**Summons**

You are hereby summoned to attend a Full Council Meeting ofthe **WHITEHAVEN** **TOWN** **COUNCIL** which will be held at:

**Venue:** The Civic Hall, Lowther Street, Whitehaven, CA287ES

**Location:** First floor meeting Room –

**Date:** Friday, 16th December 2016

**Time:** 7PM

**Agenda**

1. Apologies for absence.

2. To receive and approve the minutes dated 6th December 2016.

3. Declarations of Interest.

4. Exclusion of Press and Public to exclude the public from the following item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of the business or of the proceedings.

5. Staffing Matter

(i) To advise and update members on the current position regarding a staffing matter and to seek member’s views and decide how the Council should proceed with the following matter.

(ii) To agree the way forward on Finance and Administration.

(iii) To confirm the appointments of the Interim Clerk.

(iv) To authorise payments of submitted invoices by the approved signatories. All to be ratified at the next meeting of the Full Council.

6. Notice of motion for Full Council Meeting – January 2017.

**Signed: R Gill**

**Councillor Raymond Gill, Mayor/Chairman**

**Date: 12th December 2016**