



# EMERSONS GREEN

TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN

Clerk: Kath MacConnachie

Tel: 0117 3026989

20<sup>th</sup> April 2022

To Councillors: C Johnson (Chairman), C Edwardson, S Jones, R Nichols, D Somers

Be pleased to take notice that a meeting of the **Personnel Committee** of Emersons Green Town Council will be held at the Town Council offices on Monday **25<sup>th</sup> April 2022 at 6.30pm**. Committee members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

*Charlotte Starkie*

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Charlotte Starkie, Locum Town Clerk

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

## A G E N D A

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

1. **Apologies for absence**
2. **Declaration of Interests under the Localism Act 2011**
3. **Public participation** (not to exceed 5 minutes per person)
4. **Minutes of 7<sup>th</sup> March 2022**
  - To approve minutes
5. **Outstanding actions from the minutes of 7<sup>th</sup> March 2022**
6. **To receive feedback from the interview panel on an appointment of a Town Clerk and Responsible Finance Officer**
  - To discuss and agree the appointment of a new town clerk and RFO
  - To make a recommendation to full council to support the appointment of a town clerk and RFO
7. **Interim arrangements for Clerk/RFO role cover**
  - To receive an update
8. **Items to report from members**
9. **Date of next meeting: TBC**