

**PADDOCK WOOD TOWN COUNCIL**  
The Podmore Building, St Andrews Field, St Andrew's Road,  
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**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on  
Monday 29<sup>th</sup> April 2024 at The Day Centre, Commercial Road at 7.30 pm**

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PRESENT: Cllr D. Kent, Cllr N Maari R. Moon, M. Munday, C. Williams

APOLOGIES:

PER22      **DECLARATIONS OF INTEREST**

PER23      **MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on the 29<sup>th</sup> January 2024

PER24      **STAFF CONTRACTS**

Croner have reviewed the staff contracts as requested and the drafts are attached for consideration.

PER25      **NEW MEMBER OF ESTATES STAFF**

Interviews took place on the 19<sup>th</sup> April. Report to follow.

PER26      **STAFF HANDBOOK**

To report on the Staff Handbook. Attached

That under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items should be exempt from the press and public due to staff confidentiality.

PER27      **ESTATES STAFF**

To consider the attached confidential report.

PER28      **DATE OF NEXT MEETING**

To be agreed.

NICHOLA REAY  
Clerk to the Council  
22<sup>nd</sup> April 2024