



## WINCANTON TOWN COUNCIL

**YOU ARE HEREBY SUMMONED TO A VIRTUAL PERSONNEL COMMITTEE MEETING TO BE HELD  
ON MONDAY 8<sup>TH</sup> MARCH 2021 AT 6.00PM**

**This meeting will be held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (“the 2020 Regulations”) which came into force on 4<sup>th</sup> April 2020.**

**The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings.**

**The Town Council Meeting will be held virtually using Zoom with remote attendance. The Press and Public may join the meeting, Meeting ID: 967 5463 7965, Passcode: 553765. The meeting will be streamed live on the Town Council’s YouTube channel. All attendees should try to join the meeting at least 5 minutes prior to the start of the meeting to allow for any connection problems.**

### AGENDA

**1. APOLOGIES**

To note those Councillors unable to attend.

**2. DECLARATIONS OF INTEREST**

Members to declare any interest they may have in agenda items that accord with the requirements of the Council Code of Conduct.

**3. MINUTES**

To approve the minutes from the Personnel Committee meeting held on 24<sup>th</sup> November 2020, to be signed at a later date.

**4. TOWN CLERK RECRUITMENT**

- a. To consider approving the Town Clerk job description, which is the NALC model document, and the Person Specification.
- b. To consider advertising the Town Clerk role on a six-month renewable temporary basis, for 30 hours per week on Spinal Column Point 37.
- c. To agree the wording for the job advertisement.
- d. To agree where to advertise the post, closing date for applications and date for interviews.
- e. To agree three councillors to deal with shortlisting and to form the interview panel, including deciding interview questions, task or presentation for candidates and marking scheme.

**5. DATE OF NEXT MEETING**

To be discussed.

Zöe Godden  
Locum Town Clerk  
3<sup>rd</sup> March 2021