

26<sup>th</sup> March 2010

Dear Councillor,

**Personnel Committee – Thursday 1<sup>st</sup> April 2010**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on Thursday 1<sup>st</sup> April 2010 at 6.30 pm

**PLEASE NOTE THAT THERE IS A MEETING OF THE FINANCE AND POLICY COMMITTEE AT 7.15PM ON THE SAME EVENING**

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence. (Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).
2. Minutes  
To confirm the minutes of the meetings held on the 14<sup>th</sup> October 2009.  
(Copy attached)
3. Declarations of Interest  
Members are requested to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become aware of it.
4. Outstanding Actions  
None
5. Resolution to exclude the Public and Press  
To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

6. Handymen's Contracts

To consider a report by the Town Clerk on the employment contract review undertaken with the Handymen

7. Appraisals

To receive a verbal up date from the Town Clerk on the 2010 appraisal process

To       Members of the Personnel Committee  
          Mayor, Deputy Mayor & Leader of Council  
ccs.     Other members of the Council for information  
          Honorary Burgesses (4) (for information)  
          Press (3)