



North Walsham Town Council

Mr N J Clancy *Town Clerk*

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16 August 2017

Dear Member

You are summoned to attend a meeting of the Personnel & Grants Committee, which has been called by the Vice Chairman of the Personnel & Grants Committee on **Tuesday 22 August 2017 commencing at 18.30.**

The Agenda is set out below.

Please note that apologies are required and must be submitted as soon as possible.

Yours sincerely

T. Foster
Town Clerk

AGENDA

**North Walsham Town Council Personnel Committee
Tuesday 22nd August 2017 at 6.30pm
at the Function Room, 18 Kings Arms Street**

Declarations of Interest

Apologies for Absence

Minutes of Previous Meeting

Substitution Payment for Extended Leave

Receptionist Staff Review

Update on Temporary Groundsman

Update on Head Groundsman Vacancy

General Staff Update

Any Other Business permitted by Chair

Date of Next Meeting.

Office hours: Monday to Friday 9.30am to 12.30pm

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Non nobis sed omnibus - Not for ourselves, but for all

