

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

17<sup>th</sup> April 2019

Dear Councillor

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 24<sup>th</sup> APRIL 2019** at **3.30 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Dr M K Ayres*

Town Clerk.

To the Town Mayor and Deputy Mayor,  
Councillor Morris (Chairman) and Councillors Bishop, Harris 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 adoption of revised Staff Handbook (Copy to follow).
4. To confirm agreement of revised post list. (Copy enclosed).
5. To consider recruitment to following posts and/or report from South West Councils regarding salaries:  
a) Management Support Officer  
b) Buildings Maintenance Supervisor  
c) Seafront Advisors (Papers to follow).
6. To consider arrangements for staff parking (Briefing note to follow).
7. Items of Information and Matters for Forthcoming Agendas.
8. Date of next meeting – date to be confirmed at the Annual Council Meeting in May 2019.

**PLEASE NOTE:** UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 3.30 p.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.