



HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
THURSDAY 12 JANUARY 2017

7.30 p.m.

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE, TR27 4NX

Dear Councillor

You are summoned to attend the Amenities Committee Meeting of Hayle Town Council, to be held at Hayle Community Centre, commencing at 7.30 p.m. on Thursday 12 January 2017. The following agenda will then be discussed

Eleanor Giggall
Town Clerk
6 January 2017

01736 755005
(Office)

AGENDA

PLEASE NOTE THAT IT MAY BE NECESSARY TO EXCLUDE THE PRESS AND THE PUBLIC AT ANY POINT DURING THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

- 1 TO RECEIVE APOLOGIES**
- 2 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 3 TO APPROVE THE NOTES OF THE AMENITIES COMMITTEE MEETING 21 SEPTEMBER 2016**
- 4 TO CONSIDER AND REVIEW THE DRAFT ADVERT AND JOB DESCRIPTION FOR THE POST OF FINANCE OFFICER**
- 5 TO CONSIDER AND REVIEW THE DRAFT ADVERT AND JOB DESCRIPTION FOR THE POST OF FACILITIES AND CONTRACTS MANAGER**
- 6 TO CONSIDER AND REVIEW THE DRAFT ADVERT AND JOB DESCRIPTION FOR THE POST OF MAINTENANCE TECHNICIAN**
- 7 TO REVIEW AND UPDATE THE CURRENT DRAFT CONTRACT AND CONDITIONS**
- 8 TO CONFIRM THE RECRUITMENT TIMELINE AND CONFIRM INTERVIEW SCHEDULE**

NB The Personnel Committee comprises Councillors Bennett, Capper, Coad, Farrar, Ninnes and Polkinghorne