

# TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

Clerk. Mrs S.J. Moth

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Lincoln House,  
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Tintagel,  
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26<sup>th</sup> June 2014

Dear Councillor,

***You are summonsed to attend a Meeting of the Staffing Committee of Tintagel Parish Council to be held at the Social Hall, Tintagel on Wednesday 2<sup>nd</sup> July at 6.15 p.m.***

Membership of Staffing Committee  
Cllrs. Dyer, Hodge & Dorman  
*All councillors are invited to attend*

Invitation to members of the public to speak prior to meeting regarding items on the Agenda  
(10 minutes allowed for this item)

## **AGENDA**

### **Declarations of Interest**

Election of Chairman of Staffing Committee  
Election of Vice-Chairman of Staffing Committee

To consider the following items:-

- Draft Job Description for Clerk
  - Draft Job Description for Responsible Finance Officer
  - Draft Person Specification
  - Draft Annual Staff Appraisal Form
- (all above documents copied to all members of the Parish Council 16.6.14)

S.J. Moth  
Clerk  
Agenda Staffing 0274