

STOKE ST. MICHAEL PARISH COUNCIL

To: All Members of the Appointments Panel

You are hereby summoned to a Meeting of the **Appointment Panel of Stoke St Michael Parish Council** to be held on **Thursday 21 March 2019** in the **War Memorial Hall, Stoke St Michael** at **20.45 hrs.**, or the rising of the preceding Parish Council meeting whichever is later, when the following business will be discussed.

Vickie Watts

Acting Parish Clerk

Date: 15 March 2019

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To consider and agree:
 - a] an amended draft job description
 - b] an amended public advertisement for the vacancy
 - c] the advertising media in which to place the advertisement
 - d] the amended contract of employment
 - e] the person specification
 - f] the application form
 - g] the forms for use by the Appointment Panel for recording shortlisting and interviewing results and analysis of reasons for rejecting unsuccessful candidates

N.B. There will be no public session and no other business will be conducted at this meeting.