



Dear Councillor,

You are summoned to attend the meeting of the Parish Council Staffing Committee to be held at the Parish Council Office on **Tuesday 4<sup>th</sup> October 2022 at 6.30pm**. The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [clerk20@moretonhampstead-pc.gov.uk](mailto:clerk20@moretonhampstead-pc.gov.uk) or phone 01647 440041. The Clerk will then guide you with the process the meeting will take.

Before the meeting there will be a public session to enable the people of Moretonhampstead to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

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## **STAFFING AGENDA**

### **1. PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3c to 3i.

### **2. CHAIRMAN**

To appoint a Chairman of the Staffing Committee

### **3. APOLOGIES FOR ABSENCE**

To accept apologies for absence. Under Section 85 of the Local Government Act 1972, members present must decide whether the reason(s) given for a member's absence are acceptable.

### **4. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

### **5. CONTRACT OF EMPLOYMENT**

To consider the changes to the Clerks Contract of Employment (draft Contract attached)

### **6. CLERK'S ANNUAL LEAVE**

To consider the Clerk's request for Annual Leave and agree arrangements for the April full council meeting



## 7. FUTURE MEETING DATES

To agree future meeting dates including the Clerks appraisal

**SIGNED:** *Samantha Parkin* (Parish Clerk)

**DATE:** 28/09/2022