

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrew's Road,**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
[www.paddockwood-tc.gov.uk](http://www.paddockwood-tc.gov.uk)

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**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on**  
**Wednesday 7<sup>th</sup> June 2023 at The Day Centre, Commercial Road at 7 pm**

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COMMITTEE MEMBERS: Cllr N Maari, R. Moon, M. Munday, C. Williams

APOLOGY: Cllr M Munday

**PER1            DECLARATIONS OF INTEREST**

**PER2            ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

- a) To elect Chairman for the year 2023/24
- b) To elect the Vice Chairman for the year 2023/2024.

**PER3            APPOINTMENT OF DEPUTY CLERK**

- a) To review & approve the amended job description for the Deputy Clerk
- b) To review & approve the person specification.
- c) To agree publicity for the post
- d) To agree the timings and interview panel for the position.

**PER4            PAY RISES 23/24**

Salary increases for the year 2023/24 have not yet been agreed.  
Attached are the most recent statements from the Society of Council Clerk's (SLCC).  
The minimum wage increased to £10.42 on the 1<sup>st</sup> April 2023. All Paddock Wood Town Council staff are paid above the minimum wage.

**PER5            DATE OF NEXT MEETING**

To be agreed.

NICHOLA REAY  
Clerk to the Council  
31<sup>st</sup> May 2023