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To: - Members of the staffing committee: Councillors D Garlick, G Garlick, G Johnson, A Lyons and J Meaton.

You are summoned to attend a meeting of the **Staffing Committee** to be held in the Village Hall meeting room, Paulton on **Wednesday 11<sup>th</sup> August at 6pm.**

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Carol Hall". The signature is written in a cursive style and is enclosed in a light blue rectangular box.

Carol Hall, Parish Clerk

**EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

**THIS MEETING MAY BE FILMED OR RECORDED**

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

To note any apologies for absence.

2. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3, members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. 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 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. CONFIRMATION OF MINUTES

That the minutes of the Committee's meeting held on 23<sup>rd</sup> June 2021 are approved as a correct record and signed by the Chairman.

5. TERMS OF REFERENCE (attached)

To review the current Terms of Reference as agreed by the Full Council meeting to ensure they are still fit for purpose.

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 – to consider Staffing matters.

7. REPLACEMENT RESPONSIBLE FINANCE OFFICER (RFO) (attached)

To put together a proposal for the replacement of the RFO taking into consideration all other staffing recommendations within the Operational and Organisational review.