PERSONNEL MEETING

<u>The Personnel Committee of</u> <u>Haverhill Town Council will hold a meeting on</u> <u>Tuesday 27th January 2004 at 6.00 p.m.</u> in The Multiarts Studio, Town Hall Arts Centre, Haverhill



HAVERHILL TOWN COUNCIL Bevan House, Camps Road Haverhill Suffolk CB9 8HF

Telephone: 01440 712858 Fax: 01440 706717

CONSTITUTION: Chair:

Town Councillor: Town Councillors: Cllr Nick Whelan S Fanning, Maggie Lee, and A Thomas

AGENDA

1. <u>Resolution to Personnel Committee on the advice of the National</u> <u>Association of Local Councils</u>

That, in the absence of the Town Clerk, the Chair of the Council or appointed Acting Clerk can sign Agendas for any Personnel Meeting of Haverhill Town Council and that this resolution be retrospectively applied to the Agenda for the Personnel Meeting of 27th January 2004.

2. Apologies for Absence

Please give any apologies to the office before the meeting.

3. <u>Declaration of Interests</u>

For Members to declare an interest in any matter on the agenda

4. Minutes of the Last Meeting

To accept the minutes of the meeting held 20 January 2004. (To be circulated prior to the meeting.)

5. <u>Matters Arising</u>

To deal with matters arising from the minutes.

EXEMPT INFORMATION – EXCLUSION OF PUBLIC TERMS OF FORMAL RESOLUTION

Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the following item of business on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

6. <u>Staffing Issues</u>

To receive a verbal report from Cllr Lee on issues that require attention in the Clerk's absence as identified by staff. To make any recommendations to Full Council as necessary.

7. <u>Closure</u>

Signed

Haverhill Town Mayor Chair of Haverhill Town Council

21 January 2004