

EPWORTH TOWN COUNCIL



10th January 2024

To: Members of Epworth Town Council's Personnel Committee

Councillors Baker (Chairman), J Whittaker & R Whittaker

Dear Councillor

I hereby give notice of a meeting of the **Personnel Committee** of Epworth Town Council to be held on **Monday, 15th January 2024, at 7.30 pm**, in the **Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**, and you are summoned to attend.

Yours faithfully

A handwritten signature in blue ink that reads 'Gary Johnson'.

Gary Johnson
Town Clerk to the Council

Public Participation

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Committee, however public participation shall not exceed 15 minutes.

Note that this Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

AGENDA

1. **Record of Members Present**
To record the names of members present.
2. **Apologies for Absence**
To receive and accept any apologies for absence.
3. **Declarations of Interest & Dispensations**
 - (i) To record any declarations of interest in respect of the agenda.
 - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Clerk's Report**
To receive a report from the Clerk.
5. **Administrative Assistant**
To consider the applications received for the temporary part-time vacancy of Administrative Assistant and make arrangements for the interviewing of candidates shortlisted for the post.
6. **Groundsperson**
To consider the action which needs to be taken with regard to the recruitment of a new Groundsperson, including agreeing a job description, person specification, and job advert for the vacancy.
7. **Staff Appraisals**
To receive an update on staff appraisals.
8. **Date, Time & Place of Next Meeting**
To confirm the date, time and place of the next meeting of the Personnel Committee.
9. **Closure of Meeting**
To note the time the meeting closed.