



## **Personnel Committee**

(Cllrs Val Simmons, Jackie Burnham and Mike Kermode)

4<sup>th</sup> September 2024

Dear Personnel Committee (and other Town Councillors for information).

I confirm that there will be a special meeting of the **Personnel Committee on Tuesday 10<sup>th</sup> September 2024 at 6-30pm at Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL182UJ.**

The committee will be acting in its interview and appointment role, as approved by Town Council on 11<sup>th</sup> July. As is usual practice, non-committee members may attend as observers and it will help if observer members inform the Town Clerk in advance. Arrangements for a zoom link will be organised if this is required.

Members of the public wishing to attend may do so by informing the Town Clerk by the 9<sup>th</sup> September so that necessary arrangements can be made.

### **Agenda**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Part 2 Business** - It is recommended that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
- 4. Staffing Matters – Assistant Town Clerk’s Vacancy**  
To interview the short-listed candidates for the post and make an appointment if a suitable candidate is identified.

Yours faithfully,

*Cllr. Mike Kermode*

**Secretary and Adviser to the Personnel Committee**

**For further information contact - Stephen Wilson – Town Clerk 07775 673706**

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