



PERSONNEL COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Main Hall, Town Hall, High Street, Haverhill, on Tuesday 10th May 2011 commencing at 7.55 p.m., or immediately following Community First Committee, whichever is the later, for the purpose of transacting the following business

AGENDA

1. **Election of Committee Chair**
To elect a Chair of Committee
2. **Election of Vice-Chair of Committee**
To elect a Vice-Chair of Committee
3. **Apologies for Absence**
Please notify the office by 5.00 p.m. on the day of the meeting if you are unable to attend.
4. **Declarations of Interest**
For Members to declare an interest in items on the agenda.
5. **Minutes of the Last Meetings**
To approve the minutes of the meeting held 12th April 2011.
6. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 12th April 2011.
7. **Closure**

Signed

TOWN CLERK

1st May 2011