

PERSONNEL COMMITTEE MEETING

Tuesday 26th January 2010 at 8.14 p.m. pm
In the Studio, Haverhill Arts Centre, High Street



Present: **Chair: Town Councillor: Lyn Burgess**
 Town Councillors: M Byrne and P French

MINUTES

1. **Apologies for Absence**
 Apologies for absence had been received from Cllr Richardson.
2. **Declaration of Interests**
 No Members declared any interests in items on the agenda.
3. **Minutes of Previous Meetings**
 The minutes of the meeting held 14th July 2009 were agreed as a true record.
4. **Matters Arising**
 There were no matters arising from the minutes of the meetings held 14th July 2009.
5. **Issues Raised by Staff**
 There were no issues raised by staff.
6. **To Agree the Draft Personnel Committee Budget for 2010/2011**
 The Committee agreed the Draft Personnel Committee budget for 2010/2011 and asked the Town Clerk to prepare a schedule for the recruitment and appointment of his successor, including a review of the Job Description and Person Specification.
7. **Closure**
 The meeting was closed at 8.30 p.m.

Action

Town Clerk to prepare schedule