

Clerk to Porlock Parish Council  
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# PORLOCK



Parish Room  
Old School Centre  
PORLOCK  
Somerset, TA24 8NP

## Parish Council

### Notice of a Meeting of the HR & Staffing Committee

To: Cllr S McCanlis (Chair), Cllr S Colson, Cllr D McCanlis, Cllr L Thornton

**You are hereby summoned to attend the above committee meeting at 3.45pm on Wed 20 September 2023 in the Parish Office**

**Dated: 15 September 2023**

*A Health & Safety announcement will be made at the start of the meeting.*

*This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.*

### AGENDA

1. **Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
2. **Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**  
*Members to declare any interests they may have in agenda items and consideration of any prior requests from members for Dispensations (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))*
3. **Items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**
4. **Public Participation.**  
*This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA1972 sch12, paras 10(2) (b)*
5. **Minutes for the Committee Meeting held on the 17 March 2023 – to approve the minutes**
6. **Caretaker**
  - i) **To review the role, remit, hours and rate of pay and make recommendations to Full Council to include a revised draft job description**
  - ii) **To agree the recruitment process to include advertising and interview arrangements**
  - iii) **To agree and implement interim cover for existing caretaker duties**

Clerk/RFO to Porlock Parish Council