



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

19 June 2019

To Councillors:

Desna Allen
Pete Bishop
Teresa Hutton
Nina Phillips
Sandie Webb

Richard Bambury
Jenny Budgell
Andy Phillips
David Powell

Extraordinary Meeting of the Human Resources Committee Thursday 27 June 2019

Dear Councillor,

You are summoned to attend an extraordinary meeting of the Human Resources Committee to be held at the Town Hall, High Street, Chippenham on Thursday 27 June 2019 commencing at 2pm for the transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 2pm.

Yours faithfully,

Councillor Sandie Webb
Chairman of the Human Resources Committee

All council meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

2pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

Agenda

Human Resources Committee - 27 June 2019

Wards affected Page
no.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3. **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

4. **DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 05 September 2019.

5. **EXCLUSION OF THE PUBLIC AND PRESS**

To pass, if considered necessary, the following resolution:

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

6. **CONFIDENTIAL REPORT FROM THE CHIEF EXECUTIVE**

4

To receive a report from the Chief Executive.