Old Court House, Church Street, Bingham.

A G E N D A

1. To elect & appoint a Chair
2. To receive apologies for absence & acceptance
3. To elect & appoint a Vice Chair
4. To receive any Declarations of Interest.
5. To approve & sign the Minutes of the meeting held on the 27 June 2017
(Appendix A)
6. Update on staff contracts
7. To consider the number of hours for the Administrative Assistant post(s) due to be advertised
8. To agree an interview panel for the Administrative Assistant post(s)
9. To consider a change of job title from Office Manager to Deputy Clerk
10. Update on grounds staff
11. To consider a review of rates of hourly pay for grounds staff
12. To consider key-man cover
13. To receive Mick Roberts retirement letter
14. To consider the principle of making an insurance claim in respect of Vinny Herring's absence
15. To note Jury Service dates for the following staff member:
a) Jo Riddle – 5 March 2018
16. To note attendance at Institute of Groundsmanship (IOG) training on Tuesday 24 October 2017
17. To note the Christmas & New Year closure from Friday 22 December 2017, re-opening on Tuesday 2 January 2018