Mr M Brook

Town Clerk & RFO

Meltham Town Council

Carlile Institute

Meltham

HD9 4AE

Dear Councillor,

In accordance with Schedule 12 of the LGA 1972 Para 10 (2)(b) you are summoned to attend the Personnel and Councillor Development Committee meeting to be held at the Carlile Institute, Edward Brook suite **commencing at 4.00pm on the 8th of January 2024**.

The business to be transacted is as detailed on the agenda hereunder: -

AGENDA

PUBLIC QUESTION TIME 4.00pm – 4.15pm

1. ELECTION OF CHAIRPERSON AND VICE.

1.1 To elect a Chair of the Personnel and Councillor Development Committee for the municipal year 2023 to 2024.

1.2 To elect a vice chair for the municipal year 2023 to 2024.

2. NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

3. ADMISSION TO THE PUBLIC

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2).

4. APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence.

4.2 To consider Councillors reasons for absence.

5. DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. **

**Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix B of the code of conduct.

6. STAFFING

6.1 To discuss staff absence and approval.

6.2 To discuss the 6 month appraisal of the Clerk.

7. POLICIES
7.1 To consider the draft staff and elected members training policy.
7.2 To consider the draft bereavement policy.

Dated this 14th of December 2023

M.A.Brook

Mark Brook

Town Clerk to the Council

*Members of the public and officers can attend this meeting remotely and the details to join the meeting via Teams are reproduced below: -

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzJjYmVmNmEtYjUzOS00Njk5LWI3NTUtYzc3NWIxYWVjYmJm%40thread.v2/0?context=%7b%22Tid%22%3a%226ea81637-0f87-4197-910b-4e9855b4d860%22%2c%22Oid%22%3a%227b3b8358-5b26-4d4a-ab9c-b4347851ad99%22%7d