



# MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG  
Tel: 01638 713493 www.mildenhall-tc.gov.uk email: townmanager@mildenhall-tc.gov.uk  
Town Manager: Mark Knight

## PERSONNEL COMMITTEE MEETING

Notice of a meeting to be held on Thursday 24<sup>th</sup> March 2022 at 7.00pm  
Fenland Room, The Pavilion, Mildenhall, IP28 7HG  
for the purpose of transacting the following business.

## AGENDA

### The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

## WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
  - (b) Town Manager to report any written requests for dispensation in respect of items on this agenda.
3. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
4. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.**
5. **General Matters**
  - 5.1 To receive the minutes from the meetings of the 14<sup>th</sup> October and 21<sup>st</sup> December 2021 **(Papers A and B)**.
  - 5.2 To consider a proposal concerning a staff retirement **(Paper C)**.

- 5.3 To receive and consider the Jubilee Centre staffing review paper from the Town Manager **(Paper D)**.
  - 5.4 To consider a staffing proposal **(Paper E)**.
  - 5.5 To consider a training request from a member of staff **(Paper F)**.
  - 5.6 To consider the appraisal summary and recommendations report for Council staff **(Paper G)**.
  - 5.7 To consider the appraisal summary and recommendations report for the Town Manager **(verbal report from Chair)**
- 6. **Exchange of information**
  - 7. **Date of next meeting (to be set at the Annual Town Council Meeting in May 2022)**

## **CLOSE**

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

**THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING**

*Mark Knight* Town Manager

dated 18<sup>th</sup> March 2022