



10th September 2021

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Tuesday 21st September 2021 at 7pm** for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. Apologies

To receive and approve apologies

2. Declarations of Interest

a) To receive disclosures of Pecuniary Interests;

b) To receive disclosure of Non-Registerable Pecuniary Interests;

c) To disclose the receipt of hospitality or gifts over the value of £10 and

d) To receive written requests for dispensations on items to be discussed at the meeting.

N.B: *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

"Before we start this meeting, I am required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting. I also need your confirmation that no-one else in your household is in the room or can overhear the conversations that are to take place during this meeting. The clerk will record your response individually".

3. **To adopt the Minutes of the Staffing Committee Meeting held on the 30th March 2021.**
4. **Matters arising**
5. **Review of management report**
6. **To set clear boundaries and expectations for the Clerk to work within.**
7. **To review the Health and Safety Policy.**
8. **To set a date for the Clerks Appraisal**
9. **To carry out a 3-month progress review for the administrator.**
10. **To review all staff hours.**
11. **To review staff wages for 2022-2023.**
12. **To discuss the site meeting with Casual Staff and any matters that arose from this meeting.**

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.