

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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NOTICE OF MEETING

8th February 2021

PERSONNEL SUB-COMMITTEE MEETING to be held on Friday 12th February 2021 AT 2.00PM

DUE TO THE CONSTRAINTS OF COVID 19 THIS MEETING WILL TAKE PLACE REMOTELY VIA ZOOM

AGENDA

- 1 **Apologies for absence**
- 2 **Declarations of Interest**

Councillors should disclose pecuniary or other significant / personal interest/s in any item/s on this agenda and note the paragraph below.

Members are referred to, and shall observe, the provisions of the Hythe Town Council Code of Conduct and those contained in Paragraph 3 – Registration and Declaration of Interests. If a Councillor has a Disclosable Pecuniary Interest, he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any DPI has not been entered in the Town Council's register, then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code regarding Disclosable Pecuniary Interests now amounts to a criminal offence.
- 3 *** **Minutes of the meeting of 4th February 2021**

To approve the minutes as a correct record of the meeting.
- 4 **Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

5 **Staff Recruitment**

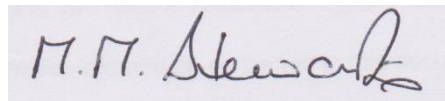
To discuss the allocation of duties and responsibilities for the internal and external posts as follows:

Town Clerk & RFO

Plans & Works Clerk

Part-time Finance Clerk

Part-time Administration Assistant

A rectangular box containing a handwritten signature in black ink. The signature appears to read "M.M. Stewart" in a cursive style.

Mrs Margaret Stewart

Town Clerk