



# Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and  
Guide Headquarters,

Kepple Lane

Garstang

PR3 1PB

## **Personnel Committee Meeting, 6<sup>th</sup> September 2023 Agenda**

### **Personnel Committee Members and members of the press & public**

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,  
Garstang, PR3 1EX

on Wednesday 6th September 2023 at 7.00pm.

If you are unable to attend please could you submit an apology to the Clerk.

### **Members of the public and press are invited to attend the meeting**

Please contact the Clerk by 13.00, Wednesday 6th September, to express your interest in attending the meeting.

### **Recording of Public Council Meetings**

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

*E Parry*

Town Clerk

31<sup>st</sup> August 2023

# Agenda

- 1) **Apologies for Absence**  
To receive apologies for absence.
- 2) **Declaration of Interests and Dispensations**  
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 3) **Minutes of the last meeting – for decision**  
Councillors are asked to approve, as a correct record, the minutes (circulated on teams).of the meetings held on:
  - a) 20 March 2023
  - b) 31 July 2023
- 4) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**  
To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.
- 5) **Chairman’s Report, Councillor Dyer, verbal update – for information**
- 6) **Appraisals, Councillor Atkinson – for decision**
- 7) **Risk register, Councillor Atkinson (circulated on file) – for decision**
- 8) **Discussion on future work for the Committee, Clerk – for decision**
- 9) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**  
To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.
- 10) **Date of next meeting**  
[31 January 2024, approved by Full Council](#)