

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

**Councillors and Members are summoned to a Meeting of the Charlwood Parish Council
STAFFING COMMITTEE
to be held on Wednesday 15th January 2025
at the Pavilion, Charlwood, at 7:00pm**

**THE PUBLIC AND PRESS HAVE A RIGHT TO BE PRESENT HOWEVER A RESOLUTION WILL BE PASSED AT THE
START OF THE MEETING TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS DUE TO THE CONFIDENTIAL
NATURE OF THE ITEMS TO BE DISCUSSED**

AGENDA

1. APOLOGIES

2. ATTENDANCE & PARTICIPATION

2.1 To pass a resolution to exclude the Public and the Press from the meeting due to the confidential nature of the items for discussion.

3. DECLARATION OF INTEREST – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk of Monitoring Officer prior to the meeting. -*

4. MINUTES – There are no previous minutes to be signed. (LGA 1972 Sch,12 s41).

4.1 To agree which Councillor will take the minutes for the agenda item relating to the Clerk.

5. EMPLOYEE CONTRACTS (TERMS & CONDITIONS)

5.1 Assistant Clerk

5.2 Groundsman

5.3 Withey Inspector

6. REMUNERATION & PENSIONS

6.1 Assistant Clerk

6.2 Groundsman

6.3 Withey Inspector

7. APPRAISALS

7.1 To consider appraisal process and timings

7.2 To consider format of appraisals

7.3 To consider which employees should have appraisals

7.4 To consider and agree who should carry out each appraisal

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

8. ENGAGEMENT OF NEW EMPLOYEES

8.1 To consider whether to recruit a new Groundsman or utilise a Contractor.

9. THE CLERK

9.1 Remuneration

9.2 Contract & Pensions

9.3 Hours

9.4 Workload

10. STAFFING COMMITTEE SUB-COMMITTEE

10.1 To select 3 members to form a Staffing Sub-Committee

11. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE

- **Full Parish Council Meeting** – Monday 20th January 2025, 7:30pm, The Pavilion, Charlwood
- **Finance Committee Meeting** – Tuesday 27th January 2025, The Pavilion, Charlwood, time TBC

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 10th January 2025

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