



10 December 2018

Dear Councillor

You are invited to attend a meeting of the **PERSONNEL COMMITTEE to be held on FRIDAY 14 DECEMBER 2018 at 09.30 am** in the Committee Room at the Town Hall, West Borough, WIMBORNE MINSTER.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laurence Hewitt'.

Laurence Hewitt
Town Clerk

A G E N D A

- 1 Apologies for Absence.
- 2 **EXCLUSION OF PRESS & PUBLIC**
- 3 **GROUNDSTAFF CHRISTMAS WORKING**
The Chairman to report.
- 4 **OFFICE STAFF WORKING ARRANGEMENTS**
The Town Clerk to report.

Cllr K F Webb (Chairman)
Cllr S K Bartlett (Vice-Chairman)
Cllr Mrs S A Bell
Cllr Mrs C A Chedgy
Cllr Mrs P A Hymers

NB: Chairmen of Committees are reminded that, if they cannot attend meetings of the Personnel Committee, Standing Orders require them to inform their Vice-Chairmen so that they may attend in their place.

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONSIDERATIONS

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

