



# EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

[eastpreston.arun.gov.uk/](http://eastpreston.arun.gov.uk/)

Email: [epparishcouncil@btconnect.com](mailto:epparishcouncil@btconnect.com)

2<sup>nd</sup> July 2018

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, 9<sup>th</sup> July 2018** at East Preston Infant School, Lashmar Road, East Preston, commencing at **17:00**.

By its very nature this meeting is CONFIDENTIAL and not open to the public.

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. Appointment of a Chairman of the Personnel Committee for the council year 2018/19.
3. Appointment of a Vice-Chairman of the Personnel Committee for the council year 2018/19.
4. Apologies for Absence.
5. 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.

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.

6. To carry out the annual review of the Terms of Reference for the committee.
7. To agree and sign the Minutes of the meeting held on 15<sup>th</sup> January 2018.
8. To receive an update on any matters from previous meetings.
9. To agree the Requirements of a Chairman document.
10. To consider a proposal related to the council's internal elections.
11. To consider the current co-option exercise.
12. To consider recent councillor and officer behaviour.
13. To consider recent public behaviour at council meetings.
14. To consider the training requirements of councillors based upon the completed skills questionnaires.
15. To consider any Health & Safety matters.
16. To note any gifts received recently by councillors and officers.
17. To consider what officer and councillor information it is desirable to have on the council's website. (Cllr Wilkinson to attend for this item)
18. To consider any other matters that may arise after the publication of this Agenda.
19. New items to be referred to the next meeting (8<sup>th</sup> October).