



## 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 14<sup>th</sup> May 2011 commencing at 7.20 p.m., or immediately following Finance Committee, whichever is the later, for the purpose of transacting the following business

### CONSTITUTION:

Chair: Town Councillor: Maureen Byrne  
Town Councillors: R Andre, P French, A Samuels and C Turner

### AGENDA

1. **Apologies for Absence**  
Please notify the office by 5.00 p.m. on the day of the meeting if you are unable to attend.
2. **Declarations of Interest**  
For Members to declare an interest in items on the agenda.
3. **Minutes of the Last Meetings**  
To approve the minutes of the meeting held 10<sup>th</sup> May 2011.
4. **Matters Arising**  
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 10<sup>th</sup> May 2011.

*In accord with the Provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the remainder of the meeting because of the confidential nature of the business to be transacted*

5. **Staffing Matters**  
To note actions taken as a result of, and any matters arising from the review of the Duty Management at the Arts Centre.
6. **Closure**

Signed

TOWN CLERK

7<sup>th</sup> June 2011