

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: clerk@bourtononthewaterpc.org.uk

18th May 2021

Dear Councillors,

You are invited to attend a Personnel Sub-Committee meeting in the Windrush Room on Tuesday 25th May 2021 at 4.00pm.

Yours sincerely,

S Cretney

S Cretney
Locum Clerk

AGENDA

1. Receive Apologies for absence
2. Receive Declarations of Interest
3. Receive & approve the minutes of the Personnel Sub-Committee held on 25th March 2021 (circulated)
4. Discuss Matters Arising
5. Note and consider applications received in respect of the Clerk's vacancy (NB: Deadline for response = Friday 21st May. Applications received between mandatory meeting notification date and the deadline will be circulated on day of deadline)
6. Agree which candidates to invite for interview; agree date and responsibility for interview;
7. Prepare interview questions and procedure;
8. Agree contingency process in the event no suitable candidates are identified or appointed;
9. Any other business
10. Next Meeting – date to be confirmed.