



BECCLES TOWN COUNCIL

TOWN HALL, THE WALK, BECCLES, NR34 9AJ
TEL 01502 712109 ~ FAX 01502 716166
admin@beccles.info
www.beccles.info

You are summoned to a meeting of the **Personnel Committee** to be held on **Wednesday 21 February 2018 at 10:15am** in the Committee Room of Beccles Town Hall

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

Mrs Claire Boyne
Town Clerk
13 February 2018

AGENDA

1. To receive and accept apologies for absence
2. 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
3. To accept for accuracy and adoption the minutes and the confidential minutes of the Personnel Committee meeting held on Wednesday 22 November 2017 *(attached)*
4. **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**
5. To consider staffing matters and the appointment of an Administration Assistant *(draft job description attached)*



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