

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

27 June 2018

Dear Councillor,

An extra-ordinary meeting of the Employment Committee has been arranged for Noon on Monday, 2nd July 2018 at the Guildhall.,

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 SHORT-LIST APPLICANTS FOR THE POST OF PART-TIME ADMINISTRATIVE ASSISTANT

Yours sincerely,

Hilary Kirkcaldie

Town Clerk