

## **PERSONNEL COMMITTEE**

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 25<sup>th</sup> January 2005 commencing at 8.30 p.m., or immediately following the Full Council meeting, whichever is the later, for the purpose of transacting the following business



**CONSTITUTION:** Chair: Town Councillor: A Thomas  
Town Councillors: M Graham, Mrs Mary Martin, L Samples  
and R Warwick

## **AGENDA**

1. **Apologies for Absence**

Please notify the office if you are unable to attend

2. **Declarations of Interest**

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

3. **Minutes of Previous Meetings**

To agree the minutes of the Meetings held 9<sup>th</sup> November 2004

4. **Matters Arising From Those Minutes**

To deal with any issues outstanding from those minutes

5. **Draft Revised Staff Handbook**

To review and agree the content of the new staff handbook

6. **Issues Raised by Staff**

To consider any issues raised by staff

7. **Closure**



Gordon Mussett  
Town Clerk

17 January 2005