



Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

PERSONNEL & POLICY COMMITTEE

at 6.00pm on Wednesday 24th April 2024 held in Neath Town Council Chambers, 1st Floor,
10 -12 Orchard Street, Neath and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity.

Kathryn Charles - Town Clerk
18th April 2024

A G E N D A

	Att.
1. To accept apologies for absence from Members	
2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct	
3. To review IRP payments for the 2024/25 financial year	1
4. To review process for booking Town Hall bar (with security) and provide a set booking charge	2
5. To review and agreed the updated draft Staff Handbook	3
6. To review and agree the updated draft Contract of Employment	4
7. To review and agree updated draft Hall Hire Regulations (<i>to cover Recycling Law & payment update</i>)	5
8. To receive items for the next Agenda from Members	
9. Confidential Matters – To consider passing a resolution under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting	
10. To receive an update relating to any: a) staffing issues i) to confirm pay rate for gardening cover b) annual leave, clocking in/out statistics and sickness issues via BrightHR c) van tracking statistics	
11. To fix a date for the next Meeting 30 th May 2024	



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