

Hooe Parish Council

Staffing Committee Agenda

Telephone: 07548 528754
Email: Clerk@Hooe-pc.gov.uk
Date: 30th November 2023

1 Thorne Farm Cottages
Ninfield Road
Bexhill on Sea
East Sussex
TN39 5JP

I hereby give notice that all Councillors are summoned to attend a Staffing Committee meeting on Wednesday 6th December 2023 at 6.30pm at the village hall when it is proposed to transact the business stated below.

Signed: Jane Warrener – Clerk / RFO to Hooe Parish Council

Business To Be Transacted

1. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3)
2. **Disclosure of Interests**
Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.
To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.
3. **Minutes of the Previous Meetings** to be agreed and signed as a true record.
To approve and sign the Confidential Minutes of the Staffing Committee Meeting held on the 6th November 2023 as a true record.
4. **To exclude the public for agenda items 5 the following resolution must be passed.**
That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

Matters For Consideration and Resolution

5. **To discuss the Clerk's employment contractual arrangements and agree any actions required.**

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.