



# Much Wenlock Town Council

Corn Exchange  
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Town Clerk: Sharon Clayton BA (Hons) Fellow ILCM

**NOTICE IS HEREBY GIVEN** that the Chairman has called an Extraordinary meeting of the above named **Personnel Committee** will take place at **the Corn Exchange**, Much Wenlock commencing at **9:30 am** on Monday **20 July 2015**. Members are hereby summoned to attend for the purpose of transacting the following business.

Signed: *Yvonne Holyoak*  
Cllr. Yvonne Holyoak  
Chairman

Signed: *S. Clayton*  
Sharon Clayton BA (Hons) Fellow ILCM  
Town Clerk

Date of issue:  
13 July 2015

# A G E N D A

## 1. CHAIRMAN'S WELCOME

## 2. APOLOGIES

To receive apologies from Members unable to attend

## 3. DISCLOSURE OF PECUNIARY INTERESTS

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

## 4. DISPENSATION

Requests for dispensation should be in writing, addressed to the Town Clerk, and received prior to the meeting

## 5. MINUTES

To approve the minutes from the meeting held on 22 June 2015

### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is requested that the public and press are not present.**

## 6. STAFFING

To consider and approve a review of administrative duties for employees in the Town Clerk's office

Members:

Cllr. Bert Harper, Cllr. Mike Grace, Cllr. Yvonne Holyoak, Cllr. Paul Laming, and Cllr. David Turner