



# Stapleford Town Council



**To members of the HR and  
Policy Review Committee**

Carnegie Civic & Community Centre  
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19 October 2020

**Summons to attend a meeting of the HR and Policy Review Committee.**

**Date: Friday, 23 October 2020 at 7pm**  
**Location: Online via MS Teams:**

[Join Microsoft Teams Meeting](#)

+44 20 3855 5679 United Kingdom, London (Toll)

Conference ID: 770 387 123#

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Town Clerk

## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. SUBSTITUTIONS

### 3. DECLARATIONS OF INTEREST

Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.

### 4. MINUTES OF A PREVIOUS MEETING

To confirm and sign the minutes of the previous meetings of the HR and Policy Review Committee as a correct record held on:

- a) 14 August 2020
- b) 7 October (extraordinary meeting)

**5. APPOINTMENT OF INTERVIEW PANEL FOR THE TOWN RANGER POST**  
To appoint a panel to assist the Town Clerk to carry out the shortlisting and interviews for the Town Ranger post.

**6. SOCIAL MEDIA POLICY**  
To review the draft and recommend a revised policy to Council.

**7. DEPUTY TOWN CLERK POST**  
To consider and approve the job description and person specification for the post of Deputy Town Clerk.

**8. CONSIDERATION OF BUDGET REQUIREMENTS FOR 2021-22**  
To consider if the Committee requires a budget for its activities and projects in the new financial year.

**9. DATE OF NEXT MEETING – 29 January 2021**

Committee Members:

R Bofinger  
B Browne  
J Goold  
D Grindell

T Hallam  
E Kearney  
R MacRae  
T Needham