



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 **Monday 21st January 2019 at 6.30pm** to consider the business detailed below.

Signed: *Lynda Ling* - Town Clerk

Date: 14th January 2019

AGENDA

1. **Apologies**
2. **Declarations of pecuniary or any other interests**
3. **Approval of minutes from 30th October 2018**
4. **Reports**
 - Chairman's report
 - Councillor reports (for information only)
 - Clerks report (for information only)
5. **Finance**
 - Budget discussion for 2019/20
 - To be informed of pay increases agreed by the National Joint Council for Local Government Services (NJC) to be implemented from 1st April 2019
6. **Personnel**
 - Request for flexible working hours from gym manager
 - Discussion on the taking over of public convenience responsibilities by a member of staff (to include addition to job description, hours and pay)
 - Discussion on restructure of staffing
 - Any other personnel items for discussion including the clerk's contract
7. **General items for discussion and agreement**
 - Items for consideration (if any)
8. **Health & Safety**
 - Items for consideration (if any)
9. **Significant correspondence**
10. **Date and time of the next meeting** – To be agreed