HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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19th November 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 25th NOVEMBER 2026** at **Hartley Library,** commencing at **10.30a.m**.

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interests.

3. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 29th July 2026, as a correct record. (Annexed).

4. Terms of Reference and Delegated Powers (PINK)

To review the Terms of Reference and Delegated Powers of the Personnel Committee. (Annexed).

5. Job Descriptions (CREAM)

(a) To consider a draft job description for the role of part time Responsible Financial Officer (RFO). (Annexed).

(b) To consider revised job descriptions for the roles of Clerk and Assistant Clerk. (Annexed).

6. Person Specification (GREEN)

To consider a draft Person Specification for the role of part time Responsible Financial Officer. (Annexed).

7. Job Advertisement (WHITE)

To consider a draft job advertisement for the role of RFO. (Annexed).

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 29th July 2026. **(WHITE).**
2. Existing Terms of Reference. **(PINK).**
3. Draft Terms of Reference. **(PINK).**
4. Draft Job Description for the role of part time RFO. **(CREAM).**
5. Draft Job Descriptions for the roles of Clerk and Assistant Clerk. **(CREAM).**
6. Draft Person Specification for the role of part time RFO. **(GREEN).**
7. Draft job advertisement for the role of RFO. **(WHITE).**