



22nd August 2023

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 29th August 2023**, at 7.30 pm (following the planning meeting) for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. Election of Chair

2. Apologies

To receive and approve apologies.

3. Election of Vice Chair

4. 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'.

5. To adopt the Minutes of the Staffing Committee Meeting held on the 3rd April 2023.
6. To review the probation period of the Senior Office Administrator.
7. To approve staff training costs for weed spraying & abrasive wheels.
8. To approve the costs of tools and equipment for maintenance staff.
9. To agree a date for the Clerks appraisal.
10. To approve the Clerks revised Contract of Employment.

Any other urgent and relevant confidential item, for information, that the Chair 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.