

HORSMONDEN PARISH COUNCIL

A MEETING OF HORSMONDEN PARISH COUNCIL'S PERSONNEL COMMITTEE
WILL BE HELD AT THE VILLAGE HALL ON TUESDAY 23RD JANUARY 2018 (TO
COMMENCE DIRECTLY AFTER THE PLANNING MEETING)

AGENDA

Please note that although **members of the Public and press** may not orally report or comment about a meeting as it takes place, they may a) **film, photograph or make an audio recording of a meeting**; b) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later**; or c) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting**.

All members of the council are respectfully requested to ensure that they are familiar with the details of each planning application listed on the agenda, prior to the meeting. These details can be found by following the link provided.

Declarations of Interest (in accordance with the Members' Code of Conduct): If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting

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1. APOLOGIES FOR ABSENCE
2. PUBLIC SESSION
3. CONSIDER AND DEVISE JOB DESCRIPTION FOR DEPUTY CLERK
4. CONSIDER AND DEVISE PERSON SPECIFICATION FOR DEPUTY CLERK
5. CONSIDER AND DECIDE TIMINGS AND ADMINISTRATION OF JOB ADVERTISEMENT AND INTERVIEW PROCEDURE
6. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY)



Lucy Noakes

15th January 2018

Clerk to Horsmonden Parish Council, 01892 724989

THE PUBLIC AND PRESS ARE WARMLY INVITED TO ATTEND THE MEETING