



# 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)

12<sup>th</sup> September 2018

Dear Councillor and Parishioners

## **PERSONNEL COMMITTEE**

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to an Extraordinary Meeting of the above Committee to be held on **Monday, 17<sup>th</sup> September 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. 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 review the council's staffing structure and levels.
5. To begin the recruitment of a new Assistant Clerk to the Council.
6. To consider short-term cover for any period where there is no Assistant Clerk in post. (This item to cover such topics as accounting, leave and such like)
7. New items to be referred to the next meeting (8<sup>th</sup> October).