



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mr B. Woods

Notice of Meeting

For a Personnel Committee meeting which will be held in the Town Council Office, Memorial Leisure Centre, Wilderness Lane on Monday 24th July 2017 at 6.30pm to consider the business detailed below

Signed: *Lynda Ling*

Town Clerk

Date: 19th July 2017

AGENDA

1. To elect a Chairman
2. To elect a Vice-Chairman
3. To receive and accept apologies from members unable to attend.
4. To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.
5. To resolve to agree the minutes of the meeting held on Monday 25th April 2017
6. To discuss staffing levels in the gym and agree any action
7. To discuss the booking of holidays for all staff and agree any action
8. To discuss gym staff related items including use of equipment and agree any action
9. To discuss town council and maintenance staff related items and agree any action
10. To discuss any other items relating to personnel generally and agree any action
11. To confirm the date of the next meeting.