

Hetton Town Council



The Hetton Centre
Welfare Road
Hetton le Hole
DH4 9NE

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9 January 2020

To: Members of Staff, Employment & Training Committee

Dear Councillor

Notice of Meeting

You are summoned to attend a meeting of the Staff, Employment & Training Committee of Hetton Town Council to be held in The Hetton Centre, Welfare Road, Hetton le Hole on Thursday 16 January 2020 at 17.45 hrs at which it is proposed to consider and transact the following business:

NOTE: Under the Admissions to Public Meetings Act 1960, members of the public and press are excluded due to the confidential nature of the business to be considered.

Agenda

- 1) Election of Chairman: Committee to elect a Chairman for 2019-2020.
- 2) Apologies for absence: Committee to receive and consider any apologies.
- 3) To record Declarations of Interest from Members for any items on the Agenda.
- 4) Performance Appraisal:
Committee to consider arrangements for conducting a Performance Appraisal for the Town Clerk.
- 5) Town Clerk remuneration:
Committee to assess and consider payment for additional hours worked and untaken annual leave entitlement.
- 6) Town Clerk contractual hours:
Committee to review arrangements.

Graeme Keedy
Town Clerk