



Morecambe Town Council

Morecambe Town Hall,
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LA4 5AF

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Proper Officer: Mr Luke Trevaskis

22 September 2021

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

Dear Councillor,

Dated this twenty-second day of September 2021, you are hereby summoned to attend a meeting of Morecambe Town Council Personnel Committee to be held at 18:00 on the twenty-seventh day of September 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 job description and recruitment pack for the additional administrative support officer.
6. **Interview Sub Committee** - to note the vacancy for a member on the Interview Sub Committee and approve for an additional member to join the Committee.
7. **Training** - to note requirement for officer training in Health and Safety / First Aid and agree actions.