HORNSEA TOWN COUNCIL

TOWN HALL, 75a NEWBEGIN, HORNSEA, EAST YORKSHIRE HU18 1PA

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 Joanna Richardson

 Clerk to the Council

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To the Hornsea Town Council Personnel Committee

30th November 2021

Ladies and Gentlemen,

You are hereby summoned to attend a meeting of the Hornsea Town Council Personnel Committee that will be held on Thursday 16th December 2021 in the Town Hall council chamber at 6.00pm to transact the business specified below.

Yours faithfully

J M Richardson

Clerk of the Council

**A G E N D A**

1. **Apologies for absence**

*In Pursuant to Section 1(2) of the Public* *Bodies (admissions to meetings) Act 1960 it is recommended that because of the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following matters*

1. **Approval of the Minutes of a meeting held on 16th November**
2. **Proposed apprentice**
3. **Work experience applicant**
4. **Administration Assistant appointment**