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IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972  
SCHEDULE 12 PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)  
NOTICE IS GIVEN THAT A MEETING OF PAULTON PARISH COUNCIL STAFFING COMMITTEE  
WILL BE HELD ON **MONDAY, 3rd MARCH 2025 AT 4:30PM**  
IN THE MEETING ROOM, VILLAGE HALL, PAULTON  
MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN  
TAKEN TO PROHIBIT THEM

### **PUBLIC SESSION**

For 10 minutes prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chairman, Chairmen of Standing Committees or Parish Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

During this time, outstanding answers from previous meetings will be delivered.

**To:-** Councillors Breeze-Crow, Harle, Johnson, Lyons (Chairman) and Norman.

You are hereby summoned to attend a meeting of the Staffing Committee of Paulton Parish Council on Monday 3<sup>rd</sup> March 2025. The agenda for the meeting appears below.

**Helen Jenkins**  
Parish Clerk

## **Agenda**

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### **1 - APOLOGIES FOR ABSENCE**

To note any apologies for absence.

### **2 - DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 30th November 2021) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

### **3 – CONFIRMATION OF MINUTES**

That the minutes of the Staff Committee meeting held on 28th August, 30<sup>th</sup> September and 9<sup>th</sup> December 2024 to be approved as a correct record and signed by the Chairman.

### **4 - TOIL POLICY**

To review and approve a policy.

### **5 - STAFF APPRAISALS**

To agree a timetable for appraisals. Clerk to review job descriptions during the appraisal process.

### **6 – EXCLUSION OF PRESS AND PUBLIC**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

### **7 – CLERKS TOIL**

To discuss leave of TOIL with a view to the Christmas event in 2024 and for future.