

ALBRIGHTON PARISH COUNCIL

AGENDA FOR PERSONNEL COMMITTEE MEETING Thursday 12th May 2016 at 9.30 am in the council meeting room

1. Apologies

2. Minutes of the previous meeting
 - Minutes of the meeting held on 14th January 2016

3. Matters arising.

4. To consider a draft contract for the Admin Assistant.

5. To review the job description for the Admin Assistant and revise where necessary.

6. To consider the longer term future of the Admin Assistant and a possible recommendation to full council.

7. Any other business

8. Date and time of future meeting.