

MARKS TEY PARISH COUNCIL



Parish Hall, Old London Road, Marks Tey, CO6 1EJ
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To: Members of the Staffing and Establishment Committee

18 June 2019

You are summoned to attend a Staffing & Establishment Committee Meeting on Monday 24th June 2019 after the Community Events Committee for the transaction of the under-mentioned business. Members are reminded to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests as they arise on the Agenda.

Members of the Public and Press are normally welcome to attend all Parish Council or Committee meetings but should note that on this occasion they will be excluded from the majority of this meeting when confidential staffing matters are to be discussed

Gemma Humphries

Gemma Humphries
Clerk and Responsible Finance Officer to the Parish Council

AGENDA

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| 2019/SE018 Apologies for absence | To receive and consider acceptance of any apologies |
| 2019/SE019 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests | To receive Councillor's Declarations of Interests on any item appearing on the Agenda |
| 2019/SE020 Public Session | Up to fifteen minutes allowed for questions and Statements. Each individual wishing to speak will be allowed 3 minutes |
| 2019/SE021 Minutes | To approve the minutes to the Staffing & Establishment Committee meeting held on 25 th March 2019 (enclosed) |
| At this point in the meeting members of the public and press will be excluded from the meeting | |
| 2019/SE022 Staffing Issues | To receive an update on current staffing issues and resolve next stages |
| 2019/SE023 Caretaker\Keyholder review | To discuss and agree next stage with caretaker / Keyholder consultation. |
| 2019/SE024 Staff Appraisals | To review and approve new staffing appraisal documentation |
| 2019/SE025 Terms of Reference | To discuss and approve new Terms of Reference for Committee |
| 2019/SE026 Cleaning | To discuss current cleaning situation and resolve actions required. |
| 2019/SE025 Information Exchange | A) Committee Chairman's Report. B) Clerk's Report |
| 2019/SE026 Chairman to close the meeting | |