

OTTERY ST MARY TOWN COUNCIL

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22 May 2024

Dear Councillors

I hereby give you notice that the **HR MEETING** of **OTTERY ST MARY TOWN COUNCIL** will be held at **09:00 on Tuesday, May 28, 2024**, at .

All members are hereby summoned to consider the matters detailed on the Agenda below.

Yours faithfully

Kerry Kennell

Ottery St Mary Town Council Clerk

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday, May 28, 2024**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

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AGENDA 15.04.24 v1

1 Apologies for Absence

To receive apologies for absence

2 Declarations and Disclosable Pecuniary Interests

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

3 Admission to Meetings

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

4 Minutes

To receive the Minutes of the Meeting of the Human Resources Management Committee of 12th February 2024 (*minute refs HR24/02/01 - HR24/02/07*) and to approve the signing of the Minutes by the Mayor as a correct record

5 To note any specific correspondence received

6 To consider and make recommendations (as appropriate) regarding various staffing issues

7 To receive any further recommendations from Members

8 To receive Councillors questions

9 Date of the next meeting: To be confirmed

Reports & Appendix 1