



Kegworth Parish Council
1, London Road
Kegworth
Derby
DE74 2EU

28 August 2024

Dear Councillor

You are summoned to attend a Meeting of the HR Committee on Monday 2 September 2024 at 6.30 pm at the Parish Council office, 1 London Rd, Kegworth, DE74 2EU

Donna Griggs

Parish Clerk

Agenda

1. Apologies for absence
2. Declaration of interest in items on the agenda
3. To consider the following resolution: "That, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1"
4. To review and approve the following for the recruitment of an Assistant Clerk:
 - Key documents – job description, personal specification, advert, parish council information, application form
 - Dates and methods of advertising the post
 - Recruitment timeline