

# MARKS TEY PARISH COUNCIL



Parish Hall, Old London Road, Marks Tey, CO6 1EJ  
Telephone: 01206 213 250  
[www.marksteyparish.org.uk](http://www.marksteyparish.org.uk)

To: Members of the Staffing and Establishment Committee

**13 August 2021**

You are summoned to participate in a Staffing & Establishment Committee Meeting on Tuesday 24<sup>th</sup> August 2021 at 4pm. Meeting will be held at the Village Hall with social distancing measures in place. 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. Due to the confidential nature of business being discussed, the meeting will be closed to public and press from agenda item 2021/SE045 till the end of the meeting.

*Gemma Humphries*

Gemma Humphries  
Clerk and Responsible Finance Office to the Parish Council

## AGENDA

<b>2021/SE036 Apologies for absence</b>	To receive and consider acceptance of any apologies
<b>2021/ SE037 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/SE038 Minutes</b>	to approve minutes from meeting held on 25 <sup>th</sup> June 2021 (enclosed)
<b>2021/SE039 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/SE040 Policy Review – Equal Opportunities</b>	to review and approve Equal Opportunities Policy for Further 12 months
<b>2021/SE041 Policy Review – Anti Harassment and Bullying Policy</b>	to review and approve Anti Bullying and Harassment Policy for further 12 months.
<b>2021/SE042 Policy Review – Social Media Policy</b>	to review and approve Social Media policy for further 12 months
<b>2021/SE043 Policy Review – Social Media Terms of use of Facebook</b>	to review and approve Social Media terms of use of Facebook policy for further 12 months

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## **2021/SE044 Policy Review – GDPR Policies**

to review and approve GDPR Policies for further 12 months as follows:

- 1) Privacy Policy
- 2) General Privacy Policy
- 3) Privacy notice for staff, Councillors and Role Holders
- 4) Retention, Storage and Destruction of Documents Policy
- 5) Consent Form
- 6) Subject Access Request Policy
- 7) Councillor Awareness Checklist

**Confidential agenda item Public and press will be asked to leave the meeting due to sensitive information.**

## **2021/SE045 Staffing Update**

to receive update from Clerk regarding staffing and agree any actions required.

## **2021/SE046 Staffing Budgets for next Financial Year**

to discuss and review proposed budgets for staffing for next financial year to make recommendation to finance committee.

## **2021/SE047 Information Exchange**

A) Committee Chairman's Report. B) Clerk's Report

## **2021/SE048 Chairman to close the meeting**