

## HIGHAM FERRERS TOWN COUNCIL

To: The Members of the Personnel Sub Committee.

Your attendance is requested at the Town Hall, Higham Ferrers at **7.00** p.m. on Tuesday 20 January 2009, a Meeting of the Personnel Sub Committee having been summoned for the purpose of transacting the following business:

### AGENDA

1. The Town Clerk to report apologies received from members for inability to attend the Meeting.
2. Declarations of Interest  
nb. Members are reminded that Interests may be either Personal or Prejudicial, and that if they wish for any clarification they are able to discuss the subject with the Town Clerk prior to the Meeting.
3. To approve the following resolution:  
'That due to the confidential nature of the next items to be discussed involving Council staffing that the Press and Public be excluded.'
4. To sign as a correct record the Minutes of the Meeting of the Personnel Sub Committee held on 09 September 2008 (copy herewith Folios 3726-3727)
5. To receive the Report of the Town Clerk on Leave, Sickness Absence and Disciplinary matters.
6. Any other urgent business.
7. Date of next Meeting.

Members of the Public may address the Meeting upon individual items listed on the Agenda for a period not longer than 3 minutes provided that three clear working days notice is given of the intention to The Town Clerk.