

Porthleven Town Council
NOTICE AND AGENDA OF THE
STAFFING COMMITTEE MEETING
TO BE HELD ON SATURDAY 17th JULY @ 9.30am
AT INSTITUTE COTTAGE, CLIFF ROAD

To ensure that social distancing measures can be put in place please can you register your interest in attending with the Clerk by emailing townclerk@porthleventc.org.uk

| | AGENDA ITEMS | Action |
|-----------|---|---------------|
| 1. | Apologies for Absence & Declaration of Interests | |
| | <i>In accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2; the following two items will be discussed by the Town Council Staffing Committee in closed session.</i> | |
| 2. | Co-option Interviews To interview candidates for the casual vacancy position | |
| 3. | Casual Vacancy – Co-option To review applications / interview sheets and decide upon candidate to fill the casual vacancy position | |
| | <i>Open Session resumes</i> | |
| 4. | Youth Provision a) Job details To receive and approve: <ul style="list-style-type: none"> • Job specification / description Lead Youth Worker • Job specification / description Youth Support Worker b) Advertisement <ul style="list-style-type: none"> • Decide upon locations and avenues to advertise • Set advertisement schedule | |

Signature: (Miss Corrie Thompson)
Town Clerk

Date: 10th July 2021