

Our Ref: 43/11/CAP

Thursday, 30 July 20154

Dear Councillor

Personnel Committee

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Tuesday 28th January at 4.00 p.m.** at Felixstowe Town Hall to consider the following agenda.

A G E N D A

1. Apologies.

2. Declarations of Interest.

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To Consider Any Requests for Dispensation.

Members with a pecuniary interest may request a dispensation from the Council to remain during discussion on that item in which they have a pecuniary interest. This dispensation may also be extended to enable them to vote on the item. Requests must be received and agreed prior to the meeting in which they wish to participate.

4. To Agree the Minutes of the Meeting held 9th December 2013

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5. Exclusion of Press and Public

"In accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

6. To Agree to Recommend the Terms for Settlement of the Staffing Issue to Full Council (attached)

7. Closure

Yours sincerely



TOWN CLERK

To Councillors: Jan Garfield, Newman, Savage and Slemmings.