

Kettering Town Council

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Municipal Offices
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Northants
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To: All Members of the Kettering Town Council Staffing Committee

You are requested to attend a meeting of the Kettering Town Council Staffing Committee on at 12.30 pm on 3rd February 2022 in the Committee Room, Municipal Offices, Bowling Green Road, Kettering, Northants, NN15 7QX



**Martin Hammond
Town Clerk, Kettering Town Council
24th January 2022**

AGENDA

- SC21/01 To receive and accept apologies for absence
- SC21/02 Declarations of Interests
- SC21/03 Clerk's job description (attached)
To agree a refreshed version of the Job Description
- SC21/04 Events and Engagement officer terms and conditions and recruitment arrangements:-
 - a) Job description and salary (attachment)
 - b) Person specification (attachment)
 - c) Recruitment arrangements (attachment)