



IVYBRIDGE TOWN COUNCIL

Town Clerk
Kate Elliott-Turner

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Dear Councillor,

You are summoned to attend a meeting of the **PERSONNEL COMMITTEE**, to be held in **The Town Hall**, Ivybridge on **Monday 25th March 2024 at 6.00pm**. The business to be transacted at this meeting is set out below. If you are unable to attend, or will be late in arriving, please inform the Town Clerk before the meeting.

Signed:*K Elliott-Turner*.....
Town Clerk

Dated: 19th March 2024

A G E N D A

PE23/18 **APOLOGIES:** To receive and accept apologies for absence.

PE23/19 **DISCLOSURE OF MEMBERS INTERSTS AND DISPENSATIONS:** In accordance with the Code of Conduct and Standing Orders:

- a) Members to declare any personal or disclosable pecuniary interests in respect of any item on the agenda
- b) Proper Officer to consider written requests from members for dispensations

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point, and that any change to their Register of Interests must be notified to the Town Clerk within 28 days of the change.

PE23/20 **MINUTES:** To confirm that the minutes from the meeting held on 12th December 2023 (copy attached) are a correct record.

PE23/21 **EXCLUSION OF PRESS & PUBLIC**

Under Standing Order 3(e), it is proposed to resolve to exclude the press and public for the following two agenda items, as their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

PE23/22 **WATERMARK – ADDITIONAL STAFF MEMBER:** To consider creating an additional catering assistant position (Confidential report attached).

PE23/23

TOWN CLERK'S PROBATIONARY PERIOD:

The Town Clerk has reached the end of her 6-month probationary period, and an appraisal has been undertaken by the Council Chair and Personnel Committee Vice-Chair. To confirm that she has completed her probationary period and no extension is required. Also, to consider requests discussed in the probationary period meeting, as per attached Confidential Report.

CLOSED