

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 5th April 2005 commencing at 8.00 p.m., or immediately following the Arts & Leisure Committee meeting, whichever is the later, for the purpose of transacting the following business



**HAVERHILL
TOWN COUNCIL**
Haverhill Arts Centre,
High Street, Haverhill
Suffolk CB9 8AR

Telephone: 01440 712858
Fax: 01440 718931

CONSTITUTION: Chair: Town Councillor: **A Thomas**
Town Councillors: **Mrs Mary Martin, L Robinson, 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 Meeting held 25th January 2005

4. Matters Arising From Those Minutes

To deal with any issues outstanding from those minutes

5. Staff Concessions

To review and agree the concessions available to staff

6. Appointment of Accountant

To note the appointment of the Accountant

7. TUPE Transfer

To receive legal opinion (if available by date of meeting) and agree action

8. Issues Raised by Staff

To consider any issues raised by staff

Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the remainder of the meeting 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.

9. To Confirm the Situation Regarding Duty Officers

To consider and agree the action to be taken in the event that staff currently undertaking Duty Officer roles and/or acting as the Licensee's nominee are unable to attain, or are debarred from holding, a Personal Licence as required by the Licensing Act 2003

10. Closure



**Gordon Mussett
Town Clerk**

29th March 2005