

CHESWARDINE

PARISH COUNCIL

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5th October 2023

To: **Members of Cheswardine Parish Council Personnel Committee**

Dear Councillor

You are summoned to attend a meeting of the Personnel Committee of **Cheswardine Parish Council** which will be held on **Wednesday 11th October** at **6:30 pm** at **the Parish Hall, Podmore Road, Cheswardine, TF9 2FA.**

Yours sincerely



Wayne Salisbury - Clerk and Responsible Financial Officer

Agenda

Part 1

1. To elect a Personnel Committee Chair for the ensuing year

2. To elect a Personnel Committee Vice-Chair for the ensuing year

3. To receive apologies for absence

To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting

4. Declarations of Interest

To receive declarations of Members' interests. Members to disclose any pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of pecuniary interests, to leave the meeting prior to discussion of that item.

5. Public Participation.

A period not exceeding 15 minutes for members of the public to ask questions and submit comments.

Please submit your questions or comments to the Clerk by emailing the address above before 9 a.m. on the day of the meeting to ensure inclusion.

Please note that this opportunity for public participation is related to matters concerning personnel only.

6. Exclusion of Press and Public

It is recommended that the Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

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Part 2 – Closed to the public

- 7. To consider amendments to the Personnel Committee's terms of reference.**
- 8. To consider the completion of the Clerk's probationary period.**
- 9. To consider the payment of 30.5 excess hours worked.**
- 10. To consider any other personnel matters.**