



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

Tel: 01529 303456 / Email: [enquiries@sleaford.gov.uk](mailto: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 22<sup>nd</sup> August 2022 at 10.00am** in the Town Hall.

Cllr. Linda Edwards-Shea  
Temporary Proper Officer to Sleaford Town Council  
16<sup>th</sup> August 2022

1. **Panel Lead's welcome**
2. **Appoint a note taker for the meeting, if required**
3. **Apologies for absence**
4. **Declarations of interest**
5. **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: -
6. **Minutes of the previous meeting held on 15<sup>th</sup> August 2022**
7. **Recruitment of Town Clerk**
8. **Staffing and recruitment matters not included elsewhere**
9. **Date of next meeting: TBC**