

CROWBOROUGH TOWN COUNCIL

To all Members of the **PERSONNEL** Committee (with copies to all other Members for information).

You are summoned to attend a Meeting of the **PERSONNEL** Committee to be held at the Town Hall, The Broadway, Crowborough on Tuesday 20th September 2016 **6.00 pm** when it is proposed to transact the following business:

Locum Town Clerk
14th September 2016

ALL MEETINGS ARE OPEN TO THE PUBLIC

PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
 - 3.1. Minutes of the meeting held on 23rd August 2016
4. To consider pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.
5. **TOWN CLERK**
 - 5.1. To short-list for interview from applications received
6. **STAFFING MATTERS**
 - 6.1. Confidential Staff Report prepared by Locum Town Clerk
7. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**