

ST. JUST-IN-PENWITH TOWN COUNCIL

Council Offices
1 Chapel Street
St Just
Penzance
Cornwall TR19 7LS

Telephone
(01736) 788412

Email:
townclerk@stjust.org

www.stjust.org

5 March 2013



STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee to be held as follows:-

DATE: MONDAY 11 MARCH 2013

TIME: ON THE RISING OF THE COUNCIL MEETING

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Members of the public are also invited to attend Council meetings.

Town Clerk

To:

Chairman: Mrs S James

Vice Chairman: T N McFadden

Committee

Ms P S Angove
K McFadden
F Morris

11 MARCH 2013

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

“RESOLVED – that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).

4. MINUTES

RESOLVED: That the minutes of the Staffing Committee held on 17 September 2012 be approved as an accurate record and signed by the Chairman.

5. Town Clerk & Responsible Financial Officer – Revision to Job Description and Person Specification

The Committee to consider the job description and person specification for the post of Town Clerk & Responsible Financial Officer which was amended following the appraisal process.

6. Report of Action Taken

To endorse the action taken by the Chairman and Vice-Chairman of the Committee, in consultation with Deputy Mayor in awarding an ex-gratia payment to the Assistant to the Town Clerk.