



Hetton Town Council



The Hetton Centre
Welfare Road
HETTON-LE-HOLE
County Durham
DH5 9NE

Tel: 0191 561 6600

Mobile: 0753 867 3657

Email: townclerk@hettontowncouncil.gov.uk

08 October 2025

To: Members of Staff Employment & Training Committee

Dear Councillor

Notice of Meeting

You are summoned to attend a meeting of the Staff Employment & Training Committee of Hetton Town Council on **Wednesday 15 October 2025 at 5.30pm** at The Hetton Centre, DH5 9NE at which it is proposed to consider and transact the business detailed below.

Agenda

1. Election of Committee Chairman for 2025-2026
2. Apologies for absence: Committee to receive and consider any apologies.
3. To record Declarations of Interest from Members for any items on the agenda
4. Public participation:
Questions to be taken from members of the public in line with the Council's Public Participation policy.
5. To discuss the proposed Staff Appraisal Proforma
6. To discuss and agree personnel to form the Appraisal Panel

Lisa Hall
Town Clerk