



**Council Offices, Reading Road,
Yateley, Hampshire GU46 7RP**

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NOTICE OF COUNCIL MEETING

MEETING: Personnel Committee
DATE & TIME: Monday, 21st September 2026 at 6.30pm
PLACE: Oak Room, Council Offices, Reading Road, Yateley, GU46 7RP

Councillors are hereby summoned to attend the following meeting. Please inform the Town Clerk if you can't attend.

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.

Agendas and minutes are available at www.yateley-tc.gov.uk

Julie Routley
Town Clerk

16th September 2026

AGENDA

1.	APOLOGIES To receive apologies for absence
2.	DECLARATIONS OF INTEREST To receive declarations of interest for any item on the agenda
3.	MINUTES OF THE LAST MEETING To approve the main and confidential minutes of the meeting on 23rd March 2026 (attached)
4.	EXCLUSION OF THE PUBLIC To agree to the exclusion of the public from the remainder of the meeting on the grounds that exempt information, as defined in Schedule 12A of the Local Government Act 1972, relating to individuals, specifically existing staff, is likely to be disclosed.
5.	OVERTIME & TRAVEL CLAIMS LOGS i) To receive and approve overtime details for all staff for the period 01.03.26 to 31.08.26 ii) To receive travel claims details for the period 01.03.26 to 31.08.26
6.	STAFFING MATTERS To consider staffing matters as detailed in the confidential report
7.	TOWN CLERK APPRAISAL To note the completion of the Town Clerk's appraisal and to consider any appropriate actions or recommendations
8.	REVIEW OF STAFF SALARIES & POSTS FOR 2027/28 To consider and agree draft staff salaries & employment requirements for the next financial year, as detailed in the confidential report
9.	INFORMATION ITEMS To note information items