

# PITSTONE PARISH COUNCIL STAFFING COMMITTEE

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**NOTICE IS HEREBY GIVEN OF** the committee meeting  
to be held at Pitstone Pavilion on Tuesday 4 February 2025 at 7pm

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

Signed   *L Eagling*    
Date: 24/1/25

## 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)(Meeting 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 to be transacted.

However the minutes will still be published to our website [pitstone.co.uk](http://pitstone.co.uk) so you can all keep up-to-date.

- 1. INTERVIEW WITH POTENTIAL VOLUNTEER EDITOR FOR PITSTONE PARISH POST**
- 2. ATTENDANCE AND APOLOGIES**
- 3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**  
To consider declarations & interests from committee members on matters to be considered at the meeting.
- 4. MINUTES OF PREVIOUS MEETING**  
To resolve that the minutes of the previous meeting held on 8 October 2024 are a true and accurate record of the meeting.
- 5. CLERK'S REPORT ON MATTERS ARISING**  
To note the ongoing matters arising.
- 6. STAFFING MATTERS**
  1. To consider the format/date of the next volunteer thank you event.
  2. To formally approve that the council will adopt the increased National Minimum Wage for appropriate staff members from 1/4/25.
  3. To formally approve adopting the contracted annual SCP grade increase for the Parish Clerk effective from 1/4/25.
  4. To consider/approve undertaking a review of the hourly rate for the Parish Assistant and Facilities Manager at the next meeting.
  5. To undertake the annual appraisal for the Parish Clerk.
  6. To note that the annual appraisals for the Parish Assistant and Facilities Manager would be carried out prior to the next meeting.
- 7. REFERRAL TO FULL COUNCIL**  
To determine any matters outside the terms of reference of the committee that require referral to full council.
- 8. DATE AND TIME OF NEXT MEETING**  
To determine date and time of next meeting.