

PERSONNEL COMMITTEE

You are invited to attend a meeting of the Personnel Committee to be held at the Town Hall, Nailsworth on Thursday 20th September 2018, start at **2pm**.

Mrs K Kearns
Town Clerk
13 September 2018

AGENDA

1. Apologies
2. Declarations of Interest and Dispensations
3. To review the Data audit questionnaire as part of GDPR regulations (paper attached)
4. To receive a report on the schedule of work for Hazelwood bungalow (paper attached)
5. To receive a report on the progress of the new Admin Assistant and confirm his successful completion of the probation period
6. To review Financial Regulations updated from new NALC Standing Orders (paper attached)
7. To receive a report on the Clerk's CiLCA training
8. To review the contracts of the Cleaner and Caretaker (paper attached)
9. To agree the date of next meeting