



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 29th November 2023

Julie Mason Town Clerk
Dated 23rd September 2023

Members:

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

Chair: Cllr H Ellwood - Town Mayor

Officer: Julie Mason - Town Clerk

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 13th September 2023
(The minutes PPG 30/23 – 33/23) NB Approved at Full Council.
See Enclosures
3. To discuss matters raised from the minutes.
To revisit the Town Hall charges as no evening cost

4. To review the following policies:

- CCTV Code of Practice (due to recent addition of CCTV at Adlington Road)
- Protocol for Town Councillors & Staff Relations
- Town Hall Lettings Policy
- Loans policy – *it is noted this policy needs complete revision.*

See Enclosures

5. To receive a report on the staff safety when changing the flag on the flagpole at the Town Hall

See Enclosure

6. To receive the minutes from the staff meeting on 22nd November 2023

See Enclosures

7. To discuss the staff working arrangements for Christmas Eve and agree lieu time for staff.

PART B

To make the committee aware of some staff concerns from the Town Clerk.

8. To note the next Personnel, Policy & Governance Committee meeting on 28th February 2024 @ 10am in the Town Hall.