



**To: All Members of Seaton Town Council's  
Personnel Committee**

Cllr P Burrows  
Cllr C Chadwick  
Cllr S Read  
Cllr H Sanham  
Cllr D Squire

**14<sup>th</sup> December 2018**

You are summoned to attend a meeting of the Personnel Committee on **Thursday 20<sup>th</sup> December 2018 at 7pm** at Marshlands, Harbour Road, Seaton. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

*Amy Tregellas*

**Amy Tregellas  
Town Clerk**

**AGENDA**

- 18/PER/01 Apologies for Absence**
- 18/PER/02 Declarations of Interest**  
To receive any declarations of interest from Members in respect of items of business included on the agenda for this meeting.
- 18/PER/03 Public Question Time**
- 18/PER/04 Minutes**  
To consider the draft minutes of the Personnel Committee meeting held on Thursday 29<sup>th</sup> November 2018
- 18/PER/05 Policy Review Timetable**  
To consider the Council's Policy Review Timetable
- 18/PER/06 Staff and Councillors Event**
- 18/PER/07 Meeting Dates**

To consider the dates for the meetings in February and March 2019

**18/PER/08 Confidential Items**

The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of items 09 to 12 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

**18/PER/09 Minutes**

To agree the confidential Part B minutes from the Personnel Committee meeting on the Thursday 29<sup>th</sup> November 2018

**18/PER/10 First Aid Training**

To consider the update relating to First Aid training

**18/PER/11 Update on Actions Arising**

To consider the updates on the actions arising from the previous meeting

**18/PER/12 Staffing matters**

To consider a number of staffing matters as set out in the accompanying report