



HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
THURSDAY 11 SEPTEMBER 2025

7pm

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE, TR27 4NX

Dear Councillor

You are given notice of a meeting of the Personnel Committee.

Members of this Committee are hereby summoned to attend this Committee Meeting of Hayle Town Council, which will be held in the Assembly Room at Hayle Community Care Centre commencing at 7 pm. on Thursday 11 September 2025. The following agenda will then be discussed. Councillors who are not members of this Committee are entitled to attend if they wish to do so and may be permitted by the Committee Chair to speak.

Eleanor Giggall

Eleanor Giggall – Hollis
Town Clerk
4 September 2025

Members of the Personnel Committee: Councillors Capper, Heard, Ninnes and Rees

AGENDA

**PLEASE NOTE THAT IT WILL BE NECESSARY TO EXCLUDE THE PRESS AND
THE PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS**

- 1 TO APPOINT A CHAIRPERSON FOR THE CIVIC YEAR 2025/26**
- 2 TO RECEIVE APOLOGIES**
- 3 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 4 TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF 7 NOVEMBER 2025**
- 5 TO NOTE THE RESIGNATION, AND SUBSEQUENT VACANCY, OF A MEMBER OF STAFF AND CONSIDER NEXT STEPS**
- 6 TO NOTE THE LONG-TERM ABSENCE OF A MEMBER OF STAFF, DISCUSS THE ONGOING MANAGEMENT AND IMPACT OF THIS AND AGREE NEXT STEPS**

- 7 TO REVIEW THE DEPUTY CLERK'S CONTRACTED HOURS AND
CONSIDER A TEMPORARY INCREASE (SUBJECT TO AGENDA ITEM 8)**
- 8 TO CONSIDER A REVIEW OF THE TOWN COUNCIL STAFF STRUCTURE
AND AN EVALUATION OF JOB ROLES**
- 9 TO CONFIRM DATE OF NEXT MEETING**