



HAVERHILL  
TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING

**Tuesday 8<sup>th</sup> November 2011 at 8.12 pm**  
**In the Studio, Haverhill Arts Centre, High Street**

**Present:** Chair: Town Councillor: M Byrne  
Town Councillors: R André, P French, and C Turner

**By Invitation:** Town Councillor: P Hanlon

There were no members of the public present.

### **MINUTES**

1. **Apologies for Absence**  
Apologies for absence had been received from Cllr Samuels.
2. **Declarations of Interest**  
No Members declared an interest in items on the agenda.
3. **Minutes of the Last Meeting held 13<sup>th</sup> September 2011**  
The minutes of the meeting held 13<sup>th</sup> September 2011 were agreed as a true record.
4. **Matters Arising**  
There were no matters arising from the minutes of the meeting held 13<sup>th</sup> September 2011.
5. **Training**  
The Committee received an update on training undertaken by staff and that still to be undertaken. The Town Clerk was asked to ensure that appraisals were commenced as soon as the managers had been trained in appraisals.
6. **Staffing Matters**  
The Committee noted the actions taken to fill the position of Town Clerk.
7. **Closure**  
The meeting was closed at 8.30 p.m.

Action