

Town Clerk: Mr M Greenfield



Assistant Clerk: Mrs L Bendall

Lydney Town Council

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX
Telephone: 01594 842234

28th August 2025

SUMMONS

To all Members of Personnel Committee Councillors: C Harris, R Holmes (Chair), S Holmes, T Saunders and E Taylor

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting of the Personnel Committee** to be held on **Tuesday 2nd September 2025 at 2pm in the Council Chambers, Claremont House, High Street, Lydney**, for the purpose of transacting the following Agenda business as shown.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

Yours faithfully

Cllr R Holmes

Personnel Committee Chairman

Enquiries to Tel: 01594 842234 or email: town.clerk@lydneytowncouncil.gov.uk

Health and Safety / Housekeeping announcements

AGENDA

A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Committee.

- (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Committee.
- (ii) Questions may be answered but not debated by the Committee.
- (iii) Any issues which the Committee deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.

1. **APOLOGIES**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest from Members in respect of matters contained in this agenda, in accordance with the Council's Code of Conduct in respect of Members.

3. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature

CLOSED SESSION

4. **APPROVAL OF MINUTES**

To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on **Wednesday 27th August 2025** (if available).

5. **STAFFING MATTERS**

5.1 To review job description and current role of a member of staff

5.2 To review and decide staff salaries

DATE OF NEXT MEETING - TO BE DECIDED

END