



## Morecambe Town Council

Morecambe Town Hall,  
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Lancashire  
LA4 5AF

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Proper Officer: Mr Luke Trevaskis

12 May 2021

To: **Members of Morecambe Town Council Personnel Committee - Cllrs P Anderton, A Ashworth, J Ashworth, P Heath, R Cleet, J Hanson, M Pattison**

Dear Councillor,

Dated this twelfth day of May 2021, you are hereby summoned to attend a meeting of Morecambe Town Council Personnel Committee to be held at 18:00 on the nineteenth day of May 2021.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Your sincerely,

Mr Luke Trevaskis  
Proper Officer

### Agenda

1. **Apologies** - to receive apologies for absence.
2. **Declarations of Interests** - to note declarations of members' interests.
3. **Public Participation** - to adjourn the meeting for a period of public discussion.
4. **Minutes** - to approve the minutes of the last meeting.
5. **Recruitment**
  - I. To approve the recruitment pack and application form for the Lengsthman.
  - II. To approve the recruitment pack and application form for the Community Engagement and Events Officer.
  - III. To approve the recruitment pack and application form for the Proper Officer.
  - IV. To approve a sub-committee of three members to undertake the interviews and agree terms of reference.