

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held at Pitstone Pavilion on Monday 5 July 2021 at 7.30pm

Due to the sensitive nature of items being discussed, the public and press are not able to join our staffing committee meetings, but the resulting minutes are always published on our web site.

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

Signed *L Eagling*
Date: 28/6/2021

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 11 January 2021 are a true and accurate record of the meeting.

4. CLERK'S REPORT ON MATTERS ARISING

To note receipt of the report on ongoing matters. For information only.

5. STAFFING MATTERS

1. To approve payment of overtime undertaken by staff between April and June.
2. To approve recruitment for a Facilities Manager for Pitstone Pavilion and determine terms.
3. To note current situation with Pavilion Cleaner and actions arising.
4. To note outcome of annual appraisal with Parish Assistant.
5. To note outcome of 3-month review with Asset Inspector.
6. To note outcome of annual check with Litter Pickers.

6. REFERRAL TO FULL COUNCIL

To determine any matters outside the terms of reference of the committee that require referral to full council.

7. DATE AND TIME OF NEXT MEETING

To determine date and time of next meeting.