



### **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 13<sup>th</sup> September 2023

Julie Mason Town Clerk  
Dated 7<sup>th</sup> September 2023

#### **Members:**

Cllrs: Helen Ellwood (Town Mayor), David Kent, Nigel Macartney, Johanna Maitland, John Stewart, Angela Williams

**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 28<sup>th</sup> June 2023  
(The minutes PPG 20/23 – 29/23) NB Approved at Full Council.  
See Enclosures
3. To discuss matters raised from the minutes  
Following workstation checks, the Town Clerk has had to authorise a new screen and stand at a cost of £39.98.

4. To review the following policies:

- i. Pension Discretion Policy
  - ii. Breach Notification
  - iii. Menopause Policy
  - iv. Community Engagement
  - v. Civic Hall Lettings Policy.
- See Enclosures

**PART B**

To note the appraisal of the Finance Assistant has been conducted.  
See Enclosures

5. To note the next Personnel, Policy & Governance Committee meeting on 29<sup>th</sup> November 2023 @ 10am in the Town Hall.