

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

1st December 2017

Dear Sir/Madam

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 6th DECEMBER 2017** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Martin K Ayres

Town Clerk.

To the Town Mayor and Deputy Mayor,
Councillors Morris (Chairman) and Councillors Bishop,
Lejeune, and Trite.

A G E N D A

1. Apologies.
2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011).
3. To consider staffing structure and post list for 2018/19 financial year.
(Information enclosed).
4. Additional holiday to cover Christmas shutdown 2017.
(Briefing note enclosed).
5. Consideration of non-consolidated payment to all employees with December salary.
(Briefing note enclosed).
6. Items of Information and Matters for Forthcoming Agendas.
7. Date of next meeting – 9.30 a.m. on 21st February 2018.

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