

14 August 2023

Councillors Best, Beynon and King,

You are here by summoned to attend an **Extraordinary Meeting of the West Horsley Parish Council Personnel Committee** on Thursday 24th August 2023 at 9am in the Rubin Room, West Horsley Village Hall, 99 The Street, West Horsley KT24 6DD.

This meeting is open to the press and public. The agenda will be split into two parts. Part 1 will deal with any business which is open to the press and public. Part 2 will include all items which for discussion in the absence of the press and public due to the personal or sensitive nature of the information. The press and public will be asked to leave the meeting before Part 2 items are discussed.

Julia McClung, Clerk & RFO to West Horsley Parish Council

AGENDA

23/P/011 Chairman's Opening Remarks

23/P/012 Apologies for Absence

23/P/013 Declarations of Interests

To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1060 in order to discuss staffing matters.

23/P/014 Appointment of New Deputy Clerk (*All Appendices are Confidential*)

- a) To receive and review a briefing note on all job applicants and interviews held.
- b) To agree which applicant to appoint to the position of new Deputy Clerk.
- c) To receive and approve a draft contract for the position of Deputy Clerk.

23/P/015 Date of Next Meeting

The next scheduled Personnel Committee meeting will be on Monday 31st October, 11am in the Rubin Room.

23/P/010 Any Other Matters

Signed: *Julia McClung, Clerk & RFO to the Council, 14th August 2023*