**TRIMLEY ST MARTIN PARISH COUNCIL**

**You are hereby summoned to attend the meeting of the Personnel Committee of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Wednesday 25th November at 11.00 a.m.**

 **Gordon Mussett, Parish Clerk**

 **10th November 2015**

1. **Election of Chair**

To elect a Chair of the Personnel Committee

1. **Election of Vice-Chair**

To elect a Vice-Chair of the Personnel Committee

1. **Receive Declarations of Interests**

For Councillors to declare pecuniary interests in matters on the agenda.

1. **To Receive and Determine Requests for Dispensations**

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

1. **In accordance with the Public Bodies (Admission to Meetings)To Agree to Ask the Public and Press to Withdraw on Account of the Confidential Nature of the Business to be Transacted**

To agree to ask the public and press to withdraw on account of the confidential nature of the business to be transacted

1. **To Hear a Grievance Complaint and Agree Appropriate Resolution of the Grievance**

To hear a grievance complaint and agree appropriate resolution of the grievance

1. **Closure**