



Parish Clerk: Jo Swift
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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 **Tuesday 9th July 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

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. **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 6th June 2019 are approved as a correct record and signed by the Chairman.

5. COMPLAINT 12.18 PPC

At the Parish Council meeting held on Tuesday 25th June, it was agreed to address the recommendations from the Monitoring Officer at a meeting of the staffing committee.

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 – commercial and staffing matters.

7. APPRAISALS

- (i) To consider the options for appraisal training
- (ii) To decide who will undertake appraisals

8. EMPLOYEE CONTRACTS

To approve certain aspects in the Clerks and RFO's contracts.

9. RESPONSIBLE FINANCE OFFICERS JOB DESCRIPTION

To consider and approve the job description for the RFO.

10. CLERKS HOURS

To approve the proposal for the Clerk and RFO's hours during August and September.