



# BECCLES TOWN COUNCIL

TOWN HALL, THE WALK, BECCLES, NR34 9AJ  
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You are summoned to a meeting of the **Personnel Committee** to be held on **Wednesday 11 July 2018 at 10:00am** in the Committee Room of Beccles Town Hall

*Committee Members: Councillors E Brambley-Crawshaw, Mrs S Bubb, G Catchpole, A Downes, J Harris (Chair), Mrs M Haynes, R Kathuria, R Stubbings*

Mrs Claire Boyne  
Town Clerk  
4 July 2018

## AGENDA

1. To receive and accept apologies for absence
2. To elect a Chair and Deputy Chair for 2018-19
3. To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the Agenda
4. To accept for accuracy and adoption the minutes and the confidential minutes of the Personnel Committee meeting held on Wednesday 21 February 2018 *(attached)*
5. **Admission to meeting - pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 It is proposed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters**
6. To consider staffing issues, as appropriate *(details attached)*
7. To draw up a Job Description and Person Specification for a Relief Harbour Master at Beccles Quay *(sample job descriptions and person specifications attached)*



Mrs Claire Boyne ~ Town Clerk  
Mr Charlie Middleton ~ Deputy Town Clerk