

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrew's Road,
Paddock Wood, Kent, TN12 6HT
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**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on
Monday 15th November 2021 at The Day Centre, Commercial Road immediately
following on from the Town Council meeting which starts at 7.45 pm**

APOLOGY: Cllr R Turk

PER5 DECLARATIONS OF INTEREST

There were no declarations of interest.

PER6 MINUTES OF THE PREVIOUS MEETING

To Approve the minutes of the meeting held on 27th September 2021

PER7 MATTERS ARISING

The Town Council approved the appointment of Teresa Maxwell as Responsible Finance Officer at its meeting on the 18th October 2021. Mrs Maxwell took over as RFO on the 1st November 2021.

PER8 HR SUPPORT

Members are asked to consider whether the council should engage the services of an external HR company. The Clerk and Chairman have had a conversation with one company so far. A copy of their proposal is attached. The cost will be £2,434/pa. Members are asked in the first instance if they wish to have funding allocated in the 2022/23 budget. Further proposals will be sought before a final decision is made.

Due to the confidential nature of the business to be transacted the press and public may be excluded under section 1 (2) of the Public Bodies (admission to meetings) act 1960 for the following items.

PER9 STAFF SALARIES 2022/2023

To consider salaries for inclusion in the budget for 2022/23
(report to follow)

PER10 DATE OF NEXT MEETING

To be agreed.

NICHOLA REAY
CLERK TO THE COUNCIL
9th November 2021