



INGLEBY BARWICK TOWN COUNCIL

BARWICK LODGE
INGLEBY WAY
INGLEBY BARWICK
STOCKTON-ON-TEES
TS17 0RH

Tel: (01642) 308665
town.clerk@inglebybarwicktowncouncil.org.uk

25th January 2019

To: Personnel Committee Members

Councillors,

You are hereby summoned to attend the Personnel Committee Meeting to be held at **4.30pm on Friday 1st February** at the **Town Council's Office, Barwick Lodge**.

AGENDA

1. Apologies for absence
2. To create a job description for the future post of Clerk to the Town Council.
3. To evaluate the post of Clerk to the Town Council using SLCC guidelines.
4. To consider the hours and pay appropriate for the post.
5. Any other matters related to the recruitment to the post.

Minna West
Acting Clerk