HORNSEA TOWN COUNCIL

TOWN HALL, 75a NEWBEGIN, HORNSEA, EAST YORKSHIRE HU18 1PA

 Telephone: (01964) 532252 Email: clerk@hornsea.gov.uk

Web Site: www.hornsea.gov.uk



 Joanna Richardson

 Clerk to the Council

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To the Hornsea Town Council Personnel Committee

10th May 2022

Ladies and Gentlemen,

You are hereby summoned to attend a meeting of the Hornsea Town Council Personnel Committee that will be held on Monday 16th May 2022 in the Town Hall council chamber at 6.00pm to transact the business specified below.

Yours faithfully

J M Richardson

Clerk of the Council

**A G E N D A**

1. **Apologies for absence**

*In Pursuant to Section 1(2) of the Public* *Bodies (admissions to meetings) Act 1960 it is recommended that because of the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following matters*

1. **Approval of the Minutes of a meeting held on 4th April 2022**
2. **Detached Youth Worker - update**
3. **Proposed apprentice - information attached**
4. **Staff update i) Assistant Town Clerk**

**ii) Administration Assistant**

**iii) Maintenance Operative**

1. **Horticultural Operative**
2. **Staff – Queens Platinum Jubilee**
3. **Staff training – existing/requirements**