



# Darley Dale Town Council

The Whitworth Centre  
Station Road  
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Derbyshire DE42EQ  
Acting Town Clerk: Ian Adkin  
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To Members of the Personnel Committee,

5<sup>th</sup> October 2021

Dear Councillor,

I hereby summon you to the meeting of the Darley Dale Town Council **Personnel Advisory Committee** to be held in the Lady Whitworth Room, Whitworth Centre on **Monday 11<sup>th</sup> of October 2021 at 6pm**. Members of the public can attend but may be required to leave when items of a sensitive or confidential nature are discussed.

Yours sincerely,

Ian Adkin  
Acting Town Clerk

## AGENDA

1. **Apologies for Absence**
2. **To Consider any Variations to the Order of Business**
3. **Minutes of previous meetings** to approve as a correct record the minutes of the Personnel Meeting held on 20<sup>th</sup> September 2021 and 4<sup>th</sup> October 2021.
4. **Declaration of Member's Interests** to enable members to declare the existence and nature of any Disclosable Pecuniary or other interests they have in agenda items in accordance with the Town Council's Code of Conduct.
5. **Exclusion of press and public** – To consider whether, in view of the confidential nature of the following agenda items, the press and public should be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.
6. **Update on Clerk's Office** - workflow and Clerk's meetings
7. **Action plan for delivery of agreed priorities:**
  - Policies, Procedures, Risk Assessments, Risk Register
  - Audit
  - Assets
8. **Update on current posts and areas of responsibility**
9. **Clerk Job Description and structure of Clerk's office**
10. **Date of the next meeting**