PERS/25.01.05/M

# PERSONNEL COMMITTEE MEETING

**Tuesday 25th January 2005 at 9.03 pm**
**In the Studio, Town Hall Arts Centre, High Street**


**HAVERHILL**
**TOWN COUNCIL**
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| **Present:** | **Chair:** | **Councillor Ann Thomas** |
| | **Town Councillors:** | **M Graham, Mrs Mary Martin, L Samples and R Warwick** |
| **By invitation:** | **Town Councillor:** | **Tim Marks** |

## MINUTES

### 1. Apologies for Absence

Apologies for absence had been received from Cllr Mrs Mary Martin.

### 2. Declarations of Interest

Cllr Thomas declared an interest as a Member of St Edmundsbury Borough Council.

### 3. Minutes of Previous Meetings

Cllr Graham proposed and Cllr Warwick seconded that the minutes of the Meeting held 9th November 2004 be agreed as a true record, all being in favour.

### 4. Matters Arising From Those Minutes

There were no issues outstanding from those minutes

### 5. Draft Revised Staff Handbook

The Committee agreed the content of the new staff handbook, which was to be proof read and offered to Unison for their members' comments.

### 6. Issues Raised by Staff

The Committee considered a request from the staff for the Arts Centre to be a totally no-smoking venue and agreed to recommend to Full Council that the staff request be agreed to.

### 7. Closure

The meeting was closed at 9.15 p.m.