



WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,
North Lincolnshire. DN15 9QF

Phone: 01724 488085 or email wintertoncouncil@talktalkbusiness.net

You are invited to attend a meeting of Winterton Town Council Personnel Committee on Monday 22nd October, 2012. Proceedings will commence at 9.15am in the Ark, West Street, Winterton. The Agenda is set out below. Members of the Council who are not elected members of the Personnel Committee will not be able to be present.

Members of the public and press may attend but will be excluded due to the confidential nature of the items to be discussed.

Angela Grounds

Locum Clerk to the Council
16th October, 2012

AGENDA

- 1 Apologies
To note apologies for absence.
- 2 Declaration of Interests
Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.
- 3 To consider exclusion of the public and press due to the confidential nature of the items to be discussed.
- 4 To agree the design, content and distribution of an advertisement for a permanent Clerk.
- 5 To finalise the Town Clerk Job Description and Person Specification following ERNLLCA Model Document guidelines.
- 6 To agree the process and timescale for interview and appointment of a permanent Town Clerk.