



# PREESALL TOWN COUNCIL

28 September 2022

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's personnel committee on Wednesday 5 October 2022 at 7.00pm in Preesall Youth and Community Centre.

A handwritten signature in black ink, appearing to read 'A. May', is placed over a light blue rectangular background.

**Alison May**  
**Town Clerk (Proper Officer of the Council)**

## A G E N D A

### **1 Election of chair**

The council's standing orders require the first item of business following the annual meeting to be the election of the chair for the coming year. Councillors are asked to nominate and approve the chair and deputy chair for 2022/23.

### **2 Apologies for absence**

To receive apologies for absence.

### **3 Declaration of interests and dispensations**

To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.

### **4 Minutes of the last meeting**

Councillors are asked **to note** the minutes of the meeting held on 3 June 2021 were approved by those present at that meeting as part of the January 2022 meeting of full council. Minute 116(7) 2022.

### **5 Public participation**

The Chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.

## **6 Terms of reference**

The council's standing orders require the terms of reference to be reviewed at the first meeting following the annual meeting with any recommendations passed to full council for approval. A copy of the terms of reference has been emailed.

## **7 Exclusion of the press and public**

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss staffing matters relating to its employees.

## **8 Date of next meeting TBA**