

BECCLES FENLAND CHARITY TRUST

Registered Charity Number 1140678



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20 January 2020

Dear Councillor

The next meeting of the Personnel Committee will be held at the Beccles Town Hall on **Friday 24 January 2020 directly after the Town Council Personnel Committee meeting.**

Committee Members: Councillors J Harris (Chair), G Catchpole (Deputy Chair), Mrs S Bubb, Mrs A Carr, A Lever, R Stubbings, J Walmsley, B Woodruff

AGENDA ITEM

1. To receive apologies for absence
2. To receive declarations of pecuniary and non-pecuniary interests in items on the agenda
3. To receive for accuracy and adoption the minutes of the Personnel Committee meeting held on Tuesday 19 November 2019 (*attached*)
4. Any other business

CONFIDENTIAL ITEMS

5. To consider staffing matters, as appropriate (*details attached*)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Boyne'.

Claire Boyne
Secretary