



PREESALL TOWN COUNCIL

22 July 2020

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's Personnel Committee on Monday 27 July 2020 at 7.00 pm via Zoom video conference.

A handwritten signature in black ink, appearing to read 'A. May', is set against a light blue rectangular background.

Alison May
Clerk to the Council

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

3 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes of the meeting held on 1 July 2020 (**enclosed**).

4 Public participation

The Chairman will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.

5 Documentation relation to appointment of contracted lengthsman

At the meeting of full council on 7 July changes were made to the draft Job Description and Person Specification, these have now been incorporated into the enclosed documentation. In addition a draft Contract of Employment has been created and a Workbook of tasks to be undertaken by the contractor. Councillors are asked to agree that the changes to the Job Description and Person Specification are as specified at the July meeting and to consider for approval the draft Contract of Employment and Workbook.

6 Date of next meeting

TBA