

# EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY  
Email: [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) Tel: 01427 872086



26 August 2021

Dear Councillors,

I hereby give notice of summons to attend a meeting of the Personnel Committee Meeting that will be held on the following:

**Wednesday 1 September 2021 to commence at 6.30 pm**

For any apologies for attendance, please could you email me on [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) at your earliest opportunity.

With regards

Clare Boyall

*Clerk*

Epworth Town Council

**The Councillors of the Epworth Town Council are hereby summoned to attend a Personnel Committee Meeting at 6.30 pm on Wednesday 1 September in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth.**

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## AGENDA ITEMS FOR DISCUSSION AND DECISION

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.

### Public Participation

Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session. The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.

- 1           **To record the names of members present**
- 2           **To receive apologies of absence**
- 3           **To receive Declarations of Interest by any member of the Council** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).
- 4           **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 5           **To review and resolve the job description for the Groundsperson.**
- 6           **To review the Groundsperson's applications and resolve candidates for interview**
- 7           **Date and time of next meeting**