

AUCKLEY PARISH COUNCIL

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THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL WILL BE HELD ON
WEDNESDAY 13TH OF MARCH 2024, AT AUCKLEY JUNIOR AND INFANT'S SCHOOL,
COMMENCING AT 6.00PM.

AGENDA

1. TO ELECT A CHAIRMAN
2. NON-ATTENDANCE OF COUNCILLORS
 - a) To receive and note apologies from councillors (on the Committee) who are unable to attend the meeting
 - b) To consider reasons for absence provided by councillors (on the Committee) who cannot attend and resolve the council's committee's acceptance of these if felt relevant.
3. TO CONSIDER THE STAFFING COMMITTEE TERMS OF REFERENCE (ENCLOSED)
4. TO RECOMMEND THE STAFFING COMMITTEE TERMS OF REFERENCE TO THE PARISH COUNCIL FOR ADOPTION
5. TO RECEIVE DECLARATIONS OF OTHER INTERESTS AND ANY AMENDMENTS
6. TO DETERMINE EXCLUSION OF THE PUBLIC AND PRESS
7. TO DETERMINE THE CLERK'S FIRST POINT OF CONTACT FOR ISSUES NOT IMMEDIATELY RELEVANT TO THE WHOLE COUNCIL
8. TO AGREE ARRANGEMENTS FOR CLERK REQUESTING ANNUAL LEAVE
9. TO DETERMINE THE CLERK'S APPRAISAL ARRANGEMENTS
10. TO NOTE THE CLERK'S INCREMENT RISE EFFECTIVE FROM 1ST APRIL 2024
11. TO RECEIVE ITEMS RAISED BY THE CLERK
12. TO AGREE CYCLE OF UPCOMING MEETINGS AND STANDARD AGENDA ITEMS
 - (Proposal: June – Election of Chairman
 - Review of Terms of Reference
 - Review of policies/development of policies for recommendation to full Council
 - September/October – Clerk's Appraisal including training plan
 - December – Clerk's Annual leave update
 - March – Clerk's Increment(s) confirmation (where applicable)
13. TO CONFIRM DATE AND TIME OF NEXT STAFFING COMMITTEE MEETING (AT AUCKLEY JUNIOR & INFANT'S SCHOOL, COMMENCING AT 6.00PM)

Emma Lear (Clerk)

7th of March 2024

