



BUNGAY TOWN COUNCIL AGENDA

Employment Committee

A meeting will be held on Wednesday 2nd December 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted “online”. Any members of the public who also wish to attend on this basis please contact the Clerk so that arrangements may be made for them to join the meeting.

All members of the Employment Sub- Committee are hereby summoned to attend the meeting to transact the following business:

Members of the public and press are welcome to attend.

Please be aware that filming and other reporting might take place at the meeting.

Town Council Members:

Cllr. M. Atterwill, Cllr. J. Blowers O’Neill, Cllr. P. Love, Cllr. M. Lincoln, Cllr. B. Prior

AGENDA

1. **Apologies for Absence:** To receive any apologies for absence.
2. **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
3. **To approve the minutes outstanding:** To approve the minutes of the Employment Committee Meeting held on the 10th November 2020.
4. **Public Forum:** Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.
5. **Annual Appraisal process and documentation:** for consideration.
6. **Lone Worker On – Line Training:** for consideration.
7. **Office working capacity – for consideration.**
8. **Honoraria for staff members – for consideration.**
9. **Cleaning contracts for Bungay Town Council Assets:** for consideration.
10. **Office Closing Dates over Christmas & New Year period – for consideration.**

26th November 2020

Jeremy Burton

Clerk, Bungay Town Council.

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