

Our Ref: 43/11/CAP

6th September 2013

Dear Councillor

Personnel Committee

There will be a meeting of the **Personnel Committee** on **Tuesday 17th September 2013 at 9.00am** at Felixstowe Town Hall to consider the following agenda.

A G E N D A

1. Election of Chairman.
2. Election of Vice Chairman.
3. Apologies.
4. 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.
5. Terms of Reference.
4. Establishment pay review.
5. To consider staff booklet.
6. Date of next meeting

Yours sincerely

TOWN CLERK

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