



Ingleby Barwick Town Council

The Rings Community Hub
The Rings
Ingleby Barwick
Stockton-on-Tees
North Riding of Yorkshire
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24th October 2023

To: Personnel Committee Members

Councillors,

You are hereby summoned to attend the Personnel Committee Meeting to be held at **6.00pm on Monday 30th October 2023 in the Town Council Office, The Rings Community Hub, The Rings, Ingleby Barwick.**

AGENDA

1. Housekeeping
2. Apologies for absence
3. Declarations of interest.
4. Exclusion of the press and public during consideration of the following item(s) of business – Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
5. Administration Assistant – Review of Job Description

Joanne McGeeney, CiLCA
Town Clerk