

Kimberley Town Council



Office:
Parish Hall
Newdigate Street
Kimberley
Nottingham
NG16 2NJ

Tel: (0115) 9382733
theclerk@kimberley-tc.gov.uk

16 September 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Thursday 22nd September 2016, in the committee room, Parish Hall, Newdigate Street, Kimberley at **7.00pm**.

An agenda is set out below.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. J. S.', is written below the text 'Yours faithfully'.

Town Clerk/Responsible Finance Officer

AGENDA

2. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda

5. MINUTES

Members are asked to accept the minutes of the Recreation and Parish Hall Committee held on 11th August 2016 as a true record.

6 EXCLUSION OF PUBLIC & PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act.

7 COUNCIL EMPLOYEE HEALTH & SAFETY

8 ASSISTANT GROUNDSMAN/CARETAKER JOB SPECIFICATION

9 DRAFT IMPLEMENTING ABSENCE POLICY **Document 2**

10 DRAFT GRIEVENCE PROCEEDURE POLICY **Document 3**

11 TRAINING FOR THE CLERK

12 MEDIATION

