



WINTERTON TOWN COUNCIL

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

Phone: 01724 488085 or email wintertoncouncil@talktalkbusiness.net

Minutes of the Personnel Committee Meeting held on Wednesday 22nd October, 2012 at 9.15am in The Ark, West Street, Winterton

- 1210/1 Apologies
Apologies for absence were received from Cllr. I. Cawsey
- 1210/2 Declaration of Interests
None
- 1210/3 Exclusion of the public and press
The Committee considered the confidential nature of the items to be discussed.
Resolution: That the public and press be excluded from the meeting.
- 1210/4 The Committee considered the design, content and distribution of an advertisement for a permanent Clerk.
Resolution: That the advertising protocols were agreed.
- 1210/5 The Committee considered the Town Clerk Job Description and Person Specification following ERNLLCA Model Document guidelines.
Resolution: That the above documentation was finalised.
- 1210/6 The Committee considered the process and timescale for interview and appointment of a permanent Town Clerk.
Resolution: That the processes were agreed.