



**HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
TUESDAY 9 JANUARY 2024**

7.00pm

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

Dear Councillor

You are summoned to attend a meeting of the Personnel Committee of Hayle Town Council, to be held in the Assembly Room at Hayle Community Centre, commencing at 7pm on Tuesday 9 January 2024. The following agenda will then be discussed.

Eleanor Giggall

Eleanor Giggall
Town Clerk
3 January 2024

01736 755005
(Office)

AGENDA

PLEASE NOTE THAT IT WILL BE NECESSARY TO EXCLUDE THE PRESS AND THE PUBLIC 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 MINUTES OF THE PERSONNEL COMMITTEE MEETING OF 23 NOVEMBER 2023**
- 4 TO CONSIDER THE REQUEST FROM THE FACILITIES AND CONTRACTS MANAGER (DEPUTY CLERK) REQUESTING REMUNERATION FOR ACTING UP**
- 5 TO REVIEW AND AGREE THE JOB DESCRIPTIONS FOR THE FOLLOWING POSITIONS:**
 - a) Deputy Clerk**
 - b) Responsible Finance Officer**
 - c) Projects and Events Officer**
- 6 TO AGREE THE RECRUITMENT PROCESS FOR THE ABOVE POSITIONS, IF APPROPRIATE**
- 7 TO CONFIRM DATE OF NEXT MEETING**

**NB The Personnel Committee comprises Councillors:
Capper, Carey, Groves, Martyn and Ninnis**