



Lydney Town Council

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

21st January 2026

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 **Monday 26th January 2026 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

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.	<u>APOLOGIES</u>
	To receive apologies for absence.
2.	<u>DECLARATIONS OF INTEREST</u>
	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.	<u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u>
	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
	<u>CLOSED SESSION</u>
4.	<u>APPROVAL OF MINUTES</u>
	To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on Thursday 18th December 2025
5.	<u>STAFF MATTERS</u>
5.1	To receive communication from a staff member and agree next steps
5.2	To discuss the current staffing situation and agree any future actions
5.3	To review the current staffing structure and agree any future actions
5.4	To discuss recruitment and agree actions
6.	<u>DATE OF NEXT MEETING - TO BE DECIDED</u>

END