

MARKS TEY PARISH COUNCIL



Parish Hall, Old London Road, Marks Tey, CO6 1EJ
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www.marksteyparish.org.uk

To: Members of the Staffing and Establishment Committee

13th September 2021

You are summoned to participate in a Staffing & Establishment Committee Meeting on Friday 17th September 2021 at 4.30pm. 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/SE055 till the end of the meeting.

Gemma Humphries

Gemma Humphries
Clerk and Responsible Finance Office to the Parish Council

AGENDA

2021/SE049 Apologies for absence	To receive and consider acceptance of any apologies
2021/ SE050 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
2021/SE051 Minutes	to approve minutes from meeting held on 24 th August 2021 (enclosed)
2021/SE052 Public Session	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
2021/SE053 Policy Review – Document Retention, Storage and destruction policy	to review and approve Policy for Further 12 months
2021/SE054 Clerk and RFO Vacancy	to review and approve job advert, pay scale and timescales for Clerk and RFO Position. To discuss and agree action plan before new Clerk / RFO Appointed.
Confidential agenda item Public and press will be asked to leave the meeting due to sensitive information.	
2021/SE055 Booking Clerk Contract	to discuss and approve new contract for Booking Clerk.
2021/SE056 Information Exchange	A) Committee Chairman's Report. B) Clerk's Report
2021/SE057 Chairman to close the meeting	