

8th July 2025

**Parish Council Committee Meeting Summons – Confidential (Part 2)**

Dear Committee Members

You are summoned to attend a **Staffing Committee Meeting** on **Monday 14th July 2025** at **Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton**.

This meeting will be held entirely in **Part 2 (confidential session)** under the provisions of the *Public Bodies (Admission to Meetings) Act 1960*, due to the confidential nature of the business to be transacted. Members of the public and press will be excluded.

Sophia Samuel

Interim Clerk

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| 14.07.01 | **Election of Chair:** *to* ***agree*** *and* ***vote*** *on a Committee Member to Chair the Committee* |
| 14.07.02 | **Attendance and Apologies:** *to* ***note*** *attendance, to* ***receive*** *apologies and to* ***approve*** *reasons for absence.* |
| 14.07.03 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting.* |
| 14.07.04 | **Policies:** *to* ***amend*** *and* ***recommend*** *approval of the following policies –*  *Staff Recruitment*  *Staff Grievance*  *Staff Appraisal* |
| 14.07.05 | **Update on current staffing*:*** *to* ***discuss*** *matters regarding:*   * *Interim Clerk well-being* * *Community Centre Manager return to work* * *Staff Appraisals scheduling* |
| 14.07.08 | **Temporary Admin Support:** *to* ***discuss*** *and* ***vote*** *on recommendation that the Council provides admin support for a limited time with a particular focus on supporting the recruitment process.* |
| 14.07.09 | **Terms of Reference:** *to* ***discuss*** *and* ***vote*** *on amendments regarding membership numbers* |
| 14.07.10 | **Delegated decisions to report to council:** |
| 14.07.11 | **Recommendations for council:** |
| 14.07.12 | **Date of Next Meeting:** *Tuesday, 14th July 2026 at Vicars Cross Community Centre* |