



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Members of the Personnel Committee

You are cordially invited to a meeting of the Personnel Committee to be held in the Council's offices in the Library building, High Street, Desborough on Monday 11 November 2019, commencing at 7 pm for the purpose of transacting the undermentioned business.

Members of the press and public are welcome to attend.

Signed,

Graham Thomson
Town Clerk

6 November 2019

Personnel Committee

Councillors: Holmes, Read, Sawford, Taylor

AGENDA

- 1. Election of Chair**
- 2. Apologies for absence**
- 3. Declarations of interest**
- 4. To hear representations from Members of the Public**
- 5. To consider a motion for the exclusion of the press and public**
Pursuant to the Public Bodies (Admission to Meeting) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 6. Staffing Matters**

Fire Alarm

All meetings shall be adjourned immediately on the sounding of the fire alarm. The alarm is a continuous bell. On hearing the alarm please leave the building by the nearest emergency exit.

The emergency exits are through the main front door and through the door at the rear of the library, and out of the glass doors in the meeting room turning right and right again and along to the front of the Co-Op (through the wooden gate).

On leaving the building please assemble on the grassed area in front of Hazeland House. Do not attempt to drive out of the car park as this may impede the arrival of emergency vehicles. Please do not return to the building until you are told it is safe to do so by the Town Clerk.

Toilets

The toilet at the entrance to the Council's offices.

Facilities for Babies and Children

If you wish to use a private area to feed your baby please ask the Town Clerk. There are changing facilities in the toilet.

Access for People with Disabilities

There is parking to the rear and side of the library building. The meeting rooms are located on the ground floor and access is through the main entrance. If you require assistance, please ask.

No Smoking

Smoking (including e-cigarettes and similar equipment) is not permitted in the building.

Reporting on Meetings of the Council

Members of the press and public are entitled to report on meetings of the Council and Committees, except in circumstances where they have been excluded in accordance with the law.

If you wish to report on this meeting, please telephone 01536 628816 or email clerk@desboroughtowncouncil.gov.uk at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available.

If you are planning to attend a meeting and do not wish to be recorded or photographed please inform the Chair or Town Clerk at the start of the meeting.

Private and Confidential Items

The press and members of the public can be excluded from business of the meeting on the grounds that it involves items of business which include the likely disclosure of exempt information as defined by Section 1 of the Public Bodies (Admission to meetings) Act 1960 (as amended).