

MARKS TEY PARISH COUNCIL



Parish Hall, Old London Road, Marks Tey, CO6 1EJ
Telephone: 01206 213 250
www.marksteyparish.org.uk

To: Members of the Staffing & Premises Committee

18th July 2022

You are summoned to participate in a Staffing & Premises Committee Meeting on Wednesday 20th July 2022 at 7.30pm. The Meeting will be held at the Parish Hall 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 2022/SP012.

Catherine Clouston

Catherine Clouston
Clerk and RFO to the Parish Council

AGENDA

2022/SP001 Election of Chair	To elect a Chair for new Committee
2022/SP002 Apologies for absence	To receive and consider acceptance of any apologies
2022/SP003 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
2022/SP004 ToR	To review and possibly accept revised Terms of Reference for amalgamated Staffing & Establishment Committee and Premises Committee
2022/SP005 Minutes	To accept Minutes (already presented to Full Council) as follows: <ul style="list-style-type: none">- Staffing & Establishment Committee meeting held on 12th May 2022- Premises Committee meeting held on 21st June 2022
2022/SP006 Public Session	Up to 15 minutes allowed for questions and Statements from the public or press in attendance. Each individual wishing to speak will be allowed 3 minutes
2022/SP007 Complaints Procedure	To review and possibly accept revised Marks Tey Parish Council Complaints Procedure as recommended by Deputy Monitoring Officer
2022/SP008 Terms and Conditions for Hiring Community Facilities	To review and possibly accept revised T&Cs for Hiring Community Facilities as recommended by Deputy Monitoring Officer
2022/SP009 Office Computer	To review and possibly agree on how to update office IT equipment

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2022/SP010 Enoverf Funding	Update on progress of grant spending on upgrade of community facilities
2022/SP011 Maintenance	To update Councillors on current maintenance position and decide on next actions
Public and press will be asked to leave the meeting due to sensitive information being discussed	
2022/SP012 Office Staff	To review and possibly accept recommendations of SLCC Review and decide how to proceed
2022/SP013 Keyholder Staff	To update Councillors on current staffing situation
2022/SP014 Information Exchange	A) Chair's Report B) Clerk's Report
2022/SP015 Date of next meeting	To confirm the next meeting to be held on 21 st September 2022 at 7.30pm at the Parish Halls
2022/SP016 Chair to close the meeting	