



HATFIELD TOWN COUNCIL HERTFORDSHIRE

8 September 2020

Dear Councillor,

I have to inform you that there will be a meeting of the Establishment Sub Committee which will be held via Zoom on Monday 14 September 2020 at 7.30pm, to which you are summoned for the transaction of the following business.

Join Zoom Meeting

<https://us02web.zoom.us/j/85126851004?pwd=R2ZKY3AzRlRkK3orak5uUFh6SVJHUT09>

Meeting ID: 851 2685 1004

Passcode: 802162

Yours sincerely,

C.A. Lloyd
Town Clerk

AGENDA

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN
2. MINUTES OF 1ST JULY 2020
 - a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
 - b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
 - c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
 - d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

3. EXCLUSION OF THE PRESS AND THE PUBLIC

Members wish include on the agenda a recommendation to RESOLVE that the press and public be excluded for the following items as their presence would be prejudicial to the public interest by reason of the confidential nature or debate of the business to be transacted - Public Bodies (Admissions to Meetings Act) 1960.

- (i) Commercial Matters (Item 3, 7 and 8)
- (ii) Employee Matters (4, 5 and 6)