



RAUNDS TOWN COUNCIL

27th October 2017

Dear Councillor,

You are summoned to attend a meeting of the **Personnel Committee of Raunds Town Council** to be held in the Council Chamber, The Hall, Raunds, on **Friday 16 February 2018 at 10.30am** Press & Public welcome.

Kate Houlihan
Clerk to the Council

AGENDA

578.17 To Receive Apologies For Absence.

579.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

580.17 Notification of members questions in compliance with the council's standing orders.

581.17 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

582.17 Minutes: confirm the minutes of the Personnel Committee meeting held 2 November 2017 (copy herewith).

583.17 *The press and public will be excluded from agenda item 369.17 due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

584.17 To review and approve the job description, person specification and advertisement for a part-time office administrator. (information herewith)