

**Issue date: 7<sup>th</sup> December 2016**  
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Mrs. Angie Hurren  
Parish Clerk



To: Broadclyst Parish Council Staffing Committee Members  
For Information: Broadclyst Parish Council Members, District  
and County Ward Members, Press and Public.

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**BROADCLYST PARISH COUNCIL**  
**STAFFING COMMITTEE MEETING**

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

You are hereby summonsed to a Staffing Committee meeting of Broadclyst Parish Council which will be held on **Tuesday 13<sup>th</sup> December 2016** in the **Clystnet meeting room, Fair Oak Close, Exeter Airport Business Park**, at 11am for the purpose of transacting the following business:

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**AGENDA**

NB: There will be 1 matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month – see agenda item 16/11ii

**16/07 APOLOGIES**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### **16/08 DISCLOSABLE PECUNIARY INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

***Standing Orders will be suspended:***

### **16/09 CONFIDENTIAL ITEMS**

There is one item (16/11) which the Clerk recommends should be dealt with by way of Part B

### **16/10 PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

***The meeting will reconvene under Standing Orders***

### **16/11 STAFF APPRAISALS**

#### **i. Public Bodies (Admission to Meetings) Act 1960**

Council to resolve to exclude the public and press from the next item on the agenda under Part 2 of the Public Bodies (admission to meetings) Act 1960, and Standing Orders 3d, due to the confidential nature of the business to be transacted.

#### **ii. Staff Appraisals**

To receive a report the Staffing Committee following annual staff appraisals and to consider recommendations contained within.

### **16/12 STAFFING STRUCTURE**

To consider the optimal staffing structure of the Council for its current needs and operations.

### **16/13 STAFFING BUDGET**

To resolve to recommend to the Council the staffing allocation for 2017-18

### **16/14 CLOSE OF MEETING**

To close the meeting

*AMS Hurren*

Mrs Angie Hurren  
MILCM  
Broadclyst Parish Council Clerk

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**

## **Public speaking**

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.
- Speakers should restrict their comments to Agenda items only.
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.