



## Great Horkesley PARISH COUNCIL – Staffing & Personnel Committee

[www.greathorkesley-pc.gov.uk](http://www.greathorkesley-pc.gov.uk)

### NOTICE, SUMMONS AND AGENDA

**To:**  
Councillors:  
Mead Chairman, Baker & Ewing.

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(cc: Parish Councillors)

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19 February 2021

You are hereby summonsed to attend a online conferencing meeting of the Staffing and Personnel meeting of Great Horkesley Parish Council on [24 February 2021](#) at **7.00pm** on Zoom for the purpose of transacting the business as set out in the Agenda below.

**Public Notice:** The press and general public are entitled to attend and a small number of copies of the agenda and minutes of the previous meeting will be available at the meeting or in advance by e-mail on application to the Parish Clerk. The agenda and minutes are also available on the Council's Web Site. **On this occasion the press and the public will be excluded from the discussion where matters are confidential.**

*Penny Mutch*

Penny Mutch  
Parish Clerk/Responsible Financial Officer

### AGENDA

#### 1. Chairman's Welcome and Announcements

#### 2. Apologies and Reasons for Absence

To receive confirmation from the Chairman that adequate reasons have been given with respect to any apologies received and to note and approve those absences.

#### 3. Declarations of Interest<sup>1</sup>

To receive any declarations of interest, whether registered or not, regarding this agenda.

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<sup>1</sup> Any unregistered disclosable interests must be reported to the Monitoring Officer within 28 days. Where a disclosable pecuniary interest has been declared and no dispensation has been granted or where a prejudicial non-disclosable pecuniary interest has been declared, the member must withdraw from the meeting while the item is discussed and decided.

**4. To make a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public from the meeting, for reasons of contract confidentiality in order to discuss the matters below:**

- a. To consider and agree on an employee's employment details.
- b. To consider and agree on employee's employment details.
- c. To agree on the salary rate as from the 1 April 2021.
- d. To agree on the salary rate as from the 1 April 2021.
- e. To consider and agree on the salary start date.
- f. To consider and agree on the salary start date.

**7. Recommendations to the Parish Council**

- a. To agree any matters where recommendations to the Parish Council is required.

**8. Items for the next Meeting**

- a. To agree items for the next meeting.

**9. Next Meeting**

To consider and agree on the date and time of the next meeting.