



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

7th August 2020

Dear Councillor,

I write to summon you to an **Extraordinary meeting of the Personnel Committee** to be held on the virtual Zoom platform on **Thursday 13th August 2020 at 6:30 p.m.**

There will be no public attendance or participation at meetings of the Personnel Committee.

Yours sincerely,

R Lane
Town Clerk

To:

J Dent	Other members of the council for information
M Fox	
M Parker	
J Peggs	
J Rance – Vice Chairman	
B Samuels - Chairman	

AGENDA

1. Announcements:
 - a. To confirm that all present can hear the proceedings
 - b. Roll call of Members
 - c. To confirm the meeting is quorate
 - d. Meeting procedure.
2. To appoint a Chairman.
3. To appoint a Vice Chairman.
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
6. Date of next meeting: Tuesday 29th September 2020 at 6:30 p.m.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

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- c. To consider dispensations required.

Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting and did not Vote	Ongoing Dispensation	Dispensation Requested	No Interest Declared