



Darley Dale Town Council

The Whitworth Centre
Station Road
Darley Dale
Derbyshire DE42EQ
Town Clerk: Sian Bacon
Tel: 01629 735248

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22nd December 2020

To Members of the Personnel Committee,

Dear Councillor,

I hereby summon you to the meeting of **Personnel Committee** to be held via videoconference on **Wednesday 6th January 2021 at 7.30pm**. Details of how to join the discussion will be issued in advance of the meeting.

Yours sincerely,

Sian Bacon

Town Clerk and Responsible Finance Officer

AGENDA

- 1. Apologies for Absence**
- 2. To Consider any Variations of Order of Business**
- 3. Minutes of previous meetings** to approve as a correct record the minutes of the Personnel Meeting held on Wednesday 2nd December 2020.
- 4. Declaration of Member's Interests** to enable members to declare the existence and nature of any Disclosable Pecuniary or other interests they have in agenda items in accordance with the Town Council's Code of Conduct.
- 5. Actions arising from the last meeting**
- 6. Office Move Update**
- 7. Personnel Committee Action Plan**
- 8. Training**
- 9. Health and Safety**
- 10. To consider an Office Apprentice**
- 11. Date of next meeting**