



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456 / Email: enquiries@sleaford.gov.uk

To: HR Panel Members

You are hereby summoned to a meeting of the HR Panel, which will take place on
Monday 15th August 2022 at 10.00am in the Town Hall.

Cllr. Linda Edwards-Shea
Temporary Proper Officer to Sleaford Town Council
9th August 2022

- 1. Panel Lead's welcome**
- 2. Appoint a note taker for the meeting if required**
- 3. Apologies for absence**
- 4. Minutes: from the meeting held on 9th August 2022**
- 5. Declarations of interest**
- 6. Exempt information**
To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters: -
- 7. Recruitment of Town Clerk**
 - 7.1 Shortlisting of Candidates for interview
 - 7.2 Confirmation of Interview Dates
 - 7.3 Any other actions necessary for the recruitment process
- 8. Staffing and recruitment matters**
- 9. Date of next meeting: TBC**