



## Redenhall with Harleston Town Council

Clerk: Lynda Ling

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Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk IP20 9DD

### **Notice of Meeting**

For a Personnel Committee meeting which will be held in the Town Council Office, Memorial Leisure Centre, Wilderness Lane on Tuesday 22<sup>nd</sup> November 2016 at 6.00pm to consider the business detailed below

**Signed:** *Lynda Ling*

**Town Clerk**

**Date: 15<sup>th</sup> November 2016**

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## AGENDA

1. Welcome
2. To receive and accept apologies from members unable to attend.
3. To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.
4. To resolve to agree the minutes of the meeting held on Tuesday 6<sup>th</sup> September 2016
5. To discuss staff job descriptions and agree any action
6. To discuss two individual members of staffs' job descriptions and agree any action
7. To discuss time in lieu/toil and agree any action
8. To discuss any other items relating to personnel and agree any action
9. To confirm the date of the next meeting.

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm