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|  | **Kington Town Council**  Web Site: [www.kingtontowncouncil.gov.uk](http://www.kingtontowncouncil.gov.uk)  Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)  In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020  **Members of the Personnel Committee you are**  **hereby summoned to attend a virtual meeting of the**  **Personnel Committee** |  |
| Committee Members: Mayor Cllr R. Widdowson, Deputy Mayor Cllr. E. Banks.,  Deputy Mayor Cllr. M. Fitton, Cllrs. R. Banks, Cllr. R. MacCurrach, E. Rolls  **To be held on Monday 25th January 2021 at 4pm**  **To Join Zoom Meeting**  **https://us02web.zoom.us/j/89116757229?pwd=a1huM0loN1VvQnkvSXBVakt4b01zZz09**  **Meeting ID: 891 1675 7229**  **Passcode: 492849** | | |

**Agenda**

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|  | To receive apologies, declarations of interest and requests for dispensation |
|  | To approve the Minutes of the meeting held on [15th November 2019](http://www.kingtontowncouncil.gov.uk/Personnel_Committee_9936.aspx) |
|  | To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3) |
|  | Recruitment of Deputy Clerk/Green Spaces Administrator   1. To note resignation of Green Spaces Administrator and proposal to recruit to fill this vacancy 2. To consider job description and person specification and agree any amendments required |
|  | Date and time of next meeting and items for the agenda |

Issued by:

Liz Kelso

Clerk, Kington Town Council

20.01.2021

*Members of the public are welcome to attend Committee Meetings of Kington Town Council and may, at the discretion of the Chairman speak on some agenda items. For further information on the procedure for speaking at Town Council Meetings, please speak to the Clerk at the address below*

Supplementary Information

To join a zoom meeting, click on the link at the top of the agenda. Alternatively, type “zoom” into your browser and type in the meeting ID and password when prompted. You can also join a meeting via a mobile or landline, details below

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Passcode: 492849

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