

ANSTON PARISH COUNCIL

NOTICE OF A MEETING OF THE STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee of Anston Parish Council to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** On **Tuesday 26th February 2019** commencing at **7pm** for the purpose of transacting the following business.

Mr C Pilkington
Clerk to Anston Parish Council

AGENDA

- 1. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 2. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct
(b) To receive and decide upon requests for dispensations to councilors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 3. EXCLUSION OF PRESS AND PUBLIC**
Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed
- 4. MINUTES OF THE PREVIOUS MEETING**
To receive and confirm the minutes of the meeting of the Staffing Committee held on Tuesday 29th January 2019
- 5. PROBATIONARY PERIOD OF CLERK**
To note the completion of the probationary period of the Clerk and to consider any action required
- 6. CARETAKER/PRINCIPAL KEYHOLDER POSITION**
To receive an update regarding the role of Caretaker/Principal Keyholder and to consider any action required
- 7. REVIEW OF STAFF CONTRACTS OF EMPLOYMENT AND JOB DESCRIPTIONS**
To receive an update regarding the review of staff contracts of employment and job descriptions and to consider any action required

- 8. DEVELOPMENT OF MANAGEMENT PLAN**
To consider the development of a management plan for Parish Council and Charity owned land and facilities
- 9. ADMINISTRATIVE SUPPORT**
To consider options for increased administrative capacity in the Parish Council office and any action required
- 10. ITEMS FOR THE AGENDA OF THE NEXT MEETING**
To agree on items to be included on the agenda of the next meeting of the Committee
- 11. DATE AND VENUE OF NEXT MEETING**
To agree the date and venue of the next meeting of the Staffing Committee

CIRCULATION

Councillors S Thornton (Chairman of the Staffing Committee), B Bentley, P Bowers, D Graham, John Ireland. Jonathan Ireland, C Jepson, M Manship, P Matthews, G Prendergast, D Tarmey, C Tawn, B Thornley, P Vernon

Chris Pilkington PSLCC



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21st February 2019