

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



Annexe Building rear of
Newent Community Centre
Ross Road
Newent
Glos, GL18 1BD

Tel: 01531 820638
Email: townclerk@newenttowncouncil.gov.uk
www.newenttowncouncil.org.uk

22nd February 2023

Dear Councillor / Resident

I hereby give notice of a **Extraordinary Finance & Staffing Committee**
of Newent Town Council

to be held on **Monday 27th February 2023**

Start 6.30pm

at Room G4 Newent Community School, Watery Lane, Newent

All Residents of the Town are welcome, and Members of the **Finance & Staffing Committee** are hereby summoned to attend for the purpose of transacting the following business.

Michael Greenfield

Town Clerk

Public Participation, up to a 10 minute period of time will be set aside before the start of the meeting for public questions.

A G E N D A

1. **To note apologies for absence.**
2. **Declarations of Interest on items on the agenda.**
3. **To approve the Minutes of the Finance & Staffing Committee held on Monday 12th December 2022**
4. **Clerk's report**
To note clerk's report

5. Administrative Assistant Job Description and Person Specification (Full-time post)

5.1 To review the Administrative Assistant Job Description, Person Specification, salary scale and agree which committee members will be shortlisting and interviewing for the vacant position.

6. Notices and Information

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

7. Staffing matters

7.1. To discuss and agree staffing matters.