

To Councillors M Monks H Munn C Spencer J Speyer

**You are hereby summoned to attend the meeting of Barnetby -le-Wold Parish Council Personnel Committee to be held on Monday 3<sup>rd</sup> December at 7.15pm at the Old Mill, Melton Ross Road, Barnetby DN38 6EB**

cfi - Councillors P Asquith K Beacroft V Bowness M Wilson T Lawson D R Wells

The agenda is set out below.

Brian Brooks

Brian Brooks - Clerk to the Council

28<sup>th</sup> November 2012

## **AGENDA**

1. **Apologies for absence**  
To note apologies for absence.
2. **Declaration of Interest**  
Declarations of Interest need to be remade and recorded in the minutes even if an interest has been declared in the register.
3. **Minutes of Previous minutes**  
Minutes of the Personnel Meeting held on Thursday 22<sup>nd</sup> November 2012 to be approved and signed
4. **To determine clerks pay, allowances and conditions**
5. **To consider the production of the following documents to present to the December PCM**
  - A) Clerk Job description.
  - B) Clerk Job specification.
  - C) Clerk advertisement.
  - D) Clerk Application Form
6. **AOB** Items requiring decisions will be placed on the next agenda.
7. **To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.**