

PONTESBURY PARISH COUNCIL



Debbie Marais
Parish Clerk
8 Holbache Rd
Oswestry
SY11 1RP

7 January 2021

To Members of the Personnel/Human Resources Committee

Dear Councillors

You are hereby summoned to attend the meeting of **Pontesbury Parish Council Personnel/Human Resources Committee** scheduled to take place on **Wednesday 13th January 2021 at 6pm via zoom** in order to transact the following business, as set out in the below agenda.

Debbie Marais
Clerk

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
- 4 MINUTES OF COUNCIL - To approve the Minutes of the Personnel/Human Resources Committee Meeting held on 1st December 2020 (attached)**
- 5 RECRUITMENT PLAN FOR DEPUTY CLERK – to approve the application pack for the Deputy Clerk post to include; (*papers to follow by email*)**
 - Advert
 - Job description
 - Person specification
 - Closing date for applications and Interview date
- 6 DATE AND TIME OF NEXT MEETING – to agree date of next meeting**

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