



## **PUBLIC NOTICE**

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

### **Personnel Committee**

on Monday 17<sup>th</sup> January at 9.30am 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 26<sup>th</sup> April 2021**
- 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 acknowledge pay increments for the year 2022/23 which will feed into the 2022/23 budget**
- 8. To set dates for staff appraisals**
- 9. To consider any other personnel matters**
- 10. To agree the date and time of the next meeting**

Signed Jayne Cooper, Clerk, 10<sup>th</sup> January 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").