



**NOTICE IS HEREBY GIVEN** that the Chairman has called an extraordinary meeting of the Personnel Committee of the above-named Parish Council that will take place at 4pm on Thursday **4 August 2022**, and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed:  
Cllr. Peter Richardson

Signed:  
Sharon Clayton MPA, BA (Hons), FSLCC  
Clerk

Date of issue: 29 July 2022

## AGENDA

1. Chairman's Welcome
2. Apologies for absence
3. Minutes

To consider and approve the minutes from a meeting held on 28 April 2022

4. Disclosure of Pecuniary of Interests, Bias, and Pre-determination

In accordance with Section 29 of the Localism Act 2011 Members are personally responsible for deciding whether or not they should disclose an interest at this meeting. Where a matter arises at a meeting which directly relates to a Member's Disclosable Pecuniary Interests they must disclose the interest, not participate in any discussion nor vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest. (Please refer to Appendix B in the Council's Code of Conduct). Members are also reminded they should not make decisions with a closed mind and must declare a bias and not vote on matters where their decision could be considered to be pre-determined.

### PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present.

5. Staffing Matters

To CONSIDER and APPROVE:

- a) Extending the Clerk's contract of employment beyond the notice period (31 July 2022)
- b) The recruitment process and terms of employment for the position of Clerk and Responsible Financial Officer