



Morecambe Town Council

Morecambe Town Hall,
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Proper Officer: Mr Luke Trevaskis

16 July 2021

To: **Members of Morecambe Town Council Personnel Committee: Cllrs J Ashworth, J Hanson, P Heath, P Hart, P Anderton, C Matthews, M Pattison, R Cleet.**

Dear Councillor,

Dated this sixteenth day of July 2021, you are hereby summoned to attend a meeting of Morecambe Town Council Personnel Committee to be held at 18:15 on the twenty-second day of July 2021.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Your sincerely,

Mr Luke Trevaskis
Proper Officer

Agenda

1. **Apologies** - to receive apologies for absence.
2. **Declarations of Interests** - to note declarations of members' interests.
3. **Minutes** - to consider and approve the minutes of the last meeting.
4. **Public Participation** - to adjourn the meeting for a period of public discussion.
5. **Recruitment** - to consider the scope of additional administrative support for the office and receive an update from the Personnel Interview Sub-Committee regarding recent interviews and the job description of the Community Engagement and Events Officer and agree actions.