



Eastwood Town Council
120 Nottingham Rd, Eastwood, Notts, NG16 3NP
Telephone: 01773 719384
Email: townclerk@eastwood-tc.gov.uk
www.eastwood-tc.gov.uk

30th May 2025

To: To the Chairman & Members of Eastwood Town Council Personnel Committee

Councillors Mrs. K. Boam, M. Bullock, Mrs. J. Foxhall & Mrs. A. Ryan.

Dear Chairman & Members of the Personnel Committee

You are hereby summoned to attend a **Personnel Committee Meeting** of Eastwood Town Council to be held in The Council Chamber at 120 Nottingham Rd, Eastwood, Notts, NG16 3NP on **Monday 9th June 2025** which will commence at **7.00 p.m.**

Please submit apologies to the Town Council Offices.

Yours sincerely

Sheena Trower

Sheena Trower CiLCA
Town Clerk

Agenda

Eastwood Town Council Personnel Committee Meeting Monday 9th June 2025 commencing at 7.00 p.m.

Members are asked to sign the attendance book for the Meeting and complete the Declarations of Interest book (if appropriate).

- 1. To appoint Chairman to the Committee for the period 2025 – 2026**
- 2. To Receive Apologies for Absence**
- 3. To appoint Deputy Chairman to the Committee for the period 2025 - 2026**
- 4. Variation of Order of Business**
- 5. Declarations of Members Interests**
 - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
 - (b) Where a Member indicates that they have a Disclosable Pecuniary Interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking (if relevant).
 - (c) Members will be asked to confirm that the record is correct for Declarations of Interests for matters other than Disclosable Pecuniary Interests.
- 6. To receive Minutes of the Personnel Committee Meeting held 27th August 2024**
- 7. Exclusion of the Press and Public**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

8. Staff Matters as attached report

- (a)** To consider cleaning and maintenance of the Eastwood Town Council premises including the role(s) of caretaking
- (b)** Proposal for amendment of staff hours
- (c)** To consider annual increment for Town Clerk & Civic Officer based on the National Association of Local Councils Pay Scales for the period 2024 – 2025 as attached.

9. Date of next meeting to be agreed