



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 4JF
Tel and FAX: 01243 263330 **E-mail:** clerk@aldwickparishcouncil.gov.uk
Chairman: Cllr Mr Guy Purser **Clerk:** Heather Knight

Dear Members,

You are duly summoned to a Staffing Committee meeting of Aldwick Parish Council that will be held on **Tuesday 9th July 2024** at **approximately 7.30 pm**, at the Parish Offices, and all Committee Members are hereby summoned to attend.

H.V. Knight

Heather Knight (Mrs)

Clerk to the Parish Council

Dated: 3rd July 2024

Due to the nature of the business to be conducted (staffing matters), there will be a resolution to exclude press and public for items exempt from public viewing as sensitive/confidential.

AGENDA

1. To elect a Chairman of the Staffing Committee.
2. To elect a Vice Chairman of the Staffing Committee.
3. Apologies for Absence.
4. Declarations of Interest.
5. To review the committee Terms of Reference (attached) and consider any amendments for recommendation to Council.
6. To resolve to move to confidential business, requiring the exclusion of public and press.
7. To receive Clerk's Contract of Employment (confidential) and Job Description, for reference.
8. Review of Staffing resources, including consideration of additional administrative /cleansing staff or premises contractor: To agree any necessary actions in line with Terms of Reference and budget considerations.
9. Review of administrative processes for Clerk's Annual Leave and Time off in Lieu (TOIL).
10. To consider process and arrangements for Clerk's Annual Appraisal (contractual).
11. Clerk's Annual Salary review (contractual).
12. Date and time of next Staffing Committee Meeting – to be determined / advised.