

**Agenda is available on [appledorekent.org](http://appledorekent.org)  
24<sup>th</sup> June 2023  
Notice of Personnel Committee Meeting of the Parish  
Council, Appledore Village Hall**

You are hereby given notice that a Meeting of the Parish Council will be held on  
24<sup>th</sup> June 2023, commencing 11.00hr, Appledore Village Hall

All members of the Personnel Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

*Georgina Jackson*

Georgina Jackson

Locum Clerk to Appledore Parish Council

Dated 19<sup>th</sup> June 2023

## **Agenda**

### **1. Formalities**

- I) Establish Quorum (LGA Act 1972 sch12, 12/28/45)
- II) Apologies and Reasons for Absence (LGA Act 1972 sch12, 12)
- III) Declarations of Interest: (Code of Conduct)
  - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
  - b) Requests for dispensations

### **2. Minutes to receive and approve for signature the minutes of the Council meeting held on 22 May 2023.**

**At this point the meeting will be adjourned for the public session.**

#### **Public Session**

This session will last for 15 minutes. Members of the public will have 3 minutes to ask one question or make a statement on an item on the agenda except for the minutes. Should you wish to address other issues please contact the clerk or chairman afterwards. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

**The meeting to reconvene.**

To resolve, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following item.

**3. To consider job description and person specification.**

**4. To agree where to advertise and agree a budget.**

**5. To agree terms and conditions for the new job role (hours/rate/pension etc).**

**6. Date of Next Meeting**

Date, time and venue to be confirmed.