



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## **Notice of Meeting**

A meeting of **Redenhall with Harleston Town Council's People, Health, Safety and Wellbeing Committee** will be held in the Council Office, Memorial Leisure Centre on **Tuesday 30<sup>th</sup> October 2018 at 6.30pm** to consider the business detailed below.

**Signed:** *Lynda Ling* - Town Clerk

**Date:** 23<sup>rd</sup> October 2018

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## **AGENDA**

1. **Co-option of committee members if required**
2. **Apologies**
3. **Declarations of pecuniary or any other interests**
4. **Reports**
  - Chairman's report
  - Clerks report (for information only)
  - Councillor reports (for information only)
5. **Finance**
  - Budget discussion and requests
6. **Personnel**
  - Update on staffing in the gym and maternity cover
  - To note the end of 6-month probationary period for a member of TC staff
  - Gym staff salary
  - Any other personnel items
7. **General items for discussion and agreement**
  - Terms of Reference
8. **Health & Safety**
  - Any items for consideration
9. **Significant correspondence**
10. **Date and time of the next meeting** – To be agreed