



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185 [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)  
Town Clerk: Katy Hughes

28<sup>th</sup> July 2023

Dear Councillor

You are hereby summoned to attend an extraordinary meeting of the **Finance and Personnel Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Thursday 3<sup>rd</sup> August 2023** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

**K Hughes**  
Town Clerk

**Contact Officer** – Katy Hughes, Town Clerk

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MEMBERS' INTERESTS**

To receive any declaration of interests from Members on the business about to be transacted.

## PART TWO

**3 EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that in view of the confidential nature of the business about to be transacted, e.g. legal and financial matters, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

**4 RFO RECRUITMENT (Town Clerk's Report TC-21/2023)**

- a) To consider and resolve upon the job description and person specification (*Copy attached*).
- b) To consider and resolve upon the salary for the post
- c) To consider and resolve upon the approach to advertising the post
- d) To agree the membership of the interview panel
- e) To recommend interview dates (subject to member and room availability)
- f) To consider interview content and questions

**Committee members:** Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Gee (Chair), T Lack, M Lucey, A Mather, H Richards and I Shepherd-Dubey.

*In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.*

*In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).*