

22nd August 2025

**Parish Council Committee Meeting Summons**

Dear Committee Members

You are summoned to attend a **Staffing Committee Meeting** on **Tuesday 26th August 2025** at **Vicars Cross Community Centre, Thackeray Drive, Vicars Cross.**

*Kath Lloyd*

*On behalf of Sophia Samuel*

*Interim Clerk*

**PART ONE – PUBLIC**

|  |  |
| --- | --- |
| 26.08.01 | **Attendance and Apologies:** *to* ***note*** *attendance, to* ***receive*** *apologies and to* ***approve*** *reasons for absence.* |
| 26.08.02 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting.* |
| 26.08.03 | **Minutes of 11th August Meeting**: *to* ***approve*** *the Part One section of the minutes of the previous meeting.* |
| 26.08.04 | **Policies:** *to* ***consider*** *and* ***approve*** *the following documents –*  Staff Leaving/Exit Interviews  Return to Work Procedures  Councillor Recruitment and Retention  Contract of Employment (using NaLC template) |
| 26.08.05 | **Delegated decisions to report to council:** |
| 26.08,06 | **Recommendations for council:** |
| 26.08.07 | **Date of Next Meeting:** *To be confirmed* |

**PART TWO – CONFIDENTIAL**

**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.

|  |  |
| --- | --- |
| 26.08.08 | **Attendance and Apologies:** *to* ***note*** *attendance, to* ***receive*** *apologies and to* ***approve*** *reasons for absence.* |
| 26.08.09 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting.* |
| 26.08.10 | **Minutes of 11th August 2025 Meeting**: *to* ***approve*** *the Part Two section of the minutes of the previous meeting.* |
| 26.08.11 | **Interviews:** *to* ***agree*** *the interview questions and the format of the interviews* |
| 26.08.12 | **Delegated decisions to report to council:** |
| 26.08,13 | **Recommendations for council:** |
| 26.08.14 | **Date of Next Meeting: To be confirmed** |