



## YAXHAM PARISH COUNCIL

To all Councillors who are members of the Parish Council's Staffing Committee

**You are hereby summoned to a meeting of the Parish Council's Staffing Committee to be held on Thursday 24<sup>th</sup> October 2019 at 6.15pm at the Village Hall in the David Myhill Room at the Yaxham Village Hall. Please notify the Clerk in good time if, and the reason why, you are unable to attend.**

Vicky Turner

Clerk to the Council Tel: 01362 821037 Email: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

17<sup>th</sup> October 2019

### AGENDA

- 1. Chairman's Opening Remarks.**
- 2. Apologies**  
To receive and apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest in items on the agenda and to consider any requests for dispensation. *Applications for any dispensations need to be in writing using the agreed form ([www.yaxham.com](http://www.yaxham.com)) and passed to the Chairman before the start of the meeting.*
- 4. Minutes of Previous Meetings**
  - 4.1. To approve the minutes of the meeting held on 18<sup>th</sup> July 2019.
  - 4.2. Matters arising from minutes of the previous meeting not covered elsewhere on the agenda.
- 5. To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 6 onwards on the grounds that it could involve the likely disclosure of private and confidential information.**
- 6. Clerk/RFO**
  - 6.1. To consider the Clerk's progress since the last meeting in line with objectives set to March 2020, and receive an update on the CILCA training course
  - 6.2. To consider changes to Clerk's contractual hours
  - 6.3. To consider the Clerk's proposed leave and any cover arrangements required
  - 6.4. To consider any implications for the 2020/21 Parish Council Budget.
- 7. To note items for the next meeting agenda**
- 8. To agree the date of the next meeting.**