

HAVERHILL Town Council

Notice of Meeting



HAVERHILL
TOWN COUNCIL

The next meeting of the Personnel Committee of Haverhill Town Council will be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 13th September 2011 commencing at 7.45 p.m., or immediately following Arts & Leisure Committee, whichever is the later, for the purpose of transacting the following business

AGENDA

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1. **Apologies for Absence**
Please notify the office by 5.00 p.m. on the day of the meeting if you are unable to attend.
2. **Declarations of Interest**
For Members to declare an interest in items on the agenda.
3. **Minutes of the Last Meetings**
To approve the minutes of the meeting held 14th June 2011.
4. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 14th June 2011.
5. **Staffing Matters**
To note actions taken to fill the positions of Events Manager and Town Clerk.
6. **Closure**

Signed



TOWN CLERK

6th September 2011