

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

PERSONNEL

Date 16th Feb 2017

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 22nd February 2017 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes from 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 21st September 2016

4. CASUAL AND VOLUNTEER APPOINTMENTS

To agree the introduction of this formal procedure to provide greater control for HR (Report A)

5. PROBATION PERIOD REVIEW

To agree the introduction of a review process to allow HR to track new starters progress (Report B)

6. NEW STAFF FOR PARK

To note that STC will take over the operation of Swanley Park and running of activities there from April 2017 and are recruiting 12 casual members of staff for this purpose.

7. NEW GROUND STAFF

To note that an Apprentice Grounds Team member will start in March and she will obtain her certificates through Hadlow College

CONFIDENTIAL

8. CEO CONTRACT

To note the CEO's contract with SWANLEY Town Council

DATE OF NEXT MEETING: 21ST JUNE 2017

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Council Members:

(Chair) Cllr Dyball, (Vice Chair) Cllr Scott, Cllr J Barnes, Cllr Willingale, Cllr Southern, Cllr Ball, Cllr Komolafe, Cllr L Gaire