

PRESCOT TOWN COUNCIL



West Street Office Complex, 9 West Street, Prescott, Merseyside L34 1LF

Tele: 0151- 443- 4796

Email: townclerk@prescot-tc.gov.uk

Dated this 22nd day of January 2013

To the Members of the Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the
Human Resources Committee for The Town of Prescott to be
held on Wednesday 30 January 2013 in the West Street Office Complex,
9 West Street, Prescott commencing at 2.00 p.m.

HUMAN RESOURCES COMMITTEE MEMBERS

Councillors, R. Arnall, A. Flanders, L. O'Keeffe, and M. Sommerfield

Dan Wilson
TOWN CLERK

A G E N D A

1. **TO APPOINT A CHAIRMAN FOR THE YEAR 2012/13**
2. **TO APPOINT A VICE-CHAIRMAN FOR THE YEAR 2012/13**
3. **TO RECEIVE APOLOGIES**
4. **DECLARATIONS OF INTEREST**

In accordance with Standing Order 54, Members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

5. **ASSISTANT TO THE TOWN CLERK – JOB DESCRIPTION AND PERSON SPECIFICATION**

Members are asked to CONSIDER the report and APPROVE the recommendations contained within.