



Parish Clerk: Carol Hall
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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 23rd February 2022 at 6.00pm.**

The Agenda for the meeting appears below.

A handwritten signature in blue ink that reads 'Carol Hall'.

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 11th August 2021 are approved as a correct record and signed by the Chairman.

5. 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.

6. ADMIN ASSISTANT RECRUITMENT

Following the retirement of Admin Assistant, Linda Rossiter, the committee need to approve the following for the vacancy:

- Where to advertise
- Confirmation of existing pay scale
- Timeline
- Recruitment/interview process