

EUXTON PARISH COUNCIL

Minutes of the Personnel Committee 3 May 2022 at 6.30pm, CBTC Offices

Present: Cllrs K Reed (Chair), N Hall, P Fellows, C Jones, E Jones, H Tune.

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

2. Apologies - none

3. Declarations of Interest - None at this time

4. Minutes of the last meeting held on 20 January 2022

Resolved: The Minutes of the meeting held on 20 January were approved and signed by the Chair

5. Consider the recruitment of an assistant/deputy Clerk role – discuss and confirm the advert, job description and timings for the recruitment process

Members discussed the circulated documents and made adjustments.

Resolved: The advert will be for a 15 hour vacancy, Deputy Clerk (designate).

Members set a timetable for the recruitment, sifting and interviews.

6. Consider costings for this recruitment

Members discussed some required items for the new employee and the Clerk listed the items to be purchased.

7. Any other items which need attention or research

Meeting closed.