

# 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

**03 February 2021**

You are summoned to participate in a Staffing & Establishment Committee Meeting on Wednesday 10<sup>th</sup> February 2021 at 2.30pm. Meeting will be held remotely on zoom log in details as follows: **Meeting ID 968 6961 3605 Password 738863.** 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 welcome to attend all Parish Council or Committee meetings. However due to the confidential nature of the meeting they will be excluded after agenda item 2021/SE004.

*Gemma Humphries*

Gemma Humphries  
Clerk and Responsible Finance Office to the Parish Council

## AGENDA

<b>2021/SE001 Apologies for absence</b>	To receive and consider acceptance of any apologies
<b>2021/ SE002 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests</b>	To receive Councillor's Declarations of Interests on any item appearing on the Agenda
<b>2021/SE003 Minutes</b>	to approve minutes from meeting held on 10 <sup>th</sup> December 2020
<b>2021/SE004 Public Session</b>	Up to fifteen minutes allowed for questions and Statements from the public or press in attendance. Each individual wishing to speak will be allowed 3 minutes
<b>2021/ SE005 Keyholder / Cleaner Contract</b>	To discuss and agree keyholder / cleaner contract. To discuss and agree duties during hall closure.
<b>2021/SE006 Cleaner Contract</b>	to discuss and agree Cleaner contract. To discuss and agree duties during hall closure.
<b>2021/SE007 Office Job Evaluations</b>	to discuss and agree options for job evaluations for the office staff.
<b>2021/SE008 Information Exchange</b>	A) Committee Chairman's Report. B) Clerk's Report
<b>2021/SE009 Chairman to close the meeting</b>	