

## NORTH TAWTON TOWN COUNCIL

Town Clerk – Melanie Bickell

14a The Square, North Tawton, EX20 2EP, Telephone 01837 880121, Email: [townclerk@northtawtontowncouncil.gov.uk](mailto:townclerk@northtawtontowncouncil.gov.uk)

### Cllrs Whiteley, Lee, Watson are summonsed to the Personnel Committee Meeting of North Tawton Town Council:

**Wednesday 24<sup>th</sup> July 2024 at 10.00am – Town Council Office**

*Melanie Bickell* (Town Clerk)

Date of issue 17<sup>th</sup> July 2024

### **PUBLIC NOTICE – RECORDING OF MEETINGS**

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded.

Any member of the public who attends a public meeting and wishes to object to being filmed/recorded/photographed should raise their concerns with the any person recording the meeting. The Town Council are not recording this meeting and do not accept liability for any 3<sup>rd</sup> party recordings.

## **AGENDA**

- 6.24P APOLOGIES FOR ABSENCE** - To receive apologies from Councillors unable to attend.
- 7.24P DECLARATIONS OF INTEREST** - Councillors are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.
- 8.24P PUBLIC PERIOD** - In accordance with standing Orders 3(f), Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend **in respect of the business on the agenda only**. Please quote agenda item number where applicable. Time is limited to 2 minutes per person. In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- 9.24P DEPUTY TOWN CLERK VACANCY**  
To consider if vacancy still exists, postponed or reviewed pending appointment of new Town Clerk. Advice has been obtained from ACAS that providing there are no 'discrimination risks' a job advert can be withdrawn at any time especially if the role 'no longer exists'.  
To agree any recommendations to Full Council.
- 10.24P TOWN CLERK VACANCY**
- 10.1. To agree recommendations to Full Council for the Job description of Town Clerk (Doc 10.1.24P)**
  - 10.2. To agree recommendations for Full Council for the pay scale of Town Clerk (Doc 10.2.24P)**
  - 10.3. To agree recommendations for Full Council for Town Clerk person specification (Doc 10.3.24P)**
  - 10.4. To agree recommendations for Full Council for Town Clerk Contract (Doc 10.4.24P)**
  - 10.5. To agree advertisement timescales – Budget provision Earmarked Reserves – Power to incur expenditure – LGA 1972 s.112**
  - 10.6. To agree interview timescales**
  - 10.7. To agree appointment of Locum arrangements**
- 11.24P DATES OF NEXT MEETINGS**  
Wednesday 31<sup>st</sup> July 2024 – Finance Committee – 7.30pm Town Council Office  
Tuesday 6<sup>th</sup> August 2024 Full Council - 7.30pm Town Council Office