



13th June 2024

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Thursday, 20th June at 7.45 pm** (following the **Planning and General Purpose meeting**) for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. **Election of Chair**
2. **Apologies**
3. *To receive and approve apologies.*
4. **Election of Vice Chair**
5. **Declarations of Interest**
 - a) *To receive disclosures of Pecuniary Interests;*
 - b) *To receive disclosure of Non-Registerable Pecuniary Interests;*
 - c) *To disclose the receipt of hospitality or gifts over the value of £10 and*
 - d) *To receive written requests for dispensations on items to be discussed at the meeting.*

N.B: *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*
6. **To adopt the Minutes of the Staffing Committee Meeting held on the 22nd January 2024.**
7. **Matters arising – Information only.**
8. **To review the allocation of litter picking hours.**

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

9. To approve the cost of a Knapsack Sprayer.
10. To approve the cost of a Litter Pick Trolley.
11. To discuss concerns reported to the Chair of the Staffing Committee.
12. To receive a report from an appraisal meeting.
13. To review and agree procedures for potential time off and changes in working patterns to support a staff member.
14. To approve the increment increase in the Clerks Salary in line with the successful achievement of a Certificate in Local Council Administration.

Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.