

13th March 2008

Dear Sir/Madam,

PERSONNEL COMMITTEE

You are invited to a meeting of the Personnel Committee to be held at the Town Hall, Seaton on **Monday 7th April 2008 following the Finance & General Purposes Committee Meeting** to consider matters on the following agenda:

Yours faithfully,

Mr PJ Higginson
Clerk to the Council

AGENDA

- 1) To accept and approve apologies
- 2) To confirm the Minutes of the meeting held on the 20th February 2008
- 3) To receive declarations of interest from Members and Officers
- 4) Resolution under Standing Order 73
- 5) To continue the process of producing the documentation and associated matters relevant to the recruitment and appointment of a Clerk to the Council
- 6) To consider the office staffing arrangements
- 7) To consider any late entry correspondence
- 8) To arrange a date for the next meeting