



EAST PRESTON PARISH COUNCIL

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6th October 2026

Dear Councillor and Parishioners

PERSONNEL COMMITTEE

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to a Meeting of the above Committee to be held on **Monday, 12th October 2026** at Council Office 2, 118 Sea Road, East Preston commencing at **19:00**.

Yours sincerely

Simon Cross

Clerk to the Council

To: All Members of the Personnel Committee and other Members for information.

A G E N D A

1. Introductions.
2. Apologies for Absence.
3. Members and Officers are reminded to make any Declarations of Personal and/or Prejudicial or Pecuniary Interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the Meeting of any intended Declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent. If the interest is Prejudicial or Pecuniary, the Member should state whether he or she will be exercising the right to speak.

4. A **Public Question Time** of up to fifteen minutes.

Note: This Question Time is the only opportunity at which “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.” (Standing Order 3e)

Each “member of the public shall not speak for more than three minutes.” (Standing Order 3g)

Members of the public are respectfully asked to identify themselves clearly when they begin to speak.

Please be aware, constructive debate and thoughtful challenge should be expected as the council examines and understands the points raised in the meeting as part of the decision-making process.

Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the chairman.

5. To consider a request for licensing training.
6. To receive an update on any recruitment matters.
7. To consider the interview process for candidates for the role of Clerk to the Council.
8. To receive an update on the drafting of new contracts for council officers.
9. To consider the council’s relationship with the Civility & Respect Pledge.
10. To consider any Health & Safety matters.
11. To note any gifts received recently by councillors and officers.
12. To consider recent councillor and officer behaviour.
13. To consider recent public behaviour at council meetings.
14. To consider any staffing matters including a report on officer Sick Leave.
15. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be taken that because of the confidential nature of the business to be transacted, the public and press leave the Meeting during the consideration of the next Agenda Items.
16. To agree and sign the Minutes of the meeting held on 20th July 2026.
17. To receive an update on any matters from previous meetings.
18. To continue planning for the 2027 Local Election.
19. To consider any other matters that may arise after the publication of this Agenda.
20. New items to be referred to the next meeting (11th January).