



EAST PRESTON PARISH COUNCIL

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2nd October 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, 8th October 2018** at East Preston Infant School, Lashmar Road, East Preston, commencing at **19:00**.

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. 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.

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.

4. To agree and sign the Minutes of the meeting held on 9th July 2018.
5. To agree and sign the Minutes of the meeting held on 17th September 2018.
6. To receive an update on any matters from previous meetings.
7. To consider matters relating to the recruitment of a new Assistant Clerk.
8. To consider matters relating to the employment of a book-keeper.
9. To agree a start date for the new hours for the Clerk and the Admin Assistant.
10. To consider publication of the 2017/18 council year attendance list.
11. To consider Standing Order 13 in light of the council's additional committee.
12. To consider asking councillors whether they currently intend to stand for re-election to the council in 2019.
13. To consider recent councillor and officer behaviour.
14. To consider recent public behaviour at council meetings.
15. To consider the training requirements of councillors based upon the completed skills questionnaires.
16. To consider any Health & Safety matters.
17. To note any gifts received recently by councillors and officers.
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 (21st January).