

ST NEOTS TOWN COUNCIL

Helen King
Town Clerk

Council Offices
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15 August 2011

To: Members of the Public

NOTICE

NOTICE IS HEREBY GIVEN that a meeting of the **PERSONNEL COMMITTEE** will be held in **The Moot, the Priory Centre on Thursday 1 September 2011 at 7pm.**

A G E N D A

- 1) Election of Vice-Chairman
To elect a Vice Chairman for the ensuing year.
- 2) Apologies for Absence
To receive and accept Councillors' apologies for absence.
- 3) Declarations of Interest
To receive from Councillors declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda items.
- 4) Minutes
To approve the Minutes of the Meeting held on 2 June.
- 5) Staffing Establishment.
To consider formalising the combined post of RFO/Deputy Town Clerk.
To consider virement of the Deputy Town Clerk budget to employ a Town Centre or Community/Development Manager.
To consider employing apprentices in the Operations and the Finance Departments.
- 6) Clerk's Report on Matters Outstanding
To receive an update from the Town Clerk.

Attached


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E REILLY
ACTING TOWN CLERK
15.08.2011