



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456 / Email: enquiries@sleaford.gov.uk

To: HR Committee Members

You are hereby summoned to a meeting of the HR Committee, which will take place on **Wednesday 5<sup>th</sup> October 2022 at 2 pm** in the Town Hall.

Cllr. Linda Edwards-Shea  
Temporary Proper Officer to Sleaford Town Council  
29<sup>th</sup> September 2022

1. **Committee Chairman's welcome**
2. **Appoint a note taker for the meeting, if required**
3. **Apologies for absence**
4. **Declarations of interest**
5. **Exempt information**  
To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters: -
6. **Minutes of the previous meeting held on 6<sup>th</sup> September 2022 – to follow**
7. **Action**
8. **Recruitment of Town Clerk including Induction Programme**
9. **Recruitment of Deputy Clerk**
10. **Training staff**
11. **Training Members**

- 12. HR Committee budget**
- 13. Rewarding staff**
- 14. Pension scheme updating**
- 15. Staffing and recruitment matters not included elsewhere (not to be used for AOB)**
- 16. Date of next meeting: TBC**

Please note some additional papers will follow for agenda items.