

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING of the Staffing Committee
to be held at 2 Albion Road on Wednesday 7 August 2019 at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 31 July 2019

A G E N D A

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from this meeting due to the confidential/sensitive nature of the business.

1. **ATTENDANCE AND APOLOGIES**
2. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS**
from councillors on matters to be considered at the meeting
3. **MINUTES** - To resolve that the minutes of the staffing committee meeting held on 10 January 2019 be signed as a correct record
4. **CLERK'S REPORT** – to note receipt
5. **POST EVENT REVIEW OF ANNUAL VOLUNTEER EVENT** – To review the event of 10/1/19 and determine any amendments for subsequent years.
6. **STAFF APPRAISAL**
 - 6.1 To note the 3-month review undertaken with parish assistant.
 - 6.2 To conduct annual review with parish clerk.
7. **QUARTERLY REVIEW OF HOURS** – To consider the quarterly review of hours worked by staff and approve any overtime payment to clerk and parish assistant.
8. **DETERMINE MATTERS FOR REFERRAL TO FULL COUNCIL**