



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
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In accordance with the statutory requirements of the Local Government Act 1972
Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4)

Notice is given that an Extraordinary Personnel Committee meeting of Lewes Town Council
will be held in Lewes Town Hall in the Council Chamber
on Wednesday 3 July 2024 at 19:00
Members of the public have the right to attend unless a specific decision has been taken to
exclude them.

**To the Members of the Personnel Committee
of Lewes Town Council**

**You are hereby summoned to attend a meeting of
the Personnel Committee meeting of Lewes Town Council
to be held on Wednesday 3 July 2024 at 19:00
at Lewes Town Hall in the council Chamber**

Meeting called by: Veronique Poutrel – Town Clerk/RFO

Signed: *V Poutrel*

Date: 20 June 2024

Agenda

1. Apologies for absence

To note any apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No.1464.

3. Minutes

To approve minutes of 22 May 2024.

4. Lone Working Policy

- a) To receive an update from the Task and Finish Group

5. Town Clerk's probation

- a) To receive an update on the Town Clerk's probation

6. Exclusion of press and public

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

7. Staffing Matters

- a) To receive an update on staffing matters and agree related actions

8. To close the meeting