

Issue date: Thursday 10th November 2016

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Mrs. Angie Hurren

Parish Clerk

19 New Buildings

Broadclyst

Exeter

EX5 3EX

To: all Members of Broadclyst Parish Council Staffing Committee

www.broadclyst.org

STAFFING COMMITTEE MEETING

You are hereby summoned to attend a meeting of the **Broadclyst Parish Council Staffing Committee** which will be held at Clystnet Office, Exeter Airport Business Park on

Thursday 17th November 2016 commencing at 13:45hrs.

AGENDA

Press and public are excluded due to the confidential nature of the business to be discussed.

The following business will be transacted:

S16/01 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.

S16/02 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 Parish Clerk in advance of the meeting.

S16/03 ASSISTANT CLERK RESIGNATION

- i. To receive a letter of resignation from Mrs Mollie Bolton, Assistant Clerk.
- ii. To confirm last day of work with consideration to notice period

S16/04 COUNCIL REQUIREMENTS

To discuss the operational requirements of the Council and parish office and to determine the optimum staff structure.

S16/05 ADVERT/JD/PERSON SPEC

- i. To discuss detail of the person spec and JD of the vacancy
- ii. To discuss and resolve where to advertise and for how long; closing dates for applications and the first round of interview dates.

S16/06 CLOSE OF MEETING

To close the meeting

Dated this 10th day of November 2016

Angie Hurren

Broadclyst Parish Council Clerk

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.