

Clerk to the Council

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PORLOCK



Parish Room

Old School Centre

West End

PORLOCK

Somerset TA24 8NP

Parish Council

STAFFING & HR COMMITTEE MEETING

Thursday 8 February 2024, 9am

2 February 2024

For the attention of: Councillors S Colson (Acting Chair), D Heath, D McCanlis, S McCanlis, D Thornton, L Thornton

You are summoned to attend the **Staffing & HR Committee meeting** that will be held on **THURSDAY 8 FEB 2024 AT 9AM IN THE LIBRARY**. The meeting will include a maximum of 15 minutes of public participation. Matters raised must be within the remit of the Parish Council. The public will not be allowed to speak at any other time during the meeting unless by pre-arrangement with the Clerk and Chair.

AGENDA

1. Apologies and reasons for absence
2. Members to declare any interests they may have in agenda items that accord with the adopted Code of Conduct. (N.B. this does not preclude any later declarations). To consider dispensation requests.
3. To agree any items to be dealt with after the public, including the press, have been excluded
4. Public Participation
5. Minutes of Staffing meeting 20 September 2023 – to consider for approval
6. Minutes of Extraordinary Staffing meeting 16 January 2024 - to consider for approval
7. Staff annual appraisals - to consider process and schedule and make recommendations to Full Council

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council's Standing Order 3 d) the press and public will be excluded from the meeting during the discussion of item 8 on this agenda as the Parish Council will be discussing confidential staffing matters and agenda item 9 on this agenda as the Parish Council will be considering legal advice and related matters.

8. Pension arrangements and information provided for staff – to review and make recommendations to Full Council
9. Parish Office – to discuss shared office space and make recommendations to Full Council

A handwritten signature in black ink, reading "A Dallaway", is displayed on a light yellow rectangular background.

Annie Dallaway

Clerk/RFO, Porlock Parish Council