



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## **Notice of Meeting**

For a Personnel Committee meeting which will be held in the Town Council Office, Memorial Leisure Centre, Wilderness Lane on Tuesday 23<sup>rd</sup> January 2018 at 6.30pm to consider the business detailed below

**Signed:** *Lynda Ling*

**Town Clerk**

**Date: 17<sup>th</sup> January 2018**

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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 28<sup>th</sup> November 2017
5. To discuss staff related items (including extra hours for the office administrator and clerks unused holiday) and agree any action
6. To discuss any other items relating to personnel generally and agree any action
7. Councillor reports
8. To confirm the date of the next meeting.