



Personnel Committee

(Councillors Val Simmons, Ivor Beech, Jackie Burnham and Mike Kermode)

24th November 2025

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

There will be two meetings of the **Personnel Committee in the Hwb** to interview candidates for the post of Assistant Town Clerk. The first meeting will be on the evening of **Thursday 4th December, at 6-30pm**. The second meeting will be on the morning of **Friday 5th December, at 9-30am**.

As is usual practice, non-committee members may attend as observers and it will help if observer members inform the Town Clerk in advance. Members of the public are also able to attend.

Agenda

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** – To consider the minutes of the meeting held on 18th November 2025 (copy below).
4. **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
5. **Staffing Matters:**
 - 5.1 On the **4th December** – to interview 2 candidates – L.S. and L.N.
 - 5.2 On **5th December** – to interview 1 candidate – H.B-P.

Yours faithfully,

Cllr. Mike Kermode

Secretary and Adviser to the Personnel Committee

For further information contact - Stephen Wilson – Town Clerk

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