



Notice is hereby given that a Meeting of the Personnel, Policy & Governance Committee will be held at the Town Hall.

At 10.00am on Wednesday 15th March 2023

Julie Mason Town Clerk
Dated 9th March 2023

Members:

Town Mayor Cllr John Stewart,
Cllrs: Helen Ellwood, David Kent, James Nicholas, Amanda Stott, Angela Williams

Chair Cllr J Stewart

Town Clerk: Julie Mason

Declarations of Interest

To receive any Declarations of Interest

Public Forum

To receive comments from the public if present.

Agenda

1. To receive and approve apologies for absence.
2. To note the minutes from Wednesday 11th January 2023 (The minutes PPG 01/23 – 07/23) and Friday 17th February 2023 (Nil) appendix 1 approved by Full Council on 7th March 2023 had been approved at Full Council on 18/10/22).
3. To discuss matters raised from the minutes.
4. To review policies after adopting the Dignity at Work Policy:
 - i. Grievance Policy
 - ii. Disciplinary Policy

See Enclosure Pack

Personnel, Policy & Governance Policy Committee 15th March 2023

5. To agree revised policies;
 - Civic Functions & Events Policy
 - Child Protection & Vulnerable Adults Sage Guarding Policy
 - Lone Working Policy
 - Pensions PolicySee Enclosures

6. To agree training for new Town Warden.
 - i) £335.00 one day training on strimmer /brush cutter/ garden equipment-
Kentra Training Ltd
 - ii) £240.00 Traffic Management course with LANTRASee Enclosures

7. To discuss the benefits of retaining the Work Nest contract
See Enclosures

8. To receive the drafted Corporate Plan.
To Follow

9. To agree date for the Towns Clerk's appraisal and agree two Councillors to
conduct the appraisal.

10. To receive the staff meeting minutes from 8th March 2023
To follow

11. To agree the Induction date for Councillors after the elections and items to be
included in the pack

PART B

To receive two staff appraisals and make appropriate decisions.
See Enclosure pack.

12. To note the next Personnel, Policy & Governance Committee meeting on 28th
June 2023 @ 10am in the Town Hall.