

# PITSTONE PARISH COUNCIL STAFFING COMMITTEE

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**NOTICE IS HEREBY GIVEN OF** the committee meeting  
to be held in the office at Pitstone Pavilion on Monday 3 October 2022 at 7.15pm

Due to the sensitive nature of items under discussion, our Staffing Committee meeting is not open to the public, however the full minutes will be published to the website for your information.

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

Signed   *L Eagling*    
Date: 23/9/22

## 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 15 June 2022 are a true and accurate record of the meeting.

**4. CLERK'S REPORT ON MATTERS ARISING**

For information only, to note receipt of the report on ongoing matters:

1. To note any update on website safeguarding tool.
2. To note any update on in-house production of PPP.
3. Training (in-house IT support and external courses) for Pavilion Facilities Manager yet to be arranged.

**5. STAFFING MATTERS**

1. To consider/determine the salary budget to put forward for recommendation to full council for 2023/24.
2. To consider/determine the nature & timing of any staff & volunteer thank you event/card for 2022.
3. To consider/approve supplying token Christmas card & gift to 5 members of staff.

**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.