



# **TATWORTH AND FORTON PARISH COUNCIL NOTICE OF AN ORDINARY MEETING OF THE HR COMMITTEE TO BE HELD ON 25th June 2026**

**Councillors S Adams, C Brown, R Down, R Jacobs, K Patay, M Rees, & R Wardell.**

**You are hereby summoned to attend the following Meeting of: Tatworth and Forton Council Personnel Committee**

**Time: 6.15pm**

**Date: 25<sup>th</sup> June 2026      Place: St Johns Church Rooms**

**MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS (Public Bodies (Admission to Meetings) Act 1960)**

**Nigel Tinley      Clerk      18th June 2026**

**PUBLIC PARTICIPATION:** 6.15pm (Prior to the start of the Meeting) An opportunity for questions and comments from members of the public raising any matter of concern affecting Tatworth & Forton. No decision can be taken during this session, but the Chairman may decide to refer any matter for further consideration.

## **AGENDA**

**01/26 Apologies for absence** to receive apologies for absence (Section 85(1) of the Local Government Act 1972)

**02/26 Declarations of interest:**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or, if he/she has not notified the Monitoring Officer of it

**03/26 Election of Personnel Committee Chairman**

**04/26 To approve and sign as a correct record Minutes of the Personnel Committee Meeting held on 20<sup>th</sup> November 2025**

**05/26 To approve Personnel Terms of Reference.**

**06/26 To report on staff appraisals**

**07/26 On occasion when there are complicated planning applications, Newsletter to put together, long minutes to type Jackie will exceed her hours, approve up to an additional 5 hours if and when needed.**

**08/26 Date of Next Meeting – 26<sup>th</sup> November 2026**