



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)

[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

**Town Clerk – Holly Goring**

---

A meeting of the **Personnel Sub-Committee** to be held on  
**Thursday 12 September 2024 at 6.30pm**  
in the  
**Green Room, Civic Centre, Uckfield**  
**AGENDA**

**1.0 DECLARATIONS OF INTEREST**

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

**2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE CHAIRMAN'S DISCRETION**

**3.0 APOLOGIES FOR ABSENCE**

**4.0 MINUTES**

4.1 Minutes of the meeting of the Personnel Sub-Committee held on 1 November 2023.

**5.0 CONFIDENTIAL BUSINESS**

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 5.1 To review the Town Council's Pension Policy;
- 5.2 To consider the Town Council's Sickness Absence Policy;
- 5.3 To consider the Town Council's Annual Leave Policy;
- 5.4 To receive an update on the staff structure.

Town Clerk  
6 September 2024