



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 8th November 2011 commencing at 7.30 p.m., or immediately following Arts & Leisure 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 13th September 2011.
4. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 13th September 2011.
5. **Training**
To receive an update on training undertaken by staff and that still to be undertaken.
6. **Staffing Matters**
To note actions taken to fill the position of Town Clerk.
7. **Closure**

Signed

TOWN CLERK

1st November 2011