

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

21<sup>st</sup> November 2018

Dear Sir/Madam

**Personnel Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 26<sup>th</sup> NOVEMBER 2018** at **3.30 p.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,  
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 staffing structure and post list for 2019/20 financial year.  
(Information enclosed).
4. Additional holiday to cover Christmas shutdown 2018.  
(Briefing note enclosed).
5. Items of Information and Matters for Forthcoming Agendas.
6. Date of next meeting – 9.30 a.m. on 20<sup>th</sup> February 2019.

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**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.**

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