

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

25 April 2018

Dear Councillor,

An extra-ordinary meeting of the Employment Committee has been arranged for 8.30 p.m. on Monday, 30<sup>th</sup> April 2018 at the Guildhall, immediately following the meeting of the Buildings and Finance Committee.

Members are reminded of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary interest** before any discussion takes place.

1. APOLOGIES:

2. MINUTES OF PREVIOUS MEETING : the minutes of the previous meeting to be signed.

3. PUBLIC FORUM.

4. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS:

Deputy Mayor to propose that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

5. TO CONSIDER STAFF PAY .

6. TO CONSIDER ARRANGEMENTS FOR SHORT-LISTING AND INTERVIEW OF APPLICANTS FOR THE JOB-SHARE POST OF CEMETERY CARETAKER.

7. TO CONSIDER REQUIREMENTS FOR POST OF PART-TIME ADMINISTRATIVE ASSISTANT

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk