



HAVERHILL
TOWN COUNCIL

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 6th December 2011 commencing at 7.20 p.m., or immediately following Planning 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 8th November 2011.
4. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 8th November 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. **Appointment of Town Clerk**
To accede to a request for limited payment of relocation expenses (attached).
6. **Honoraria**
To agree to the payment of an honoraria to all staff affected by the absence of a full-time position between October 2010 and September 2011 (attached).
7. **Closure**

Signed

TOWN CLERK

23rd November 2011