



Darley Dale Town Council

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

28th September 2021

Dear Councillor,

I hereby summon you to the meeting of the Darley Dale Town Council **Personnel Committee** to be held in the Lady Whitworth Room, Whitworth Centre on **Monday 4th of October 2021 at 7pm.**

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 20th September 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 priority 1** - To establish effective infrastructure and working processes for the Council to carry out its key functions and priorities
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**