



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)  
[clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

Proper Officer: Mr Luke Trevaskis

5 January 2022

To: **Members of Morecambe Town Council's Personnel Committee: Cllrs J Ashworth, J Hanson, P Heath, P Hart, P Anderton, C Matthews, M Pattison.**

Dear Councillor,

Dated this fifth day of January 2022, you are hereby summoned to attend a meeting of Morecambe Town Council's Personnel Committee to be held at 17:30 on the tenth day of January 2022.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Your sincerely,

Mr Luke Trevaskis  
Proper Officer

### Agenda

1. **Apologies** - to receive apologies for absence.
2. **Declarations of Interests** - to note declarations of members' interests.
3. **Minutes** - to consider and approve the minutes of the previous meetings.
4. **Exclusion of the Press and Public**

*The Committee is recommended to pass the following recommendation in relation to the following items:*

*"That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act."*

5. **Probationary Appraisals** - to consider the undertaking of probationary appraisals and agree actions.
6. **Training** - to consider the training requirements of officers and agree actions.
7. **Recruitment Panel** - to consider recruitment panel for administrative support officer.