

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ
01929 423636

4th September 2017

Dear Sir/Madam

Personnel Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **FRIDAY, 8th SEPTEMBER 2017** at **9.00 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,
Councillor 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. Items of Information and Matters for Forthcoming Agendas.
 4. To consider job description and job evaluation report regarding the post of Finance Assistant. (Job description enclosed, report to follow).
 - * 5. To consider job description and job evaluation report regarding the post of Finance Manager. (Job description enclosed, report to follow).
 6. Date of next meeting.
- * Under Standing Order No. 1) c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda item 5 (in relation to information regarding the employment terms of an individual).

PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 9.00 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.
