

DRAYTON PARISH COUNCIL STAFFING COMMITTEE AGENDA

to be held on Thursday 26th January 2023 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, Hilary Kisby.

Members of the public and press are invited to attend.

Signed:

Sarah Hawken

Parish Clerk

19th January 2023

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 Thursday 20th October 2022.

4. To receive any questions or comments from members of the Public on matters on the agenda.

5. Staffing Matters.

5.1 To decide on the purchase of a mobile phone for the Assistant Clerk.

5.2 Review the revised draft of the Staff Appraisals Policy.

5.3 Review Terms of Reference

5.4 To consider the Assistant Clerk and RFO to have responsibility for 2 committees (Environment & Highways and Governance)

5.5 Review feedback from committees on maintenance role.

5.6 To arrange a date for the Parish Clerk's Appraisal

**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.**

5.7 Review of the Assistant Clerk's training and progress.

6. To consider items for next agenda and date and time of meeting.