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20<sup>th</sup> June 2019

## **PERSONNEL COMMITTEE**

You are hereby summoned to attend a Meeting of the Personnel Committee to be held in the Town Council offices, Fort Road, Newhaven, on **26<sup>th</sup> June 2019 at 6.30pm.**

Councillors: Marlene Amy (Chair)  
Graham Amy (Vice Chair)  
Diane Hall  
Paul Boswell  
Angela Simmons

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**Jacky Main**  
**Clerk to the Council**

and non-Committee Members for information.

## **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Petitions/Public Questions
4. Minutes – to consider whether the Minutes of the Meeting of the Personnel Committee held on Tuesday 13<sup>th</sup> November 2018 are an accurate record of the meeting
5. To formally confirm acceptance of the proposal from Chris Rolley and James Corrigan to support the Council in the recruitment of a new Clerk following the retirement of the current post holder (report attached).
6. To consider the job evaluation of the role of Clerk carried out by Chris Rolley and James Corrigan (attached).
7. To consider the draft person specification and job description for the role of Clerk (attached).

8. To agree advertising for the recruitment (draft advertisement attached; further information to be tabled at the meeting).

**PLEASE NOTE:**

All members of the public are welcome to attend Meetings of the Town Council and its Committees.

**Item 3** - a period of 15 minutes will be set aside for the receipt of petitions (minimum 10 signatures) and public questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session.  
Where this arises, these items will be considered at the end of the Agenda.