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**PERSONNEL COMMITTEE**  
**MEETING TO BE HELD ON Tuesday 2 February at 9.30am**  
**VENUE: Online meeting via Zoom**

**Committee members are summoned to attend the above meetings to deal with the following business. Members of the public and press are warmly welcomed to attend.**

Zoom Meeting ID: 857 3122 8808  
Passcode: 705658

**Clerk to the Council**

**AGENDA**

PC21/001	Apologies for Absence
PC21/002	Announcements and Declarations of Interest
PC21/003	To approve the minutes of the previous meeting on the 10 September 2020
PC21/004	Public participation session <i>15 minutes maximum (to be divided equally between those wishing to speak)</i>
PC21/005	Matters arising for report (not for resolution)
PC21/006	<b>Covid-19 guidance</b> Clerk to provide an update on office arrangements and staffing
<b>Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960</b>	
PC21/007	<b>Project Manager contract</b> To confirm the commencement of the Caretaker's project management contract following previous committee agreement.
PC21/008	<b>Development of the Clerking sector (A Wood)</b>
PC21/009	Items for inclusion in the Next Agenda (not requiring resolution or action)
PC21/010	<b>Chair to close the meeting</b> – next scheduled meeting date 6 April 2021, 9.30am