

**SWANAGE TOWN COUNCIL**

A.J. LEESON  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

9<sup>th</sup> August 2007

Dear Sir/Madam

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 15<sup>th</sup> AUGUST 2007** at **2.15 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Alan Leeson*

Town Clerk.

To The Town Mayor and Deputy Mayor,  
Councillors Bright, Mrs Gainsborough, Gloyn-Cox  
and Trite.

Copies to all Councillors and Departmental Managers.

**A G E N D A**

1. Apologies.
2. Appointment of accountant. (Papers enclosed).
3. Staffing review – programme and timetable.
4. Review of Staff Handbook and policies. (Copy Enclosed).
5. Town Clerk's appraisal – establishment of procedure.
6. Review and monitoring of objectives.
7. Items of information and matters for forthcoming agendas.
8. Date of next meeting.

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**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION  
TIME MAY BE HELD AT 9.30 a.m. PRIOR TO THE  
MEETING**

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