

Personnel, Licensing & Administration Committee

1 October 2008

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Governance
Monkton Park
Chippenham SN15 1ER
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Dear Councillor

23 September 2008

Your attendance is requested at an **extraordinary** meeting of the Personnel, Licensing & Administration Committee to be held on **Wednesday 1 October 2008 at 7.30pm** in Committee Rooms A, B & C Level –1, Council Offices, Monkton Park, Chippenham. The items for decision and information at the meeting are as listed on the attached Agenda.

Any papers listed as “to follow”, urgent items or supplementary papers will be made available as soon as possible and in any event no later than 30 minutes before the start of the meeting.

Yours sincerely

Marie Todd
Senior Democratic Services Officer

To Councillors:

D.B. Allen	T. Clements	M.P. Hatton	J. Lay	J.A. Phillips	S.J. Still
A.M. Bucknell	J.M. Hartless	I.J. Henderson	R MacGregor	P.S. Roberts	

AGENDA

1. Apologies for Absence

2. Membership

The Democratic Services Officer will report on changes in Membership under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and the Council's Procedure Rule Number 4.

3. Public Question Time/Receipt of Petitions

To receive public questions and/or petitions in accordance with the provision of Council Procedure Rule Numbers 11 and 12.

4. Declarations of Interest

To receive declarations of interest from Members in respect of any item contained in the Agenda.

5. Chairman's Announcements

6. Exclusion of Press and Public

To consider and, if appropriate, pass the following resolution:

That under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph(s) of the Act / Schedule describing the exemption
Agenda Item 7 – Redundancy of Post No. 7000	Paragraphs 1 & 2

7. Redundancy of Post No. 7000

The purpose of Report No. 7 (**to follow**) is to consider the redundancy of Post No. 7000.