



Parish Clerk: Jo Swift
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To: - Members of the staffing sub committee: Councillors A Lyons, L Hardman, S Long,
P McSherry and M Stevens.

You are summoned to attend a meeting of the **Staffing Committee** to be held in the Village Hall meeting room, Paulton on **Monday 16th July 2018 at 1pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to be "Jo Swift".

Jo Swift, Parish Clerk

10th July 2018

EVACUATION PROCEDURE

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

AGENDA

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 16th October 2012) 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 Committee's meeting held on 26th June 2018 are approved as a correct record and signed by the Chairman.

4. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 progress staffing matters.

5. ADMIN ASSISTANT RECRUITMENT

- (i) To consider a request for a change in hours from a member of the admin team (details attached);
- (ii) To approve the following for the vacancy:
 - Hours and days
 - Job description
 - Personal specification
 - Where to advertise
 - Timeline