

DRAYTON PARISH COUNCIL STAFFING COMMITTEE AGENDA

to be held on Thursday 7th July 2022 at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Committee Members are summoned to the above meeting: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Andrew Baker.

Members of the public and press are invited to attend.

Signed:

Sarah Hawken

Parish Clerk

30th June 2022

1. **Apologies and consideration of acceptance for absence.**
2. **Members' declarations of interest and requests for dispensations.**

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

 - Your wellbeing or financial position
 - That of your family or close friends
 - That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.
3. **To receive and approve minutes from Staffing Committee held on 25th May 2022.**
4. **Staffing.**
 - 4.1 Review expenditure in line with the budget 2022/23.
 - 4.2 Review the recruitment process for the Assistant Clerk.
 - 4.3 Review the Staffing Committee Terms of reference.
5. **The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.**

Staffing.

 - 5.1 Review changes to the Maintenance Operative job description.
 - 5.2 Review time sheet, mileage claim and maintenance schedule of the Maintenance Operative.
6. **To consider items for next agenda and date and time of meeting.**

Thursday 20th October 2022.