

# MARTOCK PARISH COUNCIL

Martock Parish Council  
The Market House  
Church Street  
Martock Somerset  
TA12 6JL



Date of Issue: 17/08/2023

TO: Councillors Joy Bailey – Personnel Committee Chair, Graham McDonald, Alison Warne, Neil Williams, Sylvia Williams, Ashley Chapman and John Hole – MPC Chairman (ex officio Committee Member)

## NOTICE OF MEETING

**YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the **Personnel Committee** of **MARTOCK PARISH COUNCIL** to be held on **Wednesday 23<sup>rd</sup> August 2023** in the Parish Hall, Church Street, Martock at **6:15pm** for the purpose of transacting the business set out in the agenda below.

*Joy Bailey*

Cllr Joy Bailey  
Chair of Personnel

***Please contact the Parish Office (01935 822891) if you need further information on this agenda.***

Members of the public are welcome to attend. The meeting may be recorded.

## **Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)



# MARTOCK PARISH COUNCIL

## Personnel Committee

### AGENDA

Wednesday 23<sup>rd</sup> August at 6:15 pm

**1. Apologies for Absence**

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1))

**2. Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Confirmation of minutes of previous meeting**

To confirm and sign the minutes of the Personnel Committee meeting held on 12<sup>th</sup> April 2023 (LGA1972 sch12).

**4. Parish Clerk Recruitment process**

- a) To engage the services of HR consultancy and governance to manage the recruitment process in partnership with the Proper Officer
- b) To appoint 3 councillors to be part of the recruitment process and serve on the interview panel, the panel to include the Chair of Council and the Chair of Personnel
- c) To empower the panel to make their recommendation for selection directly to Full Council.