

Minutes of the HR Committee of Kegworth Parish Council Meeting held on Monday 2 September 2024 at 6.30pm, at the Parish Council Offices, 1 London Road, Kegworth

Present: Cllrs Sutton, White, and Williams, also Clerk D Griggs.

14/24 Apologies for Absence: It was resolved to accept apologies for absence from Cllr Paul Forster. Reasons given and approved.

15/24 Declarations of Interest in Items on the Agenda: None declared.

16/24 Exclusion of Press & Public: It was resolved that, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1.

17/24 Review and approve the following for the recruitment of an Assistant Clerk:

- Key Documents – Job description, personal specification, advert, parish council information, application
- Dates and methods of advertising the post
- Recruitment timeline

It was resolved to approve the key documents after making minor amendments, together with the dates and methods of advertising the post and the recruitment timeline. Proposed by Cllr Sutton, seconded by Cllr White, unanimously agreed.

The meeting closed at 7:20 pm.

Signed

Dated