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To: - Members of the staffing sub committee: Councillors D Garlick, G Garlick, J Meaton, B Stevens 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 **Thursday 6<sup>th</sup> June 2019 at 7pm**. The Agenda for the meeting appears below.

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

Jo Swift, Parish Clerk

30<sup>th</sup> May 2019

#### EVACUATION PROCEDURE

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

#### AGENDA

1. ELECTION OF CHAIRMAN 2019/20

To elect a Chairman for the ensuing municipal year.

2. ELECTION OF VICE- CHAIRMAN 2019/20

To elect a Vice-Chairman for the ensuing municipal year.

(The committee may appoint a Vice-Chairman but does not have to do so).

3. APOLOGIES FOR ABSENCE

To note any apologies for absence.

4. 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.

5. CONFIRMATION OF MINUTES

The last meeting of the Staffing Committee was held on 3<sup>rd</sup> October 2018. The Clerk was not present at this meeting and has no record of the minutes.

6. NEW EMPLOYEE

- (i) To approve the attached job specification and job description
- (ii) To decide who will interview the new administration assistant
- (iii) To agree on a timeline

7. 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.

8. COUNCILLORS AND MEMBERS OF STAFF

An update will be provided at the meeting.

9. NEW CLERK

To consider the options for the recruitment of a new Clerk and to discuss the notice period of the existing Clerk.