



## Dormansland Parish Council

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**Notice is hereby given that a meeting of the Personnel Committee will be held at 1pm on Friday 23rd July 2021 in The Centenary Room, The Platt, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.**

Signed:   
Debbie Marshall, Locum Parish Clerk

19<sup>th</sup> July 2021

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### Public Session

Members of the public may speak for 3 minutes maximum in respect of any item on the agenda below. If there are no members of the public present at 1pm the meeting will commence.

### Membership of Committee

Mr. Guy Kaiser-Davies, Mr. Clive Robinson, Ms. Cheryl Roux.

### AGENDA

#### 1. To appoint a Chair of the Personnel Committee

#### 2. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

#### 3. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

#### 4. Recruitment of a new Parish Clerk

To consider and agree:

4.1 Hours of employment/salary grade

4.2 Advert, distribution and length of advertising

4.3 Job description

4.4 Person Specification

4.5 Application form

4.6 Contract of employment

Annexed

Annexed

Annexed

Annexed

Annexed

#### Part 2

**Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.**

4.7 Interview process