



# Lydney Town Council

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

11<sup>th</sup> December 2025

## SUMMONS

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

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting of the Personnel Committee** to be held on **Thursday 18<sup>th</sup> December 2025 at 1pm 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 sincerely

*Cllr R Holmes*

Personnel Committee Chairman

Enquiries to Tel: 01594 842234 or email: [town.clerk@lydneytowncouncil.gov.uk](mailto:town.clerk@lydneytowncouncil.gov.uk)

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### 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.	<b><u>APOLOGIES</u></b>
	To receive apologies for absence.
2.	<b><u>DECLARATIONS OF INTEREST</u></b>
	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.	<b><u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u></b>
	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
	<b><u>CLOSED SESSION</u></b>
4.	<b><u>APPROVAL OF MINUTES</u></b>
	To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on <b>Monday 1<sup>st</sup> December 2025</b>
5.	<b><u>STAFF MATTERS</u></b>
5.1	<ul style="list-style-type: none"> <li>(a) To receive a staff grievance and decide on any necessary actions</li> <li>(b) To receive communication from a member of staff and determine any appropriate action</li> </ul>
6.	<b><u>DATE OF NEXT MEETING - TO BE DECIDED</u></b>

END