

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

SUMMONS

Date 23rd October 2020

Dear Member

You are hereby summoned to attend an Extra Meeting of the Personnel Committee meeting of the **Town Council** at the **Council Chamber, St Marys Road on Friday 30th October 2020 at 1.00pm.**



Mrs T Roast
Assistant Town Clerk

This will be a virtual meeting using the ZOOM app.

Join Zoom Meeting

<https://us02web.zoom.us/j/82504540990?pwd=OGZUOU1hZVFIWUpiQmtzWG93c3k2UT09>

Meeting ID: 825 0454 0990

Passcode: 789180

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AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

EXCLUSION OF PRESS AND PUBLIC

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Friday 9th October 2020.

4. RESIGNATION OF CEO

5. APPOINTMENT OF INTERIM CEO

To appoint Toni Roast as Interim CEO of Swanley Town Council backdated to the 22nd October 2020, until the appointment of the CEO position.

6. JOB DESCRIPTION FOR CEO POSITION

To approve job description for CEO

7. ADVERTISING OF CEO POSITION

To approve advertising channels for CEO position

If you would like further information on any of the agenda items, please contact Mrs Toni Roast, on 01322 665855 or troast@swanleytowncouncil.gov.uk

Committee Members: Chairman Cllr L Dyball, Deputy Chair Cllr C Barnes, Cllr G Darrington, Cllr C Lee, Cllr M Horwood and Cllr Foster