



Cyngor Tref Towyn and Kinmel Bay Town Council

Summons to Attend a Meeting of the HR Committee

To: All Members of the Committee:

B Griffiths, D Johnson, M Jones and B McLoughlin

Ex Officio (Voting) Members: N Smith (Mayor) and L Knightly (Deputy Mayor)

To: All other Members for Information

Date and Time: Monday 23rd October, 2017 at 7:00pm

Venue: The Community Resource Centre

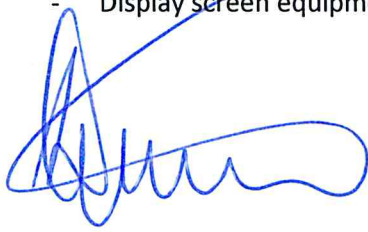
AGENDA

1. **Apologies for Absence**
2. **Declaration of Interest**
To declare the existence and nature of any interests in any item on the agenda.
3. **Public Participation**
There were no applications to address the Committee
4. **Minutes**
To approve the minutes of the meeting held on 28th March, 2017
5. **Exclusion of the Public**
Resolved that: Pursuant to Section 1 (2) of the Public Bodies (admissions to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of:

Agenda Item: 6 Contracts of Employment
Agenda Item: 7 Clerk End of Probation Period/Pay Review
Agenda Item: 9 Assistant – Role re-evaluation
6. **Contracts of Employment**
7. **Clerk End of Probation Period/Pay Review**
8. **Annual Appraisals – To be re-introduced in Feb 2018**
9. **Assistant – Role Re-Evaluation**
10. **Caretaker – Introduction of cleaning schedules for both the Resource Centre and Community Centre.**

11. Policies/Assessments

- Lone working Assessments undertaken Aug 17
- Manual Handling undertaken Aug 17
- Display screen equipment undertaken Aug 17



Dylan Thomas
Town Clerk