

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ  
01929 423636

29 October 2020

Dear Councillor

**Personnel Committee**

A meeting of the above Committee will be hosted on the Zoom platform on **TUESDAY, 3<sup>rd</sup> NOVEMBER 2020** at **11.00 a.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 Trite and Councillors Foster  
and Moreton.

**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 preliminary employee budget for the 2021/22 financial year.  
(Information enclosed)
4. To consider employee holiday entitlement. (Briefing note enclosed)
5. Christmas Arrangements 2020.
6. Appointment of panel to consider flexible working request.
7. Items of Information and Matters for Forthcoming Agendas.
8. Date of next meeting – Wednesday 13<sup>th</sup> January 2021.

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**PLEASE NOTE:** UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 11.00 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.

IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE MEETING VIA ZOOM, THEN PLEASE E-MAIL [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) NOT LATER THAN 4.00 P.M. ON MONDAY 2<sup>nd</sup> NOVEMBER 2020 TO REQUEST THE LOG-IN DETAILS FOR THE MEETING.

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