



PUBLIC NOTICE

Personnel Committee members are hereby summoned to attend a meeting of the

Personnel Committee

on Monday 13th June at 3.30pm in the Parish Office

AGENDA

Public Open Forum - 5 minutes maximum

To exclude members of the public and press due to the confidential nature of the business to be transacted, namely staff matters

1. To elect a Chair and Vice Chair
2. To receive apologies and record absences
3. To record any declarations of interest
4. To receive and confirm the minutes of the meeting held on 17th January 2022
5. To consider any matters arising not elsewhere on the agenda
6. To carry out the annual review of the Terms of Reference
7. To consider carrying out job evaluations for The Clerk, Council Support Officer and Caretaker/Cleaner
8. To consider how to manage the duties normally carried out by the Handyman
9. To consider any other personnel matters including:
 - a) increase in pension contributions
10. To consider any Health and Safety matters
11. To agree the date and time of the next meeting

Signed Jayne Cooper, Clerk, 8th June 2022

Recording of Parish Council Meetings

It is permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. Members are reminded that they should avoid saying anything which could be slanderous. While the council and its officers may be filmed or recorded, that does not apply to filming or recording members of the public as their permission must be sought first. Any

filming or recording must not be disruptive to the business of the meeting. (Ref: "The Openness of Local Government Bodies Regulations 2014").